

REQUEST FOR QUALIFICATIONS FOR BRIGHTERHOME OWNER-OCCUPIED REHAB & SMALL BUSINESS PROPERTY IMPROVEMENT GRANT PROGRAM MANAGEMENT SERVICES

ISSUED: September 30th, 2026

RESPONSES DUE: October 23rd, 2026 3:00 PM EST

CONTENTS

I.	Purpose & Background.....	3
II.	Scope of Services.....	3
III.	Program Details	5
A.	TAD Small Business Property Improvement Grant Program	5
B.	BrighterHome Owner-Occupied Rehab Program	6
1.	BrighterHome Applicant Eligibility Requirements.....	7
2.	BrighterHome Eligible Properties.....	8
3.	BrighterHome Eligible Repairs.....	8
4.	Maximum Funding and Program Layering	9
5.	Program Management fee, Contractor Profit & Overhead	9
IV.	Project Timeline	9
V.	Response Components	9
A.	Signed Executive Summary (max 2 pages).....	9
B.	Team Description (max 3 pages – not including the audited financial statements)	10
C.	Program Manager Qualifications (max 5 pages)	10
D.	Scope of Work (max 2 pages)	11
E.	Resources (max 2 pages).....	11
F.	E-Verify and SAVE Affidavit (Exhibits C – C2)	11
G.	Certification Statement (Exhibit D)	11
H.	Proof of required insurance	11
VI.	RFQ Evaluation Criteria	14
VII.	Procurement Timeline & Submission Process	15
A.	Request for Qualifications Schedule	15
B.	Submission process	15
	EXHIBIT A PROGRAM MANAGER SCOPE OF SERVICES	16
A.	BrighterHome Scope of Services	16
B.	TAD Small Business Property Improvement Grant Scope of Services.....	21
	EXHIBIT B	26
	EXHIBIT C SAVE AFFIDAVIT UNDER OCGA § 50-36-1(e)(2).....	29

EXHIBIT C-1 CONTRACTOR AFFIDAVIT UNDER OCGA § 13-10-91(b)(1).....	31
EXHIBIT C-2 SUBCONTRACTOR AFFIDAVIT UNDER OCGA § 13-10-91(b)(3)	33
EXHIBIT D CERTIFICATION STATEMENT	35

I. Purpose & Background

Decide DeKalb Development Authority (Decide DeKalb) is soliciting responses to this Request for Qualifications ("RFQ") for interested and qualified firms or individuals wishing to provide program management and implementation services for the BrighterHome owner-occupied rehab program ("BrighterHome") through DeKalb County, Georgia and the Small Business Property Improvement Grant ("SBPIG") program within Decide DeKalb's five (5) Tax Allocation Districts ("TAD").

Decide DeKalb is a development authority and public body corporate and politic, duly created under the Development Authorities Law, O.C.G.A. §36-62-1, et seq., as amended, and an activating resolution of the Board of Commissioners of DeKalb County, Georgia adopted on September 24, 1974. Pursuant to an intergovernmental agreement with DeKalb County, effective as of December 21, 2021 (the "IGA"), Decide DeKalb conducts economic development activities under various provisions of applicable law, promotes the revitalization and growth of DeKalb County, and serves as DeKalb County's redevelopment manager pursuant to the Redevelopment Powers Law, for the purpose of implementing redevelopment initiatives within the five (5) County supported TADs.

Decide DeKalb also serves as program administrator of BrighterHome, funded through the DeKalb County Housing Investment Program ("HIP"). This RFQ establishes a bench of Program Managers to support both the SBPIG commercial program and BrighterHome.

Many eligible applicants - whether small businesses or residents - lack construction experience and face challenges defining renovation scopes, soliciting accurate contractor bids, and ensuring work is completed in accordance with approved plans and applicable DeKalb County building code requirements. The Program Manager bench will provide independent, construction-focused technical assistance to improve application quality, reduce risk, and support successful project completion.

Program Management services will be provided at no cost to applicants, with all fees paid directly by Decide DeKalb.

Proposals submitted in response to this RFQ will be evaluated by Decide DeKalb selection committee. Decide DeKalb reserves the right, where it may serve its best interest, to request additional information or clarification from Respondents, or to allow for corrections, errors or omissions. All proposals submitted in response to this RFQ, and all other information submitted in response to a request for additional information, become and remain the property of Decide DeKalb. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this RFQ.

II. Scope of Services

Decide DeKalb is seeking qualified consultants and/or agencies (collectively, "Selected Respondent" or "Program Manager") to provide program management services to market,

implement, and coordinate the BrighterHome program throughout DeKalb County, and the SBPIG program for the five (5) designated tax allocation districts within the County.

