

Greater Metropolitan Area Housing Authority of Rock  
Island County IL 010

Request for Proposal for Affordable Housing  
Development Consultant

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RFP

**SUBMISSION DEADLINE**

July 1, 2025 by 4:00 p.m. CST

An Equal Opportunity Employer  
*An Equal Housing Provider*



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# Request for Proposal

## Consultant Services

### A. OBJECTIVE

Greater Metropolitan Area Housing Authority of Rock Island County, (“GMAHA”), Rock Island County, Illinois, is soliciting proposals from an experienced consultant to assist a multi-phased Rental Assistance Demonstration conversion of one of its oldest public housing assets. This includes 151 existing public housing residential units. It is the intent that the financial consultant will assist in HUD’s Rental Assistance Demonstration (RAD) program process from HUD approval to closing, as well as assist with applying for all additional funding resources.

HUD created RAD to enable public housing authorities to convert public housing units to long-term Section 8 project-based vouchers – either project based rental assistance administered by HUD or project-based vouchers administered by the GMAHA. One of the main objectives of RAD is to address the large back-log of capital needs that has accumulated over the years for the million units of public housing. This back-log is estimated by HUD to be over \$50 billion dollars.

Today, the Capital Fund Program provides the primary source of funding for public housing repairs and renovations. However, Capital Fund annual appropriations have consistently fallen below the amounts required to keep pace with basic capital needs. These chronic funding shortfalls have contributed to the loss of tens of thousands of public housing units in the past fifteen years, only a fraction of which have been redeveloped.

Under RAD, the GMAHA would essentially exchange operating and capital subsidies under the Public Housing program for long-term Section 8 project-based rental assistance contracts. Property-based Section 8 contracts would provide the GMAHA access to private financing to renovate public housing properties, consistent with other Federally-assisted housing programs. Private financing could take the form of loan proceeds (debt), equity, and/or grants, tax credits and essential function bonds.

The GMAHA is applying to HUD to convert approximately 151 units at AMP 1 of its remaining public housing portfolio under the RAD application. If approved by HUD, the GMAHA will work with the consultant to secure necessary funds and comply with documentation for HUD’s RAD conversion process.

See HUD’s website at <http://www.hud.gov/RAD> for more information about the RAD program.

In addition to public housing, the GMAHA manages the following voucher programs:

Housing Choice Vouchers	357	Vouchers
Veterans Administration Supportive Housing	15	Vouchers
Project Based Vouchers	271	Vouchers

## B. CONTACTS AND QUESTIONS

This RFP is issued by the Greater Metropolitan Area Housing Authority of Rock Island County. All questions regarding this bid process must be addressed to the President & CEO via email [AClark@gmaharic.org](mailto:AClark@gmaharic.org).

Questions regarding proposal content may be directed to Amy Clark, President & CEO Greater Metropolitan Area Housing Authority of Rock Island County, via email [AClark@gmaharic.org](mailto:AClark@gmaharic.org).

Question deadline shall be due June 20, 2025 by 4:00 p.m.

## C. SUBMISSION PROCESS

All Proposals are due and must be delivered to the Greater Metropolitan Area Housing Authority of Rock Island County on or before July 1, 2025 CST. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Bidder must submit one (1) original Proposal and three (3) additional Proposal copies and four (4) copies of the Proposal Fee in a separate sealed envelope contained within the bidders sealed proposal. Proposal submitted must be clearly marked: **RFP – Affordable Housing Development Consultant and then list Bidders name and address.**

**Proposals must be addressed and delivered to:**

**Greater Metropolitan Area Housing Authority of Rock Island County**  
**621 17<sup>th</sup> Avenue**  
**East Moline, Illinois 61244**

**ATTN: Amy Clark**

All Proposals received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals will be date/time stamped/signed by the CEO or by her designee at the address above in order to be considered. Normal business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.

The GMAHA will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Bidder is responsible for submission of their Proposal.

Additional time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the GMAHA determines that circumstances warrant it.

To be considered, each firm must submit a response to this RFP using the format provided herein. No other distribution of proposals is to be made by the submitter.

