



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3438 Kronprindsens Gade · GERS Complex 1<sup>st</sup> Floor  
St. Thomas · U. S. Virgin Islands · 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913

## REQUESTS FOR PROPOSALS

for

## CDBG-DR ST. CROIX OFFICE FURNITURE

### RFP 003-2020-DR-STX

**Issue date:**

February 27, 2020

**Submittal deadline:**

March 23, 2020

**Contact person:**

Nicole Roberts  
Procurement/Contract Officer  
[nroberts@vihfa.gov](mailto:nroberts@vihfa.gov)

 *Unlocking the Door to Affordable Housing*

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

**TABLE OF CONTENTS**

1.0	PROJECT SUMMARY .....	1
2.0	SCOPE OF WORK .....	1
3.0	COMMENCEMENT OF SERVICES .....	3
4.0	CONTRACTOR'S RESPONSIBILITIES.....	3
5.0	VIHFA'S RESPONSIBILITIES .....	3
6.0	QUALIFICATIONS.....	3
7.0	TERMS OF ENGAGEMENT .....	3
8.0	TIMELINE .....	3
9.0	LIQUIDATED DAMAGES .....	3
10.0	PROPOSAL SCHEDULE.....	4
11.0	PRE-PROPOSAL ON-SITE TOUR.....	4
12.0	ISSUING AND PROCURING OFFICE .....	4
13.0	DELIVERY OF PROPOSAL PACKAGES.....	5
14.0	FORMAT OF PROPOSAL PACKAGE .....	6
15.0	GENERAL FEDERAL GRANT REQUIREMENTS .....	7
16.0	HUD GENERAL PROVISIONS .....	7
17.0	CONFLICT OF INTEREST.....	7
18.0	MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE).....	7
19.0	REQUIRED DOCUMENTS .....	8
20.0	SELECTION PROCESS .....	9
21.0	PRICE.....	9
22.0	DISCREPANCIES IN RFP .....	9
23.0	WARRANTY AND WARRANTY REPAIR WORK .....	9
24.0	RIGHT TO REJECT BID PACKAGES.....	9
25.0	CHANGES, ADDENDA, AND WITHDRAWALS .....	10
	<b>RFP COVER LETTER.....</b>	<b>11</b>
	<b>SCHEDULE OF ADDENDA.....</b>	<b>11</b>
	<b>ENCLOSURE CHECKLIST .....</b>	<b>12</b>
	<b>NON-COLLUSIVE AFFIDAVIT.....</b>	<b>13</b>
	<b>DEBARMENT CERTIFICATION FORM.....</b>	<b>14</b>
	<b>CONTRACT DOCUMENT CHECKLIST .....</b>	<b>15</b>
	<b>CONTRACTOR'S QUALIFICATION STATEMENT.....</b>	<b>16</b>
	<b>CONFLICT OF INTEREST .....</b>	<b>18</b>
	<b>BASE BID SHEET.....</b>	<b>20</b>
	<b>AUTHORIZATION FOR BACKGROUND CHECK &amp; FINANCIAL INFORMATION .....</b>	<b>22</b>
	<b>PRIOR PERFORMANCE CERTIFICATION .....</b>	<b>23</b>
	<b>HUD GENERAL PROVISIONS ("HUD RIDER").....</b>	<b>24</b>

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Virgin Islands Housing Finance Authority

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RFP 003-2020-DR-STX  
REQUEST FOR PROPOSALS  
ST. CROIX OFFICE FURNITURE

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## 1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA” or “Authority”) is soliciting proposals from qualified individual and/or firms that can supply office furniture for the Community Development Block Grant – Disaster Recovery (“CDBG-DR”) St. Croix staff located at 2B King Street, Frederiksted, St. Croix, U.S. Virgin Islands. The office location consists of approximately 3,725 square feet.

## 2.0 SCOPE OF WORK

The scope of work includes an all-inclusive bid for work as specified herein and in accordance with the new office layout design based on approximately twenty-two (22) employees for the existing floor plan, as per Attachment 1. Listed below are the general types of labor/services needed to complete as necessary.

### A. Furniture to include:

1. Good quality items produced by major manufacturers that meet Occupational Safety and Health Administration (OSHA) standards and regulations;
2. Compliance with specific building and fire code restrictions;
3. Multiple options available including materials, finishes, designs, sizes, functions, etc.;
4. Ergonomically designed and fully adjustable seating;
5. Compliance and accessibility laws, where required;
6. Standard and/or expedited shipping options and;
7. Warranty.

### B. Furniture Categories:

1. Office Furniture
2. Supply Room

### Items shall include but not be limited to:

- Office Cubicle Desk with modular components and accessories. Wall storage unit and file/drawer cabinet along with cut-out for routing power/data cables and the ability to add power and/or data outlets.
- Executive Work Desk , Rectangular
- Reception Desk
- Conference Table
- Bookcase
- Storage Room shelving, heavy-duty steel frame
- Guest Chairs, stacking chairs, fixed arms, upholstered Seat and Glides

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

C. Dealer Services to include:

1. Space planning, design and consultation capabilities such as furniture recommendations, field measurements, floor plans, office design layout, furniture adjustments and customization as needed per provided floorplan in Attachment 1.
2. Cost assessments for all goods and services requested.
3. User friendly and efficient order procedures.
4. Providing products and services to the CDBG-DR-STX department at VIHFA.
5. Lead time, shipment and delivery monitoring.
6. Prompt resolution of shortages, damages or complaints to the satisfaction of VIHFA/CDBG-DR-STX.
7. Handling damage claims and manufacturer's errors.
8. Providing applicable warranties and documentation.
9. Providing a designated sales representative for the authority that exhibits a high level of professionalism and has knowledge about furniture in the categories provided above.
10. Permitting direct rebate and incentive pricing from manufacturers for use of the authority.
11. Provide work plan, schedule and all correspondence for submittal to VIHFA/CDBG-DR-STX.

D. Delivery and Installation to include:

1. Coordinating shipping, delivery and installation dates with VIHFA/CDBG-DR-STX.
2. Installing and assembling all furniture safely and appropriately.
3. Providing installation follow-ups for adjustments, fine-tuning and touch-ups.
4. Providing proper off-site removal of packing materials, boxes and containers.
5. Delivering furniture to the Authority in a timely and orderly fashion during normal business hours, Monday through Friday, 8:00 am – 5:00 pm unless otherwise agreed upon.