Through BrighterHome, the Program Manager will increase the quality of life and address safety and accessibility issues for eligible DeKalb homeowners by managing life safety repairs and rehabilitation to owner-occupied homes. Final tasks and services to be provided by the Selected Respondent will be developed in partnership with Decide DeKalb and may include the following summary elements (additional detail provided in **Exhibit A**):

1. **BrighterHome and Small Business Property Improvement Grant Program Management** – The Program Manager will have the following responsibilities, including but not limited to:
 - a. Applicant intake and review of eligibility verification.
 - b. Main point of contact for participants throughout the rehabilitation process
 - c. Oversight of the construction process including initial identification of priority repairs; periodic onsite check-ins; and final walk-through upon completion.
 - d. Execution of all applicant document/disclosures, including tri-party scope of work agreement between selected contractor, eligible homeowner/business owner, and Program Manager;
 - e. Execution of construction-related contracts;
 - f. Preparation and submission of requisitions to Decide DeKalb for funding disbursement;
 - g. Monitoring construction timeliness and quality;
 - h. Retention of all application and supporting documents, as well as all construction related documents including all permits and inspections reports;
 - i. Periodic reporting, as requested by Decide DeKalb or its designated agents; and
 - j. Data entry of all required and pertinent information into the application Software.
 - k. Proper documentation of applicant/program manager/contractor communications in the management software audit log.
 - l. Upload all applicant documentation into the application Software.
 - m. Meet with Decide DeKalb staff periodically to provide feedback on the program and address challenges, questions, or concerns.
2. **Contractor Management** – The selected respondent(s) will identify and select qualified, experienced, and licensed contractors or general contractors to identify, prioritize, and complete eligible improvements. The selected respondent(s) should be able to demonstrate the following:

- a. Experience managing major home repairs, home improvements, and/or new construction of single-family residential properties AND/OR experience managing commercial renovations and improvements (office, retail, industrial);
- b. Experience with owner-occupied rehabilitation and renovations;
- c. An established procurement process for identifying and selecting qualified contractors or general contractors using a selection criterion substantially conforming to the Sample General Contractor Selection Criteria provided in Exhibit B;
- d. Familiarity with DeKalb County licensing and permitting processes and requirements; and
- e. Program Manager MAY NOT also serve in the capacity of general contractor or facilitate any form of rehab.

3. Contractor Experience Tiers

Contractors may be assigned applications based on scope, capacity, and district location.

Contractor Tier	Minimum Experience	Typical Scope
Tier A	5 Years	Minor to moderate repairs
Tier B	10 Years	Moderate rehabilitation
Tier C	10+ Years	Complex structural or system repairs

*Respondents are not required to have experience managing both residential and commercial renovations.

Critical home repair and housing preservation nonprofits are eligible to submit proposals to serve as a BrighterHome Program Manager. These nonprofits include organizations that deliver free or low-cost repairs, modifications, and maintenance services to existing homeowners, with a mission of keeping people safely and affordably housed rather than displaced by deferred maintenance or unaffordable repair costs. Selected, eligible nonprofits demonstrating that they have an existing pipeline of homeowners may receive an upfront allocation of funds to execute on those repairs provided they meet or exceed the eligibility and preference criteria of the BrighterHome program.

III. Program Details

A. TAD Small Business Property Improvement Grant Program

Decide DeKalb conducts economic development activities under various provisions of applicable law, promotes the revitalization and growth of DeKalb County, and serves as

DeKalb County's redevelopment manager pursuant to the Redevelopment Powers Law, for the purpose of implementing redevelopment initiatives within the five (5) County supported TADs:

- Avondale Mall/Columbia Drive
- Briarcliff/N Druid Hills
- Kensington Station/Memorial Drive
- Market Square
- Southwest DeKalb TAD

A TAD is established for the purpose of catalyzing investment by financing certain redevelopment activities in underdeveloped or blighted areas using public dollars. Redevelopment costs are financed through incremental increases in property taxes generated by the resulting new development. Such incremental property tax revenue may be used to directly finance redevelopment costs within the TAD or may be pledged for the payment of allocation bonds. Typically, upon creation, TADs have vacant commercial and residential properties, blighted conditions, or in need of significant environmental remediation.

Decide DeKalb utilizes the available TAD tax increment to provide SBPIG awards to support local businesses located within the five (5) TAD boundaries. The goals of the Small Business Property Improvement Grant program include the following:

- Stimulate commercial growth in underdeveloped or underinvested areas.
- Redevelop and revitalize communities within the TADs, enhancing the economic vitality and attractiveness of the area.
- Support the improvement of underperforming assets to create vibrant, sustainable communities.
- Generate economic growth, increase property values, and improve the quality of life for residents in the TADs.

Small Business owners are eligible to apply for reimbursement grants for both internal and external improvements to their commercial property. Additionally, Business owners that lease commercial space are also eligible to apply, so long as the commercial property owner/landlord approves the work and TAD application submission. Applications are accepted from commercial businesses on a rolling basis.

