



620 Florida Street, Suite 110  
Baton Rouge, LA 70801  
225-387-5606  
[www.buildbatonrouge.org](http://www.buildbatonrouge.org)

Dear Applicant:

Thank you for your interest in Build Baton Rouge, the East Baton Rouge Redevelopment Authority (BBR) Housing Rehabilitation Program (HRP). We are currently accepting applications from qualified housing rehabilitation contractors to assist with our HRP. All contractors accepted as participants will assist in rehabilitating the homes of low- to moderately-low income residents throughout East Baton Rouge Parish.

Build Baton Rouge, the East Baton Rouge Redevelopment Authority (BBR) was created by the 2007 Louisiana Legislature. Build Baton Rouge is governed by a five-member Board of Commissioners, appointed by the Mayor-President, the Baton Rouge Area Foundation, and the Baton Rouge Area Chamber. The Build Baton Rouge' goals are to transform the quality of life for all citizens; foster redevelopment in disinvested areas; facilitate partnerships; create a vibrant, competitive community; and preserve and enhance a sense of place in East Baton Rouge Parish.

In the spirit of the aforementioned goals, Build Baton Rouge entered into a Cooperative Endeavor Agreement (CEA) with the City of Baton Rouge, Parish of East Baton Rouge (City/Parish) Office of Community Development (OCD) to provide grant administration services for the OCD's Community Planning and Development (CPD) grant programs, specifically the Community Development Block Grant (CDBG) program and the Housing Opportunities Made Equal (HOME) program. This funding is granted to the OCD by the United States Department of Housing and Urban Development (HUD).

This application provides detailed information about becoming a Housing Rehabilitation Contractor and a certified Section 3 Business Entity (SBE) with Build Baton Rouge, the East Baton Rouge Redevelopment Authority. To get started with the qualifying process, please complete the application and submit the required information outlined on the checklist on page 12. For more information about certification or the Housing Rehabilitation Program, please visit [www.buildbatonrouge.org](http://www.buildbatonrouge.org) or contact Build Baton Rouge at 225-387-5606.

Sincerely,

Build Baton Rouge  
Grants Division



**Mail or deliver the original application to:**

**Build Baton Rouge, the East Baton Rouge Redevelopment Authority  
Housing Rehabilitation Program  
620 Florida Street, Suite 110  
Baton Rouge, LA 70801**

- **PLEASE READ THIS APPLICATION AND CERTIFICATION CRITERIA COMPLETELY BEFORE SUBMITTING**
- **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED AT ONE TIME – SEE CHECKLIST ON PAGE 12**
- **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**
- **NO FAXED APPLICATIONS ACCEPTED**
- **PLEASE ALLOW 30 DAYS FOR PROCESSING**

**SBE CERTIFICATION CRITERIA**  
**Build Baton Rouge, the East Baton Rouge Redevelopment Authority's SBE Program**

The applicant shall be eligible for certification as an SBE only after meeting EACH of the following requirements:

1. **Ownership:** To become certified as a SBE, 51% or more of the applicant's business must be owned by one or more "Eligible Owners", each of whom meets the following requirements:
  - a) Owns a legal and equitable interest in the applicant business in his or her own name (with the ownership of all Eligible Owners being 51% or more);
  - b) Acquired the interest in the business with his or her own financial or equivalent resources or has put his or her own financial resources at risk in the operation of the business;
  - c) Has a personal net worth under \$1,320,000, excluding (i) \$250,000 of the equity in his or her primary residence\*, (ii) his or her ownership interest in the business; and (iii) the value of his or her savings account as defined by the United States Tax Code and the Internal Revenue Service; **AND**
  - d) Is not currently an official, officer or employee of the East Baton Rouge City/Parish and/or Build Baton Rouge the East Baton Rouge Redevelopment Authority.

\*For a married couple, \$500,000 limit applies to the total equity in the residence.

