



SUBMISSION CHECKLIST HOME PROGRAM PROPOSAL

AGENCY: _____

By initialing on this list, Offeror is certifying enclosed are the following items as defined in this RFP. Items should be attached in the order listed.

Submit 1 original and 3 copies of the application package with all items below.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Allowable Deficiency Correction items

| Initial | Item Required |
|---------|--|
| | Proposal submitted as outlined in Part 1- "General Information" – "General Proposal Requirements" |
| | Offeror must submit application form provided in Section 15 RFP Forms – Offeror must specify the geographical region projects are located |
| | Offeror must submit proof of status as a non-profit, for profit, CAA, or other public entity (e.g., unit of local government) |
| | Statement that proposal is valid for a period of 90 days |
| | Offeror must be in "good standing" with MFA as of the date this RFP. In order to be in good standing Offeror must have no unresolved findings from MFA monitoring's. |
| | Proof that Offeror has not been "suspended," "debarred" or HUD's Limited Denial of Participation |
| | Offerors must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the firm. (Agency Certification Form provided in Section 15 "RFP Forms") |
| | One copy of Agency's Independent Audit or Audited Financial Statements |
| | Proof of Insurance Coverage |

Other Requests for Information

| Initial | Item Required |
|---------|---|
| | Estimated list of eligible projects |
| | Board of Director list (Form Provided in Section 15 RFP Forms) – if applicable |
| | HOME Rehabilitation Program Implementation Plan |
| | Provide Organization chart of staff |
| | Provide Resumes of staff that will be working with the Home Rehab Program |
| | List of names and addresses of homes Offeror has provided construction work including, rehabilitation, remodeling, weatherization, minor repairs or other categories. |
| | Executive Summary (Up to 1 page) |
| | Production Schedule (Up to 1 page) |
| | Description of Construction Services (Up to 1 page) |
| | Funding amount requested (listed on application) |