

Grainger County Local Government invites sealed bids for the rehabilitation of up to four (4) single family houses in Grainger County. **Bid packages may be obtained by contacting Clinch-Powell RC&D at 865-828-5927 or [sabrina@clinchpowell.net](mailto:sabrina@clinchpowell.net). A pre-bid conference is scheduled for Monday, January 31st at 9:00 am at the CPRCD office located at 7995 Rutledge Pike, Rutledge, TN 37861.** Contractor license, insurance, and other business information must be provided with the first bid. The successful bidder will be required to execute an acceptable application to qualify as an approved bidder/contractor with CPRCD. **Sealed bids for projects will be received at the Grainger County Mayor's Office located at the Grainger County Courthouse, 8095 Rutledge Pike, Rutledge, TN 37861 until 11:00 am, Thursday, February 10, 2022.**

Successful bidders will be required to sign a contract for work, adhere to Tennessee state building codes and program requirements, and required to begin/complete work within the agreed upon timeframe of the contract. Grainger County Local Government reserves the right to reject any and all bids. Grainger County Local Government is an Equal Opportunity Employer and encourages all bids, and especially those bids from minority and female-owned businesses.

#### **Grainger County 2020 HOME Rehabilitation Contractor Bid Package:**

##### Contents:

1. Bid Checklist and signature page
2. Notice
3. Terms and Conditions
4. Instructions to Bidders
5. THDA Design Standards
6. Contractor Application
7. Approved THDA Work Write Up for each house
  - A. Smokey Road, Rutledge
  - B. Oak Lane, Blaine
  - C. Greenlee Road, Rutledge
  - D. Card Lane, Rutledge

# TERMS AND CONDITIONS

## 1. **Hold Harmless**

The Contractor agrees to indemnify, hold harmless and protect the Owner from any liabilities that arise because of injury, death, illness, and damage of property or loss/expense arising from the Contractors' own negligence in the performance of the construction Agreement. Each Contractor and subcontractor is working in the capacity of an independent Contractor with regard to the Owner. The Contractor further agrees to indemnify, hold harmless and protect the Owner from any claims by workers, subcontractors or materialmen for unpaid work or labor performed or materials supplied in connection with this Agreement.

## 2. **Changes**

The Contractor agrees not to alter or make changes to the schedule of work, design, or specifications without written authorization by the Owner in the form of a Change Order.

## 3. **Lien Waivers**

The Contractor shall indemnify, hold harmless and protect the Owner from any claims for unpaid work, material or labor.

## 4. **General Guarantee**

The Contractor shall remedy any defect due to faulty material or workmanship and pay for any damage to other work resulting therefrom which appears within a period of one year from completion of work. The Contractor will furnish Owner with all manufacturers and supplier's written guarantees and warranties covering materials and equipment produced under this Agreement.

## 5. **Condition of Premises**

The Contractor agrees to keep the premises clean and tidy and to remove debris as needed during the period of work in order to maintain working conditions which do not cause safety hazards.

## 6. **Work Performance**

The Contractor shall protect all work next to the construction site from damage resultant from work performed by the Contractor. The Contractor will repair any such damage at his or her own expense. Further, the Contractor shall replace or restore to good condition any existing damages caused by carrying out the contract. Further, the Contractor shall take all precautions to prevent personal injury and inconvenience.

## 7. **Use of Utilities**

The Owner shall allow the Contractor to use, at no cost, onsite power and water necessary to the carrying out the work agreed to in this Agreement.

## 8. **Inspection**

The Owner shall have the right to inspect all work performed under this Agreement. Further, all work performed under this Agreement that must be inspected or tested by a certified person shall be done when necessary. Such inspections and certifications will be performed at the Owner's expense.

## 9. **Right to Stop**

If the Contractor fails to remedy faulty work or consistently fails to supply materials or equipment in accordance with the Agreement, the Owner may order the Contractor to stop the work, or any portion of the work, until the cause for such

order has been eliminated.

#### **10. Payment Schedule**

When rehab work is completed request a final inspection. After the final inspections and all work has been approved, payment will be processed and issued as soon as received from THDA.

On Rehab Reconstructions, when 60% of the work is done request an interim inspection, at this time a 50% payment will be processed. The final payment will be processed when all work has been completed and approved by the State inspector, the Rehab Coordinator and THDA.

Close coordination with the inspectors and the administrator will speed payment processing.

#### **11. Arbitration**

See Grievance Procedure in the HO-11

#### **12. Integration**

This Agreement, along with any exhibits, appendices, indices, addendums, schedules, and amendments hereto, encompasses the whole agreement of the parties, and supersedes all previous agreements and understandings between the parties, whether oral or written. The parties hereby acknowledge and represent, by affixing their hands and seals hereto, that said parties have not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in this Agreement, made by or on behalf of any other party or any other person or entity whatsoever, prior to the execution of this Agreement. The parties hereby waive all rights and remedies, at law or in equity, arising or which may arise as the result of a party's reliance on such representation, assertion, guarantee, warranty, collateral contract or other assurance, provided that nothing herein contained shall be construed as a restriction or limitation of said party's right to remedies associated with the gross negligence, willful misconduct or fraud of any person or party taking place prior to, or contemporaneously with, the execution of this Agreement.

## **INSTRUCTIONS TO BIDDERS**

**General:** Grainger County Local Government is the recipient of grant funding for the purposes of making necessary and needed repairs and/or reconstruction of the houses of eligible homeowners. Clinch-Powell is the program administrator. For this reason, there are specific documentation requirements which may reference one or more of the aforementioned parties in addition to the homeowner.

The bidder proposes to furnish and front initial costs for all materials, labor, tools, permits, fees, and all other items necessary to perform the work as outlined in the entire Contract agreement that included and not limited to these instructions to bidders, any general conditions and specifications, drawings, individual Work Write-Ups, Agreement forms, Bonds, Change Orders and reference material specifically detailed to comprise the "Contract". Also subject to the attached term and conditions: Minimum requirements are that all work will be completed in accordance with the 2018 International Residential Code as adopted by the state of Tennessee.

