



NAVAJO HOUSING AUTHORITY

REQUEST FOR PROPOSAL

RFP #409

PROFESSIONAL LOW-INCOME HOUSING TAX CREDIT (LIHTC) CONSULTANT

PROPOSAL DUE DATE: **October 23, 2018 at 4:45 PM**
Mountain Daylight Standard Time (MDST)

CONTACT PERSON: Lorencita Salabye, Procurement Specialist
Navajo Housing Authority
Procurement Department
E-mail: lsalabye@hooghan.org

Delivery Addresses

PHYSICAL ADDRESS: **Navajo Housing Authority**
Attn: Lorencita Salabye, Procurement Specialist
Procurement Department
Route N54 Old Coal Mine Road
Fort Defiance, AZ 86504

MAILING ADDRESS: **Navajo Housing Authority**
Attn: Lorencita Salabye, Procurement Specialist
Procurement Department
Post Office Box 4980
Window Rock, AZ 86515

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SECTION I

General Information

1. NHA Background Information: The Navajo Housing Authority (NHA) is enterprise of the Navajo Nation, which covers approximately 27,000 square miles including the states of Arizona, New Mexico and Utah. NHA manages 15 housing management offices located in major communities within the boundaries of the Navajo Indian Reservation. The central office or headquarters is located in Window Rock, Arizona.

NHA is a recognized as the Indian tribal subdivision of the Navajo Nation Government and is governed by its own Board of Commissioners appointed by the President of the Navajo Nation and approved by the Navajo Nation Council oversight Committee. NHA is also a Tribally Designated Housing Entity having full responsibility for managing the Native American Housing Assistance Self Determination Act (NAHASDA) Indian Housing Block Grant for the Navajo Nation. The NHA allocates the NAHASDA grants to various organizations for the purpose of building affordable homes for Navajo families. The NHA currently operates and maintains over 7,000 dwelling units across the Navajo Nation. NHA is also in the business of developing and constructing residential homes (both rental and homeownership housing units) including qualified public buildings such as day care centers, group homes for the elderly, college student housing complexes and such other public facilities. Most recently, NHA implemented a Mortgage Program which provides mortgage financing opportunities for Navajo families wishing to construct their homes on the Navajo Reservation.

2. Request for Proposals (RFP):

The Navajo Housing Authority (NHA) is requesting proposals from qualified individuals and firms for professional services for a proposed low-income housing tax credit (LIHTC) development to be located in or around the Navajo Nation. This invitation is unrestricted; however, preference shall be given to Indian Organizations and Indian Owned Enterprises. Award will be in accordance with 24CFR 1000.48, 1000.50 and 1000.52. The entities who respond to this RFP are herein referred to as the Professional Firm.

3. Scope of Work in General: The Scope of Work shall contain the list of materials and/or services to be performed.

4. RFP Packet: This contains the instructions governing the proposal preparation, required documents to be submitted and evaluation criteria are provided herein and mandatory requirements which must be met to be eligible for consideration.

5. Estimated Schedule of Activities:

<u>Activities:</u>	<u>Due Dates:</u>
a) Advertisement Dates:	October 2 – 23, 2018
b) Request for Proposals Due:	October 23, 2018 @ 4:45PM, MDST*
c) Evaluation of Proposals:	October 24 – 26, 2018
d) Execution of Contract/NTP:	November 16, 2018

*The NHA will issue an addendum if there is any deviation from the due date.

6. Inquiries: **ANY AND ALL inquiries or questions shall be submitted in writing to Lorencita Salabye, Procurement Specialist, by October 15, 2018 @ 1:00PM (MDST) via**

email at lsalabye@hooghan.org. All responses will be made in writing to all firms who have an interest in this RFP.