In the case of a transfer in ownership, the owner to which the business has been transferred must be the Eligible Owner for a minimum of one year subsequent to the date of transfer, and must meet requirements described herein,

2. **Licensed and For Profit:** Non-Profit organizations cannot become certified as SBE's. To obtain SBE certification, the applicant business must:
  - a) Be authorized to do business in the State of Louisiana; **AND**
  - b) Demonstrate that the applicant's business, its employees or Eligible Owners holds each business or professional license required for the operation of each scope of business for which the applicant business seeks SBE certification;
3. **Management and Control:** The daily operations of the applicant business shall be managed and controlled by one or more Eligible Owners being defined as (the "Managing Eligible Owners"). The Managing Eligible Owner(s) shall be deemed to manage and control the daily business operations only if:
  - a) Their management and control is specifically demonstrated to be real, substantial and continuing and goes beyond the pro-forma ownership of the applicant business as is reflected in its ownership documents;
  - b) They possess the power to and actually direct the management and policies of the applicant business;
  - c) They make both routine and major decisions on matters of management, policy and operations; **AND**
  - d) They are not subject to formal or informal restrictions that are inconsistent with the customary discretion of majority owners,
4. **Experience and Involvement of Eligible Owners:** One or more Eligible Owners must:
  - a) Have substantial experience in the trade or industry or other experience, which would be necessary to make routine and major decisions for the applicant business; **AND**
  - b) Regularly hold themselves out to the public and sign important documents and financial instruments in a manner that is indicative of primary management and control of daily business operations and responsibility for routine and major decisions.
5. **Actively in business for ONE YEAR:** The applicant business may not be certified until 1 (one) year after all of the following:
  - a) Formation of the applicant business;
  - b) Commencement of sustained business activity in each trade or profession described on the Certification application; **AND**
  - c) Commencement of ownership, management and control of daily business operations by the identified Eligible Owner(s).
6. **Perform a commercially useful function:** The applicant business must perform a Commercially Useful Function. A Business Enterprise does not perform a Commercially Useful Function if it merely acts as a Conduit by passing the scope of work for which it is scheduled to perform or supply on a contract to an SBE or non-SBE firm.
7. **Citizenship Requirements:** Eligible Owner(s) must be a U.S. Citizen or Permanent Resident.
8. **Threshold size:** The annual sales volume of the applicant business and the number of employees of the applicant business cannot exceed the size standards set forth in the table below:

	NAICS Section	Average Annual Gross Receipts over the last 3-yr	No. of Employees
General Construction	23	\$7,600,000	N/A
Specialty Construction Trades	238	\$3,500,000	N/A

Manufacturing	31-33	N/A	125 or less
Wholesale Trade	42	N/A	25 or less
Retail Trade	44-45	\$2,560,000	N/A
Transportation	48-49	\$3,700,000	N/A
Information	51	\$3,500,000	N/A
Finance, Insurance	52	\$1,750,000	N/A
Real Estate	53	\$2,500,000	N/A
Professional and Technical Services	54	\$3,500,000	N/A
Administrative and Support Services	56	\$3,500,000	N/A
Food Service	72	\$1,975,000	N/A
Other	81	\$1,900,000	N/A

For purposes of the above standards, the “annual receipts” and number of employees of an applicant shall be determined in accordance with the definitions and methodology established by the Small Business Administration at 13 C.F. R. 121.201 *etc. Seq.*, as amended or successor regulation or classification system (the SBA Size Regulations”). The size limitation for any firm not included in the categories listed above shall be one-fourth of the applicable size standard established by the SBA Size Regulations. <http://www.sba.gov/content/tables-small-business-size-standards>

9. **Affiliates:** In determining whether the applicant business is within the size thresholds, you must include the combined sales volume and employees of all “Affiliates” of the Applicant. Two entities are Affiliates of one another when one controls or has the power to control the other, a third party or parties controls or has the power to control both; or other significant relationships exist between the two entities. Examples of the power to control include:
- Ownership of majority equity interest,
  - Voting control of the board of directors
  - Officer with decision-making authority
  - Approval rights over key decisions (through charter, by-laws, shareholder’s agreement or otherwise)
  - Power to prevent a quorum, or to otherwise block action by the board of directors or shareholders.