B. BrighterHome Owner-Occupied Rehab Program

Decide DeKalb serves a sub-program administrator of several Housing Investment Programs, including the BrighterHome Owner-Occupied Rehab Program, responsible for program design and implementation, compliance monitoring and reporting.



The selected respondent(s) will serve as Program Manager(s) responsible for delivering the following activities: application intake and eligibility verification, inspection/assessment services, contractor selection, construction supervision, quality control and reporting. The selected respondent(s) will also be expected to coordinate certain community engagement activities with Decide DeKalb, DeKalb County Office of Housing, the Housing Authority of DeKalb County ("HADC"), and/or DeKalb County Office of Community Development.

Under BrighterHome, deferred forgivable loans will be provided to eligible homeowners up to 80% of area median income ("AMI"), adjusted for household size (limitations may apply) during the initial 12 months of the program. All loans will have a 10-year term at a 0% interest rate with payments deferred and forgiven until the earlier of loan maturity, sale, transfer of ownership, or failure to maintain the property as the primary residence during the loan term.

The principal balance is reduced by 10% annually provided the eligible homeowner maintains primary residency. The prorated remaining balance is due and payable immediately if the home is sold, transferred or no longer the primary residence. A deed restriction will also be placed on the home for the length of the 10-year residency period to further ensure the remaining loan balance is repaid. The maximum loan amount per home, inclusive of Contractor's Allowance for Profit, inspection and closing costs is \$30,000 per home.

1. BrighterHome Applicant Eligibility Requirements

Applicant eligibility requirements for the BrighterHome program within DeKalb County are:

- a. Homeowner of property located within DeKalb County, GA.
- b. Applicants must hold clear title to the property.
- c. Applicants must not own more than one (1) residential property.
- d. The homeowner must have owned and occupied the property as their primary residence for at least ten (10) consecutive years prior to application. If multiple homeowners exist, all owners must sign application and loan documents.
- e. Household income must not exceed 80% of AMI as published annually by the US Department of Housing & Urban Development ("HUD"), adjusted for household size).
- f. Applicants must not have received home repair or rehabilitation assistance from DeKalb County within the previous ten (10) years, including from the Special Purpose Home Repair Program ("SPHRP") administered by DeKalb County Community Development Department.
- g. Applicants must be current on property taxes, homeowner's insurance, and mortgage payments. (Homeowners with tax liens, FIFAs, etc. do not qualify for the program). Water liens with a payment plan are acceptable.
- h. Applicants must not be under active bankruptcy protection.

i. **Applicant Preferences:**

- Up to 60% AMI households
- Disabled Head of Household
- Military veteran head of household
- 62 years and older head of household
- 15+ years of owner-occupied residency
- Homeowners that have an existing will or estate plan

2. BrighterHome Eligible Properties

Eligible properties must be located within DeKalb County, GA, and may be single-family detached homes, townhomes, condominiums, and/or condominiums, so long as:

- a) Homes are capable of passing building permit and inspection requirements, AND
- b) Repairs do not involve common areas or violate homeowners or condo association covenants.

Ineligible property types include rental properties, investment properties, and mobile homes.

3. BrighterHome Eligible Repairs

Eligible repairs may include improvements necessary to address health, safety, and structural concerns.

Major Systems:

- ☐ Roof replacement or repair
- ☐ HVAC repair or replacement
- ☐ Plumbing system repairs
- ☐ Electrical system upgrades
- ☐ Weatherization and improved energy efficiency

Health and Safety Improvements:

- ☐ Structural stabilization
- ☐ Removal of hazardous conditions
- ☐ Correction of code violations

Accessibility Improvements:

- ☐ Grab bars
- ☐ ADA compliant toilets
- ☐ Minor accessibility modifications

Exterior Beautification:

Up to \$2,000 may be used for:

- ☐ Exterior painting
- ☐ Power washing
- ☐ Landscaping improvements

These improvements must be included within the overall project budget.

4. Maximum Funding and Program Layering

Eligible applicants may qualify for up to \$30,000 in renovations through the BrighterHome program. Applicants may also be eligible for DeKalb County's SPHRP administered through the Community Development Department, for an additional \$14,000.

Program	Maximum Amount
Special Purpose Home Repair Program	\$ 14,000
Owner-Occupied Rehabilitation Program	\$ 30,000
Maximum Combined Investment	\$ 44,000

5. Program Management fee, Contractor Profit & Overhead

All rehabilitation work must be completed by County-approved contractors. The combined Program Management Fee, Contractor profit and overhead are limited to:

- ☐ Minimum: \$1,000
- ☐ Maximum: the lesser of 20% of project cost, or \$5,000

Profit and overhead must be included within the overall \$30,000 project budget limit (or \$44,000 for applicants that qualify for both BrighterHome and SPHRP).

IV. Project Timeline

The identified timeline for this project is expected to be November 2026 to December 2028 with the potential to extend beyond this timeframe.