### **Bidding procedures:**

Contractors may bid on one, multiple or all of the individual houses/projects in this offering. Each bid shall be submitted in a sealed envelope with the general contractor's license and insurance information included with the bid. In addition, the prime contractor must also list the business name, license and insurance information for the Electrical, Plumbing, and HVAC sub contractors. Any prime contractor proposing to conduct electrical, plumbing or HVAC work must be licensed in that particular trade and must include the specific license number, classification, and expiration date. **Contractor must submit work write-up, bid documents in its entirety. Must have itemized cost on the sheet.**

### **Permits:**

A residential building permit is required and can be obtained at online at <https://www.tn.gov/commerce/fire/residential-permits/fire-apply-for-a-residential-permit.html>

For property located in Grainger County outside the city limits of Bean Station and Blaine, the contractor must purchase a THDA Rehab residential building permit.

For property located in the city limits of Bean Station or Blaine, follow the code rules for those cities. If the work to be conducted does in the city does not require a city permit, then purchase

a THDA Rehab residential building permit. ALL jobs require a permit and a copy of the permit must be provided to CPRCD before construction begins.

**Contract award/construction phase:**

**The Contractor shall not commence any work until a written “Notice to proceed” is received from Clinch-Powell.** Contract work shall begin within 15 Calendar days upon the signing of the “Notice to Proceed” order and be complete within 8 weeks. There will be a monetary penalty of \$100 a day for any days past the contract deadline. A contract extension maybe submitted in writing and considered by Clinch-Powell with allowances for abnormal weather and/or extraordinary disruption in the supply chain at the sole discretion of Clinch-Powell.

Contractor is required to provide Clinch-Powell with each inspection reports during the building process. If this process is not followed Clinch-Powell has the right to invoke a stop work order until Contractor provides all inspection reports. Rehab Coordinator will do inspections and progress reports to authorize draws after required state inspections are conducted. Contractor will also call Rehab Coordinator, Dennis Vaughn to inspect rehabs when all work is complete. All inspection reports produced by Clinch-Powell must be signed by Contractor.

Contractors are required to carry Worker’s Compensation and General Liability insurance at all times.

Contractors are also required to have a State of Tennessee Contractors License with a monetary limit of at least \$100,000.

Contractors are required to purchase a builders risk policy for the value of the work being performed for the duration of the contract and provide a copy to CPRCD.

Contractors will provide options of flooring, paint, shingles and etc. in stock colors for the homeowner to pick from. Contractor must set up a time to meet with the homeowner to complete this process.

**Contractor Completion/Final payment phase:**

Final payment will only be made after the state inspector and Clinch-Powell/Rehab Coordinator representative has completed a Final inspection and all work, including Punch list items; have been accepted by the homeowner. The Contractor must furnish the following documentation with their request for final payment.

Due to the amount of paperwork required (as described below), Rehabs will receive payment once work has been completed, inspections passed and all documents submitted. Please

allow 30 days for the funds to be made available to the county from THDA. You will be notified when the funds are received.

- Satisfactory “Release of Liens” by the Contractor covering any subcontractors, laborers, and material suppliers for contracted projects.
- Executed and notarized “Notice of Completion” with documentation of recording at the local court house.
- Completed and signed documentation that all Punch list items from Homebuyer walk-through have been satisfactorily completed.
- All related Building permit documents, inspection reports and a final certificate of occupancy (If applicable) from the building official.
- Any additional paperwork required by funding sources has been submitted to Clinch-Powell.
- Contractors are required to provide a One (1) year warranty period to the homeowner covering all work and materials. This must be in writing.
- The Contractor will leave their phone number with the homeowner and business address for future warranty items. The Contractor will be allowed 30 days to resolve the warranty items and the contractor and homeowner must sign off on any warranty item list that it has been satisfactorily complete and turned into Clinch-Powell. Failure to address these issues in a timely manner may qualify as grounds for removal from a future approved bidder list.

Following is a THDA document that regulates the specs and standards for construction projects.

**NOTE: Tennessee has adopted 2018 IBC. Where there is a conflict between any TN adopted code and the standards in this document, the TN code is to be followed.**

# THDA Minimum Design Standards for New Construction of Single Family & Multifamily Housing Units

Community Programs Division  
502 Deaderick Street, 3rd Floor  
Nashville, Tennessee 37243  
615-815-2030

*SF/MF Design Standards for New Construction*

*January 2017*

## Table of Contents

Division 1: General Requirements .....	
Division 2: Existing Conditions .....	
Division 3: Concrete .....	
Division 4: Masonry .....	
Division 5: Metals .....	
Division 6: Wood, Plastics, and Composites .....	
Division 7: Thermal and Moisture Protection .....	
Division 8: Openings .....	
Division 9: Finishes .....	
Division 10: Specialties .....	
Division 11: Equipment .....	
Division 12: Furnishings .....	
Division 13: Special Construction .....	
Division 14-20: Reserved for Future Use	
Division 21: Fire Suppression .....	
Division 22: Plumbing .....	
Division 23: Heating, Ventilating, and Air Conditioning .....	
Division 24-25: Reserved for Future Use	
Division 26: Luminaries .....	
Division 27: Communications.....	
Division 28: Electronic Safety and Security .....	
Division 29-30: Reserved for Future Use	
Division 31: Earthwork .....	
Division 32: Exterior Improvements .....	
Division 33: Utilities .....	

## **Introduction**

The following minimum design standards are for all newly constructed single family and multifamily attached units financed with applicable programs administered by the Community Programs Division of THDA. These same standards also apply to accessibility improvements. Refer to Americans with Disability Act (ADA) Accessibility Guidelines or the International Code Council (ICC) ANSI A117.1 Code for technical requirements and standards when applicable.

## **Division I: General Requirements**

### **1 Minimum Design Standards:**

These Minimum Design Standards shall apply when Tennessee Housing Development Agency (THDA) funding made available through the Community Programs Division is used for the new construction of single family and multifamily housing.