E. Cost Reduction/Increased Efficiency:

1. Providing recommendations for cost reductions and process efficiencies in product offering, maintenance, delivery etc.

F. Additional Services may include:

1. Consult with VIHFA/CDBG-DR-STX personnel for determining appropriate cabling, electrical routing, and layouts for furniture.
2. Final cleanup – removal of all packing material from the site

The Contractor shall carry out and complete said work in every respect in accordance with this RFP and any associated contract documents and with the direction of, and to the satisfaction of, Virgin Islands Housing Finance Authority.

### **3.0 COMMENCEMENT OF SERVICES**

Selected Respondents must be prepared to commence these services within seven (7) days of the issuance of a contract, at the direction of VIHFA CDBG-DR Director.

### **4.0 CONTRACTOR'S RESPONSIBILITIES**

- The Contractor is responsible for furnishing all labor, equipment, furniture material and services for the general type of work required.
- Bear all cost related to the preparation and submission of the bid package in response to this RFP solicitation.
- Provide a completed "Base Bid Sheet" with a price guaranteed for 90 days and provide the documentations as specified in this RFP solicitation.
- Pay all taxes and fees as required by the local and federal statutes.
- Provide a copy of current Liability Insurance to cover any claims and damages occasioned by executing the Scope of Work.
- Provide acceptable workmanship, according to "Industry Standards" in each Trade or Scope of Work.
- Conduct on-site tour of the office space (per the schedule below).

### **5.0 VIHFA'S RESPONSIBILITIES**

- Perform inspection of work progress to ensure compliance with requests, specifications.
- Review all invoices and ensure payments.

### **6.0 QUALIFICATIONS**

The VIHFA is seeking a Respondent with substantial experience and success in designing, suppling and installing office furniture. The selected respondent must be able to adequately demonstrate their experience in their proposal submittal.

### **7.0 TERMS OF ENGAGEMENT**

It is anticipated that the resulting contract will be a firm fixed price contract. The VIHFA reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

### **8.0 TIMELINE**

VIHFA expects to receive within 30-90 days all items requested. Items can be shipped as they become available.

### **9.0 LIQUIDATED DAMAGES**

Should the successful Respondent fail to commence or diligently perform according to the terms of the contract, the successful Respondent agrees to pay to the VIHFA, as liquidated damages, **\$100.00** for each calendar day or portion thereof that the successful Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract

monies due but not yet paid to the successful Respondent, to the extent available. The Respondent will not be penalized for failure to commence or diligently perform work due to causes beyond the reasonable control of the affected party including but not limited to fire, floods, embargoes, war, acts of war (whether war be declared or not), acts of terrorism, insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God or acts, omissions or delays in acting by any governmental authority or the other party.

## 10.0 PROPOSAL SCHEDULE

The following dates are proposed by the VIHFA CDBG-DR-STX. The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATES AND TIMES
RFP Issue Date	February 27, 2020
Pre-Proposal On-Site Tour	March 4, 2020
RFP Questions Submittal	March 9, 2020
RFP Question Responses	March 12, 2020
RFP Deadline	March 23, 2020

The VIHFA-CDBG-DR reserves the right to change the RFP Schedule by issuing an Addendum at any time.

## 11.0 PRE-PROPOSAL ON-SITE TOUR

VIHFA will conduct an on-site tour at #2B King Street, Frederiksted, St. Croix, VI at **10:00 AM Atlantic Standard Time (AST) on March 4, 2020.**

It is highly recommended that respondent thoroughly review the requirements of the RFP prior to the site tour. All prospective Contractors are urged to attend. Non-attendance on the part of a Contractor shall not relieve the prospective respondent of any responsibility for adherence to any of the provisions of this proposal package or any addenda thereto.

Travel related expenses for the on-site pre-proposal tour will not be reimbursable. All expenses shall be at the sole cost of the Respondent.

## 12.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Nicole Roberts  
Procurement/Contract Officer  
Virgin Islands Housing Finance Authority  
Community Development Block Grant – Disaster Recovery  
3438 Kronprindsens Gade, GERS Complex 1<sup>st</sup> Floor, Suite 4

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

St. Thomas, VI 00802

**OR**

Inquiries can be made by e-mail.

Email: [nroberts@vihfa.gov](mailto:nroberts@vihfa.gov)

Mark subject line for email “RFP 003-2020-DR-STX”

From the issue date of this RFP until a determination is made regarding the selection of a Contractor, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the contractor’s package. The VIHFA will **not** be responsible for any oral information given by any employee.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this RFP, the Procurement/Contract Officer will email the addenda to all potential respondents.

The VIHFA will **not** be held responsible if any potential respondent does not provide current contact information to receive all addenda. It is the responsibility of the potential respondents to update all contact information and contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the proposal package. The proposal package will be considered non-responsive if all modifications are not incorporated.

### **13.0 DELIVERY OF PROPOSAL PACKAGES**

All responses to this RFP are to be submitted no later than **4:00 p.m. AST on March 23, 2020**. Submissions must be packaged in a SEALED envelope marked – Office Furniture, (1 original, 4 copies). The VIHFA will **not** consider fax or e-mail submission of a proposal or mail submissions received after the proposal due date.

Proposals must be submitted to:

Virgin Islands Housing Finance Authority  
Community Development Block Grant – Disaster Recovery  
3438 Kronprindsens Gade, GERS Complex 1<sup>st</sup> Floor, Suite 4  
St. Thomas, VI 00802

**ATTENTION: Nicole Roberts, Procurement/Contract Officer**  
**RFP 003-2020-DR-STX**  
**CDBG-DR-ST. CROIX OFFICE FURNITURE**

The envelope must be clearly marked. Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposal package before official closing date and time. The VIHFA will mark all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be opened nor considered.

## **14.0 FORMAT OF PROPOSAL PACKAGE**

To be considered for award, the proposal package shall meet the following requirements. Failure to meet the requirements as outlined will disqualify the respondent.