7. Addendum of Supplement to this RFP: In the event it becomes necessary to revise any part of the RFP, the Procurement Department shall issue a written addendum on the specifics of the change(s) and inform all concerned.
8. Late Receipt of Proposal: Late proposals shall not be accepted. It is the responsibility of the firm to ensure the proposal arrives at the Procurement Department prior to the due date and time specified NO Exceptions.
9. Rejection of Proposals: The NHA reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the NHA.
10. Proprietary Information: Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal itself. Each and every page that contains proprietary information must be labeled or identified with "Proprietary".
11. Ownership of Proposals: All materials submitted with the proposal accepted shall become the property of the NHA and not returned to the firm. The NHA has the right to use any or all information presented in the proposal for the purpose of review and qualification. Disqualification or non-selection of the offeror or proposal does not eliminate this right.
12. Incurring Cost: The NHA is not liable for any cost incurred by the Professional Firm(s) prior to issuance of the contract award for the Professional Firm/Consultant(s).
13. Acceptance of Proposal Content: The contents of the proposal of the successful Professional Firm(s) will become contractual obligations if acquisition action ensues. Failure of the successful Professional Firm(s) to accept these obligations may result in cancellation of the award and such Professional Firm(s) may be removed from future solicitation. The NHA reserves the right to pursue appropriate legal action in the set of the circumstances in Navajo Nation Tribal Courts.
14. Acceptance Time: **No inquiries after closing date of solicitation will be accepted thereafter.**
15. Award of Proposal: Upon selection, the contract document will be prepared and delivered to the Professional Firm(s) and the proposal deliverable submitted by the Firm(s) will become part of the contract.
16. Evaluation Procedures and Criteria:
 - a. All proposals will not be publicly opened at or on the specified due date.
 - b. Review: A review team will evaluate the proposals received in accordance with the general criteria used herein. Firm(s) should be prepared to provide any additional information the team feels necessary to the fair evaluation.
 - c. Endorsement: Failure of Firm(s) to provide any information requested in the RFP will result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offer to execution of the proposal.
 - d. Compliance with NAHASDA Indian Preference Requirements.

- i. Indian Preference: This RFP is not restricted to Indian organizations and Indian owned economic enterprises pursuant to 24 CFR 1000.48 (a) (2) of NAHASDA. In the award of contract, the NHA gives preference to Indian organizations and Indian-owned economic enterprises pursuant to 24 CFR 1000.48 (a) (2) of NAHASDA. Firm(s) must provide evidence of at least 51% Indian ownership from a recognized Indian Tribe. Indicate if firm is a partnership, corporation, joint venture, sole proprietorship, or other legally bound arrangement with appropriate ownership documents.
 - a. Application of Indian Preference. If an RFP is not restricted to qualified Indian-owned economic enterprises or organizations, the NHA Procurement Department will review and certify which of the Offerors are qualified Indian-owned economic enterprises or organizations. The qualified Indian-owned economic enterprises or organizations are entitled to an award of 15 percent of the available rating.
- ii. The Firm(s) shall submit a completed Form NHA Employment and Training Statement attesting to give preference and opportunity for training and employment to Indians in implementing the contract pursuant to 24 CFR 1000.48 (a) (1) of NAHASDA. Failure to do so shall be grounds for NHA to reject the proposal and returned to the firm unrated.
- e. Employment of Low Income Persons Statement: The firm must include a statement detailing the firm's employment and training opportunities and its plan to provide preference to low-income person(s) in implementing the contract and in the award of a subcontract; and the number or the percentage of low-income person(s) anticipated for employment and training. Proposals shall include the NHA Employment and Training Statement as a mandatory threshold requirement or the proposal shall be rejected without further evaluation.