The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should not include any plastic covers, binders, or other non-recyclable materials. The GMAHA will rate and rank all proposals received by the deadline according to evaluation criteria established herein. Responders may be asked to participate in a telephone or personal interview if they are among the top-rated responses.

The GMAHA reserves the right to reject any and all submissions, to waive informalities and minor irregularities in submissions deemed to be in its best interests.

#### **D. SCOPE OF SERVICES**

This RFP is intended to serve one purposes: 1) to procure a consultant to assist the GMAHA with HUD's RAD conversion process and to apply for grant funding such as FHLB AHP funds, HOME, CDBG, or other funds. The GMAHA, or its non- profit affiliate, will serve as the developer. The GMAHA, under the advisement of the consultant, shall select the other key members of the team which may include architectural, legal, construction, management and financial services.

The GMAHA's vision is to create an attractive multifaceted neighborhood community development plan, strategically combining Project Based Section 8, multi-family, single-family, commercial development and mixed-income housing.

Respondents shall certify their ability to start work immediately and should be prepared to present GMAHA with a staffing plan that addresses the needs of the project.

This list is not necessarily all-inclusive:

- Engage the selected consultant in the overall development process including decisions impacting the development and management of the project
- Interface with HUD
- Interface with City of East Moline and obtain approvals as needed (building, zoning etc.)
- Public relations between the development and the community
- Provide some guarantees to be negotiated with the various lender and syndicators
- Assist in applying for local/state/federal funding to help support the development financing
- Provide up to \$100,000 in pre-development funds for market study, appraisals, and other pre-development activities
- Provide properties for re-development
- Maintain Co-ownership control of all properties (through either the GMAHA or its non-profit affiliate)
- Establish a financial structure that allows it to participate in a stream of income from the development, including the developer's fee cash flow and incentive management fees
- Provide historical operating costs to develop detailed operating budgets showing at least 15-year projections
- Assist with Section 3 and Davis-Bacon compliance
- Coordinate community and supportive services
- Participate in the overall development process including making decisions impacting the development and management of the projects.
- Coordinate and contract design, construction and quality control of the development.
- Comply with Section 504 of the Rehabilitation Act, as amended, and the rules and regulations there under, with regard to provision of accessible housing.
- Secure project-based vouchers
- Work with consultant to apply for Tax Credits and bond financing if appropriate, and all other necessary financing sources
- Leasing and managing waitlists

## THE CONSULTANT'S ROLE

This list is not necessarily all-inclusive:

- Ensure RAD HUD approval process is completed through closing on finances
- Financial modeling and projections for all activities, including: demo/disposition, new construction of multifamily units and rehabilitation for existing units.
- Prepare gap financing applications including Federal Home Loan Bank, HOME, CDBG and other applications as determined necessary by the GMAHA
- Prepare financing application and develop financial strategies for Section 42 tax credits, historic tax credits, new market tax credits, debt and investments, including assistance with essential function bonds.
- Support GMAHA as needed to complete all regulatory compliance requirements of development
- Assist with developing a supportive housing program if the GMAHA applies for LIHTC under the Permanent Supportive Housing Category
- Investor and lender engagement

Each respondent must have the following:

- a) Experience in maximizing the use of various financing vehicles;
- b) Experience in development construction and affordable housing operations;
- c) Expertise in housing developments that incorporates tax credit and affordable housing financing;
- d) Expertise in regulatory compliance issues;
- e) Experience with developing supportive services for affordable housing



The Consultant Contract shall be one (1) year with up to four (4) additional negotiated one-year extension options. Failure to reach agreed terms for either extension period may result in contract termination.

#### **E. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the GMAHA is obligated to permit review of its files, if requested by others. All information in a submitter's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

#### **F. RIGHT TO REJECT PROPOSALS**

The GMAHA reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the GMAHA's sole judgment, the best interests of the GMAHA will be so served.

#### **G. COST LIABILITY**

The GMAHA assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the GMAHA is limited to the terms and conditions outlined in the Agreement.