- A. RFP Cover Letter – Complete Enclosure Document A.**
- B. Commitment Statement Letter** -The Commitment Statement should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in their submittal. The letter should acknowledge the receipt of all addenda. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the proposal package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth in the attachment. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past five (5) years.
- C. Enclosure Checklist – Complete Enclosure Document B.**
- D. Non-Collusive Affidavit – Complete Enclosure Document C.** The form must be notarized.
- E. Debarment Certification Form – Complete Enclosure Document D.**
- F. Contract Document Checklist Form – Complete Enclosure Document E** and submit your current Business License. For this section, Respondent must provide evidence that the company is licensed to Supply and Install Office Furniture in the U.S. Virgin Islands. The Business License must be relevant to the Scope of Work for this solicitation.
- G. Contractor’s Qualifications Statement Form – Complete Enclosure Document F.**  
For the Reference Section of the form, provide three (3) references for the most recent, relevant work comparable to the scope requested in this RFP and who would be willing to discuss your company’s competency and performance must be provided. If you currently have more than three (3) references, a client listing with contact information should be provided as well.



**H. Conflict of Interest – Complete Enclosure Document G.**

**I. Bid Sheet – Complete Enclosure Document H.**

All bid pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their proposal package closely follow the sequence and organizational outline described in this section.

**15.0 GENERAL FEDERAL GRANT REQUIREMENTS**

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars. Respondent shall certify that the respondent shall adhere to any requirements of applicable federal requirements.

**16.0 HUD GENERAL PROVISIONS**

Because the contract is being funded with HUD funds, the contract shall be governed by certain general HUD terms and conditions, attached hereto as **Enclosure Document K**.

**17.0 CONFLICT OF INTEREST**

A respondent submitting a proposal hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of VIHFA; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

**18.0 MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES  
(M/WBE)**

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms.

## 19.0 REQUIRED DOCUMENTS

The successful respondent shall be required to submit the following documents:

**A. Corporate Documents** – The successful respondent will be required to provide a copy of their Corporate Documents within ten (10) calendar days of receiving a notice of selection.

- **Provide a copy of Corporate Documents**

Corporation

- Copy of Articles of Incorporation & By Laws

Limited Liability Company (LLC)

- Copy of Articles of Organization
- Copy of Operating Agreement

Sole Proprietor

- Copy of Trade Name Certificate

**B. Letter of Good Standing if Corporation or Certificate of Existence if LLC** - The successful respondent will be required to provide a copy of their Letter of Good Standing or Certificate of Existence within ten (10) business days of receiving a notice of selection. A copy of the receipt that demonstrates evidence of filing the company's Annual Report on June 30th of the current Year from the Office of Lieutenant Governor will be acceptable as well.

**C. Social Security Number (SSN) or Employer Identification Number (EIN)** - The successful respondent will be required to provide an official copy of their SSN or EIN within ten (10) business days of receiving a notice of selection.

**D. Liability Insurance** – The successful respondent will be required to obtain and have in place Liability Insurance in an amount no less than Five Hundred Thousand (\$500,000.00) Dollars. The Insurance policy shall name the VIHFA as an “Additional Insured”. The successful respondent must provide a copy of the Liability Insurance within ten (10) business days of receiving a notice of selection.

**E. DUNS Number** – The successful respondent will be required to provide documentation showing its DUNS within ten (10) days of receiving a notice of selection.

Failure to provide the required documents within the stated time may result in the proposals deemed non-responsive and may be immediately disqualified with no further consideration given for potential awarding of the contract.

## **20.0 SELECTION PROCESS**

VIHFA will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. Awards are made to the most responsive bidder that provides the proposal that is most advantageous to VIHFA, considering such factors as the Bidder's ability to perform the work of the kind involved in the bid under consideration, the Bidders' past experience, time of delivery, etc. and not solely the lowest price.

VIHFA, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of VIHFA.

## **21.0 PRICE**

The price stated in any bid submitted shall include all items of labor, materials, equipment, tools and other costs necessary to fully complete and deliver these products pursuant to the specifications, including installation. It is the intention of these specifications to provide and require complete products of the type prescribed. Any item or items omitted from such specifications, which are clearly necessary for the completion of such products shall be considered a portion of such product, although not directly specified or called for in these specifications. Bidders shall indicate available delivery date of all items.

## **22.0 DISCREPANCIES IN RFP**

If a Bidder becomes aware of any discrepancy, ambiguity, or error of omission in the RFP, it shall be reported immediately, in writing, to Ms. Nicole Roberts, [nroberts@vihfa.gov](mailto:nroberts@vihfa.gov), who will determine the necessity for further modifications.

## **23.0 WARRANTY AND WARRANTY REPAIR WORK**

The successful Bidder will be responsible for all materials and accessories, whether the same is ready made or from an outside source; this responsibility may not be transferred, conveyed or assigned to any other person, company, corporation or entity without the previous written approval of VIHFA. Full warranty on parts and accessories shall be defined as the manufacturer's standard limited warranty and shall otherwise be equal to or exceed that offered to the general public. All warranties shall become effective on the date the items are accepted by VIHFA.

## **24.0 RIGHT TO REJECT BID PACKAGES**

The VIHFA reserves the right to reject, without prejudice, all bids submitted in response to this solicitation. Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

## **25.0 CHANGES, ADDENDA, AND WITHDRAWALS**

VIHFA reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. The RFP and Addenda, if any, will be posted at <https://www.vihfa.gov/disaster-recovery/procurement>.

