



Request for Proposal
From General Contractors and Construction Companies (“Construction Partner”)
For Rehabilitation Services for Eight Units

1784 Walnut St, 159 and 163 North 10th Avenue
Brighton, CO 80601 (the “Properties”)

Issued by:

Elevation Community Land Trust
1114 W. 7th Ave., Ste. 101
Denver, CO 80204

RFP Issued: 4/8/2026
Proposals Due: 5/27/2026

RFP Reference: Brighton Rehab

Table of Contents

About Elevation Community Land Trust	3
RFP Summary	3
RFP Timeline	3
Project Background	4
Key Project Details	4
Construction Partner Services and Requirements	5
General Requirements and Conditions	6
Costs and Budgeting	9
RFP Submittal Requirements	9
Evaluation and Scoring Rubric	12
Terms and Conditions	13
List of attachments that need to be completed and submitted with the proposal	15
ATTACHMENT A: STANDARD COVER SHEET	16
ATTACHMENT B: CONFLICT OF INTEREST CERTIFICATION	17
ATTACHMENT C: DEBARMENT AND SUSPENSION CERTIFICATION	19
ATTACHMENT D: BUDGET TEMPLATE	21
ATTACHMENT E: SECTION 3 COMPLIANCE PLAN	22
ATTACHMENT F: SCOPE OF SERVICES FOR INDIVIDUAL UNITS	24
159 N 10 th Avenue, Unit A Brighton, Colorado 80601 Upper Unit	24
159 N. 10 th Avenue, Unit B Brighton, Colorado 80601 Lower Unit	27
163 10 th , Unit A Brighton, Colorado Front Unit.....	30
163 10 th , Unit B Brighton, Colorado Rear Unit	33
1784 Walnut Street, Unit A Brighton, Colorado 80601	36
1784 Walnut Street, Unit B Brighton, Colorado 80601	40
1784 Walnut, Unit C Brighton, Colorado 80601	43
1784 Walnut, Unit D Brighton, Colorado 80601	47
ATTACHMENT G: FUNDING AGREEMENT	51
ATTACHMENT H: FEDERAL REQUIREMENTS TABLE	52
ATTACHMENT I: REHABILITATION STANDARDS	53
ATTACHMENT J: SAMPLE SECTION 3 REPORT & CERTIFICATIONS	54
ATTACHMENT K: EXAMPLE SUMMARY OF ACTUAL COSTS	549

About Elevation Community Land Trust

Elevation Community Land Trust (ECLT) is a statewide nonprofit organization focused on the creation and long-term stewardship of permanently affordable homeownership opportunities for low to moderate-income households across Colorado. ECLT accomplishes this work through the community land trust (CLT) model, whereby ECLT maintains ownership of the land and sells a fee-simple interest in the improvements and a leasehold interest in the land to qualified households. Homes in the ECLT portfolio are priced to be affordable (less than 35% of gross income going toward housing costs) to low- and moderate-income households, and the home purchase prices are discounted relative to market through public and philanthropic subsidies.

ECLT creates new homeownership opportunities through the renovation of existing properties, and through partnership with developers to build new construction homes. In many cases, ECLT receives public funding that supports acquisition and/or development of new permanently affordable homeownership opportunities.

ECLT manages a portfolio of over 500 permanently affordable homes that are either occupied by income-qualified homeowners or in the process of development or rehabilitation. ECLT has more than 300 homeowners across 13 municipalities, ranging from single person homeowners in studio condos to multi-generational households in single family homes.

RFP Summary

This RFP is seeking a Construction Partner for a scope of work for the rehabilitation of eight (8) housing units. These units are part of ECLT's inventory of affordable homes and require various upgrades to meet health, safety, energy efficiency, and modern living standards. The rehabilitation work will be conducted on properties located in Brighton, Colorado. All procurement records will be retained and made available for audit by Adams County, Colorado, upon the County's request, in accordance with ECLT's Records Retention Policy.

RFP Timeline	
RFP Issued	4/8/2026
Walkthrough with ECLT and other interested parties (mandatory)	4/24/2026 10am
RFP Questions due via Form link:	5/4/2026 5PM Mountain time Please sign up for RFP updates and

RFP Timeline	
	submit questions through this Microsoft Form (Brighton Rehab RFP Questions Submission – Fill out form)
All answers to submitted questions distributed to all parties:	5/11/2026
Second walkthrough (optional)	5/15/2026, 10am
RFP Submissions Due:	5/27/2026, 5:00 PM Mountain time All proposals and attachments should be submitted via email to David Ogunsanya, Vice President of Real Estate at dogunsanya@elevationclt.org and Shannon McGinty, Project Manager – Home Renovations at smcginty@elevationclt.org
Final Selection	Final Selection will be announced the week of 6/1/2026

Project Background

The rehabilitation of the Properties in Brighton is a partnership between Elevation Community Land Trust (ECLT) and Adams County. Adams County provided funding to ECLT for costs related to the rehabilitation of the Properties. The agreement between ECLT and Adams County requires ECLT to use the funding provided by Adams County to rehabilitate the units and sell them as affordable homeownership opportunities.

Key Project Details	
Addresses:	1784 Walnut St #A, #B, #C, and #D, 159 North 10 th Avenue #A and #B, and 163 North 10 th Avenue #A and #B, all located in Brighton, CO 80601 (the “Properties”)
Legal Descriptions:	1784 Walnut St #A, #B, #C, and #D: LOT 2, BLOCK 2, MEDLIN

	<p>SUBDIVISION, COUNTY OF ADAMS, STATE OF COLORADO.</p> <p>159 North 10th Avenue #A and #B: LOT 4, BLOCK 4, KIDDERS AND SCHOONMAKERS ADDITION, COUNTY OF ADAMS, STATE OF COLORADO.</p> <p>163 North 10th Avenue #A and #B: LOT 3, BLOCK 4, KIDDERS AND SCHOONMAKERS ADDITION, COUNTY OF ADAMS, STATE OF COLORADO.</p>
Sustainability:	The design and development should emphasize value-driven, high-quality and sustainable materials. The homes will need to prioritize lower utility costs and lower maintenance costs for the residents.
Construction Commencement Date:	No later than June 30, 2026
Construction Completion:	September 30, 2026
Section 3 Compliance:	Training and monthly reporting required

Construction Partner Services and Requirements

The rehabilitation work will vary by unit but may include, but is not limited to, the following tasks. Parties responding to this RFP (“Respondents”) must be prepared to handle a range of general construction and specialized services such as:

- **Structural:** Foundation repair, framing updates, and structural improvements as needed.
- **Exterior:** Roofing replacement, siding repair/replacement, window and door replacement, exterior painting, and landscaping.
- **Interior:** Drywall repair, interior painting, new flooring, and installation of doors and trim.
- **Mechanical, Electrical, and Plumbing (MEP):** HVAC system upgrades, electrical system modernizations, new lighting fixtures, and plumbing updates to ensure code compliance and efficiency.
- **Kitchens and Bathrooms:** Demolition and installation of new cabinetry, countertops, fixtures, and finishes.
- **Energy Efficiency:** Installation of insulation, high-efficiency appliances, and other measures to reduce energy consumption.
- **Health and Safety:** Radon mitigation, lead-based paint and asbestos abatement (if

- required), and installation of smoke/carbon monoxide detectors.
- **Site Work:** Grading and drainage improvements.

General Requirements and Conditions	
Scope of Services:	A scope of services for each unit at the Property is attached to this RFP as Attachment F.
Experience Requirements:	Provide evidence of your firm's experience with similar housing rehabilitation projects, particularly affordable housing or nonprofit partnerships
Compliance Requirements:	<p>RFP responses and Construction Partner services shall be provided in compliance with the applicable federal standards contained or referenced in the agreement between ECLT and Adams County, Funding Agreement dated March 18, 2025, as amended (See attached Funding Agreement). This project is funded in part with HOME funds and is subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 75).</p> <p>The units constructed shall furthermore meet the requirements of the Americans with Disability Act, and shall be constructed to mitigate the impact of potential disasters in accordance with state and local codes.</p> <p>The awardee shall also permit ECLT and its agents to conduct progress and final inspections during construction.</p> <p>The awardee shall comply with all applicable federal laws.</p> <p>Section 3 training and monthly reporting is required.</p>
Compliance with Federal Regulations and 2 CFR 200.321:	<p>In compliance with ECLT’s Federal Grants Procurement Policy and in compliance with 2 CFR 200.321, when possible ECLT will ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as set forth below.</p> <p>(1) These business types are included on solicitation lists;</p> <p>(2) These business types are solicited whenever they are deemed eligible as potential sources;</p> <p>(3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types;</p>