17. Organization Business Parameters

- a. As used herein, the term, Consultant(s) means any of the following entities: The Consultant(s), Professional Firm(s), or if the Consultant(s) is a partnership, joint venture, limited liability company, or other form of association: any general partners, joint venture members, or members of the Consultant(s). The lead sub-consultant(s) who is expected to perform 25 percent or more of the work; and/or; the firm or personnel who will be performing quality assurance inspection and materials quality testing and documentation for the Project.
- b. Team Continuity and Changes to Organizational Structure: Following submittal of the RFP, Key Personnel or Major Participants identified in the RFP may not at any time be removed, replaced, or added without the written approval of the NHA. The NHA may revoke the responsive status of a Submitter if any Key Personnel or Major Participant identified in the RFP is removed, replaced, or added without NHA approval. To qualify for approval, the written request shall document that the proposed removal, replacement, or addition will be equal to or a more qualified Key Personnel or Major Participant provided in the RFP.
- c. Sale of the Business Structure: Following submittal of the RFP, if the business goes through a sale and new ownership is established, the submitter shall provide written documentation for NHA's approval of the new ownership status and provide supporting technical, administrative and financial capacity information for NHA's review and

approval. The NHA may terminate contract for convenience if it's in the best interest of NHA.

18. Additional Information:

The NHA will request additional information from bidders after proposal submission. Upon request, offerors will be required to submit by NHA's specified due date and time. The following is a list is not an all-inclusive list and NHA may require more information as determined.

1. Financial Information;
2. Employment and Training Statement Form: **Statement of plan detailing employment and training of Native Americans:** Provide a statement if your firm plans to hire and train Native Americans if awarded this contract.
3. Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion Letter;
4. Contractor's and Consultant's Previous Participation Certification Form;
5. Insurance Certificates

- 19. Standard Contract:** A Standard Professional Services Agreement may be negotiated with the Professional Firm(s) whose proposal is determined to be advantageous to the NHA, in consideration of qualifications, knowledge of Tribal standards, NAHASDA rules and regulations, and cost. The Navajo Housing Authority reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a responsible and responsive proposal in response to this RFP; such standard contract provisions include but is not limited to non-waiver of sovereign immunity by NHA. Navajo Nation laws govern the contract and Navajo Nation courts shall have sole and exclusive jurisdiction over any disputes that may arise.

The NHA will negotiate contract terms upon selection. All contracts are subject to review by the NHA, and a contract will be awarded, which outlines terms, scope budget and other necessary items.

The NHA will award the contract or contracts to the responsible individuals(s) or firm(s) whose proposal is the most advantageous to the NHA, subject to the negotiation of an acceptable contract and approval of the contract. The NHA reserves the right to amend or withdraw this request for proposals in whole or in part; to accept or reject any or all proposals received or portions thereof; to waive any formalities or technicalities; to interview one or more proposers; and to obtain additional information to determine a proposer's responsibility and/or capacity, and to negotiate terms and conditions with any proposer. All or part of a proposal may be incorporated into the final contract. Withdrawal of this request for proposal or the rejection of a proposal for any reason, or no reason, shall be without liability on the part of the NHA for any costs, fees, damages or penalties or any other remedy on behalf of any proposer. All documents, analysis, reports, designs, drawings, specifications and other work developed in the performance of this agreement by Contractor shall become the sole property of the NHA and shall not be used for any other purpose or released to any third party without the express written consent of the NHA.

By submitting a proposal, the proposer agrees to these conditions.

- 20.** Selection of the Professional Firm(s): In the best interest of NHA, interviews may be necessary in the selection of the proposals. Proposals therefore should be submitted on the most favorable terms, from both price and technical perspectives.
- 21.** Arbitration: At the discretion of the Professional Firm(s), the Navajo Nation Sovereign Immunity Act provides the opportunity to parties doing business with the Navajo Housing Authority to engage in settlement of agreement of disputes through arbitration. 1 N.N.C. §554(J).

SECTION II - Scope of Work (SOW)

PROFESSIONAL CONSULTANT FOR LOW-INCOME HOUSING TAX CREDIT (LIHTC)

The Navajo Housing Authority (NHA) is requesting proposals from qualified individuals and firms for professional services for a proposed low-income housing tax credit (LIHTC) development to be located in or around the Navajo Nation.