### **Enclosures**

- |                                 |   |
|---------------------------------|---|
| <b>1. Enclosure Document A</b>  | <b>RFP Cover Letter</b>   |
| <b>2. Enclosure Document B</b>  | <b>Enclosure Checklist</b>  |
| <b>3. Enclosure Document C</b>  | <b>Non-Collusive Affidavit</b>  |
| <b>4. Enclosure Document D</b>  | <b>Debarment Certification Form</b>                                   |
| <b>5. Enclosure Document E</b>  | <b>Contract Document Checklist Form</b>                               |
| <b>6. Enclosure Document F</b>  | <b>Contractor's Qualification Statement Form</b>                      |
| <b>7. Enclosure Document G</b>  | <b>Conflict of Interest</b>   |
| <b>8. Enclosure Document H</b>  | <b>Bid Sheet</b>  |
| <b>9. Enclosure Document I</b>  | <b>Authorization for Background Check &amp; Financial Information</b> |
| <b>10. Enclosure Document J</b> | <b>Prior Performance Certification</b>                                |
| <b>11. Enclosure Document K</b> | <b>HUD General Provisions</b>   |

### **Attachment**

- 1. Floor Plan**

**ENCLOSURE DOCUMENT A**  
**Virgin Islands Housing Finance Authority**  
***RFP COVER LETTER***

**Bidder**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tax Identification #:** \_\_\_\_\_

**Bidder's Contact Person**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**SCHEDULE OF ADDENDA**

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

**Bidder's Authorized Representative**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ENCLOSURE DOCUMENT B**

### *ENCLOSURE CHECKLIST*

**RFP 003-2020-DR-STX**  
**St. Croix Office Furniture**

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**Proposer:**

**Date:**

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<input type="checkbox"/>	Enclosure Document A Cover Letter
<input type="checkbox"/>	Enclosure Document B Non-Collusive Affidavit
<input type="checkbox"/>	Enclosure Document C Debarment Certification Form
<input type="checkbox"/>	Enclosure Document D Contract Document Checklist Form
<input type="checkbox"/>	Enclosure Document E Contractor's Qualification Statement Form
<input type="checkbox"/>	Enclosure Document F Conflict of Interest
<input type="checkbox"/>	Enclosure Document G Bid Sheet

**How did you hear of this solicitation?**

VIHFA Website  Google Search  Word of Mouth  Daily News  Avis

Other: \_\_\_\_\_

**ENCLOSURE DOCUMENT C**  
**Virgin Islands Housing Finance Authority**  
***NON-COLLUSIVE AFFIDAVIT***

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or proposal cost, that such proposal/bid or proposal cost/bid cost is genuine and not collusive or sham; that said proponent has not colluded conspired, connived or agreed directly or indirectly, with any proponent or person, to put in a sham proposal cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal cost of the affinity or of any other proponent, or to fix any overhead, profit or cost element of said cost proposal, or of that of any other proponent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal or cost proposal are true.

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Corporation)

\_\_\_\_\_  
(Name of Respondent, if the Respondent is a Limited Liability Corporation)

\_\_\_\_\_  
(Name of the Respondent, if the Respondent is a Sole Proprietor)

Subscribed and sworn to before me on the Island of \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_

of legal age, \_\_\_\_\_

(Trade or Corporation)

and personally, known to me.

(SEAL)

\_\_\_\_\_  
Notary Public

**ENCLOSURE DOCUMENT D**  
**Virgin Islands Housing Finance Authority**  
***DEBARMENT CERTIFICATION FORM***

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***Certification Regarding Debarment, Suspension and Ineligibility***

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- (1) The respondent certifies, by submission of this RFP Response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) The respondent will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) The respondent shall not knowingly enter any agreement/subcontractor relationship lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this procurement, unless authorized by the department or agency with which this procurement originated.
- (4) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (5) Where the respondent is unable to certify to any of the statements in this certification, such respondent shall attach an explanation to this RFP Response.

Name and Title of Authorized Representative

---

---

Signature

---

Date





**ENCLOSURE DOCUMENT F**  
**Virgin Islands Housing Finance Authority**  
***CONTRACTOR'S QUALIFICATION STATEMENT***

Name of License Holder: \_\_\_\_\_  
Name of Company(if any): \_\_\_\_\_  
Legal Status: (check one) Corp. \_\_\_\_\_ LLC \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_  
Business Location(office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

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Number of Years licensed to conduct business in the U.S. Virgin Islands \_\_\_\_\_  
Number of similar projects completed in the last 5 Years \_\_\_\_\_, Average value  
of these Contracts \$ \_\_\_\_\_

Do you have current Liability Insurance Coverage? Yes No If yes, value \$ \_\_\_\_\_

Have you ever failed to complete a project, been fired and/or sued by one of your clients? \_\_\_\_\_  
*(If yes, explain on another sheet, the circumstances and outcome)*

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? \_\_\_\_\_  
*(If yes, explain on another sheet, the circumstances and outcome)*

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Certification of truth of the above Statements, by: \_\_\_\_\_ Title: \_\_\_\_\_

Request for Proposals  
 RFP 003-2020-DR-STX  
 CDBG-DR St. Croix Office Furniture

Provide at least three (3) references for the most recent, relevant work comparable to the scope requested in this RFP.

#	Name of Client	Project Title	Project Description	Specific Deliverables	Contract Value	Contract Start and End Date	% Complete	Reference Contact Name	Phone and Email of Reference Contact
1									
2									
3									
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Certification of truth of the above Statements, by: \_\_\_\_\_ Title: \_\_\_\_\_

## **ENCLOSURE DOCUMENT G**

### **Virgin Islands Housing Finance Authority**

#### ***CONFLICT OF INTEREST***

**By signing this form, the Respondent certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, for the organization or any of its staff, and that the Respondent, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the Respondent, subcontractor, employee, or consultant).**

Conflicts may arise in but not limited to the following situations:

- (a) Unequal access to information. A potential respondent, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in the Virgin Islands.
  - (b) Biased ground rules. A potential respondent, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract for disaster recovery services in the Virgin Islands.
  - (c) Impaired objectivity. A potential respondent, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.
- 
- 1) Proposer must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.
  - 2) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the VIHFA will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest.
  - 3) The Respondent, subcontractor, employee, or consultant agrees that if “impaired objectivity”, or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proponent has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

The Respondent, \_\_\_\_\_, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from RFP No. **RFP 003-2020-DR-STX** that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The Respondent further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the VIHFA's satisfaction, such conflict of interest (or apparent conflict of interest).

Name and Title of Authorized Representative

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ENCLOSURE DOCUMENT H**  
**Virgin Islands Housing Finance Authority**  
**BASE BID SHEET**

THE UNDERSIGNED CONTRACTOR PROPOSES TO FURNISH ALL LABOR, MATERIALS, EQUIPMENT AND INCUR ANY OTHER COSTS AS MAY BE REQUIRED TO PERFORM THE SCOPES OF WORK, SUBJECT TO ALL THE CONDITIONS AS SET FORTH IN THE PROJECT SPECIFICATIONS.