	<p>(4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;</p> <p>(5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;</p>
<p>No Discrimination in Employment:</p>	<p>In connection with the performance of work under this RFP, Respondents may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability.</p>
<p>Insurance Requirements:</p>	<ul style="list-style-type: none"> ● Worker’s compensation coverage, as required by statute ● General liability coverage with minimum limits of \$1m each occurrence, \$1m general aggregate, \$1m products and completed operations aggregate, and \$50k any one fire. This policy shall have a Broad Form of Endorsement and include the following coverage: Blanket Contractual Liability, Broad Form Property Damage, Completed Operations, and Personal Injury. ● Automobile liability coverage which includes coverage for all owned, non-owned, and rented vehicles with a minimum limit of \$1m combined single limit for each occurrence ● Crime insurance including employee dishonesty coverage at the following limits: \$1m per occurrence, \$1m general aggregate ● Builder’s risk insurance in the amount of the initial construction costs, plus value of subsequent modifications and cost of materials supplied or installed by others. ● All coverages must be approved by Adams County and name Adams County as an additional insured, and further meet the requirements laid out in section 34(a) and 34(b) of the Funding Agreement. ● All coverages shall name ECLT as an additional named insured, and may require other entities, such as the State of Colorado, be named an additional insured.
<p>Workmanship Warranty</p>	<p>Contractor shall warrant that all labor and workmanship performed under this Agreement shall be completed in a good and workmanlike manner, consistent with generally accepted construction standards and practices applicable to the type of work performed. The Contractor further warrants that all work shall be</p>

	free from defects in workmanship for a period of one (1) year from the date of Substantial Completion of the Project, unless otherwise specified in writing.
Bonding Requirements	The selected Construction Partner shall secure a Performance Bond and a Payment Bond in the amount of one hundred percent (100%) of the contract price, with a corporate surety approved by the County and licensed to do business in the State of Colorado, and said bonds to be released at the sole direction of Adams County. If the contract price is below \$250,000 then this requirement does not apply.
Cost Documentation and Audit Access:	The Construction Partner is required to maintain full documentation of costs and make records available to ECLT upon request.
Licensing	Proof of appropriate licensing to perform construction services in Colorado.
Safety Plan	Outline your company's site safety and quality control procedures.
ECLT's Commitment to Diversity, Equity & Inclusion	<p>Elevation Community Land Trust is committed to modeling diversity and inclusion for the affordable housing industry and maintaining an inclusive environment with equitable treatment for all. Our diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites.</p> <p><i>This section is provided for informational purposes only and does not create a contractual requirement, evaluation criterion, or condition of award.</i></p>

Costs and Budgeting

For the purposes of this RFP, Respondents shall submit a pricing proposal for the proposed scope of work and summary actual cost information from a recently completed housing rehabilitation project. This information is requested for cost-reasonableness and comparative purposes, consistent with HOME program requirements.

Actual cost information may be submitted in summary form and may exclude proprietary or confidential information. (See Attachment K)

Profit Structure

Any proposed profit shall be clearly identified as a separate line item and stated as a fixed dollar amount. Percentage-based fees, cost-plus arrangements, or markups tied to total project costs are not permitted.

Payment Method

The agreement with the selected Construction Partner shall be paid on a reimbursement basis for eligible costs actually incurred, subject to approval by Elevation Community Land Trust (ECLT) and compliance with all applicable federal requirements.

The agreement shall include a maximum not-to-exceed (NTE) amount mutually agreed upon by the Construction Partner and ECLT. Costs in excess of the approved NTE amount shall be the sole responsibility of the Construction Partner.

Cost Alignment Narrative

Respondents shall include a brief narrative description that:

- Describes how actual costs from the referenced rehabilitation project compare to the proposed budget; and
- Identifies any anticipated cost variances related to the proposed scope of work.

Budget Submission Requirements

Respondents shall complete and submit a detailed project budget using the Excel budget template provided as Attachment D.

The template is provided as a guide. Respondents may add line items or rows as necessary to present a complete and transparent budget.

Budget submissions must clearly identify:

- Total project costs;
- A maximum not-to-exceed project amount; and
- A fixed-dollar profit amount, shown as a separate line item.

Federal Cost Compliance

All costs and procurement activities shall comply with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), HOME program requirements, and the applicable provisions of the Funding Agreement between ECLT and Adams County.

All costs must be reasonable, necessary, allocable, and adequately documented.

Review of Budgets

Budget submissions will be reviewed for:

- Completeness and transparency of line items;
- Compliance with 2 CFR Part 200 and other applicable federal requirements; and
- Reasonableness of proposed costs relative to industry standards and project scope.

RFP Submittal Requirements

Responses should be submitted to the contacts identified in the RFP Summary section above by the date specified in that section. Submissions must be in a single PDF document, and the document should be clearly titled with the RFP reference specific on the cover page of this RFP as well as the Respondent's name. Finally, the responses must include the following items, organized in the following order:

- (1) Standardized Cover Sheet:** Please complete Attachment A: Standardized Cover Sheet
- (2) Cover Letter:** Please include company information and an explanation of your construction process and affordable housing experience. Specifically:
 - (a) Company information including how long you have been operating in the construction/rehabilitation space

- (b) Summary of relevant experience
- (c) Confirmation of compliance with licensure, bonding, and insurance requirements
- (d) Acknowledgement that minimum 1-year warranty will be provided for all work completed

(3) Budget/ Cost Estimation:

- (a) Please use the attached Excel file template (attachment D) to complete your budget and narrative
- (b) This should include costs for labor, materials, permits, and any necessary subcontractor costs.
- (c) Include a line item for a contingency fund to address unforeseen issues
- (d) . Respondents may describe anticipated project milestones for construction sequencing and planning purposes. The selected Construction Partner will be paid on a reimbursement basis, subject to a maximum not-to-exceed (NTE) amount. Payment will be made based on verified, eligible costs incurred for completed work, in accordance with the executed agreement. Payment will be based on reimbursable costs incurred, not on the achievement of construction milestones.
- (e) Attach Summary Actual Costs – Recently Completed Project

(4) Construction Schedule: Submit a schedule of construction with your proposal, including a proposed start date, milestones, and a final completion date for all eight units.

(5) Materials and Quality Control:

- (a) Please describe your quality control processes.
- (b) Provide a summary of materials selection process and any value engineering options.

(6) Project Team - Key Personnel: Provide names and resumes for your project team, including specific project experience for construction and rehab. Please include the capacity of team members and the organization's ability to meet the timeline requirements. List the subcontractors you intend to use along with their respective trades.

(7) Portfolio of Completed Projects:

- (a) Provide specific project experience on relevant, completed projects including:
 - (i) Project location, scope and status
 - (ii) Unit type and size
 - (iii) Proposed vs. actual timeline and budget
 - (iv) Affordability and final sales price, if applicable

(8) Legal: If your company has been involved in a legal dispute involving construction or design defects in the last three years, please provide details.

(9) References: Provide names and contact information for at least 3 industry contacts who ECLT can contact for references on prior performance for rehab housing projects completed.

(10) Additional attachments for completion and inclusion:

- (a) Attachment A: Standardized Cover Sheet
- (b) Attachment B: Conflict of Interest Disclosure Statement
- (c) Attachment C: Debarment and Suspension Certification
- (d) Attachment D: Budget
- (e) Attachment E: Section 3 Plan

Evaluation and Scoring Rubric

Method for Conducting Technical Evaluations and Selecting Recipients

All complete and timely proposals will be evaluated based on the following weighted criteria. Please address each criterion in your submission to ensure a fair and thorough review process.

Method for Conducting Technical Evaluations and Selecting Recipients

1. Proposal Receipt and Eligibility Screening

Timeliness Check: Proposals must be received by the submission deadline.

Completeness Check: Proposals must include all required components.

Eligibility Review: Proposers must meet basic eligibility requirements (e.g., no debarment, compliance with federal procurement standards). Proposals failing eligibility or completeness checks will not advance to evaluation.

2. Evaluation Committee Formation

An Evaluation Committee will be established, consisting of at least three qualified reviewers with expertise in construction, compliance, and finance. Each member of the Evaluation Committee will avoid actual or apparent conflicts of interest, and disclose such conflicts using the disclosure form attached hereto as Attachment B.

3. Evaluation Process

Each complete and eligible proposal will be evaluated using the weighted criteria outlined in the RFP evaluation rubric.

Step 1: Independent Scoring

Each evaluator will review proposals independently.

Evaluators will score each criterion on a scale of 0–100, applying the weighting system as follows:

Criteria	Description	Weight (%)
Experience & Qualifications	Demonstrated track record of successful, similar projects, including HOME funded projects and Section 3 compliance	30
Project Approach	Feasibility and quality of the proposed work plan, schedule, and team.	30
Cost Proposal	Competitiveness, thoroughness, and clarity of the itemized budget	30
Alignment with Mission	Understanding of and commitment to ECLT’s goals to create affordable homeownership opportunities.	10

Step 2: Consensus Meeting

- The Evaluation Committee will convene to discuss scores, clarify discrepancies, and reach consensus.
- Final consensus scores will be recorded in an Evaluation Summary Matrix.

Step 3: Final Budget Review

The Evaluation Committee, in case of a tie between multiple Respondents, will closely review submitted budgets to determine which Respondent’s budget proposal will best deliver units on time and on budget.