Significant relationships exist between two entities when one is significantly dependent on the other, when one (through shared officers, employees, etc.) has the ability to play a key role in the management or direction of the other, or when the two entities have shared facilities, assets or employees or an identity of interest (through family relationships or otherwise). A significant relationship can take many forms, but the factors the Build Baton Rouge will consider include:

- Common ownership, common management or common employees;
- Shared equipment, assets or facilities or close physical proximity;
- Family relationships;
- Loans, leases and contributions;
- Percentage of revenue derived from the other entity; or
- Contractual or other significant relationships

For instance, if two businesses operate from the same property, are in the same general industry, share employees and equipment and have key management officials in common, the Build Baton Rouge will find an Affiliate relationship even if one Business Enterprise derives only a small percentage of its income from another. Without limiting the Build Baton Rouge’s ability to find an Affiliate relationship under the totality of circumstances test, the Build Baton Rouge will presume that two or more entities are Affiliates when both of the following conditions are met:

- 50% or more of annual gross revenue over prior 3 years derived from contracts with the other entity, and
- the entities have common ownership, common management, shared facilities, shared assets, family relationships or other significant connection.

This presumption is rebuttable at the Build Baton Rouge’s discretion if the applicant’s business shows that the connection between the two businesses is minimal, and that applicant’s business is no longer at any risk of being financially dependent on the other entity.



## Contractor Application Form

2

Please print or type all responses. **Do not leave any items blank.** Write “None” or “Not Applicable” as necessary. Attach additional pages as necessary and identify the item being completed on the attachment. **Build Baton Rouge, the East Baton Rouge Redevelopment Authority reserves the right to request additional information, if warranted, to verify eligibility.** Make a copy of this signed application and keep for your records.

Application Date: \_\_\_\_\_

### SECTION I: GENERAL INFORMATION

Legal Name of applicant’s business:

\_\_\_\_\_

“Doing Business As” name, if any:

\_\_\_\_\_

Principal Business Address (No P.O. Box):

\_\_\_\_\_

City, State, Zip + 4: \_\_\_\_\_

Parish: \_\_\_\_\_

Mailing Address, if different: (P.O. Box allowed)

\_\_\_\_\_

City, State, Zip + 4: \_\_\_\_\_

Parish: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Website:

\_\_\_\_\_

Name of Owner(s)/President/CEO \_\_\_\_\_

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

Name of Primary Contact \_\_\_\_\_

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

\*Primary contact is the person best identified to receive communications

### SECTION II: BUSINESS PROFILE

Legal form of the business:

\_\_\_Sole Proprietorship

\_\_\_Partnership

\_\_\_Corporation

\_\_\_Limited Liability Company

\_\_\_Other: \_\_\_\_\_

Date Established: \_\_\_\_\_

Licenses

State	Type	License Number	Date Issued	Expiration Date

List any business or trade name(s) previously used by this applicant business:

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

Race/Ethnicity<sup>1</sup> Codes (Use these codes throughout application)

**A – Asian American    C – Caucasian American    B – African American    H – Hispanic American    N – Native American**

Gender Codes: **M – Male    F-Female**

<sup>1</sup> This information is collected for statistical purposes only

**SECTION III: BUSINESS OWNERSHIP**

List all individuals and entities with any ownership interest and provide the following information for each:

Name and Address	% Ownership	*Ethnicity Codes (B, C, N, A, H)	Gender	Corporations Only		Current Employer (Name & Address)	Count as Eligible Owner
				# of Shares	Class		
1.							
2.							
3.							
4.							
5.							
6.							

Have the ownership interests changed in the last year?    \_\_\_ Yes                    \_\_\_ No    If YES, please explain:

\_\_\_\_\_

Initial investment of acquired ownership – List all contributions/investments of cash, equipment, real estate, expertise, or other consideration provided by each owner to acquire ownership.

Owner Name _____	Owner Name _____	Owner Name _____
Cash on Hand _____	Cash on Hand _____	Cash on Hand _____
Real Estate _____	Real Estate _____	Real Estate _____
Equipment _____	Equipment _____	Equipment _____
Other _____	Other _____	Other _____
<b>TOTAL</b> _____	<b>TOTAL</b> _____	<b>TOTAL</b> _____

**Certifications**

Has your firm ever applied for, been granted or been denied a DBE certification by the following agencies? Yes/No

LAUCP/DOTD \_\_\_\_\_  
Yes/No

SBA \_\_\_\_\_  
Yes/No

If Yes, please submit copies of certification documents.