The intent of this proposal is to assist with the following:

All necessary work to submit an LIHTC application, additional optional grant applications, close with an investor, provide initial asset management services, and associated requirements.

Note: The Consultant will also coordinate with third parties for various documents/reports, including, but not limited to Architect, Engineer, Environmental Professional, Market Analyst, etc. The cost of those items will be under a separate contract with each of the providers.

General Background

The Navajo Housing Authority (NHA) will be applying for an award of Low-Income Housing Tax Credits (LIHTC) to the following:

- Arizona: Arizona Department of Housing no later than April 1, 2019;
- New Mexico: New Mexico Mortgage Finance Authority starting February 1 but no later than February 13, 2019.

Time is of the Essence

Time is of the essence on this project. The successful firm must be available to begin work immediately following the award to be able to meet the required deadline for submission of the application.

SECTION III - Proposal Standards, Evaluation Criteria, and Content

Read Instructions Carefully.
Failure to submit the following documents shall be grounds for the NHA to deem your proposal as Non-Responsive.

No faxed or e-mail proposals accepted

1. General Standards:

Please ensure you submit your response in the following manner:

- All Proposals must be received by the NHA Procurement Department by **October 23, 2018 @ 4:45 PM MDST**. Please allow sufficient time for mail delivery to ensure receipt by the due date and time. **NO FAXED OR EMAIL PROPOSALS ACCEPTED**. Proposals received after the due date and time will not be considered.
Physical Address: NHA Procurement Department, ATTN: Lorencita Salabye, Procurement Specialist, N54 Old Coalmine Road, Ft. Defiance, AZ 86504.

Mailing Address: Navajo Housing Authority, Procurement Department, ATTN: Lorencita Salabye, Procurement Specialist, PO Box 4980, Window Rock, AZ 86515.
- All Proposals must have one (1) original, one (1) copy and one (1) electronic copy.
- Submit in a sealed envelope clearly marked "DO NOT OPEN"
RFP #409 PROFESSIONAL LOW-INCOME HOUSING TAX CREDIT (LIHTC) CONSULTANT
- All Proposals shall include the following information as outlined in Proposal Content – A - E.
- All Proposals shall include the following information as outlined in EXHIBITS A and B
- All Proposals shall include a **signed** copy of all addenda (if applicable).
- Please submit proposal in the order of the proposal requirements and tab all sections of the proposal accordingly.
- DO NOT SUBMIT PROPOSALS IN 3-RING BINDERS.**

2. **Proposal Content**

A. Experience - LIHTC Services:

- 1) Please describe the relevant experience of the individual(s) or firm submitting the proposal, including length of time in business and core competencies.
- 2) Please describe the relevant experience of the individual(s) or firm submitting the proposal in providing consulting services for LIHTC developments.
- 3) Please describe the relevant experience of the assigned staff in providing consulting services for LIHTC developments, whether with this firm or in previous employment.
- 4) Please describe the firm's experience in working with Tribes or Tribally Designated Housing Entities including any relevant experience of the firm, involved principals and/or any assigned staff for projects located on tribal trust land.

B. Background Information:

Give a brief background and qualification summary for each key member of your staff that will be assigned work.

C. References: Please include a minimum of five references. If you have previously worked with any Tribes or Tribally Designated Housing Entities on applying for LIHTCs in the last 12 months, include those as references.

D. Timeline/Proposed Schedule: List a logical breakdown of project tasks and phased milestones.

E. Plan detailing employment and training of Native Americans for this project.

F. Cost Fee: Build a detailed list of expected fees and give a brief summary of the total cost for your proposed contract. If your price excludes certain fees or charges you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Describe prices charged for similar contracts over the last 24-month period. If the price for this contract deviates from the average contract price, provide an explanation.

NOTE: Navajo Nation Sales Tax (*please see note on taxes below).