#### **H. SCHEDULE**

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the solicitation schedule for this procurement.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Last Day for Questions	June 20, 2025
Proposal Due Date and Bid Opening	July 1, 2025
Interview Consultants (as needed)	July 7 – 11, 2025

Proposals submitted shall define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the GMAHA and the selected firm.

#### RESERVATION OF RIGHTS

1. The GMAHA reserves the right in its sole and absolute discretion to accept or reject any or all Proposals or alternative Proposals, in whole or in part, with or without cause.
2. The GMAHA reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the GMAHA to be in the best interests of the GMAHA even though not the lowest bid.
3. The GMAHA reserves the right to request additional information from any or all Bidders.
4. The GMAHA reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
5. The GMAHA reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.
6. The GMAHA reserves the right to select one or more Bidders to perform services.
7. The GMAHA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted.
8. The GMAHA reserves the right to disqualify Proposals that fail to respond to any requirements outlined in the RFP, or for failure to enclose copies of the required documents outlined within the RFP.
9. A respondent's failure to provide accurate information in response to this RFP may disqualify the respondent from further participation in the selection process. Proposals may be corrected, modified or withdrawn, provided that the correction, modification or request for withdrawal is made by the respondent, in writing (e-mail accepted), and is received by GMAHA prior to the Proposals submission deadline. After such date and time, the respondent may not change any provision of their response in a manner detrimental to the interest of GMAHA and/or fair competition.

10. The key personnel specified by the successful respondent will be considered essential to the work to be performed by the successful respondent. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify GMAHA in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. Changes in personnel may be grounds for contract termination.
11. GMAHA is not liable for any costs incurred by the respondents prior to issuance of a contract. The respondents shall wholly absorb all costs incurred in the preparation and presentation of the RFP and oral presentation.

## J. SUBMISSION REQUIREMENTS

Responses that do not include all required information may be deemed unresponsive. Each respondent is required to submit a response providing information on the following items:

- 1) Letter of Interest: Respondent's submittals shall be accompanied by a Letter of Interest on the respondent's letterhead. The letter should state proposer understands the scope of services, the commitment to perform the services expeditiously, and a brief statement indicating why the respondent believes they are best qualified to perform the engagement. The letter shall be signed by an authorized signor.
- 2) Respondent's Qualifications: **The respondent shall submit the following information regarding its qualifications and should use the same number and title for each corresponding response (to simplify review):**
  - a) **Previous Housing Development Consulting Experience**
    - i) Please use Attachment I to respond to this item (one form per project). Provide information on up to five (5) residential rental development/revitalization projects in which the respondent has participated. Attempt to provide the most recent projects and the most pertinent to GMAHA's scope. Projects that required processing applications and securing HUD approvals for public housing authority and/or multifamily revitalization projects and/or submitting successful affordable housing development proposals through the Illinois Housing Development Authority would be most desired.

**b) Organizational Structure and Profile of Principals and Key Staff**

- i) Provide a description or chart of the organizational structure and staffing of the respondent's team.
- ii) Provide profiles of the principals and key staff that will be involved in the development effort, what roles they would serve for GMAHA, and their level of experience as developers and/or development consultants. Highlight their involvement in similar projects and activities
- iii) Especially their experience in processing HUD applications in securing approvals for public housing authority and/or multifamily revitalization projects and/or submitting successful affordable housing development proposals through (IHDA). Indicate their familiarity with state of Illinois and local (Rock Island County) rules and regulations for all aspects of development. Describe individual experience applying for and integrating different subsidies such as LIHTC, tax-exempt bonds, FHA loans, etc. Identify any experience working for or with public housing authorities.
- iv) Certify that all key staff will be available to start immediately or describe existing time commitments which would impair the respondent's ability to proceed expeditiously.

**c) LIHTC Application Score CO-DEVELOPER ONLY:** Indicate the score the respondent will get on (IHDA)'s QAP for each component of section D: The (IHDA) QAP is located at: <https://www.ihda.org/developers/qap/>

**d) RAD Experience CONSULTANT ONLY**

- i) Describe how the respondent has already increased knowledge about the RAD program.