**Identify all Company Officers and Board of Directors** (if there are none, write "N/A" in first box)

Company Officers

Name	Title	Race/Ethnicity	Gender

Board of Directors

Name	Title	Race/Ethnicity	Gender

**SECTION IV: WORK SPECIALTY**

List the main area in which the applicant business provides materials or service(s):

Construction     A&E (Architecture, Engineering, Surveying)     Commodities (Goods and Supplies)  
 Professional Services (Legal, Acct, etc.)     General Services (Marketing, Staffing)     Other:

Describe the nature of your business (e.g., manufacturing, distribution, retail concern, etc.):

**Areas of Certification**

In which area(s) do you desire to become certified? (Note: List the North American Industry Classification System (NAICS) Codes for products/services your firm provides. If you are a construction concern, also list all Construction CSI Codes. (Up to 10 each)

NAICS Description <sup>2</sup>	Code	NIGP Description <sup>3</sup>	Code

You can search for your NAICS Codes<sup>2</sup> at [www.census.gov](http://www.census.gov).

You can search for your Construction CSI Codes<sup>3</sup> at [www.nigp.com](http://www.nigp.com)



**TAX IDENTIFICATION NUMBER**

Federal Employer ID # **OR** TIN (Tax ID #): \_\_\_\_\_ **OR** Partnership ID # \_\_\_\_\_

**OR** Applicant's Social Security #: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Build Baton Rouge is required by law to obtain the following from all individuals and businesses that receive payment from a federal funding source (a) a federal employer identification number for all corporations; (b) a partnership identification number for all partnerships, and (c) a social security number for all individuals and sole proprietorships. Failure to provide this information may result in federal tax backup withholding or withholding of payment by the Build Baton Rouge. If you are a subcontractor your company and you will not receive any payment directly from the federal funding source, you must still provide the information above, but you may obtain and submit a federal employer identification number in lieu of your social security number, even if you are doing business as an individual or sole proprietorship. Failure to provide this information may disqualify you from participating in Build Baton Rouge HRP.

For individuals and businesses that receive payment from a federal funding source, the information requested above will be reported to the Internal Revenue Service for federal tax withholding purposes. For all individuals and businesses completing this form, the information requested herein will be used for internal data tracking purposes, such as accounts payable and procurement analyses and determining whether there is disparity in contracting practices of Build Baton Rouge based on race/ethnicity or gender.

**SECTION V: PERSONNEL AND MANAGEMENT**

Combined number of employees of the applicant business and all Affiliates: \_\_\_\_\_ **Full-time** \_\_\_\_\_ **Part-time**

List management personnel who are primarily responsible for the following activities

	Name	Title	Address (if not already listed in application)
<b>Financial Decisions</b>			
<b>Estimating &amp; Bidding</b>			
<b>Hiring/firing of</b>			
<b>Hiring/firing of personnel</b>			
<b>Marketing and Sales</b>			
<b>Supervision of Operations</b>			
<b>Signing of payroll</b>			
<b>Negotiating bonds/loans</b>			
<b>Office management</b>			
<b>Negotiating contracts</b>			
<b>Signing contracts</b>			

**SECTION VI: FINANCIAL INFORMATION**

Please list the combined gross receipts of the applicant business and all Affiliates for each of the last three (3) years. If the firm has not been in business for three years, provide gross receipts for each year in business:

	\$		\$		\$
Year	Receipts	Year	Receipts	Year	Receipts

Does the applicant normally provide a payment or performance bond for its contracts? Yes No If yes, please specify

Bonding/Surety Company's name and the aggregate surety bonding limit. Attach a separate sheet if necessary.

Surety Company: \_\_\_\_\_ Bonding Limit: \_\_\_\_\_

**Please provide the following information for three professional references:**

A. Firm/Agency Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Date of Contract \_\_\_\_\_

B. Firm/Agency Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Date of Contract \_\_\_\_\_

C. Firm/Agency Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Date of Contract \_\_\_\_\_

**Contracting History**

Describe your company’s contracting history over the past three years (3) years, including the percentage of work performed for non-governmental entities. Attach a separate sheet if necessary. Provide pictures of completed projects described in this section.

Description of the Contract	Gov’t Sector	Private Sector
<b>Percentage of Government Sector and Private Sector Contracts</b>		

**Bids Submitted**

Please list previous successful, unsuccessful or rejected bids submitted by your company over the last three (3) years. Attach a separate sheet if necessary.