Terms and Conditions

- I. Reservation of Rights

- A. ECLT reserves the right to reject any or all submittals, to waive any irregularities in the RFP process, or to terminate the RFP process at any time.
 - B. ECLT reserves the right not to select a Construction Partner.
 - C. ECLT reserves the right to reject and not consider any submittal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete submittals and/or submittals offering alternate or non-requested services.
 - D. ECLT shall have no obligation to compensate any person or firm for any costs incurred in responding to this RFP nor any obligation to compensate any person or firm for any costs incurred or in connection with the proposed project, unless expressly agreed to in writing by ECLT.
 - E. ECLT shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.
 - F. ECLT reserves the right to request additional information from all proposers to determine level of financial responsibility, qualifications, experience, or other relevant factors.
 - G. ECLT reserves the right to incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the ECLT and the respondent.
- II. Additional Terms and Conditions
- A. Interested firms are advised that no obligation or commitments are incurred by ECLT in publishing this RFP.
 - B. It is ECLT's intent to evaluate the responses and final selected candidates and select the firm judged to be the best qualified, with which to enter into an agreement for services to complete the Scope of Work.
 - C. ECLT reserves the right to negotiate with the successful firm for additional services related to the Scope of Work.
 - D. Noncompliance with applicable federal law or ECLT policy as detailed in the Scope of Work may result in disqualification, contract termination, or other remedies.
 - E. By participation in this RFP process, responders agree to hold harmless ECLT, its officers and employees from all claims, liabilities and costs related to all aspects of the selection process.
 - F. By participation in this RFP process, responders certify that they, nor their principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. Please complete Attachment B: Debarment and

Suspension Certificate. ECLT will verify SAM.gov status for all contractors prior to award, and retain documentation of these checks.

- G. Interested firms, if awarded this RFP, agree to meet with ECLT as frequently as every week to discuss project progress, or less frequently as needed, either online or at the project site.
- H. Applicable laws. The below federal laws apply to this RFP and shall be adhered to by ECLT and the awardee.
 1. Age Discrimination Act of 1975, 42 U.S.C. 6101, et seq.
 2. Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq.
 3. Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.
 4. Equal Pay Act of 1963, 29 U.S.C. 206(d)
 5. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
 6. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, implementing regulations at 24 CFR Part 8
 7. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq.
 8. Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq.
 9. Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et seq.
 10. §24-34-301, et seq., C.R.S. (Colorado Civil Rights)
 11. Contract Work Hours and Safety Standards Act, 40 U.S.C. 3701, et seq., implementing regulations at 29 CFR Part 5.
 12. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Uniform Guidance”), 2 CFR Part 200.
 13. Colorado Local Government Audit Law, §29-1-601, et seq., C.R.S.
 14. Colorado Housing Act of 1970, §24-32-701, et seq., C.R.S.
 15. §24-75-601, et seq., C.R.S. (Funds – Legal Investments)
 16. McKinney–Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, 42 U.S.C. § 11301 et seq.).
 17. Section 3 (24 CFR Part 75)

List of attachments that need to be completed and submitted with the proposal

- Attachment A: Standardized Cover Sheet
- Attachment B: Conflict of Interest Disclosure Statement
- Attachment C: Debarment and Suspension Certification
- Attachment D: Budget Template
- Attachment E: Section 3 Plan

List of attachments provided for reference only

- Attachment F: Scope of Services for individual units

- Attachment G: Funding Agreement between ECLT and Adams County
- Attachment H: Federal Requirements Table
- Attachment I: Rehab Standards
- Attachment J: Sample Section 3 Reports and Certs
- Attachment K: Example Summary of Actual Costs

ATTACHMENT A: STANDARD COVER SHEET

Please complete all fields below. This cover sheet must be submitted with your proposal.

Organization Name	
Contact Person	
Title	
Email	
Phone	
Mailing Address	
SAM.gov Registration Status (Active/Inactive)	
Unique Entity Identifier (UEI) from SAM.gov	
Employer Identification Number (EIN)	
W-9 Attached	(Yes/No)
Conflict of Interest Disclosure Attached	(Yes/No)
Debarment Certification Attached	(Yes/No)
Insurance Coverage Confirmation	(Yes/No)
Authorized Signature	
If Authorized Signature is not from Contact Person, please print name and title of Authorized Signor	
Date	

ATTACHMENT B: CONFLICT OF INTEREST CERTIFICATION

Purpose:

To maintain the highest standards of integrity, transparency, and fairness in the selection process, Elevation Community Land Trust requires all respondents to disclose any actual, potential, or perceived conflicts of interest that could compromise—or appear to compromise—the impartiality of this procurement process.

1. Definition of Conflict of Interest

A **conflict of interest** exists when an individual or organization’s personal, financial, or professional interests could reasonably be perceived to influence their objectivity or give an unfair advantage in this RFP process.

Examples include, but are not limited to:

- A current or prior financial, contractual, or employment relationship with [Organization Name] or any of its officers, directors, or employees;
- A family or close personal relationship with any person involved in developing, managing, or evaluating this RFP;
- Any circumstance that might otherwise call into question the fairness or impartiality of your participation.

2. Disclosure

No Conflict of Interest

We hereby certify that, to the best of our knowledge, no actual, potential, or perceived conflict of interest exists between our organization, its principals, employees, or affiliates, and [Organization Name], its officers, directors, or employees.

Conflict of Interest Exists

We disclose the following actual, potential, or perceived conflicts of interest:

(Please describe the nature of the relationship or circumstance, including names, positions, and relevant details.)

If additional space is needed, please attach a separate sheet.

3. Certification

By signing below, the undersigned certifies on behalf of the organization that:

- The information provided above is true and complete to the best of our knowledge;
- We agree to promptly disclose any conflicts of interest that arise at any point during this RFP process; and
- We understand that failure to disclose a conflict may result in disqualification from consideration or termination of any subsequent agreement.

Organization Name: _____

Authorized Representative (print): _____

Title: _____

Signature: _____

Date: _____

Elevation Community Land Trust reserves the right to determine, at its sole discretion, whether a disclosed conflict of interest precludes participation in this RFP process. Per Elevation Community Land Trust's Federal Grants Procurement Policy, contractors or others who helped draft the RFP or specifications are excluded from competing in the RFP process.

ATTACHMENT C: DEBARMENT AND SUSPENSION CERTIFICATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

(Required for all contractors, vendors, and subrecipients prior to award of contract or agreement)

Purpose

In accordance with Executive Orders 12549 and 12689, and federal regulations at 2 CFR Part 180, organizations receiving federal funds (directly or indirectly) must ensure that contractors, vendors, and subrecipients are not debarred, suspended, or otherwise excluded from participation in federal assistance programs.

A. Certification

The undersigned hereby certifies, to the best of their knowledge and belief, that:

1. The organization, its principals, and affiliates:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
 - b. Have not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
 - c. Have not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against them for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses enumerated in paragraphs (b) or (c) above.
2. The organization agrees to notify the issuing nonprofit immediately if, at any time before or during the term of the contract, it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. If unable to certify any of the statements above, the organization must attach a written explanation to this form.

B. Exceptions

- None. The organization can certify to all statements above.
- Exceptions attached. (Attach a statement of explanation.)

C. Certification

Organization Name:	
Authorized Representative:	
Title:	
Signature:	
Date:	
Address:	
City, State, ZIP:	
Phone / Email:	

Failure to submit a signed certification may result in disqualification from consideration for this RFP.

ATTACHMENT D: BUDGET TEMPLATE

See Excel Spreadsheet

ATTACHMENT E: SECTION 3 COMPLIANCE PLAN

Project Information

- **Project Name:** Brighton Rehab
- **RFP Issued By:** Elevation Community Land Trust (ECLT)
- **HUD Program:** HOME Investment Partnerships Program
- **Project Location:** 1784 Walnut St #A, #B, #C, and #D, 159 North 10th Avenue #A and #B, and 163 North 10th Avenue #A and #B, all located in Brighton, CO 80601

1. Section 3 Acknowledgment

This project is subject to Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 75, because it involves HUD HOME-funded construction/rehabilitation activity.

Section 3 applies to the General Contractor and all covered subcontractors. Subcontracts under the \$100,000 threshold are not individually covered, but the GC will be required to aggregate labor hours and document best efforts.

2. Section 3 Compliance Approach

Given the size, scope, and limited duration of this rehabilitation project, ECLT will implement a proportionate, contractor-led Section 3 compliance approach focused on assigning responsibility, documenting best efforts, and maintaining required records.

3. General Contractor Responsibilities

The General Contractor must:

- Participate in ECLT Section 3 training
- Implement Section 3-compliant hiring practices, when new hiring opportunities arise
- Conduct reasonable outreach to Section 3 workers and businesses
- Flow down Section 3 requirements to all applicable subcontractors
- Track total labor hours and Section 3 labor hours worked on the project
- Obtain and retain:
 - Section 3 worker self-certifications (as applicable)
 - Subcontractor Section 3 certifications
- Submit monthly Section 3 reports to ECLT using the required template

4. Monitoring & Recordkeeping

ECLT will monitor Section 3 compliance through:

- Review of monthly Section 3 reports

- Review of certifications and supporting documentation upon request

All Section 3 records shall be retained by the GC for the required federal retention period and made available to ECLT, Adams County, or HUD upon request.

5. Noncompliance

Failure to comply with Section 3 requirements or to submit required documentation may result in corrective action, delayed payment, or other remedies available under the contract and applicable federal regulations.