THDA's Minimum Design Standards are to be used as a guideline to meet and/ or exceed all applicable State, county, and local codes. These standards also serve as a vehicle to promote and enforce modern construction and design practices for builders, contractors, and design professionals who wish to use funding from the Tennessee Housing Development Agency's Community

Programs Division. Other methods of construction and design may be acceptable on a case by case basis.

A complete set of construction documents must be submitted prior to the approval of the project. Construction documents shall be drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by THDA. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work proposed will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by THDA.

Manufacturer's installation instructions, as required by these standards or applicable code, shall be available on the job site at the time of inspection. The construction documents submitted shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.

### **2 Quality Assurance:**

General Contractors and/or subcontractors shall furnish a written material and labor warranty on all units, materials and workmanship for a period not less than one full year after the date that the certificate of occupancy is issued or owner's final inspection acceptance.

### **3 Unit Size Requirements:**

The following minimum square foot measurements are required for the different type of units. Net square feet are the heated and cooled area of the unit.

- SRO units:** Shall contain at least 150 square feet (common kitchen/ bath)
- Efficiency units:** Shall contain at least 400 square feet
- One-bedroom units:** Shall contain at least 600 square feet
- Two-bedroom units:** Shall contain at least 800 square feet.
- Three-bedroom units:** Shall contain at least 1,000 square feet.



**Four-bedroom units:** Shall contain at least 1,100 square feet.

#### **4 Units for Elderly Residents:**

All newly constructed units for elderly residents, age 62 or older, shall be located at the grade level or on an elevator accessible floor in compliance with ICC A117.1-2009 1005 Type C VISIBLE Units.

#### **5 Universal Design:**

Projects that receive funding from THDA for the purpose of constructing single family or multi-family housing are encouraged to use Universal Design principles to ensure the unit's viability for a range of future users. Information regarding Universal Design principles can be found at:

<http://www.huduser.org/Publications/PDF/remodel.pdf>

and at <https://www.ncsu.edu/ncsu/design/cud/>

#### **6 Codes:**

All construction shall comply with applicable State, county, and local codes, planning and zoning requirements, local authorities' rules and regulations. In the absence of local codes, the following Tennessee State adopted codes shall apply as applicable:

- 2012 International Building Code
- 2009 International Residential Code
- 2012 International Existing Building Code
- 2012 International Fire Code
- 2012 International Fuel Gas Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2008 National Electrical Code
- 2012 International Property Maintenance Code
- 2012 International Energy Conservation Code

The Uniform Physical Condition Standards also shall apply.

Federal regulations which may pertain to any specific project such as the Fair Housing Amendment Act of 1988, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 2010, as amended, also apply.

#### **7 Energy Efficiency:**

All newly constructed residential building envelope designs shall exceed minimum energy efficiency requirements of the 2012 International Energy Conservation Code (IECC). Documentation and/or calculations that the building envelope exceeds the code requirements must be provided from REScheck or other approved software that the building envelope exceeds 2012 IECC requirements. REScheck is a U.S. Department of Energy software package; free download can be found at:

<http://www.energycodes.gov/rescheck/>

#### **8 Testing:**

**a.** All new construction shall require a blower door test in compliance with the currently adopted State of Tennessee International Energy Conservation Code; this shall be tested by a qualified HERS Rater/ BPI Building Analyst.

**b.** All new construction shall require a post construction duct tightness test in compliance with the currently adopted State of Tennessee International Energy Conservation Code; this shall be tested by a qualified HERS Rater/ BPI Building Analyst.

## **9 Disaster Mitigation Control Methods:**

a. All new construction should be built in a method and/or location that would attempt to protect all new construction from possible disaster due to either a man-made issue, or an act of God that may cause physical or structural damage to the home. The methods should include any items that may be recommended, or required by either local, state, or federal agencies dealing with disasters.

## **10 Inspection Protocol**

The following protocols will govern the inspection of newly constructed units:

a. Building Plans and Specifications are submitted to THDA for approval.

These plans must include all requirements of the 2009 International Residential Code for single family dwellings and 2012 International Building, Plumbing, Mechanical Codes and the 2008 National Electrical Code for multifamily properties, THDA Minimum Standards, and any local jurisdiction rules and regulations.

b. THDA returns the Approved Plans and Specifications to the Grantee and, if HOME-funded, THDA's Third Party Quality Control Inspector (QCI).

c. Project is bid, and awarded to the contractor by the Grantee.

d. At approximately 60% of the construction project being completed, the Grantee requests that the QCI perform a Progress Quality Control Inspection.

e. The QCI forwards the results of the Progress Quality Control Inspection to THDA and the Grantee with comments to be addressed or approved. If comments are to be addressed, the Grantee returns the report to THDA for approval.

f. At the conclusion of the project being completed, the Grantee requests that the QCI perform a Final Quality Control Inspection.

g. The QCI forwards the Final QC to THDA and the Grantee with comments to be addressed or approved. If comments are to be addressed, the Grantee returns the report to THDA for approval.

NOTE: If the construction work is in a jurisdiction that issues permits for construction work, the local inspector would also perform the required inspections from his/her jurisdiction to determine code compliance with local zoning, building and planning requirements. A Certificate of Occupancy must be provided to THDA by the Grantee.

## **Division 2: Existing Conditions**

### **1 Soil boring and Testing:**

All new construction which contains 12 or more units will be required to have a soils analysis test performed by a state of Tennessee approved testing laboratory. THDA reserves the right to require a soils test on any project regardless of construction type or unit size. Results of the test shall comply with THDA requirements.

### **2 Hazardous Materials:**

When federal funds obtained through THDA are utilized, all project sites shall be certified free of hazardous materials such as but not limited to: Lead, Asbestos, Radioactive Waste, Biological Hazards, PCBs, Mercury, Toxic Molds, Radon, or any other health threat to the prospective residents.

## **Division 3: Concrete**

### **1 Exterior Concrete:**

Shall conform to the latest revised Standard Specification for Portland cement,

ASTM C595. All concrete shall have a minimum 28-day compressive strength of 3000 psi and be entrained with 5 percent air with a minimum cement content of 520 lbs. per cubic yard (5.5 sacks). Expansion-joint material shall be ½” thick asphalt-impregnated pre-molded fiber, ASTM D1752. Follow American Concrete Institute (ACI) 318. Minimum 4” thick for driveways, parking areas, sidewalks, porches and stoops. Driveways to have fiberglass mesh or 6x6 WWF or 6” thick.