Bid (Agency/Company, Date, Amount)	Successful/Unsuccessful/Rejected

**SECTION VII: AFFILIATE INFORMATION**

**DEFINITIONS**

“Significant Connection” is defined as an individual or interest that has: a) 5% or greater ownership interest (as shareholder, partner, etc); b) membership on the board of directors; c) employment relationship; or d) majority or significant amount of decision making authority.

“Key Personnel” is defined as any owner, shareholder, partner, director, officer, or person in a management role of the applicant business. Key Personnel may also include, but is not limited to, all persons who are counted as Eligible Owners for purposes of applying for SBE certification.

“Owner” is defined as any person or entity having a greater than five percent (5%) ownership interest, as a shareholder, partner, limited partner, sole proprietor, etc.

“Related Industry” is defined as a business in the same general industry or field as the applicant’s business, or a business that contracts with other businesses in the applicant’s business industry or field. For instance, plumbing would be a Related Industry to general construction.

**QUESTIONS**

1. Do any of the Key Personnel employed or subcontracted by the applicant have a Significant Connection with another business?  
 Yes  No

If yes, please describe:

---

---

2. Do any family members of all Key Personnel have a Significant Connection with another business in a Related Industry?  
 Yes  No

If so, please identify the Key Personnel and describe the Significant Connection:

---

---

3. Has more than twenty-five percent (25%) of the applicant’s business annual revenue in any of the past three (3) years been derived from either: (a) a single business entity, or (b) a group of business entities which share the same parent company?  
 Yes  No

If so, please identify each such business, and the amount of revenue it has provided per year:

---

---

4. Does the applicant’s business share any of the following with another person or business entity: a) office space, warehouse space, or other facilities, b) assets or equipment; or c) employees?  
 Yes  No

If yes, please identify what is shared and the person or entity it is shared with:

---

---

5. Has the applicant’s business leased or borrowed any of the following from a person or another business entity in a Related Industry within the past 3 years: a) office space, warehouse space, or other facilities; or b) assets or equipment?  
 Yes  No

If yes, please identify what was leased or borrowed and the person or entity it was leased or borrowed from:

---

---

6. Has the applicant's business within the past 5 years, received any loans or other financing from any individual or other business that is not a bank or lending institution?

Yes  No If so, please identify the individual or business, the year and amount of each loan, and the current balance:

---

---



**AFFIDAVIT OF CERTIFICATION**

A material or false statement or omission made in connection with this application is sufficient cause for denial of participation in housing rehabilitation program for contractors, revocation of a prior approval, initiation of suspension or debarment proceedings, and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable federal and state law.

I, \_\_\_\_\_ (full name), swear or affirm under penalty of law that I am \_\_\_\_\_ (title) of applicant firm \_\_\_\_\_ (firm name)

and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities, and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

I recognize that the information submitted in the application is for the purpose of inducing approval by Build Baton Rouge, the East Baton Rouge Redevelopment Authority. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named firm’s bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm’s eligibility.

I agree to submit to government audit, examination and review of books records, documents and files, in whatever form they exist, of the names firm and its affiliates, inspection of its place(s) of business and equipment, and to permit interviews of principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

If awarded a contract or subcontract, I agree to promptly and directly provide the prime contractor, if any, and Build Baton Rouge, the East Baton Rouge Redevelopment Authority on an ongoing basis, current, complete, and accurate information regarding (1) work performed on the project; (2) proposed changes, if any, to the foregoing arrangements.

I agree to provide written notice to Build Baton Rouge, the East Baton Rouge Redevelopment Authority of any material change in the information contained in the original application within thirty (30) days of such change (e.g., ownership, address, telephone number, etc.).

I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and debarment; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

I declare under penalty of perjury that the foregoing is true and correct. I declare under penalty of perjury that the information provided in this application and supporting documents relating to my certification status and me is true and correct.

Signature \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_ State of \_\_\_\_\_ Parish/County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared (Name) \_\_\_\_\_ to me

personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (Name of Applicant Firm) \_\_\_\_\_ to execute this affidavit and did so as his or her free act and deed.