6. Section 3 Certification / Acknowledgment

CERTIFICATION

I certify that the information provided in this Section 3 Compliance Plan is true and correct and that we will comply with the requirements of Section 3 and 24 CFR Part 75, regardless of whether Section 3 language is included in any subcontract.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT F: SCOPE OF SERVICES FOR INDIVIDUAL UNITS

159 N 10th Avenue, Unit A
Brighton, Colorado 80601
Upper Unit

1. Entire Unit

Remove all flooring in unit. Install new LVP flooring, include entry. ECLT to spec flooring. **Contractor to pick up flooring.** \$

Furnish and install all new interior doors. Doors shall be 2 panel doors. Include all new door trim. \$

Furnish and install all new trim throughout the entire unit. **ECLT to spec trim.** \$

Furnish and install new 10-year smoke and CO detectors to code. \$

Paint the entire unit including all doors, ceilings, walls and trim.

Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. **Color TBD.** Paint shall be a high-grade paint, Sherwin Williams or Behr. After painting install all new white cover plates on all switches and receptacles.

If any receptacle or switch plate is painted, install new receptacle or switch plate. \$

Install a new front door. **ECLT to spec doors. Contractor to pick up doors.** \$

2. Electrical

Does the system need to be upgraded?
125-amp service -shows aluminum wiring. \$

Electrician shall install slim line recessed lighting in the living room, hallway and laundry closet. \$

Electrician shall install a new light fixture in the utility room. **ECLT to provide fixture.** \$

Electrician shall install new light fixtures in both bedrooms. **ECLT to provide fixtures.** \$

Electrician shall install a new bathroom vanity light. **ECLT to provide fixture.** \$

Electrician shall install new exterior light fixtures. **ECLT to provide fixtures.** \$

Electrician shall install a new interior light fixture in hallway entry.
ECLT to provide fixture. \$

Electrician shall install new light fixtures in the kitchen and dining room.
ECLT to provide fixtures. \$

Electrician shall install antioxidant compound. The outlet in back of house
needs to be replaced and include cover. \$

3. Furnace

Contractor to have a new furnace installed by a licensed HVAC company.
Seller to approve new furnace brand. \$
Furnish and install a new thermostat. \$

4. Water Heater

Furnish and install a new 40 gallon water heater. Include drip pan
and expansion tank. \$

5. Bathroom

Gut the entire bathroom. \$
Furnish and install a new bathtub. **Tub shall be a Delta
Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub**

Install all new tile and Schluter. ECLT to spec tile. **Contractor to pick
up tile and Schluter.** \$
Install new bathtub fixtures. **ECLT to provide fixtures.** \$
Furnish and install a new toilet. New toilet to be **Delta or Kohler.**
\$

Install a new vanity and mirror. **ECLT to spec vanity & mirror.**
Contractor to pick up vanity and mirror. \$
Install vanity faucet. **ECLT to provide faucet.**
Install new towel bar and TP holder. **ECLT to provide fixtures.** \$

Contractor to supply grout, caulk, mortar, Schluter, backerboard, screws, etc.

6. Kitchen

Gut the entire kitchen. \$
Remove the wall between the kitchen and living area. \$
Install new cabinets and cabinet hardware per design. **ECLT to provide
cabinets and hardware.** \$
Install new backsplash. **Contractor to pick up new tile. ECLT to spec**

backsplash.	\$
Install new kitchen faucets. ECLT to provide faucets.	\$
Furnish and install a new disposal, include any electrical needed. Disposal shall be Moen Prep Series ½ HP. (\$110.00 at Home Depot)	\$
Furnish and install a new double pane window in the kitchen. Window to be approved by ECLT.	\$
Furnish and install a new sliding glass door. Door to be approved by ECLT.	\$
Contractor to supply plumbing lines for all plumbing....refrigerator lines, disposal lines, dishwasher line, sink lines, toilet lines, p-traps,etc.	

7. Exterior Repairs

Repaint exterior unit. Entire unit to be painted.	\$
The roof boots need caulking.	\$
Repair any broken or damaged siding.	\$
Repair/replace any damaged window trim.	\$
Repair any damaged eaves, soffits, or posts,	\$
Repair/replace any broken gutters or downspouts.	\$
Reposition the steps on the deck to open directly to the backyard, make necessary repairs to rails as needed to accommodate new stairs. Deck report shows end bearing inadequate, guard rails are loose, and beam is about half inch into concrete floor.	
Report recommends grading and swaling is needed to direct drainage water away from foundation. See pictures in inspection report	\$

8. Parking Area

Create swales and install new concrete for parking area with proper slope for draining.	\$
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TOTAL PRICE \$

Signed: _____ Date: _____
 Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.
 Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox.
 During fall/winter, the thermostat shall be set at 68 degrees.

159 N. 10th Avenue, Unit B
Brighton, Colorado 80601
Lower Unit

1. **Entry To Unit**

Remove carpet from interior steps. \$

2. **Entire Unit**

Remove all flooring in unit and at entry to unit. Install new LVP flooring.
ECLT to spec flooring. **Contractor to pick up flooring.** \$

Furnish and install new double-pane windows. **Windows to be approved by ECLT.** \$

Furnish and install all new interior doors. Doors shall be 2 panel doors.
Include all new door trim and hardware for a complete installation. \$

Furnish and install all new trim throughout the entire unit. **ECLT to spec trim.** \$

Furnish and install smoke and CO detectors to code. \$

Paint the entire unit including all doors, ceilings, walls and trim.

Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. **Color TBD.** Paint shall be a high-grade paint, Sherwin Williams or Behr.

After painting install all new white cover plates on all switches and receptacles.

If any receptacle or switch plate is painted, install new receptacle or switch plate. \$

Install new front and rear doors. **ECLT to spec doors. Contractor to pick up doors.** \$

3. **Electrical**

The panel box is rusted shut. Contractor shall have a licensed electrician furnish and install new box. Does system need to be upgraded?

125 amp service \$

Electrician shall install slim line recessed lighting in the living room. \$

Electrician shall install new light fixtures in both bedrooms. **ECLT to provide fixtures.** \$

Electrician shall install a new bathroom vanity light. **ECLT to provide fixture.**

Electrician to install new exterior light fixture. **ECLT to provide fixture.** \$

- Electrician to install a new interior light fixture in hallway entry.
ECLT to provide fixture. \$
4. **Furnace**
- Contractor to have a new furnace installed by a licensed HVAC company.
Seller to approve new furnace brand. \$
 Furnish and install a new thermostat. \$
5. **Water Heater**
- Furnish and install a new 40 gallon water heater. Include drip pan and expansion tank. \$
6. **Bathroom**
- Gut the entire bathroom. \$
 Furnish and install a new bathtub. **Tub shall be a Delta Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub**
 \$
 Install all new tile and Schluter. ECLT to spec tile. **Contractor to pick up tile and Schluter.** \$
 Install new bathtub fixtures. **ECLT to provide fixtures.** \$
 Furnish and install a new toilet. New toilet to be **Delta, American Standard or Kohler.** \$
 Install a new vanity and mirror. **ECLT to spec vanity & mirror. Contractor to pick up vanity and mirror.** \$
 Install vanity faucet. **ECLT to provide faucet.** \$
 Install new towel bar and TP holder. **ECLT to provide fixtures.** \$
- Contractor to supply grout, caulk, mortar, Schluter, backerboard, screws, etc.
7. **Kitchen**
- Gut the entire kitchen. \$
 Remove the wall between the kitchen and living area. \$
 Install new cabinets and cabinet hardware per design. **ECLT to provide cabinets and hardware.** \$
 Install new backsplash. **Contractor to pick up new tile. ECLT to spec backsplash.** \$
 Install new kitchen faucets. **ECLT to provide faucets.** \$
 Furnish and install a new disposal, include any electrical needed. **Disposal shall be Moen Prep Series 1/2 HP. (\$110.00 at Home Depot)** \$
 Contractor to supply plumbing lines for all plumbing...refrigerator lines, disposal lines, dishwasher line, sink lines, etc.
8. **Steps leading to backyard**

Repair broken step leading to backyard. \$

9. Exterior Repairs

Repaint exterior unit. Entire unit to be painted. \$

Repair any broken or damaged siding. \$

Repair/replace any damaged window trim. \$

Repair any damaged eaves, soffits, or posts, \$

Repair/replace any broken gutters or downspouts. \$

TOTAL PRICE \$

Signed: _____ Dated: _____

Company Name:

I can begin work on: _____.

Work shall be fully completed by: _____.

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.

Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be closed and locked and the furnace shall be working and set to 68 degrees. All keys shall be left in the lockbox.

163 10th, Unit A
Brighton, Colorado
Front Unit

1. **Entire Unit**

Remove all flooring in unit. Install new LVP flooring. **ECLT to spec flooring. Contractor to pick up flooring.** \$

Furnish and install new double-pane windows. **Windows to be approved by ECLT.** \$

Furnish and install all new interior doors, including bedroom closet bi-fold doors. Doors shall be 2 panel doors.
Include all new door trim. **ECLT to spec trim.** \$

Furnish and install all new trim throughout the entire unit. **ECLT to spec trim.** \$

Furnish and install new 10-year smoke and CO detectors to code. \$

Paint the entire unit including all doors, ceilings, walls and trim.
Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. **Color TBD.** Paint shall be a high-grade paint, Sherwin Williams or Behr.