### **2 Concrete Finishes:**

Smooth formwork, no patterns, shall be used for all poured in place walls exceeding 3 feet or more exposure.

### **3 Concrete Testing:**

All new construction containing twelve (12) or more units will be required to have concrete strength tests performed by a state of Tennessee approved testing laboratory. Results of the test shall comply with the THDA requirements.

## **Division 4: Masonry**

### **1 Brick:**

Siding material of all attached newly constructed units shall consist of a minimum of fifty percent (50%) brick, stone, or other THDA approved materials.

The bricked area calculation of fifty percent shall not include window and door areas nor brick below finished grade.

### **2 Face Brick:**

Shall be ASTM C 216, Type FBS, Grade SW, or equivalent, modular size.

### **3 Concrete Masonry Units (CMU):**

Stucco or split face shall be used for all CMU walls exceeding 3 feet or more exposure.

## **Division 5: Metals**

### **1 Metal Ties:**

For newly constructed units, metal tie-down or “hurricane” straps shall be used at each bearing location of each floor, roof truss, rafter and ceiling joist. Correct ails and nailing pattern as required by the manufacturers’ installation requirements of the strap shall be used.

### **2 Steel Lintels:**

Steel lintels, when specified for openings in masonry walls, shall be galvanized, primed and painted.

## **Division 6: Wood, Plastics, and Composites**

### **1 Stair Riser and Tread Construction:**

All newly constructed steps shall conform to the state of Tennessee currently adopted IRC requirements, having a riser not greater than 7 3/4” and a tread of 11”.

### **2 Wood Exposed to Weathering Elements:**

All exterior wood shall have a minimum preservative retention rate of 25 percent for above ground applications and a minimum preservative retention rate of 40 percent for all wood in contact with the ground.

### **3 Wood Decking:**

Exterior wood decking shall consist of composite, natural durable wood or pressure treated wood material.

### **4 Wood Stairs and Handrails:**

Exterior wood stairs shall be constructed with properly treated dimensional lumber.

Handrails shall be constructed of composite, natural durable wood or pressure treated

wood material. Handrails shall meet the graspability and size standards in the International Residential Code.

## **Division 7: Thermal and Moisture Protection**

### **1 Fascia:**

- a. Metal:** 0.019" minimum thickness aluminum, factory finish (coil stock).
- b. Exposed Wood:** redwood, cedar, or pressure treated.
- c. Composite:** Cement fiber board or other durable material as approved by THDA.

### **2 Roof:**

Shingles shall be 235 lb. seal tab type over 30 lb. felt with metal drip edge, with minimum 25-year product warranty.

### **3 Roof Construction:**

Minimum roof slope on all newly constructed roofs except porch roofs shall be 4" vertical to 12" horizontal.

### **4 Gutters and Downspouts:**

All structures shall have gutters and downspouts and be appropriately designed with a minimum 5" gutter and a 2"x 3" downspout. All downspouts shall empty onto splash blocks or be piped to an appropriate location.

### **5 Siding:**

- a. Composite:** Fiber cement siding, primed, with two-coat minimum painted finish or factory finish.
- b. Metal:** 26 gauge minimum thickness aluminum or galvanized steel with factory finish.
- c. Vinyl:** 0.42" minimum thickness, UV protected.
- d. Wood:** Cedar or redwood stained or primed once with 2-coat minimum finish sealer.

### **6 Insulation:**

All crawl spaces shall contain cavity floor insulation equal to or greater than R- 19.

Combined wall insulation value shall be equal to or greater than R-13.

Combined attic insulation value shall be equal to or greater than R-38. As per NAIMA standards or ICC Energy Conservation Code as currently adopted by the State of Tennessee.

## **Division 8: Openings**

### **1 Exterior Doors:**

Exterior Doors shall be 1 ¾" thick 6 panel, or with limited panes of glass, steel material, insulated and be appropriately finished as recommended by the manufacturer. All opaque exterior doors shall have a U-factor equal to or less than 0.40.

#### **a. Exterior hardware:**

All exterior doors, except sliding glass doors, shall have a lever key-lock latch and security accessories (eyelet peep hole, if the door is solid, and a deadbolt lock).

### **2 Interior Doors:**

Interior Doors shall be solid Wood, Composite or hollow core panel doors.

Interior doors shall be a minimum of 1 ⅜" thick.

#### **a. Interior Hardware:**

All doors, except bi-fold and bypass type doors, shall be equipped with passage lever-handle hardware. All bedrooms and bathrooms shall be equipped with privacy locks.

### **3 Windows:**

- a.** All window frames must be solid vinyl. Double hung or Single hung type with a removable bug screen for lower section.

- b. All glazing shall be double-paned with low E with Argon.
- c. The vapor seal on the glazing must have a minimum ten-year warranty.
- d. All windows shall have a minimum one-year warranty on the operation of the window.
- e. All windows shall have a National Fenestration Rating meeting minimum energy code requirements for the proper Zone as shown in the currently adopted State of Tennessee International Energy Conservation Code.

## **Division 9: Finishes**

### **1 Exterior Ceiling:**

Solid backing to be used when using vinyl or aluminum material for porch ceilings, provide a rigid, solid backing such as ½" OSB or plywood.

### **2 Exterior Finishes:**

**a. Wood:** All exterior exposed wood shall have a minimum preservative retention rate of 25 percent for above ground applications and a minimum preservative retention rate of 40 percent for all wood in contact with the ground. All structural posts below grade shall have the factory treated end of the post below grade. Use of CCA Treated lumber shall be prohibited.

**b. Posts and Columns:** All posts columns and guardrails at deck level and above shall be factory made and finished, or meet the wood finishes in Section "a".

**c. Handrails:** Rails shall be smooth, splinter-free, painted or factory finished, withstanding weather, and resisting checking and splintering. All handrails shall meet the graspability standards as required by the International Residential Code as currently adopted by the State of Tennessee.