**e) Supportive Services**

- i) Describe respondent's experience providing or contracting for support services for tenants. Describe respondent's success in applying for LIHTC under the Permanent Supportive Housing category.

**f) Fee Structure CONSULTANT:** The respondent's expectation of fees and timing of fees. Final fees will be negotiated subject to the best interest of the GMAHA. **THIS SECTION MUST BE INCLUDED IN A SEPARATE SEALED ENVELOPE IN THE RFP RESPONSE**

- 3) Litigation:** Indicate whether the respondent or any respondent team member ever sued or been sued by a HUD or a public housing agency, and if so, describe the circumstances and outcome. **(Mandatory)**
- 4) Previous Default:** Include a statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance or HOPE VI transaction, by the proposer, its affiliates or assigns. **(Mandatory)**
- 5) References:** Provide three (3) references including the entity's name and mailing address along with the contact person's name, e-mail address and telephone number for the most comparable projects - preferably a HUD public housing authority and/or multifamily revitalization projects. Provide at least one tax credit investor and one housing finance agency. **(Mandatory)**
- 6) Attachments and Certifications:** All three (3) attachments and all three (3) certifications must be completed as indicated and included with the response. Note that HUD forms may be obtained on-line. **(Mandatory)**

See Exhibit A for Evaluation Form

## EXHIBIT A: EVALUATION CRITERIA SCORESHEET CONSULTANT

Respondent: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Score: \_\_\_\_\_/100

Evaluation Criteria	Max Points/Score
<b>1) Letter of Interest</b>	<b>Mandatory</b>
Response should include a Letter of Interest on the firm's letterhead: <ul style="list-style-type: none"> <li>Stating the proposer understands the scope of services and the commitment to perform expeditiously</li> <li>Stating why respondent believes they are best qualified to perform the engagement</li> </ul>	YES/NO
Comments:	
<b>2a) Previous Experience</b>	<b>20 Points</b>
Response should include an "Attachment 1" for each development project presented (no more than 5) <ul style="list-style-type: none"> <li>High level of involvement</li> <li>Diversity of financial solutions</li> <li>Compliance with HUD, (IHDA), LIHTC requirements</li> </ul>	
Comments:	
<b>2b) Organizational Structure, Profile of Principals and Key Staff</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>Description of organizational structure or organizational chart</li> <li>Profiles of the principals and key staff, roles served, level of experience</li> <li>Involvement in similar projects and activities, particularly in securing approvals and funding for PHA's, multi-family, and/or (SHDA)</li> <li>Familiarity with regulations in Illinois and the City of East Moline</li> <li>Experience with LIHTC, Tax-Exempt Bonds, FHA Loans</li> <li>Any experience working with PHA's</li> <li>Certify that all key staff are available immediately</li> </ul>	
Comments:	
<b>2f) RAD Experience CONSULTANT ONLY</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>How has respondent already increased knowledge about the RAD program</li> <li>How will the respondent become an expert on RAD</li> </ul>	
Comments:	
<b>2g) Supportive Services CONSULTANT ONLY</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>Experience providing or contracting for support services</li> <li>Experience applying for LIHTC under the Permanent Supportive Housing Category</li> </ul>	
Comments:	

<b>2h) Fee Structure</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>CONSULTANT</li> <li>Expectation of fees and timing of those fees</li> </ul>	
<b>3) Litigation</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Has respondent or team member ever been sued by HUD or a public housing agency, if so describe</li> </ul>	<b>YES/NO</b>
Comments:	
<b>4) Previous Default</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Include statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance, HOPE VI</li> </ul>	<b>YES/NO</b>
Comments:	
<b>5) Reference</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Include statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance, HOPE VI</li> </ul>	<b>YES/NO</b>
Comments:	
<b>6) Attachments and Certifications</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>3 attachments and 3 certifications completed and included</li> </ul>	<b>YES/NO</b>
Comments:	