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

(Seal)

Commission Expires \_\_\_\_\_



**CHECKLIST OF SUPPORTING DOCUMENTS**

BUSINESS NAME: \_\_\_\_\_

Item Number	Included Yes/No	See Statement Attached	N/A	Item Type
1				LA State License Board Certification
2				Proof of DBE Status (if any) by Small Business Administration, US Department of Transportation and Development or any other agency
3				Secretary of State Certification
4				Executed Contractor Certifications Form
5				Executed Suspension/Debarment Certification Form
6				Contractor's License
7				Articles of Corporation
8				W-9
9				Certificate of Liability Insurance ( Or company that will provide insurance)
10				Authorized Signer Consent Form
11				Solicitation Form
12				Minority Owned Business Certification (If applicable)
13				Woman Owned Business Certification (If applicable)
14				Bonding Company Information
15				Picture I.D. of Business Owners and Authorized Signers
16				Certificate of Lead Renovator
17				Section 3 Certification (If not done by this office)



### Business Signature Authority

Name: (Last, First, MI)		Action:	Effective Date:
		<input type="checkbox"/> Authorization	
		<input type="checkbox"/> Cancellation	
Employee Address:		Contact Information: (Phone, Cell, Work numbers)	
New		If Replacement:	
Replacement		Name: (Last, First, MI) Title:	
Signature:		Signature:	

Name: (Last, First, MI)		Action:	Effective Date:
		<input type="checkbox"/> Authorization	
		<input type="checkbox"/> Cancellation	
Employee Address:		Contact Information: (Phone, Cell, Work numbers)	
New		If Replacement:	
Replacement		Name: (Last, First, MI) Title:	
Signature:		Signature:	

\*\*\*\*\*If more than two signers please copy this page and add additional signers.\*\*\*\*\*



## CONTRACTOR CERTIFICATIONS

1. All Contractors responding to request for bids by Build Baton Rouge (BBR) must be in possession of the proper license to perform the work under the scope of services as outlined under the State of Louisiana Contractors Licensing Law ~R.S. 37:2150-2192.
2. At a minimum, all Contractors must be registered as a Home Improvement Contractor with the Louisiana State Licensing Board for Contractors (LSLBC). Contractors who hold valid commercial or residential licenses with the LSLBC are considered to have met the minimum requirement.
3. At a minimum, all Contractors must have at least one employee that is a Lead-Based Paint Certified Renovator by the EPA. All properties constructed pre-1978, will have a Lead-Based Paint Risk Assessment performed by a Contractor provided by Build Baton Rouge. Upon receipt of the Notice of Evaluation, Contractor agrees to perform Lead Hazard Reduction Interim Controls. Contractor further agrees to obtain Lead Hazard Reduction clearance and notice to proceed from the Build Baton Rouge provided contractor.
4. Contractor shall provide Build Baton Rouge with the required EPA RRP documentation of Lead Safe Work Practices and a Signed Statement from the Homeowner evidencing receipt of the documents.
5. All Contractors are required to be in possession of an EPA Lead FIRM Certification. No bids for any Build Baton Rouge Housing Rehabilitation project will be accepted without documentation that the Contractor is in possession of both a Lead Renovators Certification and an EPA Lead FIRM Certification.
6. By submission of completed application, Contractor understands and agrees to the comply with the following Build Baton Rouge HRP rules and regulations throughout participation in the program, subject to modification at the discretion of Build Baton Rouge:
  - a. All bid proposals will be prepared and submitted based solely on the identified scope of work and pictures provided in the Request for Proposal package. No walk thru of the subject property prior to bid submission will be provided.
  - b. At minimum, fifty percent (50%) of the entire project scope of work will be performed within fourteen (14) days of receiving the Notice to Proceed, including all necessary permitting.
  - c. Any change order requests will be submitted to Build Baton Rouge and reviewed by the Build Baton Rouge Construction Manager prior to approval and Notice to Proceed with change order scope of work.
  - d. Cooperatively work with Build Baton Rouge Construction Manager during all inspections which shall include both scheduled and unscheduled inspections.
  - e. If any work performed by the selected Contractor does not pass any inspection at any time during the project and/or upon completion, the Contractor will be subject to a fine imposed by Build Baton Rouge which shall be deducted from any final payments issued. In the event that there will be no final payments issued to the Contractor, the fined amount, not to exceed \$250, shall be made payable to Build Baton Rouge within 30 days of the Notice of Fine. The due date will be included with the letter. Failure to pay any fines within the required timeframe will result in Contractor's probation, suspension, or debarment from the Build Baton Rouge HRP.
  - f. Provide Build Baton Rouge copies of any and all warranty documents for items purchased and/or installed on behalf of the homeowner, which shall include appropriate points of contact.
  - g. Complete all projects following Community Planning and Development (CPD) Green Retrofit and Housing Quality Standards (HQS) while maintaining the highest industry standards for workmanship, quality, and customer service. Failure to do so may result in Contractor's suspension, probation, or debarment from the Build Baton Rouge HRP.
  - h. If at any time during participation in the Build Baton Rouge HRP the Contractor and/or any Subcontractors are placed on the debarred/suspension list, Build Baton Rouge is notified immediately upon receipt of notice of such notice.
  - i. Comply with all Davis-Bacon labor standards governed by 24 CFR 570.603 when applicable.