**d. Fiber Cement Siding:** Shall be factory finished or be painted with at least two coats of exterior grade paint.

### **3 Finished Floor Treatments:**

**a. Carpet Padding:** 7/16" thick, 6-lb. minimum re-bond polyurethane.

**b. Sheet Carpet:** 25 oz. minimum, 100 percent nylon. Other options include Berber type with blended fiber.

**c. Sheet Vinyl:** Shall be Armstrong or equivalent minimum 10 mil wear layer. Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Vinyl sheet flooring shall conform to the requirements of ASTM F 1303, Type I.

**d. Vinyl Composition Tile (VCT):** Shall be Armstrong or other approved equal, 1/8" x 12" x 12". Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Follow manufacture's recommendation for pattern layout.

**e. Wood Flooring:** Flooring shall be tongue and groove hardwood; factory finished, or have a minimum of three coats of site-applied, UV-protective polyurethane.

**f. Laminate Wood Flooring:** Composite panel(s) comprised of four main components: a high pressure decorative laminate surface, an Aqua Resist high density fiberboard (HDF) core, a high pressure balancing backer, and an attached high density polyethylene underlayment.

Typical size: 7.6" x 47.55" x .385". Aluminum locking system for glue-free installation. Wax-impregnated edges. The floor shall be resistant to stains and reagents. The floor shall have a horizontal joint strength of not less than 1,000 lbs./lineal ft. and Ball Impact Resistance (ANSI/NEMA LD3-2000, 3.8).

#### **4 Other Flooring Products: Ceramic tile and laminates**

At the interior side of the main entry door within each dwelling unit, there shall be an uncarpeted, finished floor area. This area shall be no less than sixteen (16) square feet.

#### **5 Interior Doors:**

**a. Paint:** Primed once, with two-coat semi-gloss finish on all sides and faces. No VOC.

**b. Stain:** Stain or oil on all sides and faces, with three-coat varnish, polyurethane finish. Low VOC.

**c. Factory Finished:** Factory finish doors are acceptable with factory warranty.

#### **6 Water-Resistant Drywall:**

Water-resistant gypsum board (commonly called "green board") or equivalent must be used on all walls in the bathroom and within six feet of wall surfaces where the drywall can be splashed such as kitchen sink, next to water heater and/or washer.

Water-resistant/ mold resistant gypsum board or equivalent shall be provided behind any tub/shower unit located on an exterior wall. Water-resistant gypsum, when used on ceilings must be rated for the span. Prefer non-paper faced drywall or a product that meets ASTM D3273 for mold resistance above and immediately around tubs, showers.

#### **7 Interior Wall Finishes:**

Primed once and two finish coats of flat, eggshell or satin. Use semi-gloss, or satin finish for bathrooms, laundry, and kitchens. No VOC.

### **Division 10: Specialties**

#### **1 Storage areas:**

Exterior storage areas are required on all newly constructed units except SROs and efficiency units. The storage area shall be a minimum of twenty-five (25) square feet. Structures must satisfy applicable building code requirements.

Prefabricated plastic structures are prohibited. All storage areas shall match exterior building veneer, trim and possess identical shingles.

#### **2 Roof Offsets:**

Projects of four (4) or more attached units shall be designed in such a way as to vary the roof line with offsets, gable porch roofs, etc.

#### **3 Entries:**

The main common entry to each group of newly constructed dwellings or each main exterior entry to individual dwellings shall have a concrete, treated wood, or other hard surface exterior stoop, porch or deck, a minimum of 5' x 5'. All main entries shall have a roof or awning over the entry area. The roof shall cover at least a 5' x 5' area.

#### **4 Closet Storage/Accessories:**

Closets shall include a 12" deep vinyl wrapped wire shelf in coat, laundry and bedroom closets. Minimum of (4) 24" deep vinyl wrapped wire shelves for kitchen pantries.

#### **5 Mailboxes:**

All units shall have a United States Postal Service (USPS) approved mailbox either at each individual unit, common area, or a designated location per USPS post master.

#### **6 Bath Accessories:**

All bathrooms shall have:

- a.** Medicine cabinet with mirror 16" wide by 20" tall (minimum)
- b.** Wall hung toilet paper dispenser
- c.** 24" (minimum) towel bar
- d.** Shower rod

e. Mirror above lavatory backsplash. Other combinations of mirror and storage may be acceptable at the approval of THDA.

## **Division 11: Equipment**

### **1 Refrigerator:**

A refrigerator shall be minimum 18 cubic foot frost free provided in all dwelling units to match manufacturer and model line with the dishwasher and range on all projects including new construction and rehabilitation projects where identified in the PCNA (physical/capital needs assessment). All refrigerators must be Energy Star qualified. The Energy Star mark must be clearly marked on the front/top of the product, clearly displayed in product literature and listed on the manufacturer's Internet site.

### **2 Dishwasher:**

A dishwasher shall be 24" under counter mount unit to match manufacturer and model line with the refrigerator and range including new construction and rehabilitation projects where identified in the PCNA (physical/capital needs assessment). Standard dishwashers shall use less than 4.25 gallons per cycle and 295 kWh per year. All dishwashers must be Energy Star qualified. The Energy Star mark must be clearly marked on the front/top of the product, clearly displayed in product literature and listed on the manufacturer's Internet site.

### **3 Range:**

An electric range shall be minimum 30" 4 burner with self-cleaning oven provided in all dwelling units to match manufacturer and model line with the refrigerator and dishwasher on all projects including new construction and rehabilitation projects where identified in the PCNA (physical/capital needs assessment).

### **4 Laundry:**

All newly constructed units, except SROs and efficiencies, shall be equipped with washer dryer hookups. All clothes washers supplied in individual units shall have an MEF equal to or greater than 2.0 and a WF equal to or less than 6.0. (NOTE: clothes washers and dryers are not eligible costs in THDA's HOME program). All laundry facilities located inside any habitable space shall be equipped with a properly installed washer overflow pan indirectly discharging to an overflow waste receptor, floor drain, or to the exterior of the building. Water supply shut off valve to be single throw cutoff.