*TAXES: Navajo Nation sales tax applies to actual work performed within the exterior boundaries of the Navajo Nation such as the actual field survey work. Navajo Nation sales tax does not apply to any off-reservation work performed like in Albuquerque, NM or Phoenix, AZ. Furthermore, the Navajo Housing Authority is exempt from paying any State Sales Taxes. State Sales Tax Exemption Certificates can be requested in writing from the NHA Financial Services Branch.

The NHA will monitor and track each firm/contractor to ensure that each is paying their Navajo Nation Business Activity Tax (BAT). With the submission of each pay application, each firm/contractor shall submit written verification evidencing payment of their BAT taxes.

3. Format for Proposals

- **Title Page:** Navajo Housing Authority, Low Income Housing Tax Credit (LIHTC) Project Proposal, your company name, address, telephone number, email address and primary contact person.
- **Cover Letter:** signed by the person or persons authorized to sign on behalf of your company.
- **References:** Provide the information requested and any other relevant information.
- **Disclosure of Claims:** Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
- **Sub-contractors:** In the execution of the contract your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the EIN of the sub-contractor. Sub-contractors must meet the Indian preference requirements, and provide an Indian preference statement. The NHA will not refuse a proposal based upon the use of a sub-contractor; however, we retain the right to refuse the sub-contractors you have selected.

3. Exhibits

The following “Exhibits” are required as such and must accompany the proposals at the time of submission. **All forms must be submitted, signed, dated and notarized, if applicable to the form.**

EXHIBIT A: Indian Enterprises Qualification Statement

- If not requesting Indian Preference indicate *“NOT APPLICABLE – NOT REQUESTING INDIAN PREFERENCE”* and include as *EXHIBIT B* within in the proposal.
- If not a qualified Indian Preference company with the NHA, but seeking Indian Preference please complete and submit all required attachments of Exhibit B to be considered for Indian Preference;
- If your firm is already a qualified NHA Indian Preference company, please submit a copy of the NHA qualification letter in place of Exhibit B.
- If you are seeking Indian Preference for a JV, submit all information on behalf of the JV. *If this is your first project as a JV, please submit all information for each entity involved.*

EXHIBIT B: Non-Collusive Affidavit

- **Must be signed and notarized** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.

- If a JV, submit a separate form for each entity involved.

SECTION IV - Rating System on Evaluation Criteria

Evaluation Criteria: The manner in which the responsive proposal will be evaluated is based on the following point system where 100 points is the maximum points possible to select the proposal that is more advantageous to the NHA.

Evaluation Criteria	Points
References	20
Relevant Experience	25
Availability / Proposed Schedule	20
Cost	10
Qualified Indian Preference Firm	15
Statement of plan detailing employment and training of Native Americans	10
Total	100

EXHIBIT "A"

Indian Enterprises Qualification Statement

To be used by those firms desiring to be qualified for Indian Preference.

NOTE: Submit complete questionnaire to the Indian Housing Authority within the time frame specified. Use additional sheets to complete answer if needed.

The Undersigned certifies under oath the truth and correctness of all answers to questions made hereinafter:

1. Applicant wishes to qualify as:

_____ An "Economic Enterprise" as defined in Section 3(3) of the Indian Financing Act of 1974 (P.L. 93-262); that is "any Indian-Owned... commercial, industrial or business activity established or organized for the purchase of profit: Provided, that such Indian owner-ship shall constitute not less than 51 percent of the enterprise:

_____ A "Tribal Organization" as defined in Section 4(c) of the Indian Self-Determination and Education Assistance Act (P.L. 93-638); that is: "the recognized governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian Tribe, the approval of each such Indian Tribe shall be a prerequisite to the letting or making of such contract or grant... "

2. Name of Enterprises or Organization: _____

Address: _____

Telephone No.: _____

3. Check One:

- | | |
|---------------------------|---------------------|
| _____ Corporation | _____ Joint Venture |
| _____ Partnership | _____ LLC |
| _____ Sole Proprietorship | _____ Other_____ |

4. Answer the following

If a Corporation:

- a. Date of incorporation: _____
- b. State of incorporation: _____
- c. Give the names and addresses of the officers of this Corporation and establish whether they are Indian (I) or Non-Indian (NI).