After painting install all new white cover plates on all switches and receptacles.
If any receptacle or switch plate is painted, install new receptacle or switch plate. \$

Install new front and rear doors. **ECLT to spec doors. Contractor to pick up doors.** \$

2. **Electrical**

The panel box is rusted shut. Contractor shall have a licensed electrician furnish and install new box. Does system need to be upgraded? 125 amp service \$

Electrician shall furnish and install slim line recessed lighting in the living room, bedrooms, hallway, kitchen, and closet in dining room. \$

Electrician to install new light fixture in the dining room. **ECLT to provide fixture.** \$

Electrician shall install a new bathroom vanity light. **ECLT to provide fixture.**

Electrician shall install new exterior light fixtures. **ECLT to provide fixture.** \$

3. **Furnace**

Contractor to have a new furnace installed by a licensed HVAC company.
Seller to approve new furnace brand. \$
Furnish and install a new thermostat. \$

4. **Water Heater**

A licensed plumber shall install a new 40-gallon water heater. Prior
to install, contractor to verify age of unit and if replacement is needed. \$

5. **Bathroom**

Gut the entire bathroom. \$

Furnish and install a new bathtub. Tub **shall be a Delta
Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub** \$

Install all new tile and Schluter. **ECLT to spec tile. Contractor to pick
up tile and Schluter.** \$

Install new bathtub fixtures. **ECLT to provide fixtures.** \$

Furnish and install a new toilet. New toilet to be **Delta, American
Standard or Kohler.** \$

Install a new vanity and mirror. **ECLT to spec vanity & mirror.
Contractor to pick up vanity and mirror.** \$

Install vanity faucet. **ECLT to provide faucet.**

Install new towel bar and TP holder. **ECLT to provide fixtures.** \$

Contractor to supply grout, caulk, mortar, Schluter, backerboard, screws, etc.
Bathroom design to be re-configured.

6. **Kitchen**

Gut the entire kitchen. \$

Remove existing washer/dryer hook-ups. \$

Install new cabinets and cabinet hardware per design. **ECLT to provide
cabinets and hardware.** \$

Install new backsplash. **Contractor to pick up new tile. ECLT to spec
backsplash.** \$

Install new kitchen faucets. **ECLT to provide faucets.** \$

Furnish and install a new disposal, include any electrical needed. **Disposal
shall be Moen Prep Series ½ HP. (\$110.00 at Home Depot)** \$

Contractor to supply plumbing lines for all plumbing....refrigerator lines, disposal lines,
dishwasher line, sink lines, etc.

7. **Bedroom off Kitchen**

Close off existing entry from kitchen into bedroom.
Move door opening to hallway.
Contractor shall furnish all materials for a complete installation. \$

8. Relocate Washer/Dryer

Relocate the washer/dryer hook-ups to the closet in the dining room (against back wall). Ensure that the crawl space is still accessible. Include all components for a complete installation. \$

9. Hallway

Repair hallway floor so that it doesn't slope or sag. \$

10. Exterior Repairs

Repaint exterior unit. Entire unit to be painted. \$
Repair any broken or damaged siding. \$
Repair/replace any damaged window trim. \$
Repair any damaged eaves, soffits or posts. \$
Repair/replace any broken gutters or downspouts. \$
Repair damaged concrete at rear entry. \$

11. Foundation

Epoxy any minor cracking in foundation. \$

TOTAL PRICE \$

Signed: _____ Date: _____
Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.
Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox.
During fall/winter, the thermostat shall be set at 68 degrees.

163 10th, Unit B
Brighton, Colorado
Rear Unit

1. Entire Unit

Install new LVP flooring. **ECLT to spec flooring. Contractor to pick up flooring.** \$

Furnish and install new double-pane windows. **Windows to be approved by ECLT.** \$

Furnish and install all new interior doors, including closet doors. Include all new door trim.

\$

Furnish and install all new trim throughout the entire unit. **ECLT to spec trim.** \$

Furnish and install new 10-year smoke and CO detectors to code. \$

Paint the entire unit including all doors, ceilings, walls and trim.

Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. **Color TBD.** Paint shall be a high-grade paint, Sherwin Williams or Behr.

After painting install all new white cover plates on all switches and receptacles.

If any receptacle or switch plate is painted, install new receptacle or switch plate. \$

Install new front and rear doors. **ECLT to spec doors. Contractor to pick up doors.** \$

2. Electrical

A licensed electrical contractor shall upgrade the panel to current code requirements. \$

Electrician shall repair inoperative porch outlet. \$

Electrician shall furnish and install slim line recessed lighting in the living room, bedrooms, hallway, and kitchen, \$

Electrician to install new light fixture in the dining room. **ECLT to provide fixture.** \$

Electrician shall install a new bathroom vanity light. **ECLT to provide fixture.**

Electrician shall install new exterior light fixtures. **ECLT to provide fixture.**

\$

3. Furnace

A licensed HVAC company shall furnish and install a new furnace.

\$

Furnish and install a new thermostat.

\$

4. Water Heater

A licensed plumber shall furnish and install a new 40 gallon water heater.

Include drip pan and expansion tank.

\$

5. Kitchen/Living Room Wall

Remove the wall between the kitchen and living room to be even with front door opening. Include all components for completion.

\$

6. Kitchen

Gut the entire kitchen.

\$

Install new cabinets and cabinet hardware per design. **ECLT to provide cabinets and hardware.**

\$

Install new backsplash. **Contractor to pick up new tile. ECLT to spec backsplash.**

\$

Install new kitchen faucets. **ECLT to provide faucets.**

\$

Furnish and install a new disposal, include any electrical needed. **Disposal shall be Moen Prep Series ½ HP. (\$110.00 at Home Depot)**

\$

Furnish and install a new double pane window in the kitchen. Window to be approved by ECLT.

\$

Furnish and install a new sliding glass door. **Door to be approved by ECLT.**

\$

Contractor to supply plumbing lines for **all** plumbing....refrigerator lines, disposal lines, dishwasher line, sink lines, toilet lines, p-traps,etc.

7. Bathroom

Gut the entire bathroom.

\$

Furnish and install a new bathtub. **Tub shall be a Delta Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub**

\$

Install new tile and Schluter. **ECLT to spec tile.** Contractor to pick

up tile and Schluter.	\$
Install new bathtub fixtures. ECLT to provide fixtures.	\$
Furnish and install a new toilet. New toilet to be Delta, American Standard or Kohler.	\$
Install a new vanity and mirror. ECLT to provide vanity and mirror.	
Contractor to pick up vanity and mirror.	\$
Install vanity faucet. ECLT to provide faucet.	\$
Install new towel bar and TP holder. ECLT to provide fixtures.	\$

8. Exterior Repairs

Repaint exterior unit. Entire unit to be painted.	\$
Repair any broken or damaged siding.	\$
Repair/replace any damaged window trim.	\$
Repair any damaged eaves, soffits, or posts,	\$
Repair/replace any broken gutters or downspouts.	\$
Replace broken concrete.	\$

9. Crawl Space

Floorboards not properly attached. Repair.	\$
Repair any area's in the crawlspace that are leaking.	\$
Remove efflorescence.	\$

TOTAL PRICE \$

Signed: _____ Date: _____
 Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.
 Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox.
 During fall/winter, the thermostat shall be set at 68 degrees.

1784 Walnut Street, Unit A
Brighton, Colorado 80601

1. **Entire Unit**

Remove all items in unit except any doors that are in good condition and can be re-used, including appliances and bathtub. Price \$

Insulate (to code), drywall, tape, texture all walls and ceilings.
Contractor shall furnish all materials. Prior to any work, ensure that all plumbing is in proper working order, Price \$

Install all new LVP flooring. **ECLT shall provide flooring.** Contractor to pick up flooring. Price \$

Furnish and install a new front and rear exterior door. **ECLT to spec doors.** Contractor shall pick up door. Price \$

Contractor shall furnish and install all new double pane windows, for a total of 3 windows. **ECLT to approve windows.** Price \$

Contractor shall furnish and install all new interior doors where needed, Include all components for a complete installation. All doors shall match. Price \$

Contractor shall furnish and install all new base trim. **ECLT shall spec trim.** Price \$

Paint the entire unit including all doors, ceilings, walls and trim.
Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. **Color TBD.** Paint shall be a high-grade paint, Sherwin Williams or Behr. Price \$

Contractor shall furnish and install 10-year smoke and CO detectors to code. Price \$

2. **Living Room**

Remove existing coat closet to enlarge bedroom closet. Install a new coat closet on the wall directly across from the entry door.
Contractor shall furnish all materials for a complete installation.
Include a door, shelf and a closet rod. Price \$

3. **Kitchen**

Install new cabinets and cabinet hardware per design. **ECLT to provide cabinets and hardware.** Price \$

Install new backsplash. Contractor to pick up new tile. **ECLT to spec tile.** Price \$

Furnish and install a new stainless-steel sink. Price \$

Install new kitchen faucets. **ECLT to provide faucets.** Price \$

Furnish and install a new disposal, include any electrical needed.