**Section 1 – Furniture and Fixture Items**

Item	Description	Estimated Quantity	Vendors Suggested Quantity	Unit Cost	Total Cost
Office Cubicle Desk	Worksurface (cubicle) with modular components and accessories. Wall storage unit and file/drawer cabinet.	18		\$	\$
Executive Office Cubicle	Work Desk - L Shape, Worksurface/Executive Desk Unit, Rectangular, with Sliding Door	4		\$	\$
Reception Desk	Desk	1		\$	\$
Conference Table	Conference Table to seat 12 people with chairs	1			
Bookcase	Bookcase	16		\$	\$
Storage Room Shelves	Heavy-duty steel frame. Supports up to 350 lbs. per shelf.	3		\$	\$
Guest Chair	Stacking chair, Fixed arms, Upholstered Seat and Glides	4		\$	\$
	<b>OTHER ITEMS</b> as needed (Please itemize on a separate sheet)			\$	\$
	<b>TOTAL</b>			\$	\$

<b>Section 2 – Dealer &amp; Installation Services</b>					
Position	# of Staff	Hourly Rate	Estimated Hours per Week	Estimated Timing	Estimated Total
Office Design/Layout Staff					
Installation Staff					
Other Personnel (Please itemize on a separate sheet)					
<b>SUBTOTAL</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
<b>Section 3 - Shipping Expenses</b>					

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

Shipping	N/A	N/A	N/A	N/A	
SUBTOTAL – Shipping Expenses	N/A	N/A	N/A	N/A	
<b>TOTAL</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

---

**(TYPE OR PRINT) NAME OF COMPANY**

---

**(TYPE OR PRINT THEN SIGN) NAME OF OWNER, PRESIDENT or CEO of  
COMPANY BIDDING**

---

**(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO of COMPANY BIDDING**

## **ENCLOSURE DOCUMENT I**

### Virgin Islands Housing Finance Authority

#### *AUTHORIZATION FOR BACKGROUND CHECK & FINANCIAL INFORMATION*

By signing this Authorization, the Proposer authorizes the Virgin Islands Housing Finance Authority (VIHFA) to seek any background and/or financial information it deems' necessary to evaluate the Respondent's financial capacity in connection to the Request for Proposal (RFP) referenced above.

---

Name of Proposer Entity

---

Signature of Authorized Representative

---

Date

---

Printed Name of Authorized Representative



## ENCLOSURE DOCUMENT J

### Virgin Islands Housing Finance Authority

#### *PRIOR PERFORMANCE CERTIFICATION*

1. Has the Proposer or any of its Team Members been notified with a “Letter of Concern”, which refers to any written communication from a Government entity notifying the Proposer or any of its Team Members, wariness or caution about the performance under a contract to provide services.

Yes       No       Other (Specify):

\_\_\_\_\_

If yes, provide a copy of every “Letter of Concern” received from and as a contractor of a Government entity.

2. Has the Proposer or any of its Team Members been found in default of contract terms with any contracting entity?

Yes       No

If yes, indicate below if a Performance Bond or other means was used to resolve the default issue:

Yes       No       Other (Specify):

\_\_\_\_\_

Name of Surety Company: \_\_\_\_\_

Telephone of Surety Company: \_\_\_\_\_

Contact Person of Surety Company: \_\_\_\_\_

Provide an explanation regarding the circumstances that created the need for the contracting entity to invoke the terms of the Performance Bond, or other means, to include the current status of the matter (Include additional sheets if necessary).

\_\_\_\_\_  
Proposer Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

## **ENCLOSURE DOCUMENT K** ***HUD GENERAL PROVISIONS (“HUD RIDER”)***

The following terms and conditions apply to any contract for which any portion of the funding is derived from a grant made by the United States Department of Housing and Urban Development (“HUD”). In addition, Subcontractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at <http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf>.

### 1. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

### 2. Statutory and Regulatory Compliance

Contractor/Subcontractor shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Disaster Relief Appropriations Act, 2017 (Pub. L. 115-56) and the Bipartisan Budget Act of 2018 (“BBA”), (Pub. L. 115-123), including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including the allowability of certain expenses.

### 3. Breach of Contract Terms

VIHFA reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this contract, in instances where the Contractor or any of its subcontractors violate or breach any contract term. If the Contractor or any of its subcontractors violate or breach any contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

### 4. Reporting Requirements

The Contractor/Subcontractor shall complete and submit all reports, in such form and according to such schedule, as may be required by VIHFA. The Contractor/Subcontractor shall cooperate with all VIHFA efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and 570.507.

### 5. Access to Records

The State, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

of the Subcontractor which are related to this contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

6. Maintenance/Retention of Records

All records connected with this contract will be maintained in a central location and will be maintained for a period of at least 3 years following the date of final payment and close-out of all pending matters related to this contract.

7. Small and Minority Firms, Women's Business Enterprises, and Labor Surplus Area Firms

The Contractor/Subcontractor will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- v. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

8. Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

9. Energy Efficiency

The Contractor/Subcontractor shall comply with mandatory standards and policies relating to energy efficiency issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

10. Title VI of the Civil Rights Act of 1964

The Contractor/Subcontractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation

in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

11. Section 109 of the Housing and Community Development Act of 1974

The Contractor/Subcontractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

12. Section 504 of the Rehabilitation Act of 1973

The Contractor/Subcontractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 94), as amended, and any applicable regulations.

The Contractor/Subcontractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

13. Age Discrimination Act of 1975

The Contractor/Subcontractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

14. Debarment, Suspension, and Ineligibility

The Contractor/Subcontractor represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. part 2424.