### **5 Trash Collection:**

Provisions for dumpsters or trash cans are required. Screening of trash cans and/or dumpsters shall be provided for multi-family units.

### **6 Playgrounds:**

Playgrounds shall be comprised of construction grade equipment approved by THDA prior to installation. The area immediately in and around the playground shall be mulched with 6" of appropriate material such as cypress mulch, pine bark or rubber mulch.

## **Division 12: Furnishings**

### **1 Casework:**

Cabinet fronts shall be made of solid wood (not particleboard); doors, draws and fronts shall be factory finished. Cabinet ends shall be finished with appropriate veneer. All cabinets shall be Kitchen Cabinet Manufacturers Association (KCMA) approved.

### **2 Countertops:**

Tops shall be post form plastic laminate, bullnose front edge, rolled backsplash, finished exposed ends and sealed at the cut out for sink and the backsplash at the wall. Other appropriate materials may be used such as solid surface, and cultured marble for bathroom vanities. Any other types of countertops must be approved by THDA.

### **Division 13: Special Construction**

#### **1 Office/ Laundry/ Maintenance Building:**

Unless individual units are supplied with laundry facilities, all new projects consisting of four (4) or more units shall provide common laundry facilities including a minimum of one (1) washer and one (1) dryer per every twelve units up to a maximum total of four (4) washers and four (4) dryers. All clothes washers in common areas shall have a Modified Energy Factor (MEF) equal to or greater than 2.2 and a Water Factor (WF) equal to or less than 4.5.

### **Division 14 - 20: Reserved for Future Use**

### **Division 21: Fire Suppression**

#### **1 Fire Suppression and Alarms:**

All new construction must comply with the International Residential, Building and Fire Codes as currently adopted by the State of Tennessee.

### **Division 22: Plumbing**

All plumbing, including piping, fixtures and appurtenances must meet or exceed the standards of the International Residential or Plumbing Code.

#### **1 Bath Tub:**

Tubs shall be 30" deep white porcelain finish steel, or cultured marble.

#### **2 Shower:**

Showers shall be 36" x 36" minimum with 4" curb; made of fiberglass, acrylic, or cultured marble. Shower head flow not to exceed 2.5 gpm.

#### **3 Tub/ Shower Surround:**

Tub/shower surrounds shall be 3 piece integral panels of plastic, fiberglass, or cultured marble minimum 72" above flood rim.

#### **4 Lavatories:**

Sinks shall be 15" minimum diameter; made of white porcelain finish steel or cultured marble.

#### **5 Faucets:**

Polished chrome finish two handle with pop-up stopper. Lever handle type shall be used when ADA requirements apply. Faucets containing plastic material for exterior housing are prohibited. Flow not to exceed 1.5 gpm.

#### **6 Water Closets:**

Water closets shall be white porcelain elongated bowls with acrylic seat maximum 1.6 GPF.

#### **7 Kitchen Sink:**

Sinks shall be a minimum eight inches (8") deep, 33 x 20 stainless steel double bowl. For ADA compliance when applicable, roll under sink depth shall be shallower as required in mobility impaired dwelling units

#### **8 Plumbing Accessories:**

Water heaters located in any interior space shall have a metal 2" deep overflow pan with discharge pipe indirectly plumbed into DWV receptor, floor drain or to the exterior. Discharge pipe end shall have a bug screen.



## **9 Piping:**

Potable water lines shall be copper or PEX material. Installation in exterior walls must be centered within the insulation. Hose bibs must be of the freeze proof kind. All piping located in attic or crawl space shall be insulated. All hot water lines shall be insulated equal to or greater than R-4 pipe wrap.

## **10 Water Heater:**

Water Heater shall be minimum 40 gallon electric with a minimum Energy Factor (EF) equal to or greater than .92. Gas fired water heaters shall an EF equal to or greater than .59. Instantaneous gas water heaters shall have an EF equal to or greater than .94 (96%AFUE). Prefer direct vent on gas water heaters or sealed combustion.

## **11 Radon Reduction:**

Radon venting is required as a "Passive System" unless otherwise specified by local codes or regulations. Refer to 2006 IRC Appendix F.

## **Division 23: Heating Ventilating and Air Conditioning**

All mechanical systems, shall be regulated, including the design, installation, maintenance, and alteration of mechanical systems that are permanently installed and used to control environmental conditions within buildings to meet or exceed the standards of the International Residential or Mechanical Code.

### **1 Heating Ventilating and Air Conditioning Equipment:**

All units shall have a central HVAC system comprised of a split system heat pump with emergency heat strips for heating and cooling using high-efficiency equipment. Units with gas shall be a split system air conditioner and furnace.

Heat pump/ AC systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14.5 with a minimum HSPF (Heating Seasonal Performance Factor) rating of 8.5. Fuel oil, gas fired furnaces and boilers shall have an Annual Fuel Utilization Efficiency (AFUE) equal to or greater than ninety-two percent (92%). Electric-resistance-only heat systems are prohibited. Alternative HVAC systems may be approved by THDA. Prefer direct vent on gas furnace or sealed combustion.

### **2 Ducting:**

Duct system can be a mix of; hard duct main trunk lines (sheet metal) from the air handlers with flex duct branching out to the individual vents. All duct must be insulated with a minimum R-5, unconditioned space R-8 and installed per SMACNA standards. All joints and connections shall be sealed tight compliant with UL 181 and pass pressure testing. Exhaust vent piping shall be insulated. All ducts shall be installed per manufactures requirements and free of restrictions. Vent louvers shall be white adjustable type. Dryer vent shall be through wall weather type with damper. All supply ducts shall have individual dampers enabling supply air adjustments at each register grill and repositioning damper. All HVAC systems shall be Tested and Balanced within 20% of the ACCA Manual J, S and D calculations.

### **3 Thermostat:**

All individual HVAC systems shall be controlled by a digital thermostat.