New disposal shall be a Moen Prep Series ½ HP.

Contractor to supply plumbing lines for all plumbing: refrigerator lines, disposal lines, dishwasher lines, sink lines, etc.

4. Laundry Closet

Contractor shall install a new washer box. Price \$

Contractor shall furnish and install a new shelf for laundry area. Price \$

5. Bathroom

Furnish and install new sub floor where needed. Price \$

Furnish and install a new bathtub. **Tub shall be a Delta Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub**

Price \$

Install all new tile and Schluter. ECLT to spec tile. **Contractor to pick up tile and Schluter.** Price \$

Install new bathtub fixtures. **ECLT to provide fixtures.** Price \$

Furnish and install a new toilet. New toilet to be **Delta, American Standard or Kohler.** Price \$

Install a new vanity and mirror. **ECLT to spec vanity & mirror. Contractor to pick up vanity and mirror.** Price \$

Install vanity faucet. **ECLT to provide faucet.** Price \$

Install new towel bar and TP holder. **ECLT to provide fixtures.** Price \$

Install shelves in bathroom. Price \$

Contractor to supply grout, caulk, mortar, backerboard, screws, etc.

6. Hallway

Furnish and install shelves in hallway closet. Price \$

7. Master Bedroom

Enlarge closet with space created from living room closet. Include shelving and rods. Price \$

8. Electrical

A licensed electrician shall furnish and complete the following:

- Install 5 led slimline recessed lights in the living room. Price \$
- Install 4 led slimline recessed lights in both bedrooms. Price \$
- Install 1 led slimline recessed light in the hallway. Price \$
- Install a new bathroom vanity light fixture. **ECLT to supply fixture.** Price \$
- Install 1 led slimline recessed light over the bathtub. Price \$
- Install 2 light fixtures in the kitchen and dining area. **ECLT to supply fixtures.** Price \$
- Install a led slimline recessed light in the pantry. Price \$
- Install a led slimline recessed light in the laundry closet. Price \$
- Furnish and install new vent fans in the laundry closet and the bathroom. Vent properly to the exterior. Price \$
- Install exterior lights at the front and rear of unit. **ECLT shall supply fixtures.** Price \$
- Furnish and install a new thermostat. Price \$

9. Crawlspace

- Contractor shall clean out crawlspace. Price \$

10. AC Unit

- Contractor shall hire a licensed HVAC company to install a new AC unit. Include all components for a complete installation. ECLT to approve unit. Price \$

11. Furnace

- The contractor shall hire a licensed HVAC company to install a new AC unit. Include all components for a complete installation. **ECLT to approve unit.** Price \$

12. Water Heater

- Furnish and install a new 40-gallon water heater. Include expansion tank and pan. ECLT to approve brand. Price \$

13. Duct Cleaning

- Once work is completed in all units, the contractor shall hire a professional duct cleaning company to clean ducts. Price \$

TOTAL PRICE \$

Signed: _____ Date: _____
Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.

Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox. During fall/winter, the thermostat shall be set at 68 degrees.

1784 Walnut Street, Unit B
Brighton, Colorado 80601

1. Entire Unit

Remove all items in unit except any doors that are in good condition and can be re-used, including appliances and bathtub.

Price \$

Insulate (to code), drywall, tape, texture all walls and ceilings.

Contractor shall furnish all materials. Prior to any work, ensure that all plumbing is in proper working order,

Price \$

Install all new LVP flooring. **ECLT shall provide flooring.** Contractor to pick up flooring.

Price \$

Furnish and install a new front and rear exterior door. **ECLT to spec doors.** Contractor shall pick up door.

Price \$

Contractor shall furnish and install all new double pane windows, for a total of 3 windows. **ECLT to approve windows.**

Price \$

Contractor shall furnish and install all new interior doors where needed, Include all components for a complete installation. All doors shall match.

Price \$

Contractor shall furnish and install all new base trim. **ECLT shall spec trim.**

Price \$

Paint the entire unit including all doors, ceilings, walls and trim.

Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. Color TBD. Paint shall be a high-grade paint, Sherwin Williams or Behr.

Price \$

Contractor shall furnish and install 10-year smoke and CO detectors to code.

Price \$

2. Living Room

Remove existing coat closet to enlarge bedroom closet. Install a new coat closet on the wall directly across from the entry door.

Contractor shall furnish all materials for a complete installation.

Include a door, shelf and a closet rod.

Price \$

3. Kitchen

Install new cabinets and cabinet hardware per design. **ECLT to provide cabinets and hardware.**

Price \$

Install new backsplash. Contractor to pick up new tile. **ECLT to spec tile.**

Price \$

Install new kitchen faucets. **ECLT to provide faucets.** Price \$

Furnish and install a new disposal, include any electrical needed.

New disposal shall be a Moen Prep Series ½ HP. Price \$

Furnish and install a new single bowl stainless steel sink. Price \$

Contractor to supply plumbing lines for all plumbing: refrigerator lines, disposal lines, dishwasher lines, sink lines, etc.

4. Laundry Closet

Contractor shall furnish and install a new washer box. Price \$

Contractor shall furnish and install a new shelf for laundry area. Price \$

5. Bathroom

Furnish and install new sub floor where needed. Price \$

Furnish and install a new bathtub. Tub shall be a Delta

Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub Price \$

Install all new tile and Schluter. **ECLT to spec tile.** Contractor to pick up tile and Schluter. Price \$

Install new bathtub fixtures. **ECLT to provide fixtures.** Price \$

Furnish and install a new toilet. New toilet to be Delta, American Standard or Kohler. Price \$

Install a new vanity and mirror. **ECLT to spec vanity & mirror.** Contractor to pick up vanity and mirror. Price \$

Install vanity faucet. **ECLT to provide faucet.** Price \$

Install new towel bar and TP holder. **ECLT to provide fixtures.** Price \$

Furnish and Install shelves in bathroom. Price \$

Contractor to supply grout, caulk, mortar, backerboard, screws, etc.

6. Hallway

Furnish and install shelves in hallway closet. Price \$

7. Master Bedroom

Enlarge closet with space created from living room closet. Include shelving and rods. Price \$

8. Electrical

A licensed electrician shall furnish and complete the following:	
Install 5 led slimline recessed lights in the living room.	Price \$
Install 4 led slimline recessed lights in both bedrooms.	Price \$
Install 1 led slimline recessed light in the hallway.	Price \$
Install a new bathroom vanity light fixture. ECLT to supply fixture.	Price \$
Replace bathroom outlet.	Price \$
Install 1 led slimline recessed light over the bathtub.	Price \$
Install 2 light fixtures in the kitchen and dining area. ECLT to supply fixtures.	Price \$
Install a led slimline recessed light in the pantry.	Price \$
Install a led slimline recessed light in the laundry closet.	Price \$
Furnish and install new vent fans in the laundry closet and the bathroom. Vent properly to the exterior.	Price \$
Install exterior lights at the front and rear of unit. ECLT shall supply fixtures.	Price \$
Furnish and install a new thermostat.	Price \$

9. Crawlspace

Contractor shall clean out crawlspace.	Price \$
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10. AC Unit

The contractor shall hire a licensed HVAC company to install a new AC unit. Include all components for a complete installation. ECLT to approve unit.	Price \$
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11. Furnace

The contractor shall hire a licensed HVAC company to install a new furnace. Include all components for a complete installation. ECLT to approve unit.	Price \$
--	----------

12. Water Heater

Furnish and install a new 40-gallon water heater. Include expansion tank and pan. ECLT to approve brand.	Price \$
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13. Duct Cleaning

Once work is completed in all units, the contractor shall hire a professional duct cleaning company to clean ducts.	Price \$
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TOTAL PRICE \$

Signed: _____ Date: _____
Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.

Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox. During fall/winter, the thermostat shall be set at 68 degrees.

1784 Walnut, Unit C
Brighton, Colorado 80601

1. Entire Unit

Remove all items in unit except any doors that are in good condition and can be re-used, including appliances and bathtub. Price \$

Insulate (to code), drywall, tape, texture all walls and ceilings as needed.

Contractor shall furnish all materials. Prior to any work, ensure that all plumbing is in proper working order. **THIS UNIT CAUSED ALL THE DAMAGE TO THE BUILDING.** Price \$

Install all new LVP flooring. **ECLT shall provide flooring.** Contractor to pick up flooring. Price \$

Furnish and install a new front and rear exterior door. **ECLT to spec doors.** Rear door to deck shall be similar in style. Contractor shall pick up door. Price \$

Contractor shall furnish and install all new double pane windows, for a total of 3 windows. **ECLT to approve windows.** Price \$

Contractor shall furnish and install all new interior doors where needed, Include all components for a complete installation. All doors shall match. Price \$

Contractor shall furnish and install all new base trim. **ECLT shall spec trim.** Price \$

Paint the entire unit including all doors, ceilings, walls and trim.

Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors,

ceilings, staircase rails and trim shall be white. Color TBD. Paint shall be a high-grade paint, Sherwin Williams or Behr.	Price \$
Contractor shall furnish and install 10-year smoke and CO detectors to code.	Price \$

2. Living Room

Remove existing coat closet to enlarge bedroom closet. Install a new coat closet on the wall directly across from the entry door. Contractor shall furnish all materials for a complete installation. Include a door, shelf and a closet rod.	Price \$
---	----------

3. Kitchen

Install new cabinets and cabinet hardware per design. ECLT to provide cabinets and hardware.	Price \$
---	----------

Install new backsplash. Contractor to pick up new tile. ECLT to spec tile.	Price \$
---	----------

Install new kitchen faucets. ECLT to provide faucets.	Price \$
--	----------

Furnish and install a new disposal, include any electrical needed. New disposal shall be a Moen Prep Series ½ HP	Price \$
--	----------

Furnish and install a new single bowl stainless steel sink.	Price \$
---	----------

Contractor to supply plumbing lines for all plumbing: refrigerator lines, disposal lines, dishwasher lines, sink lines, etc.

4. Laundry Closet

Contractor shall install a new washer box.	Price \$
--	----------

Contractor shall furnish and install a new shelf for laundry area.	Price \$
--	----------

5. Bathroom

Furnish and install new sub floor where needed.	Price \$
---	----------

Furnish and install a new bathtub. Tub shall be a Delta Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub	Price \$
--	----------

Install all new tile and Schluter. ECLT to spec tile. Contractor to pick up tile and Schluter.	Price \$
---	----------

Install new bathtub fixtures. ECLT to provide fixtures.	Price \$
--	----------

Furnish and install a new toilet. New toilet to be Delta, American Standard or Kohler.	Price \$
--	----------

Install a new vanity and mirror. **ECLT to spec vanity & mirror.**
Contractor to pick up vanity and mirror. Price \$

Install vanity faucet. **ECLT to provide faucet.** Price \$

Install new towel bar and TP holder. **ECLT to provide fixtures.** Price \$
Install shelves in bathroom. Price \$

Contractor to supply grout, caulk, mortar, backerboard, screws, etc.

6. Hallway

Furnish and install shelves in hallway closet. Price \$

7. Master Bedroom

Enlarge closet with space created from living room closet. Include shelving and rods. Price \$

8. Electrical

A licensed electrician shall furnish and complete the following:

Install 5 led slimline recessed lights in the living room. Price \$

Install 4 led slimline recessed lights in both bedrooms. Price \$

Install 1 led slimline recessed light in the hallway. Price \$

Install a new bathroom vanity light fixture. **ECLT to supply fixture.** Price \$

Install 1 led slimline recessed light over the bathtub. Price \$

Install 2 light fixtures in the kitchen and dining area. **ECLT to supply fixtures.** Price \$

Install a led slimline recessed light in the pantry. Price \$

Install a led slimline recessed light in the laundry closet. Price \$

Furnish and install new vent fans in the laundry closet and the bathroom. Vent properly to the exterior. Price \$

Install exterior lights at the front and rear of unit. **ECLT shall supply fixtures.** Price \$

Furnish and install a new thermostat. Price \$

9. Crawlspace

Contractor shall clean out crawlspace. Price \$

10. AC Unit

Contractor shall hire a licensed HVAC company to install a new AC unit. Include all components for a complete installation. **ECLT to approve unit.** Price \$

11. Furnace

The contractor shall hire a licensed HVAC company to install a new furnace. Include all components for a complete installation. **ECLT to approve unit.**

Price \$

12. Water Heater

Contractor shall have a licensed plumber install a new 40-gallon water heater.

Price \$

13. Duct Cleaning

Once work is completed in all units, the contractor shall hire a professional duct cleaning company to clean ducts.

Price \$

14. Exterior Steps

Replace exterior steps leading to upper units. Staircase shall comply with code regulations. Create one staircase ensuring proper distance so ground floor units are accessible to lower unit owners. Stairs shall be metal or wood. TBD.

Price \$

TOTAL PRICE \$

Signed: _____ Date: _____

Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.

Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox. During fall/winter, the thermostat shall be set at 68 degrees.

1784 Walnut, Unit D
Brighton, Colorado 80601

15. Entire Unit

Remove all items in unit except any doors that are in good condition and can be re-used, including appliances and bathtub. Price \$

Insulate (to code), drywall, tape, texture all walls and ceilings as needed.

Contractor shall furnish all materials. Prior to any work, ensure that all plumbing is in proper working order. Price \$

Install all new LVP flooring. **ECLT shall provide flooring.** Contractor to pick up flooring. Price \$

Furnish and install a new front and rear exterior door. **ECLT to spec doors.** Rear door to deck shall be similar in style. Contractor shall pick up door. Price \$

Contractor shall furnish and install all new double pane windows, for a total of 3 windows. **ECLT to approve windows.** Price \$

Contractor shall furnish and install all new interior doors where needed, Include all components for a complete installation. All doors shall match. Price \$

Contractor shall furnish and install all new base trim. **ECLT shall spec trim.** Price \$

Paint the entire unit including all doors, ceilings, walls and trim.

Repair any damage including nail holes, holes, cracks and repair any previous bad patching if necessary. Retexture if necessary. All doors, ceilings, staircase rails and trim shall be white. Color TBD. Paint shall be a high-grade paint, Sherwin Williams or Behr. Price \$

Contractor shall furnish and install 10 year smoke and CO detectors to code. Price \$

16. Living Room

Remove existing coat closet to enlarge bedroom closet. Install a new coat closet on the wall directly across from the entry door.

Contractor shall furnish all materials for a complete installation.

Include a door, shelf and a closet rod. Price \$

17. Kitchen

Install new cabinets and cabinet hardware per design. **ECLT to provide cabinets and hardware.** Price \$

Install new backsplash. Contractor to pick up new tile. **ECLT to spec tile.** Price \$

Install new kitchen faucets. **ECLT to provide faucets.** Price \$

Furnish and install a new disposal, include any electrical needed.
New disposal shall be a Moen Prep Series ½ HP (\$110.00 at Home Depot).

Contractor to supply plumbing lines for all plumbing: refrigerator lines, disposal lines, dishwasher lines, sink lines, etc.

18. Laundry Closet

Contractor shall install a new washer box. Price \$

Contractor shall furnish and install a new shelf for laundry area. Price \$

19. Bathroom

Furnish and install new sub floor where needed. Price \$

Furnish and install a new bathtub. Tub shall be a **Delta Classic 500 60 in. x 32 in. Alcove Deep Soaking Bathtub**

Price \$

Install all new tile and Schluter. **ECLT to spec tile.** Contractor to pick up tile and Schluter. Price \$

Install new bathtub fixtures. **ECLT to provide fixtures.** Price \$

Furnish and install a new toilet. New toilet to be Delta, American Standard or Kohler. Price \$

Install a new vanity and mirror. **ECLT to spec vanity & mirror.** Contractor to pick up vanity and mirror. Price \$

Install vanity faucet. **ECLT to provide faucet.** Price \$

Install new towel bar and TP holder. **ECLT to provide fixtures.** Price \$

Install shelves in bathroom. Price \$

Contractor to supply grout, caulk, mortar, backerboard, screws, etc.

20. Hallway

Furnish and install shelves in hallway closet. Price \$

21. Master Bedroom

Enlarge closet with space created from living room closet. Include shelving and rods. Price \$

22. Electrical

A licensed electrician shall furnish and complete the following:

Install 5 led slimline recessed lights in the living room. Price \$

Install 4 led slimline recessed lights in both bedrooms. Price \$

Install 1 led slimline recessed light in the hallway. Price \$

Install a new bathroom vanity light fixture. **ECLT to supply fixture.** Price \$

Install 1 led slimline recessed light over the bathtub. Price \$

Install 2 light fixtures in the kitchen and dining area. **ECLT to supply fixtures.** Price \$

Install a led slimline recessed light in the pantry. Price \$

Install a led slimline recessed light in the laundry closet. Price \$

Furnish and install new vent fans in the laundry closet and the bathroom. Vent properly to the exterior. Price \$

Install exterior lights at the front and rear of unit. **ECLT shall supply fixtures.** Price \$

Furnish and install a new thermostat. Price \$

23. AC Unit

Contractor shall hire a licensed HVAC company to install a new AC unit. Include all components for a complete installation. **ECLT to approve unit.** Price \$

24. Water Heater

Contractor shall have a licensed plumber install a new 40-gallon water heater. Price \$

25. Furnace

Contractor shall hire a licensed HVAC company to install a new AC unit. Include all components for a complete installation. ECLT to approve unit. Price \$

26. Duct Cleaning

Once work is completed in all units, the contractor shall hire a professional duct cleaning company to clean ducts. Price \$

TOTAL PRICE \$

Signed: _____ Date: _____
Contractor Company: _____

ECLT shall only provide items in bold. Any additional materials needed will be the responsibility of the contractor.

Prior to leaving the property every night, the unit shall be free and clear of all debris, all windows shall be shut and locked and the contractor shall return all keys to the lockbox. During fall/winter, the thermostat shall be set at 68 degrees.