15. Conflicts of Interest

The Contractor/Subcontractor shall notify VIHFA as soon as possible if this contract or any aspect related to the anticipated work under this contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (or 84.42, if applicable)). The Contractor/Subcontractor shall explain the actual or potential conflict in writing in sufficient detail so that the State is able to assess such actual or potential conflict. The Contractor/Subcontractor shall provide VIHFA any additional information necessary for VIHFA to fully assess and address such actual or potential conflict of interest. The Contractor/Subcontractor shall accept any reasonable

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

conflict mitigation strategy employed by VIHFA, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

16. Subcontracting

When subcontracting, the Contractor/Subcontractor shall solicit for and contract with such Contractor/subcontractors in a manner providing for fair competition. Some of the situations considered to be restrictive of competition include but are not limited to:

- (i) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (ii) Requiring unnecessary experience and excessive bonding,
- (iii) Noncompetitive pricing practices between firms or between affiliated companies,
- (iv) Noncompetitive awards to consultants that are on retainer contracts,
- (v) Organizational conflicts of interest,
- (vi) Specifying only a *brand name* product instead of allowing an *equal* product to be offered and describing the performance of other relevant requirements of the procurement, and
- (vii) Any arbitrary action in the procurement process.

The Contractor/Subcontractor represents to VIHFA that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this contract.

The Contractor will include these HUD General Provisions in every subcontract issued by it so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

17. Assignability

The Contractor/Subcontractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of VIHFA.

18. Indemnification

The Contractor/Subcontractor shall indemnify, defend, and hold harmless VIHFA and its agents and employees from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the Contractor/Subcontractor in the performance of the services called for in this contract.

19. Copeland “Anti-Kickback” Act (Applicable to all construction or repair contracts)

Salaries of personnel performing work under this contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of

Labor pursuant to the Copeland “Anti-Kickback Act” of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The Contractor shall comply with all applicable “Anti-Kickback” regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to ensure compliance by subcontractors with such regulations and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

20. Contract Work Hours and Safety Standards Act

(Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers)

The Contractor/Subcontractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. part 5).

All laborers and mechanics employed by contractors or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the contractors and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable Federal laws and regulations pertaining to labor standards.

21. Davis-Bacon Act

(Applicable to construction contracts exceeding \$2,000 when required by Federal program legislation)

The Contractor/Subcontractor shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. part 5).

All laborers and mechanics employed by contractors or subcontractors, including employees of other governments, on construction work assisted under this contract, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

22. Termination for Cause (Applicable to contracts exceeding \$10,000)

If, through any cause, the Contractor/Subcontractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor/Subcontractor shall violate any of the covenants, agreements, or stipulations of this contract, VIHFA shall thereupon have the right to terminate this contract by giving written notice to the Contractor/Subcontractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor/Subcontractor under this contract shall, at the option of VIHFA, become VIHFA’s property and the Contractor/Subcontractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor/Subcontractor shall not be relieved of liability to VIHFA for

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

damages sustained by VIHFA by virtue of any breach of the contract by the Contractor/Subcontractor, and the VIHFA may withhold any payments to the Contractor/Subcontractor for the purpose of set-off until such time as the exact amount of damages due to the VIHFA from the Subcontractor is determined.

23. Termination for Convenience (Applicable to contracts exceeding \$10,000)

The VIHFA may terminate this contract at any time by giving at least 60 days' notice in writing to the Contractor/Subcontractor. If the contract is terminated by VIHFA as provided herein, the Contractor/Subcontractor will be paid for the time provided and expenses incurred up to the termination date.

24. Section 503 of the Rehabilitation Act of 1973 (Applicable to contracts exceeding \$10,000)

The Contractor/Subcontractor shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

Equal Opportunity for Workers With Disabilities

- a. The Contractor/Subcontractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor/Subcontractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
  - i. Recruitment, advertising, and job application procedures;
  - ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
  - iii. Rates of pay or any other form of compensation and changes in compensation;
  - iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
  - v. Leaves of absence, sick leave, or any other leave;
  - vi. Fringe benefits available by virtue of employment, whether or not administered by the Subcontractor;
  - vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
  - viii. Activities sponsored by the contractor including social or recreational programs; and

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

- ix. Any other term, condition, or privilege of employment.
- b. The Contractor/Subcontractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- c. In the event of the Contractor/Subcontractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- d. The Contractor/Subcontractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the Contractor's/Subcontractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor/Subcontractor must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the Contractor/Subcontractor may have the notice read to a visually disabled individual or may lower the posted notice so that it might be read by a person in a wheelchair).
- e. The Contractor/Subcontractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor/Subcontractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
- f. The Contractor/Subcontractor will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor/Subcontractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

25. EXECUTIVE ORDER 11246

(Applicable to construction contracts and subcontracts exceeding \$10,000)

The Contractor/Subcontractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

During the performance of this contract, the Contractor/Subcontractor agrees as follows:

- A. The Contractor/Subcontractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor/Subcontractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without



Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

- regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- B.** The Contractor/Subcontractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The Contractor/Subcontractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
  - C.** The Contractor/Subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor/Subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
  - D.** The Contractor/Subcontractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - E.** The Contractor/Subcontractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
  - F.** The Contractor/Subcontractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
  - G.** In the event of the Contractor's/Subcontractor's non-compliance with the non-discrimination clause of this contract or with any of such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the Contractor/Subcontractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
  - H.** Contractor/Subcontractor shall incorporate the provisions of A through G above in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor so that such provisions shall be binding on such contractor/subcontractor. The Contractor/Subcontractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a

subcontractor or vendor as a result of such direction by the contracting agency, the Contractor/Subcontractor may request the United States to enter into such litigation to protect the interests of the United States.

26. CERTIFICATION OF NONSEGREGATED FACILITIES (Applicable to construction contracts exceeding \$10,000)

The Contractor/Subcontractor certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor/Subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term “segregated facilities” means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The Contractor further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

27. Certification of Compliance with Clean Air and Water Acts (Applicable to contracts exceeding \$100,000)

The Contractor and all its subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. § 1857 *et seq.*, the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*, and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Part 15 and 32, as amended, Section 508 of the Clean Water Act (33 U.S.C. § 1368) and Executive Order 11738.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- A. A stipulation by the Contractor or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. 32 or on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 C.F.R. Part 15, as amended.
- B. Agreement by the Subcontractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring,

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

- C. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.
- D. Agreement by the Contractor that he will include, or cause to be included, the criteria and requirements in paragraph (A) through (D) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.