### **4 Range Hoods:**

All units shall be equipped with a minimum 200 CFM range hood. All range hoods shall be Energy Star qualified. The Energy Star mark must be clearly marked on the front/top of the product, clearly displayed in product literature and listed on the manufacturer's Internet site. Recirculation hoods shall be equipped with an activated charcoal filter. Gas appliances must be ducted to the exterior. Minimum 200cfm labeled.

## **5 Fans:**

Ceiling fans shall be minimum 42" 4 paddle with light kit located in all bedrooms and a 52" 5 paddle with light kit in the living room. Fans shall be Energy Star qualified. The Energy Star mark must be clearly marked on the front/top of the product, clearly displayed in product literature and listed on the manufacturer's Internet site. Minimum 120 cfm/watt at medium speed setting. Fans are required to accept CFL or LED bulbs.

## **Division 24 - 25: Reserved for Future Use**

*SF/MF Design Standards for New Construction 19  
January 2017*

## **Division 26: Luminaries / Electrical**

All electrical work must conform to the currently adopted National Electrical Code (NFPA 70), as adopted by the State of Tennessee. All electrical work will require the obtaining of electrical permits and receiving a passing final inspection by a Tennessee Licensed Electrical Inspector for that jurisdiction or area.

### **1 Exterior Luminaries:**

Luminaries shall be located at all entrances and common areas. All on-site parking areas shall be lighted. The electrical supply for all-common areas, stairways, walkways and parking areas shall not originate from an individual unit. Each fixture should have dusk/ dawn and motion sensor capabilities with CFL or LED lamp.

### **2 Interior Luminaries:**

Each room, hall, stair, and walk in closet shall have a minimum of one switched overhead light (color to match door hardware) with energy efficient CFL or LED lamp and globe (ceiling fan light kit is acceptable in bedrooms and living room).

Kitchens shall include adequate lighting over the counter top, appliances, and sink.

Bathrooms shall be equipped with adequate lighting over the vanity sink with CFL or LED lamps and a combination exhaust fan light in the ceiling near the water closet/ tub.

## **Division 27: Communications**

### **1 Telephone and Cable:**

All dwelling units shall be wired in the master bedroom and living room for telephone, internet jacks, and cable for television. Common areas, community rooms and on-site management offices in multifamily developments to have communication lines as required.

## **Division 28: Electronic Safety and Security**

### **1 Fire Alarm & Smoke Detectors:**

Smoke detectors and Fire Alarm Systems shall be provided as required by NFPA 72, and the International Fire Code as adopted by the State of Tennessee. Hardwired with battery back-up smoke detectors shall be provided in all bedrooms and hallways. No bedroom door shall be more than eight (8) feet from a hallway smoke detector. Install devices per manufactures installation requirements. Instructions for specific locations and other details shall be strictly observed and tested. All building areas must comply with all State, county, and local codes.

### **2 Carbon Monoxide Detectors:**

UL listed carbon monoxide detectors shall be installed outside each sleeping area in the immediate vicinity of all bedrooms if the dwelling contains fuel burning appliances or has an attached garage.

## **Division 29 – 30: Reserved for Future Use**

## **Division 31: Earthwork**

### **1 Site Layout:**

Property line, setbacks, easements, right-of-way and clearances must be properly identified prior to staking the building footprint on site. If there is a conflict where the building is proposed to be placed on site, then refer to the State, county, local codes, and utility companies for resolution. Other engineered designs may be presented to THDA for consideration.

### **2 Soil Boring Test:**

All new construction that contain 12 or more units shall have a soil-boring test performed by a qualified engineer to complete a geotechnical report. This report must be submitted to THDA. Projects containing less than 12 units may also be required to have a soil boring test performed should the test be determined necessary by THDA.

### **3 Soil Testing:**

All new construction that contains 12 or more units will be required to have soil compaction test performed by a State of Tennessee approved testing laboratory. Projects containing less than 12 units may also be required to have a soil compaction test performed should the test be determined necessary by THDA. Results of the test shall comply with the applicable building code requirements and geotechnical report.

## **Division 32: Exterior Improvements**

### **1 Landscaping:**

Adequate landscaping is required on all projects. The developer shall submit a landscape plan as part of final plans and specifications. Each building shall include a minimum landscaping package.

### **2 Turf:**

All lawn areas shall be seeded with the seed variety, lime, and fertilizer application rate, which is appropriate to establish a good lawn cover. All slopes in excess of 3:1 within 10 feet of the building, driveway and/or walkway shall receive sod or other approved erosion control materials which will enhance the establishment of a permanent ground cover.

### **3 Sodded Areas:**

Sod is optional in building front yards and common areas for all projects.

### **4 Fencing:**

All multifamily projects shall be fenced to provide security around the site boundaries.

### **5 Parking/Driveways:**

All multifamily buildings shall have adequate parking as required by local zoning or building code. Unless prohibited by local code, jurisdiction or structural constraints, all projects shall have a minimum of one parking space per unit. Single Family Dwellings shall have a minimum parking space for 2 vehicles.

### **6 Parking Lots:**

All on-site parking lots and access drives are to be paved and parking spaces shall have bumper stops or curbs. If walkways are used as bumper stops, the walkway shall be 6' wide.

### **7 Concrete pads and walks:**

All entry walks shall be a minimum of 3' wide, 3000 psi concrete, and shall be provided at all units from the entry to parking area. Provide ¼ inch per foot crown or cross slope in the direction of drainage. Expansion-joint material shall be ½" thick asphalt-impregnated pre-molded fiber, ASTM D1752. Follow ACI 318. Minimum concrete thickness shall be 4".

## **8 Walkways:**

All units shall have a 3' wide 3,000 psi concrete with broom finish walkway from the parking area to the main entrance.

## **9 Ramps:**

All newly constructed accessible ramps shall be a minimum 42" wide with 5' turning areas at each landing, a maximum slope of 1:12, maximum rise 30" and a minimum load capacity of 1500 lbs. Existing ramps may be no steeper than 1:8.

**a. Composite:** Wood/ fiberglass with non-skid surface.

**b. Concrete:** With non-skid surface.

**c. Metal:** Galvanized steel, or aluminum with non-skid surface.

**d. Wood:** All exterior wood shall have a minimum preservative retention rate of 25 percent for above ground applications and a minimum preservative retention rate of 40 percent for all wood in contact with the ground. Use of CCA treated lumber is prohibited. Portable or temporary ramps are prohibited.