**EXHIBIT B: PROPERTY UNDER CONSIDERATION FOR CONVERSION UNDER RAD**
**Property Name #1: Oak Grove (AMP 1) 151 Units**

<b>Property Location: Oak Grove</b>	<b># of Bedrooms</b>	<b># of Units</b>
22nd Street & 7th Street	1	23
East Moline, IL.	2	18
65 Family Row House Units	3	18
Year Built: 1941 (Comp Mod 2009-11)	4	6
<b>subtotals:</b>		<b>65</b>
<b>Property Location: Oak Grove Park</b>	<b># of Bedrooms</b>	<b># of Units</b>
24th Street & 7th Avenue	1	6
East Moline, IL.	2	18
34 Family Row House Units	3	6
Year Built: 1952 (Comp Mod 2002-03)	4	4
<b>subtotals:</b>		<b>34</b>
<b>Property Location: Joseph Fulton Homes</b>	<b># of Bedrooms</b>	<b># of Units</b>
13th Street & 5th Avenue	1	4
East Moline, IL.	2	6
16 Family Row House Units	3	4
Year Built: 1953 (Comp Mod 2001)	4	2
<b>subtotals:</b>		<b>16</b>
<b>Property Location: Joseph Fulton Homes II</b>	<b># of Bedrooms</b>	<b># of Units</b>
7th Avenue & 20th Street	1	2
East Moline, IL.	2	6
18 Family Row House Units	3	7
Year Built: 1961 (Comp Mod 1998)	4	2
	5	1
<b>subtotals:</b>		<b>18</b>
<b>Property Location: Oak Grove Manor</b>	<b># of Bedrooms</b>	<b># of Units</b>
19th Street & 7th Avenue	1	16
East Moline, IL.	2	2
18 Family Row House Units	3	0
Year Built: 1961 (Comp Mod 1999)	4	0
<b>subtotals:</b>		<b>18</b>



## ATTACHMENT 1: EXPERIENCE WORKSHEET

Project Location (City/State)	Project Name	Owner	Project Size
Development Type (high rise, townhomes)	Income Levels Served	Ownership Type	Project Cost

Subcomponents of Project	Involved? (Yes, No, N/A)	Role
Establish Development Team (architect, legal etc.)		
Legal Structure		
Partnerships		
Market Study		
Site Analysis		
Environmental Review		
Operating Pro Forma		
Secure Financing (include all sources below)		
1:		
2:		
3:		
4:		
5:		
Site Plan Approval		
Guarantees		
Scope of Construction Work		
Construction Oversight		
Section 3		
Davis-Bacon		
Relocation		
Marketing and Lease Up		
Property Management		

## ATTACHMENT 2: NON-COLLUSION AFFIDAVIT

I, \_\_\_\_\_, as the \_\_\_\_\_ of  
(Name) (Owner, Partner, Officer, Representative, or Agent)

\_\_\_\_\_, the respondent that has submitted the (Name of  
Organization)

attached proposal. I am fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such bid. Such proposal is genuine and is not a collusive or sham proposal.

Neither the said respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other respondent, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by other respondent, firm or person to fix the price or prices in the attached bid or any other respondent, or to fix any overhead, profit or cost element of the proposal price of the other respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the owner or any person interested in the proposed contract.

The price or prices quoted in the attached proposal are fair and proper, and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025

### ATTACHMENT 3: PROPOSALS SUBMISSION AGREEMENT

By signing below the representative of the firm hereby certifies that:

I/we have examined the Scope of Service and basic requirements and hereby agree to offer the services as stipulated and set forth herein.

I/we agree that this submission may not be withdrawn for a period of ninety (90) calendar days after the scheduled submission deadline.

The submission is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.

I/we have not solicited or induced any person, firm or corporation to refrain from submitting. I/we will not discriminate against any employee or applicant for employment because of race, creed, color or national origin in connection with the performance of work.

I/we have carefully prepared this submission, and the required information is accurate. The information submitted does not contain falsified records.

Respectfully submitted by:

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Webpage

#### PRIMARY CONTACT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT 4: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS (HUD 5369-A)**



5369-a.pdf

**ATTACHMENT 5: CERTIFICATION REGARDING LOBBYING FORM (CD-511)**



06CD511.pdf