V. Response Components

Firms will be evaluated on the basis of overall experience and depth of resources. It is imperative that responses contain all information requested. All qualifying proposals must include the following components:

A. Signed Executive Summary (max 2 pages)

Responses should include an executive summary providing an introduction to the firm or team and the areas of expertise of the firm, and briefly stating project understanding, team members, and qualifications for project selection and execution. The letter should also state the full name, address, and phone numbers of the organization and the branch office or other

subordinate entity that will perform or assist in performing the services described therein.

If responding as a team, the executive summary must designate the lead firm and identify a project manager as the single, primary point of contact for the team. Indicate the type of firm ownership (individual, partnership, or corporation) and explain any proposed joint venture relationships. Include the state(s) in which the firm is incorporated and/or licensed to operate and provide a valid insurance certification.

The executive summary must also indicate which track(s) the firm is applying for: Commercial for TAD SBPIG projects, Residential for BrighterHome, or both – and provide relevant work samples accordingly.

B. Team Description (max 3 pages – not including the audited financial statements)

- Organizational chart defining roles of team members.
- Firm description and bios describing relevant professional licensure and relevant experience for each team member.
- List any litigation the firm was involved in during the last five (5) years. Also, list any current, pending or threatened litigation and provide a description.
- A disclosure statement listing all potential conflicts of interest related to this project. This disclosure statement must be addressed specifically in your response, even if no conflict exists.
- A current audited balance sheet and two (2) years of audited financial statements.
- An overview of the firm's relationships with female business enterprises, minority business enterprises or small business enterprises. Please indicate if any proposing firm or joint venture partner is certified under any of these categories by DeKalb County.

C. Program Manager Qualifications (max 5 pages)

Provide details of past experiences, references for similar work, planning/budget/schedule activities, public engagement experience, and talents applicable to respective service to be provided, documentation method, project tracking method, and work product delivery methods that have proven successful. Also, include any relevant experience or work completed on behalf of Decide DeKalb, DeKalb County Government, DeKalb County Schools District, and/or any DeKalb County municipality. If respondent is an existing contractor or partner under any repair programs administered by the one of the previously named entities, a letter of "good standing" must be submitted.

- Provide the following information for three (3) current or recently completed relevant projects:
 - Project Name

- Project Location
 - Project Scope and Description
 - Nature of Public/ Community Involvement
 - Project Methodology (specifically including work plan reviews)
 - Contract Amount
 - Contract Type: (i.e., lump sum, guaranteed maximum price, etc.)
 - Actual or Expected Completed Date
 - Detailed description of the scope and results of such services
 - Actual Duration
 - Project reference and contact information
- Provide a list of economic development authorities, universities, governmental entities, or other clients for which the Respondent served as consultant/agent for real estate rehabilitation like those requested in the Scope of Services.

D. Scope of Work (max 2 pages)

Potential services in accordance with the objectives outlined within this document, including firm's capabilities and anticipated approach to the project. Please describe the tools, methods, and frameworks the Consultant/Agency plans to utilize to accomplish the identified goals. Include a staffing plan, as well as estimated hours and resources that will be required from Decide DeKalb and/or the DeKalb County's Community Development Department.

E. Resources (max 2 pages)

Respondents must include a statement substantiating the resources of the firm, and the capacity of the firm to execute the scope of work. Additionally, this section must include the Respondent's fee structure proposal for program management fees and contractor overhead and profit.

F. E-Verify and SAVE Affidavit (Exhibits C – C2)

G. Certification Statement (Exhibit D)

H. Proof of required insurance

The Contractor shall provide Decide DeKalb with a certified copy of each of the policies or binders, electronically, indicating the existence of the policies prior to the beginning of the contract term. In the event a binder is delivered, it shall be replaced within ten (10) days by a

certified copy of the policy. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to Decide DeKalb representative named in the contract.

A renewal policy or certificate shall be delivered to Decide DeKalb at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to Decide DeKalb as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to Decide DeKalb, the Contractor shall deliver to Decide DeKalb's representative upon demand a certified copy of any policy required herein for review. All insurance and adequacy of coverage decisions shall be made at the sole discretion of Decide DeKalb, and the requirements set forth herein may be amended or changed at any time. Except as set forth herein, the Certificates of Insurance shall name Decide DeKalb as an additional insured.