<i>NAME AND SOCIAL SECURITY</i>	<i>I OR NI</i>	<i>TITLE</i>	<i>ADDRESS</i>	<i>% OF STOCK OWNERSHIP</i>

- d. Complete the following information on all stockholders who are not listed in C above, owning 0% or more of the stock. Establish whether they are Indian (I) or Non-Indian (NI).

<i>NAME AND SOCIAL SECURITY</i>	<i>I OR NI</i>	<i>ADDRESS</i>	<i>% OF STOCK OWNERSHIP</i>

If a Sole Proprietorship or Partnership:

- a. Date of Organization: _____
- b. Give the following information on the individual or partners and establish whether they are Indian (I) or Non-Indian (NI).

<i>NAME AND SOCIAL SECURITY</i>	<i>I OR NI</i>	<i>ADDRESS</i>	<i>% OF STOCK OWNERSHIP</i>

If a Joint Venture:

- a. Date of Joint Venture Agreement: _____
 - b. Attach the information of each member of the joint venture prepared in the appropriate format given above.
5. Give the name, address, and telephone number of the principal spokesperson of your organization: _____
- _____
6. Has any officer or partner of your organization listed in #4 (above) been an officer or partner of another organization that failed in the last ten (10) years to complete a contract? _____

If yes, state circumstances:

7. In the last ten (10) years, has this enterprise failed to complete any work awarded to it or to complete the work on time? _____

If yes, note when, where, and why:

8. Will any officer or partner listed in #4 be engaged in outside employment?

_____ YES _____ NO

If yes, complete:

<i>NAME / TITLE</i>	<i>HOURS PER WEEK OUTSIDE THE ENTERPRISE</i>

9. Is the enterprise or anyone listed in #4 above, currently subject to an administrative sanction issued by any department or agency of the Federal Government?

_____ YES _____ NO

If yes, complete:

<i>NAME OF PERSON/BUSINESS</i>	<i>DATE OF ACTION</i>	<i>TYPE OF ACTION</i>	<i>DEPARTMENT OR AGENCY</i>

10. Does this enterprise have any subsidiaries or affiliates or is it a subsidiary or affiliate of another concern?

_____ YES _____ NO

If yes, complete:

NAME AND ADDRESS OF SUBSIDIARY, AFFILIATE OR OTHER CONCERN	DESCRIPTION OF RELATIONSHIP

11. Does this enterprise or any person listed in #4 above have or intend to enter into any type of agreement with any other concern or person which relates to or affects the on-going administration, management or operations of this enterprise? These include but are not limited to management, and joint venture agreements and any arrangement or contract involving the provisions of such compensated services as administrative assistance, data processing, management consulting of all types, marketing, purchasing, production, and other type of compensated assistance.

_____ YES _____ NO

If yes, attach a copy of any written agreement or an explanation of any oral or intended agreement.

12. Has this enterprise ever been subject to a judgment of any court or administrative sanction (Federal, State, or Tribal)?

_____ YES _____ NO

Has any individual listed in #4 ever been subject to judgment of any court or administrative sanction (Federal, State, or Tribal)?

_____ YES _____ NO

If the answer is yes to either question, furnish details in a separate attachment.

13. Has any tax lien or other collection procedure been instituted against this enterprise or the individuals listed in #4 as a sole proprietor or partner in their capacities with this enterprises or other enterprise?

_____ YES _____ NO

If yes, furnish details in a separate exhibit.