## **10 Asphalt:**

Asphalt shall consist of a hot-mix asphaltic concrete pavement complying with TDOT design mix standards for parking areas. Batching and placement of the asphalt may be tested at the request of THDA. Placement of the asphalt in 2 lifts. 2 ½" base course with a 1 ½" finish course. Pavement striping to be completed within 30 days after asphalt placement.

## **11 Soil Treatment-Termite Protection:**

A proper and complete termite inspection of all properties is required. The inspection must be completed by a licensed exterminator who shall report any activity located and treatment applied. A warranty for a period of a minimum one year on all inspections is required.

## **Division 33: Utilities**

### **1 Electric:**

Electrical service to newly constructed units shall be installed underground except in cases where deemed structurally infeasible. Overhead service is allowed for infill sites.

### **2 Water:**

Water service to newly constructed units shall be installed with methods and materials as approved by the IRC and the International Plumbing Code.

### **3 Sanitary Sewer / Private Septic:**

Sanitary Sewer / Private Septic service to newly constructed units shall be installed with methods and materials as approved by the IRC, the International Plumbing Code, The Private Sewer Disposal Code and the State of Tennessee Department of Environment and Conservation rules and regulations.

**HOME PROGRAM  
QUALIFICATIONS OF THE GENERAL CONTRACTOR**

Name of Construction Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

EIN # \_\_\_\_\_ or Social Security No. \_\_\_\_\_

Legal Status of Organization (check one)

\_\_\_\_\_ Individual                      \_\_\_\_\_ Partnership  
\_\_\_\_\_ Corporation                      \_\_\_\_\_ Other

If not individual, firm was organized on \_\_\_\_\_ under the laws of the State of \_\_\_\_\_.

If out-of-state organization, is contractor authorized to do business in Tennessee?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Tennessee Contractor's License Number (if applicable): \_\_\_\_\_

Years in business: \_\_\_\_\_ List construction experience in the last three years:  
\_\_\_\_\_  
\_\_\_\_\_

List Subcontractors you use or materials suppliers on attached form: Yes \_\_\_\_\_ No \_\_\_\_\_

Business references (local banks, etc.). Include address and phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name, address and phone number of the last three (3) clients for whom you have performed construction work in the last two years:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Workman's Compensation Policy # \_\_\_\_\_ by Company: \_\_\_\_\_

General Liability Policy # \_\_\_\_\_ by Company: \_\_\_\_\_

CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that the information set forth in this certificate and in any attachments in support thereof, is true, correct and complete to the best of his/her knowledge and belief. The undersigned acknowledges that the Grantee will rely upon the information contained herein on a continual basis and agrees to notify the Grantee promptly in the event of any material change in that information. The undersigned also agrees to clarify this information and to confirm or update this qualification form upon request by the Grantee.

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Signature

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Date

---

Name (printed/typed)

---

Name of Firm

---

Title

**QUALIFICATION OF GENERAL CONTRACTORS**

1. Company or Individual Name: \_\_\_\_\_

2. Are you licensed? \_\_\_\_\_ License Number: \_\_\_\_\_

NOTE: In accordance with Tennessee Contractors Licensing Act of 1976 [Acts 1976, Chapter 822.1; T.C.A., 62-6011], only licensed contractors can be awarded a single contract which equals or exceeds \$25,000.

3. A \$1,000 cash bond will be required for licensed contractors; will your company be able to meet this bond requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

4. The Contractor shall carry Worker's Compensation Insurance for himself and all his employees and shall require the same of his subcontractors engaged in work at the site, which in certain situations may exceed the specifications in accordance with Tennessee State Worker's Compensation Laws. The Municipality shall be added to said policy as an additional insured and furnished with a certificate of insurance before any contract is awarded to the Contractor.

The Contractor shall carry Manufacturer's and Contractor's Public Liability Insurance, in an amount not less than \$100,000 for injuries including accidental death to any one person and for one accident, and to protect the contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract. CPRCD and Grainger County shall be added to such policy as an additional insured and furnished with a certificate of insurance prior to awarding any contract to the Contractor. Such insurance shall cover the use of all equipment including but not limited to excavating machinery, trenching machines, cranes, hoists, rollers, concrete mixers, and motor vehicles in the construction of the rehabilitation embraced in their contract. The contractor shall carry during the life of the contract Property Damage Insurance in the amount of not less than \$50,000 to protect him and his subcontractors from claims for property damage which might arise from operations under their contract. Your firm shall provide evidence of the above insurance requirements.

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**FOR OFFICE USE ONLY  
APPLICATION STATUS**

Approved Date \_\_\_\_\_

Conditional Approval \_\_\_\_\_  
Reasons for Conditional Approval:

Disapproval Date \_\_\_\_\_  
Reasons for Disapproval:

Removal from Approved Contractors List: \_\_\_\_\_  
Reasons for Removal:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Administrator

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Please mail completed application to: CLINCH-POWELL RCD COUNCIL, INC.  
PO BOX 379  
RUTLEDGE, TN 37861  
ATTN: SABRINA SEAMON

**LISTING OF SUBCONTRACTORS YOU TYPICALLY USE:**

**(TRADE)**  
ELECTRICAL: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

PLUMBING: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

HVAC: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

ROOFING: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

*list any other trades, or additional subcontractors for above listed trades:*

\_\_\_\_\_ : (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ : (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ : (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_ : (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City,State,Zip) \_\_\_\_\_  
(Phone#) \_\_\_\_\_ License # \_\_\_\_\_



# HO-13

<p><b>CONTRACTOR'S CERTIFICATION OF ELIGIBILITY TO PARTICIPATE</b></p>
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This certification is required pursuant to 24 CFR Section 24.510(b). It shall be completed, signed and submitted as part of the bid proposal.

The prospective bidder certifies by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Firm: \_\_\_\_\_

BY: \_\_\_\_\_  
(Name Typed or Printed)

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date