- **General Liability:**
 - Limits:
 - \$1M per occurrence
 - \$2M aggregate
 - Including:
 - Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
 - The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the respective limit of liability;
 - No exclusion for abuse and molestation
 - No exclusion for Assault and Battery
 - Decide DeKalb Development Authority as Additional Insured regarding ongoing and completed operations
 - Primary and Noncontributory language in favor of Decide DeKalb Development Authority;
 - Waiver of Subrogation in favor of Decide DeKalb Development Authority; and
 - Notice of cancellation (30 days, except 10 days for nonpayment) to Decide DeKalb Development Authority
- **Workers Compensation and Employers Liability:**
 - Limits:

- Workers Compensation: Statutory
- Employers Liability: \$1M/\$1M/\$1M
- Including:
 - Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
 - Waiver of Subrogation in favor of Decide DeKalb Development Authority; and
 - Notice of cancellation (30 days, except 10 days for nonpayment) to Decide DeKalb Development Authority
- **Professional Liability/Errors and Omissions Liability:**
 - Limits:
 - \$1M per occurrence
 - \$5M aggregate
 - Including:
 - Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better;
 - Primary and Noncontributory language in favor of Decide DeKalb Development Authority;
 - Waiver of Subrogation in favor of Decide DeKalb Development Authority; and
 - Notice of cancellation (30 days, except 10 days for nonpayment) to Decide DeKalb Development Authority
- **Umbrella / Excess Liability:**
 - Limits:
 - \$5M per occurrence
 - \$10M aggregate
 - Including:
 - Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
 - General Liability, Auto Liability, Employers Liability, and Professional Liability/Errors and Omissions Liability must be included on the schedule of underlying coverages;
 - Follow form language;
 - Decide DeKalb Development Authority as Additional Insured;

- Primary and Noncontributory language in favor of Decide DeKalb Development Authority;
- Waiver of Subrogation in favor of Decide DeKalb Development Authority; and
- Notice of cancellation (30 days, except 10 days for nonpayment) to Decide DeKalb Development Authority

VI. RFQ Evaluation Criteria

Decide DeKalb will assemble a selection committee to evaluate each timely response correctly submitted by a Respondent. At the discretion of Decide DeKalb, follow up interviews may be conducted with the highest-ranking Respondents as recommended by the selection committee prior to Decide DeKalb making a final selection of the successful respondent(s). Decide DeKalb intends to select multiple respondents to establish a qualified bench. Selection will be based on demonstrated qualifications, relevant experience, and the ability to perform the required services in a timely and professional manner.

Criteria	Weight
Respondent Qualifications	35
Respondent Experience managing homeowner and/or commercial rehab projects	25
Applicable Contractor State Required Licenses • Georgia Residential (or Residential-Light Commercial) Basic License • Georgia General Contractor License • Georgia Specialty Trade Licenses	15
Membership in at least one certified group: • National Association of Certified Home Inspectors (NACHI), • American Society of Home Inspectors (ASHI), or • Georgia Association of Home Inspectors (GAHI) • Certified Commercial Property Inspectors Association (CCPIA) • International Code Council (ICC) American Society for Testing and Materials (ASTM)	10
Respondent's Financial Strength	10
Professional Liability Errors and Omissions Policy	5

Decide DeKalb will select one or more firms (not to exceed 8 firms) to be listed as Participating Program Manager Respondents based upon the criteria specified above. In the event of a tie,

the tying Respondents will be selected based upon criteria including but not limited to years of managing residential and commercial standard inspections.

DECIDE DEKALB RESERVES THE RIGHT TO REJECT ANY AND ALL RESPONSES, TO AMEND THE REQUEST FOR PROPOSALS AND THE PROCESS ITSELF, OR TO DISCONTINUE THE PROCESS AT ANY TIME.

Decide DeKalb will not, for any reason, reimburse a Respondent for costs and/or expenses in connection with responding to this RFQ.

VII. Procurement Timeline & Submission Process

A. Request for Qualifications Schedule

Schedule Item	Date
RFQ released	Wednesday, September 30 th , 2026
Written requests for clarifications due	Wednesday, October 7 th , 2026 5:00 PM EST
Answers to clarifications posted on Decide DeKalb Website	Friday, October 9 th , 2026
Deadline to submit Responses to RFQ	Friday, October 23 rd , 2026, 3:00 PM EST
Virtual Interviews with Finalists (if needed)	October 26-30 th , 2026
Selected Respondents approved by Project Incentive Review (PIR) Committee (virtual)	Friday, November 6 th , 2026 9:30 AM EST
Selected Respondents approved by Board of Directors (in person)	Thursday, November 12 th , 2026, 11:30 AM EST

Decide DeKalb retains the right to adjust the timeline as necessary without prior notice. Board Committee and Board of Directors meetings dates and times are subject to change.

B. Submission process

Please read each section carefully for information regarding the proposal and submittal instructions. The point of contact for this RFQ is **Diana Pitcher-Williams** (dpwilliams@decidedekalb.com). Please reference this RFQ as "BrighterHome & TAD Program Management Services RFQ" in the subject line of all emails.

Submissions should be no more than 20 pages total (not including financial statements) submitted in one (1) PDF document. Respondents shall have no contact related to this project with Decide DeKalb during the RFQ process other than with the point of contact for questions and clarifications. All submissions are due as emails with PDFs submitted to Diana Pitcher-Williams (dpwilliams@decidedekalb.com).