**Certification of Acknowledgement:**

By signing below, you certify that you have read and understand Build Baton Rouge, the East Baton Rouge Redevelopment Authority's Contractor Licensure and Certification Requirements:

Authorized Representative Name: \_\_\_\_\_  
(Please Print)

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

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



**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

**CONTRACTOR'S NAME:** \_\_\_\_\_

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160- 19211).

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
  - Are not presently debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - Have not within a three-year period preceding this proposal been convicted of had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
  - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **CONTRACTOR PROBATIONARY /**

## **SUSPENSION / DEBARMENT POLICY**

### **Probation**

Contractors may be placed on a probationary status for a period of six (6) months for any of the following reasons:

- Contractor has received an excessive number of correction notices.
- Contractor's invoices for work are not completed properly and timely.
- Contractor is unable or unwilling to cooperate with the homeowner and/or Build Baton Rouge or its representatives in a civil and unprofessional manner.
- Failure to timely complete the work in a satisfactory manner.
- Contractor attempts to sell additional services or materials to a client without previous written permission of appropriate Build Baton Rouge Staff.
- Contractor uses subcontractors that have not been vetted by Build Baton Rouge.

### **Suspension**

Contractors may be suspended from bidding on any project with Build Baton Rouge for a period of six (6) months for any of the following reasons:

- Two (2) Probationary acts by the Contractor have occurred within a six (6) month period.
- Contractor has committed an illegal act in relation to work with Build Baton Rouge or its client.
- Contractor is unable to comply with the terms of a contract.

### **Debarment**

Contractors proven to provide poor service or quality of workmanship and/or who exhibit behavior that is not professional in the opinion of the Build Baton Rouge will be disqualified or suspended from any future contracts with the Build Baton Rouge Home Rehabilitation Program. Contractors will be informed of this decision via certified mail with the opportunity to appeal to the Build Baton Rouge, in writing, within ten (10) business days from the date of the debarment/suspension notification.

Contractors may be disqualified from the Build Baton Rouge Contractors list for the following reasons:

- The contractor has been found to be on the Federal Excluded Parties List.
- Build Baton Rouge has suspended the contractor two (2) times within a two (2) year period.

### **Punitive Action Procedures / Contractor's Rights to Appeal**

- Contractor will be notified via certified mail of the violation(s) and Build Baton Rouge action (probationary, suspension, or disbarment).
- Contractor will have ten (10) business days from the date of the certified mailing to appeal and respond in writing to the notice of violation and Build Baton Rouge action to the Build Baton Rouge. Build Baton Rouge will review contractor responses and appeals and at his/her sole discretion will make a final determination as to the appeal of a violation and Build Baton Rouge action. The contractor will be notified via certified mail of Build Baton Rouge final determination within 10 days of the contractor's written appeal.
- Following a period of suspension, it will be the contractor's responsibility to request in writing a reinstatement on Build Baton Rouge Contractor's List.
- During a probationary period, contractors cannot have more than one active Build Baton Rouge Home Rehabilitation project at a time, unless waived by Build Baton Rouge.



**Certification of Acknowledgement:**

By signing below you certify you are the authorized representative for the company and that you have read and understand Build Baton Rouge, the East Baton Rouge Redevelopment Authority's Probationary / Suspension / Disqualification Policy and agree to the terms and conditions listed herein:

Company: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_  
(Please Print)

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

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