28. Lobbying (Applicable to contracts exceeding \$100,000)

The Contractor/Subcontractor certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor/Subcontractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor/Subcontractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

29. Bonding Requirements

(Applicable to construction and facility improvement contracts exceeding \$100,000)

The Contractor/Subcontractor shall comply with VIHFA bonding requirements, unless they have not been approved by HUD, in which case the Contractor/Subcontractor shall comply with the following minimum bonding requirements:

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

- (1) *A bid guarantee from each bidder equivalent to five percent of the bid price.* The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- (2) *A performance bond on the part of the Contractor/Subcontractor for 100 percent of the contract price.* A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Contractor’s/Subcontractor’s obligations under such contract.
- (3) *A payment bond on the part of the Contractor/Subcontractor for 100 percent of the contract price.* A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

30. Section 3 of the Housing and Urban Development Act of 1968 (As required by applicable thresholds)

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD’s regulations in 24 C.F.R. part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The *Contractor/Subcontractor* agrees to send to each labor organization or representative of workers with which the *Contractor/Subcontractor* has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers’ representative of the Contractor’s commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The *Contractor* agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Contractor will not subcontract with any subcontractor where the subcontractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.
- E. The *Contractor/Subcontractor* will certify that any vacant employment positions, including training positions, that are filled: (1) after the *contractor/subcontractor* is selected but

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the *Contractor/Subcontractor's* obligations under 24 C.F.R. part 135.

- F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

31. Fair Housing Act

*Contractor/Subcontractor* shall comply with the provisions of the Fair Housing Act of 1968 as amended. The act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status. The Equal Opportunity in Housing Act prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with Federal funds. Please visit [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_11868.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11868.pdf) for more information.

32. Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act of 2006 (FFATA), as amended, was signed with the intent of reducing wasteful government spending and providing citizens with the ability to hold the government accountable for spending decisions. 2 C.F.R. § Part 170 outlines the requirements of recipients' in reporting information on subawards and executive total compensation under FFATA legislation. Any non-Federal entity that receives or administers Federal financial assistance in the form of: grants, loans, loan guarantees, subsidies, insurance, food commodities, direct appropriations, assessed and voluntary contributions; and/or other financial assistance transactions that authorize the non-Federal entities' expenditure of Federal fund, is subject to these requirements.

Prime contract awardees and prime grant awardees are required to report against subcontracts and subgrants awarded in the FFATA Subaward Reporting System (FSRS), the reporting tool for Federal prime awardees. This information reported will then be displayed on a public and searchable website: [www.USASpending.gov](http://www.USASpending.gov).

33. Procurement

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

The Uniform Guidance procurement requirements (2 C.F.R. § Part 200, Subpart D) went into effect on July 1, 2018. These requirements are applicable to CDBG-DR funded projects, or as provided by 83 Federal Register 5844 VI A(1)(b)(2) permits a state grantee to elect to follow its own procurement policy. These policies and procedures ensure that Federal dollars are spent fairly and encourage open competition at the best level of service and price.

34. Change Orders to Contracts

Change orders are issued when the initial agreed upon pricing or work to be completed requires modification. First, the contractor must complete a Change Order Request Form. This form and supporting documentation must be delivered to the Project Manager for review. Each change order must have a cost analysis. Once the Project Manager approves the change order, it is returned to the contractor for execution. Change orders are only invoiced on the final draw and categorized as “change order.” The amount listed on the invoice must match the previously approved amount and must be cost reasonable. The Project Manager is responsible for verifying cost reasonableness. Verification documentation for cost reasonableness becomes an attachment to the change order.

35. Environmental Review

Every project undertaken with Federal funds, and all activities related to that project, is subject to the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as to the HUD environmental review regulations at 24 C.F.R. § Part 58- ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES. The primary purpose of this Act is to protect and enhance the quality of our natural environment. The HUD environmental review process must be completed before any Federal funds can be accessed for program-eligible activities.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites, and to develop procedures to ensure compliance with regulations pertaining to these factors. The HUD environmental review is designed to produce program specific environmental review procedures in a program that can vary greatly in terms of scope of work.

36. Lead Based Paint

All housing units assisted using CDBG-DR funds must comply with the regulations regarding lead-based paint found at 24 C.F.R. § Part 35- LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES.

37. Environmental Review Record

The Environmental Officer is responsible for maintaining a written record of the environmental review process. The ERR for all programs contains all the governmental review documents, public notices and written determinations or environmental findings required by 24 C.F.R. § Part 58- ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES as evidence of review, decision making and actions pertaining to a project of a recipient.

38. Flood Insurance Requirements

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

Grantees and subrecipients of Federal funding must ensure that procedures and mechanisms are put into place to monitor compliance with all flood insurance requirements as found in the Flood Disaster Protection Act of 1973, 24 C.F.R. § 570.605- NATIONAL FLOOD INSURANCE PROGRAM and 24 C.F.R. § 570.202- ELIGIBLE REHABILITATION AND PRESERVATION ACTIVITIES.

39. Duplication of Benefits

CDBG-DR funding intends to address the unmet needs of a community. The funds are supplemental to primary forms of assistance, including private insurance and FEMA funds. To avoid duplicative assistance and potential de-obligation of funding, Subrecipient must utilize all possible funding sources before applying CDBG-DR dollars to a project. CDBG-DR programs are typically implemented after temporary disaster assistance programs, such as FEMA Individual Assistance which are not intended to make someone whole.

The Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, 42 U.S.C. §5121 et seq., established the requirements for Duplication of Benefits (DOB) analysis.

40. Anti-Fraud, Waste and Abuse Checks

The Anti-Fraud, Waste and Abuse (AFWA) check is designed to identify discrepancies and risk-relevant issues in Applicant-provided information that may be indicative of fraud, waste, and/or abuse.