14. Has this enterprise or any person listed in #4 ever been involved in a bankruptcy or insolvency proceeding? _____ YES _____ NO

If yes, furnish details in a separate exhibit.

15. What dollar amount of Working Capital is available to your enterprise prior to the start of construction? Support with Financial Banking Letter. \$ _____

Explain the source of these funds: _____

Include a copy of the company's most recent audited financial statement.

16. How will project development bookkeeping and payroll be maintained (Check one):

a. By contract with an outside professional accounting firm: _____

Name: _____ Telephone No.: _____

Address: _____

b. Records are to be kept by enterprise personnel: _____

If "b" has been checked, state the qualifications of your personnel to perform this function:

c. Other: _____

17. Trade References (including addresses and telephone numbers):

18. Bank and credit references (including addresses and telephone numbers):

-
-
19. a. Indicate the core crew employees in your work force, their job titles, and whether they are Indian or Non-Indian. Core crew is defined as an individual who is a current bona-fide individual who is regularly employed by the contractor in a supervisory or other key position when work is available.

- b. Over the past three (3) years, what has been the average number of employees:

20. Attach certification by a tribe or other evidence of enrollment in a federally recognized tribe for each officer, partner, or individual designated as an Indian in #4.

21. Attached a certified copy of the charter, article of incorporation, by-laws, partnership agreement, joint venture agreement and/or other pertinent organizational documentation.

22. Explain in narrative form the stock ownership, structure, management, control, financing, and salary or profit sharing arrangements of the enterprises, if not covered in answers to specific questions heretofore. Attached copies of all shareholder agreements, including voting trust, employment contracts, agreements between owners and enterprise. Include information on salaries, fees, profit sharing, material purchases, and equipment lease or purchase arrangements.

Evidence relating to structure, management, control, and financing should be specifically included. Also, list the specific management responsibilities of each principal, sole proprietor, partner, or party to a joint venture (as appropriate) list in response to #4.

23. Attach evidence that the enterprise (or an individual in it) is appropriately licensed for the type of work that is to be performed. Include Federal I.D. Number.

24. Attach a brief resume of the education, technical training, business, employment, and design and/or construction experience for each officer, partner, or sole proprietor listed in #4. Include references.

NOTE: I. Omission of any information may be caused for this statement not receiving timely and complete consideration.

II. Knowing that the Department of Housing and Urban Development must approve a contract between this enterprise and the Indian Housing Authority, the persons signing below certify that all information in this INDIAN ENTERPRISE QUALIFICATION STATEMENT, including exhibits and attachments, is true and correct.

III. Print/type name below all signatures.

Applicant Signature(s): *(if applicant is a Partnership or Joint Venture all partners must sign)*

(Signature)

Print Name: _____

_____ Date

(Signature)

Print Name: _____

_____ Date

(Signature)

Print Name: _____

_____ Date

If applicant is a corporation, affix corporate seal

{Corporate Seal}

_____ Date

By: _____
President's Signature

Attested by: _____
Corporate Secretary's Signature

WARNING: U.S. Criminal Code, Section 1010, Title 18, U.S.C. provides in part: "Whoever... makes, passes, utters, or publishes any statement, knowing the same to be false... shall be fined not more than \$5000 or imprisoned not more than two years, or both."

Issued August 1989

EXHIBIT "B"

Non-Collusive Affidavit



State of _____)ss

County of _____)ss

_____, being first duly sworn, deposes and says:

That he/she is _____;
(A partner or officer of the firm)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement collusion or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that any other bidder, or to secure any advantage against the _____

(NHA)

or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

SIGNATURE OF:

Bidder, if the bidder is an individual;

Partner, if the bidder is a partnership;

Officer, if the bidder is a corporation;

(MUST BE NOTORIZED)

Subscribed and sworn to before me this _____ day of _____, 20__.

Signature of Notary

{SEAL}

My Commission expires _____, 20__.

End of Proposal

Thank you for your interest in the NHA.