ATTACHMENT G: FUNDING AGREEMENT

See attached PDF

ATTACHMENT H: FEDERAL REQUIREMENTS TABLE

Federal Requirement	Applicability to This Project
HOME Investment Partnerships Program (24 CFR Part 92)	Applies to all activities funded under this RFP
Uniform Administrative Requirements (2 CFR Part 200)	Applies to procurement, cost allowability, and recordkeeping
Section 3 of the Housing and Urban Development Act (24 CFR Part 75)	Applies to the Construction Partner and all subcontractors
Fair Housing Act & Title VI	Applies to all project activities
Section 504 of the Rehabilitation Act	Applies, as applicable, based on scope of work
Lead-Based Paint Regulations (24 CFR Part 35)	Applies to rehabilitation of residential structures
Environmental & Hazardous Materials Requirements (e.g., asbestos)	Applies, as applicable
Federal Debarment and Suspension (2 CFR Part 180; 24 CFR Part 5)	Applies to all contractors and subcontractors
Davis-Bacon Prevailing Wages	Not applicable — Project includes fewer than twelve (12) HOME-assisted units

Compliance with the above requirements is a material condition of any contract awarded pursuant to this RFP.

HOME Program Property Standards (24 CFR Part 92)

All rehabilitation work must meet HOME Program property standards, including compliance with applicable local building codes and standards for decent, safe, sanitary, and habitable housing. Rehabilitation must ensure that all major building systems have a minimum remaining useful life of five (5) years or are repaired or replaced as part of the scope of work. All work must comply with HUD lead-based paint requirements (24 CFR Part 35), applicable accessibility requirements, and all other federal, state, and local laws. Units must be suitable for residential occupancy upon completion.

Required Section 3 Clauses

The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968...The contractor agrees to comply with 24 CFR Part 75 and include this clause in every subcontract.

ATTACHMENT I: REHABILITATION STANDARDS

All rehabilitation work funded under this RFP must comply with the following minimum standards. Compliance is a material condition of any contract awarded.

	Requirement
Applicable Codes	All work must comply with all applicable local building codes, zoning requirements, and inspection standards
HOME Property Standards	Rehabilitation must meet HOME Program property standards (24 CFR Part 92), including health, safety, quality, and habitability
Housing Quality	Units must be decent, safe, sanitary, and suitable for residential occupancy upon completion
Major Systems	All major systems (roof, plumbing, electrical, HVAC, structural components) must have a minimum remaining useful life of five (5) years, or be repaired or replaced
Lead-Based Paint	Compliance with HUD Lead-Based Paint Regulations (24 CFR Part 35), including testing, hazard reduction, and clearance, as applicable
Asbestos & Hazardous Materials	Contractor must comply with all applicable asbestos, mold, and hazardous materials regulations
Energy & Mechanical Systems	Systems must be installed and functioning per manufacturer specifications and applicable code requirements
Workmanship	All work must be performed in a workmanlike manner using new or approved materials
Inspections	All required inspections must be completed and approved prior to project close-out
Documentation	Contractor must provide all required warranties, manuals, permits, inspection approvals, and close-out documentation
Warranty	One year warranty required

ATTACHMENT J: SAMPLE SECTION 3 REPORT & CERTIFICATIONS

SECTION 3 MONTHLY REPORT

(To be submitted monthly to Elevation Community Land Trust)

Project & Contractor Information

Project Name: _____

Project Address: _____

Reporting Month / Year: _____

General Contractor: _____

Prepared By: _____

Date Submitted: _____

A. Workforce Summary (Labor Hours)

Category	Total Hours
Total labor hours worked on project (all workers)	_____
Labor hours worked by Section 3 workers	_____
Labor hours worked by Targeted Section 3 workers (if applicable)	_____

Section 3 Worker = Low- or very-low-income individual certified by self-certification.

B. New Hires This Month

No new hires this month

Yes – new hires were made (complete below)

Worker Name	Section 3 Status (Yes/No)	Project Area Resident (Yes/No)	Hire Date

C. Subcontractors Engaged This Month

No subcontractors this month

Yes – subcontractors engaged (complete below)

Subcontractor	Trade	Section 3 Business? (Yes/No)

D. Outreach & Best-Efforts Activities

Describe Section 3 outreach conducted during this reporting period (attach documentation if available):

- Job postings shared with workforce partners
- Outreach to Section 3 / small / local businesses
- Posting of job opportunities prior to hiring
- Other (describe below)

Narrative Description (required if benchmarks not met):

E. Certifications & Documentation

The General Contractor certifies that the following records are maintained and available upon request:

- Section 3 worker self-certifications
- Payroll records supporting reported labor hours
- Subcontractor Section 3 certifications (if applicable)
- Outreach documentation (emails, postings, flyers, etc.)

F. Contractor Certification

I certify that the information provided in this report is true, accurate, and complete to the best of my knowledge and that Section 3 requirements under 24 CFR Part 75 are being met or best efforts have been documented.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

CONTRACTOR SECTION 3 CERTIFICATION

Project Information

- **Project Name:** _____
- **Project Address:** _____
- **General Contractor:** _____

Subcontractor Information

- **Business Name:** _____

- **Business Address:** _____
City _____ State ____ Zip _____
 - **Phone:** _____
 - **Email:** _____
 - **Type of Work / Trade:** _____
-

Section 3 Business Status

Please check one:

- Section 3 Business Concern
 - Not a Section 3 Business Concern
-

If Section 3 Business, certify basis (check all that apply):

- At least 51% owned by low- or very-low-income persons
 - At least 75% of labor hours are performed by Section 3 workers
 - Subcontracting to Section 3 businesses so that $\geq 25\%$ of contract value is passed through
(Documentation may be requested upon monitoring or audit.)
-

Subcontractor Acknowledgment of Responsibilities

By signing below, the subcontractor acknowledges and agrees that:

- This project is subject to Section 3 of the Housing and Urban Development Act of 1968 and 24 CFR Part 75
 - Section 3 requirements apply regardless of contract size
 - The subcontractor will:
 - Make best efforts to employ Section 3 workers
 - Track labor hours worked on the project
 - Provide labor hour data and worker certifications to the General Contractor
 - Cooperate with monitoring by ECLT, Adams County, or HUD
-

Certification

I certify that the information provided is true and correct to the best of my knowledge. I understand that false statements or failure to comply with Section 3 requirements may result in corrective action, termination of contract, or other remedies permitted under federal regulations.

Authorized Signature

Name: _____
Title: _____
Signature: _____

Date: _____

SECTION 3 WORKER SELF-CERTIFICATION FORM

Project Information

- Project Name: _____
- Project Address: _____
- Employer (GC or Subcontractor): _____
- Trade / Position: _____

Worker Information

- Worker Name: _____
- Home Address: _____
City _____ State ____ Zip _____
- Phone Number: _____
- Email (optional): _____

Section 3 Eligibility Self-Certification

Check **all** that apply:

A. Income Eligibility

I certify that my household income is:

- **Low-Income** ($\leq 80\%$ of Area Median Income), **OR**
- **Very Low-Income** ($\leq 50\%$ of Area Median Income)

B. Residency Status

- I live in the **project service area, OR**
- I live in public housing, affordable housing, or HUD-assisted housing, **OR**
- I live elsewhere but meet the income criteria above

C. Employment Status (Optional – For Tracking)

- Newly hired for this project
- Existing employee working on this project

Affirmation and Certification

I understand that **Section 3** is a federal requirement intended to provide economic opportunities to low- and very-low-income persons.

I hereby **self-certify** that the information provided above is true and correct to the best of my knowledge. I understand that falsification of this form may result in disqualification from Section 3 eligibility and may be subject to penalties under federal law.

Signature

- **Worker Signature:** _____
- **Date:** _____

Employer Verification (For Contractor Use)

- **Employer Representative Name:** _____
- **Title:** _____
- **Signature:** _____
- **Date:** _____

ATTACHMENT K: EXAMPLE SUMMARY ACTUAL COSTS

Example: Summary Actual Costs – Recently Completed Project

Project Name: 123 Main Street Rehabilitation

Location: Denver, CO

Project Type: Single-family / duplex rehabilitation

Units: 4

Construction Period: March–August 2025

Summary of Actual Costs

Cost Category	Actual Cost
Demolition	\$22,500
Framing / Carpentry	\$48,000
Electrical	\$34,200
Plumbing	\$29,750
HVAC	\$31,000
Roofing	\$26,400
Drywall & Paint	\$41,800
Flooring	\$28,600
Cabinets & Countertops	\$52,300
Appliances	\$17,900
General Conditions	\$38,500
Subtotal (Hard Costs)	\$371,950
Contractor Overhead	\$44,000
Contractor Profit (Fixed)	\$60,000
Total Project Cost	\$475,950

Note: Costs shown reflect total actual costs incurred at project completion.

Narrative: The project referenced above involved a scope of work comparable to the proposed project, including full interior rehabilitation and major systems replacement. Actual costs were generally consistent with the proposed budget submitted in response to this RFP. Primary cost drivers included material pricing and labor availability. Based on our experience delivering this recent project, we anticipate similar cost performance for the proposed scope, with moderate variability related to site conditions.