41. Affirmatively Furthering Fair Housing

The Fair Housing Act of 1968, as amended, 42 U.S.C. §3601, et seq., dictates that grantees are required to administer all programs and activities related to housing and urban development in a manner to affirmatively further the policies of the Fair Housing Act. Per the regulations of 24 C.F.R. § 570.601 and in accordance with Section 104(b)(2) of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. §5301 et seq., for each community receiving a grant under Subpart D of this part, the certification that the grantee will affirmatively further fair housing shall specifically require the grantee to take meaningful actions to further the goals identified in the grantee's Assessment of Fair Housing (AFH) plan, conducted in accordance with the requirements of 24 C.F.R. § §§5.150-5.180 (Affirmatively Furthering Fair Housing) and take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

42. Drug Free Workplace

The Drug-Free Workplace Act of 1988, as amended, 41 U.S.C. §81, as implemented by 24 C.F.R. § Part 24 Subpart F, §§983.251-983.262, requires that any grantee other than an individual must certify that it will provide a drug-free workplace. Any grantee found in violation of the requirements of this act may be subject to suspension of payments under the grant, suspension or termination of the grant or suspension or debarment of the grantee.

43. Timely Distribution of Funds

The Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115-56), approved September 8, 2017 (Appropriations Act), as amended, requires that funds provided under the Act be expended within two (2) years of the date that HUD obligates funds to a grantee unless otherwise authorized via waiver of this requirement by the Office of Management and Budget (OMB). The OMB waived the two (2) year expenditure requirement under 83 FR 40314; however, the provision to expend

Request for Proposals  
RFP 003-2020-DR-STX  
CDBG-DR St. Croix Office Furniture

one hundred percent (100%) of the total allocation of CDBG-DR funds on eligible activities within six (6) years of HUD's initial obligation of funds remains in effect. The six (6) year expenditure period commences with the initial obligation of funds provided under 83 FR 5844. Additionally, per 83 FR 5844, the provisions at 24 C.F.R. § 570.494 and 24 C.F.R. § 570.902, regarding timely distribution and expenditure of funds, are waived and an alternative requirement was established.

Furthermore, consistent with 31 U.S.C §1555 and OMB Circular No. A-11 (2017), if the Secretary of HUD or the President of the United States determines that the purposes for which the appropriation was made have been carried out and no disbursement has been made against the appropriation for two (2) consecutive fiscal years, any remaining unobligated balance shall be canceled and will be made unavailable for obligation or expenditure for any purpose.

#### 44. Property Management and Distribution

Regulations governing property management and distribution of real property, equipment, financial obligations and return of un-obligated cash post program closeout can be found in 24 C.F.R. § 570.506, 2 C.F.R. § 200.310, 2 C.F.R. § 200.343 and 2 C.F.R. § 200.344(b). The standards of 24 C.F.R. § 570.506 apply to any real property under a CDBG award recipient's control acquired in whole or in part with CDBG funds in excess of \$25,000.00. The recipient may not change the use or planned use of the property without proper notification to affected citizens and allowable time for comment by them. If the property is not a building for general government conduct, the use of the property may be changed with citizen approval if it either meets one of the national objectives as defined in 24 C.F.R. § 570.208 or if not, the recipient may either retain or dispose of the property for the changed use if the recipient's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property. Following such reimbursement, the property will no longer be subject to any CDBG requirements.

#### 45. Limited English Proficiency

Executive Order No. 13166, signed on August 11, 2000, requires programs, subrecipients, contractors, subcontractors, and/or developers funded in whole or in part with CDBG-DR financial assistance to ensure fair and meaningful access to programs and services for families and individuals with Limited English Proficiency (LEP) and/or deaf/hard of hearing. Fair access is ensured through the implementation of a Language Assistance Plan (LAP), which includes non-English-based outreach, translation services of vital documents, free language assistance services, and staff training. Vital documents are defined as depending on the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

#### 46. Personally Identifiable Information

In accordance with 2 C.F.R. § 200.303, regarding internal controls of a non-Federal entity, a grantee must guarantee the protection of all Personally Identifiable Information (PII) obtained. The program will enact necessary measures to ensure PII of all applicants is safeguarded as to avoid release of private information. If a contractor or employee should experience any loss or potential loss of PII, the program shall be notified immediately of the breach or potential breach.



47. Uniform Relocation Act

CDBG-DR funds are subject to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA or Uniform Act), as amended. 49 C.F.R. § Part 24 requires relocation assistance for lower-income individuals displaced as a result of the demolition or conversion of a lower-income dwelling and requires one-for-one replacement of lower-income units demolished or converted to other uses.

48. Residential anti-displacement and relocation assistance plan. Per Section 104(d) of the Housing and Community Development Act of 1974 § 42.325

(a) Certification.

- (1) As part of its consolidated plan under 24 CFR part 91, the recipient must certify that it has in effect and is following a residential anti-displacement and relocation assistance plan.
- (2) A unit of general local government receiving funds from the State must certify to the State that it has in effect and is following a residential anti-displacement and relocation assistance plan, and that it will minimize displacement of persons as a result of assisted activities. The State may require the unit of general local government to follow the State's plan or permit it to develop its own plan. A unit of general local government that develops its own plan must adopt the plan and make it public.

(b) Plan contents.

- (1) The plan shall indicate the steps that will be taken consistent with other goals and objectives of the program, as provided in parts 92 and 570 of this title, to minimize the displacement of families and individuals from their homes and neighborhoods as a result of any assisted activities.
- (2) The plan shall provide for relocation assistance in accordance with § 42.350.
- (3) The plan shall provide one-for-one replacement units to the extent required by § 42.375.

49. Complaints and Appeals

Citizen comments on VIHFA's published Action Plan, any substantial amendments to the Action Plan, performance reports and/or other issues related to the general administration of CDBG-DR funds are welcomed throughout the duration of the grant. The Citizen Participation Plan is posted as a stand-alone document at [www.vihfa.gov](http://www.vihfa.gov). Complaints regarding fraud, waste, or abuse of government funds shall be addressed to the HUD Office of Inspector General Fraud Hotline by phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov).

50. Monitoring

As per CDBG regulation, 24 C.F.R. § 570.501(b), grantees of CDBG-DR funds are responsible for carrying out their programs to meet compliance with CDBG Program, statutory and regulatory requirements, including monitoring their project administrators, contractors and subcontractors. As such, throughout the application, planning, design, and implementation phase of the program, VIHFA will conduct internal monitoring of processes, procedures, policy, applications, planning, design, construction, and other applicable phases.