Proposals are due by **Friday, October 23rd, 2026 at 3:00 PM EST.**

EXHIBIT A PROGRAM MANAGER SCOPE OF SERVICES

A. BrighterHome Scope of Services

For the BrighterHome Owner-Occupied Rehabilitation Program ("BrighterHome"), the selected Program Manager would be responsible for the day-to-day operations, implementation, and reporting of the Program and will report directly to Decide DeKalb and, where applicable, DeKalb County Government Community Development Department. The responsibilities of the Program Manager include, but are not limited to, the following:

1. Management of intake applications from interested homeowners. Interested homeowners that meet the eligible criteria will be identified as "Program Participants."
2. The Program Manager will manage the Program Participant through the rehabilitation process, including scheduling and coordination of legal title services to identify any title or encumbrance issues before any Construction Services begin;
3. Provide Construction Services to the Program Participant for review and consent including a presentation of a detailed Scope of Construction Services prepared in conjunction with a Certified Home Inspector for each Program Participant's home per established rehabilitation standards and prioritization of repairs as outlined herein to the Program Participant for review and consent;
4. Selects Contractors from the list of Qualified Contractors for bidding on the proposed Scope of Construction Services and reviews/evaluates bids for appropriateness and agreement with the Scope of Construction Services, Program Guidelines, and Insurance Requirements;
5. Presents appropriate and acceptable bids, Scope of Construction Services, total budget (inclusive of loan closing costs, eligible temporary relocation costs, etc.) to Program Participants for review and consent to proceed;
6. Schedules Contractor/Program Participant Agreement execution;
7. Submits Program Participant's eligibility documentation, executed Contractor/Homeowner Agreement, and total budget (inclusive of loan closing costs, eligible temporary relocation costs, etc.) to Decide DeKalb for concurrence;
8. Coordinates with Decide DeKalb to schedule program loan closings and provides assigned Contractor(s) with Notice to Proceed post-closing;
9. Monitors construction progress, completion, schedule, and quality via Certified Construction Inspectors;
10. Maintains communication with Program Participants during construction period and

manages temporary relocation, as applicable;

11. Receives and reviews periodic construction inspection reports and reviews and approves all requisitions for payment/reimbursement;
12. Submits construction inspection report and corresponding requisitions to Decide DeKalb for funding;
13. Approves and reviews all completed work with Program Participants upon construction completion obtaining Program Participants acknowledgement of project completion;
14. Submits final construction inspection reports, Program Participants acknowledgement of completion, and final requisition for payment of remaining funds to Decide DeKalb; and
15. Maintains appropriate files and records of Program activities.

In regards to the Construction Services, the Program Manager will perform the following tasks:

1. Program Manager schedules pre-existing conditions inspection with approved Construction Inspector. Such inspection shall be scheduled within 72 hours of initial contact by Program Manager.
2. Program Manager or its designated consultant inspects Program Participant's home to determine scope of services and prioritization of repairs.
3. Program Manager or its designated consultant identifies any mold, asbestos, and/or lead based paint remediation needs and assigns certified remediation contractor for inclusion within the proposed rehabilitation budget and scope of services.
4. Program Manager obtains at least three (3) bids from an approved General Contractor ("GC") in accordance with the scope of services.
5. Program Manager engages Program Participants to select General Contractor for home rehabilitation assignment.
6. Program Manager reviews the rehabilitation costs with GC and reviews rehabilitation budget scope of services with Program Participant.
7. Program Manager finalizes rehabilitation budget, which includes a line-by-line item budget listed in order of repair priority. The Program Manager should ensure the budget is comprehensive and includes the following:
 - a. Construction Costs
 - b. Contractor's Fee

- c. Program Management Fee
 - d. Contingency Reserve
 - e. Exterior Beautification
 - f. Estimated Closing Costs
8. Program Manager submits rehabilitation budget to Program Administrator for confirmation of resource allocation.
9. Decide DeKalb, and where applicable, DeKalb County Community Development, reviews the proposed rehabilitation budget and notifies the Program Manager of acceptance or rejection of the submitted budget within 48 hours of receipt. If the rehab budget is rejected, Decide DeKalb must provide questions and/or rationale to Program Manager. Program Manager shall have 48 hours to respond and submit a revised budget.
10. Upon review and acceptance of the rehab budget, Decide DeKalb shall confirm resource allocation with Program Manager.
11. Within 72 hours of resource confirmation, the Program Manager meets with GC and Program Participant and performs the following tasks:
- a. Provide an overview of the final rehabilitation budget and scope of repairs to the Program Participant;
 - b. Obtain written acknowledgement of final rehabilitation budget and scope of repairs by Program Participant;
 - c. Obtain written acknowledgement of loan amount and residency requirements by Program Participant; and
 - d. Ensure that GC and Program Participant execute the Contractor Agreement.
12. Upon execution of the Contractor Agreement, the following occurs:
- a. Program Manager provides GC "Notice to Proceed."
 - b. GC pursues necessary permits.
 - c. Simultaneously to permits, the Program Manager coordinates the following:
 - i. Delivery of required "GC/Program Participant documents" to closing attorney for preparation of loan documents. These GC/Program Participant documents shall include, but are not limited to:

1. Executed GC/Program Participant Contract;
 2. Program Participant acknowledgement of rehabilitation budget and scope of repairs;
 3. Program Participant acknowledgement of loan amount and residency requirements; and
 4. Scheduling and arrangements for temporary relocation (as applicable).
13. Upon receipt of the permits, the Program Manager shall notify Decide DeKalb, and Decide DeKalb shall coordinate scheduling the closing with the closing attorney and will subsequently notify the Program Manager of the closing date.
14. Closing attorney follows Decide DeKalb processes to close loan which are as follows:
- a. Closing attorney sends to Decide DeKalb the "closing documents" no later than 48 hours prior to scheduled closing.
 - b. The closing documents include:
 - i. Closing Statement and Instructions (inclusive of any wiring instructions);
 - ii. Preliminary HUD-1 Statement;
 - iii. Draft of Deferred Forgivable Loan Note;
 - iv. Draft of Deed to Secure Debt;
 - v. Draft Title Insurance Policy for 2nd/3rd/ or 4th Mortgage; and
 - vi. Executed GC/Program Participant Contract.
15. Decide DeKalb will review the closing documents, communicate any corrective changes or comments to the closing attorney as needed, and deliver documents to be held in escrow pending closing to the attorney within the 48-hour period.
16. Post-closing, closing attorney shall deliver to Decide DeKalb executed originals of the closing documents described above as well as a certified copy of the security deed and the recorded security deed.
17. Within 48 hours of loan closing, Program Manager or its designated agent will visit the home to ensure repair and rehabilitation construction has been commenced by the GC.
18. Program Manager should monitor construction, schedule construction inspections, review the GC's requisition and coordinate submission of requisitions to Decide

DeKalb. Requisitions should include the following items:

- a. Completed and executed General Contractor's AIA G702 and G703 forms;
- b. Invoices for all other "soft cost" expenditures (Non-construction Costs);
- c. Invoices and check copy or canceled check for all reimbursable expenses paid to third parties;
- d. Construction Lien Waivers (Hard Costs Only);
- e. Construction Inspection Report as obtained and provided by Program Manager (via hard copy or electronic format);
- f. Payment Instructions Form; and
- g. Contractor Affidavit Under O.C.G.A. 13-10-91 (b) (1) (Exhibit "C").

19. Decide DeKalb will employ the following process and procedure when approving requisition draws:

- a. Requisitions will be reviewed and processed within three (3) business days of a completed submission.
- b. No more than two (2) disbursement requests will be processed within a thirty (30) day period for each home.
- c. Only one (1) disbursement request for each home may be submitted every fourteen (14) days.
- d. Complete and accurate requisitions submitted on Monday, Tuesday, or Wednesday will be reviewed by Friday pending satisfactory review.
- e. Complete and accurate requisitions submitted on Thursday or Friday will be reviewed by the following Thursday or Friday.
- f. Decide DeKalb will process draw payments within five (5) business days following review and approval of requisitions.
- g. Payment by ACH is preferred by Decide DeKalb; if a check is requested Payee information must be confirmed and delivery of check pre-arranged by contacting Decide DeKalb.

B. TAD Small Business Property Improvement Grant Scope of Services

For the TAD Small Business Property Improvement Grant Program ("SBPIG"), the selected Program Manager would be responsible for the day-to-day operations, implementation, and reporting of the Program and will report directly to Decide DeKalb. The responsibilities of the Program Manager include, but are not limited to, the following:

1. Management business owner applicant's scope definition, contractor pricing and engagement, and renovations. Interested business owners that meet the eligible criteria will be identified as "Program Participants."
2. The Program Manager will manage the Program Participant through the rehabilitation process, including scheduling and coordination of legal title services to identify any title or encumbrance issues before any Construction Services begin;
3. Provide Construction Services to the Program Participant for review and consent including a presentation of a detailed Scope of Construction Services prepared in conjunction with a Certified Inspector or Contractor for each Program Participant's business per established rehabilitation standards and prioritization of repairs as outlined herein to the Program Participant for review and consent;
4. Selects Contractors from the list of Qualified Contractors for bidding on the proposed Scope of Construction Services and reviews/evaluates bids for appropriateness and agreement with the Scope of Construction Services, Program Guidelines, and Insurance Requirements;
5. Presents appropriate and acceptable bids, Scope of Construction Services, total budget (inclusive of loan closing costs, eligible temporary relocation costs, etc.) to Program Participants for review and consent to proceed;
6. Schedules Contractor/Program Participant Agreement execution;
7. Submits Program Participant's eligibility documentation, executed Contractor/Program Participant Agreement, and total budget (inclusive of loan closing costs, eligible temporary relocation costs, etc.) to Decide DeKalb for concurrence;
8. Coordinates with Decide DeKalb to schedule program grant closings and provides assigned Contractor(s) with Notice to Proceed post-closing;
9. Monitors construction progress, completion, schedule, and quality via Certified Construction Inspectors;
10. Maintains communication with Program Participants during construction period and manages temporary relocation, as applicable;
11. Receives and reviews periodic construction inspection reports and reviews and

- approves all requisitions for payment/reimbursement;
12. Submits construction inspection report and corresponding requisitions to Decide DeKalb for funding;
 13. Approves and reviews all completed work with Program Participants upon construction completion obtaining Program Participants acknowledgement of project completion;
 14. Submits final construction inspection reports, Program Participants acknowledgement of completion, and final requisition for payment of remaining funds to Decide DeKalb; and
 15. Maintains appropriate files and records of Program activities.

In regards to the Construction Services, the Program Manager will perform the following tasks:

1. Program Manager schedules pre-existing conditions inspection with approved Construction Inspector. Such inspection shall be scheduled within 72 hours of initial contact by Program Manager.
2. Program Manager or its designated consultant inspects Program Participant's business to determine scope of services and prioritization of repairs.
3. Program Manager or its designated consultant identifies any mold, asbestos, and/or lead based paint remediation needs and assigns certified remediation contractor for inclusion within the proposed rehabilitation budget and scope of services.
4. Program Manager obtains at least three (3) bids from an approved General Contractor ("GC") in accordance with the scope of services.
5. Program Manager engages Program Participants to select General Contractor for home rehabilitation assignment.
6. Program Manager reviews the rehabilitation costs with GC and reviews rehabilitation budget scope of services with Program Participant.
7. Program Manager finalizes rehabilitation budget, which includes a line-by-line item budget listed in order of repair priority. The Program Manager should ensure the budget is comprehensive and includes the following:
 - a. Construction Costs
 - b. Contractor's Fee
 - c. Program Management Fee
 - d. Contingency Reserve

- e. Exterior Beautification
 - f. Estimated Closing Costs
8. Program Manager submits rehabilitation budget to Program Administrator for confirmation of resource allocation.
 9. Decide DeKalb reviews the proposed rehabilitation budget and notifies the Program Manager of acceptance or rejection of the submitted budget within 48 hours of receipt. If the rehab budget is rejected, Decide DeKalb must provide questions and/or rationale to Program Manager. Program Manager shall have 48 hours to respond and submit a revised budget.
 10. Upon review and acceptance of the rehab budget, Decide DeKalb shall confirm resource allocation with Program Manager.
 11. Within 72 hours of resource confirmation, the Program Manager meets with GC and Program Participant and performs the following tasks:
 - a. Provide an overview of the final rehabilitation budget and scope of repairs to the Program Participant;
 - b. Obtain written acknowledgement of final rehabilitation budget and scope of repairs by Program Participant;
 - c. Obtain written acknowledgement of loan amount and residency requirements by Program Participant; and
 - d. Ensure that GC and Program Participant execute the Contractor Agreement.
 12. Upon execution of the Contractor Agreement, the following occurs:
 - a. Program Manager provides GC "Notice to Proceed."
 - b. GC pursues necessary permits.
 - c. Simultaneously to permits, the Program Manager coordinates the following:
 - i. Delivery of required "GC/Program Participant documents" to closing attorney for preparation of loan documents. These GC/Program Participant documents shall include, but are not limited to:
 1. Executed GC/Program Participant Contract;
 2. Program Participant acknowledgement of rehabilitation budget and scope of repairs; and

3. Program Participant acknowledgement of grant amount and residency requirements.
13. Upon receipt of the permits, the Program Manager shall notify Decide DeKalb, and Decide DeKalb shall coordinate scheduling the closing with the closing attorney and will subsequently notify the Program Manager of the closing date.
 14. Closing attorney follows Decide DeKalb processes to close grant which are as follows:
 - a. Closing attorney sends to Decide DeKalb the "closing documents" no later than 48 hours prior to scheduled closing.
 - b. The closing documents includes but is not limited to:
 - i. the Tax Allocation District SBPIG Grant Agreement;
 - ii. Land Use Restriction Agreement ("LURA"), where applicable; and
 - iii. Executed GC/Program Participant Contract.
 15. Decide DeKalb will review the closing documents, communicate any corrective changes or comments to the closing attorney as needed, and deliver documents to be held in escrow pending closing to the attorney within the 48-hour period.
 16. Post-closing, closing attorney shall deliver to Decide DeKalb executed originals of the closing documents described above.
 17. Within 48 hours of grant closing, Program Manager or its designated agent will visit the business to ensure repair and rehabilitation construction has been commenced by the GC.
 18. Program Manager should monitor construction, schedule construction inspections, review the GC's requisition and coordinate submission of requisitions to Decide DeKalb. Requisitions should include the following items:
 - a. Completed and executed General Contractor's AIA G702 and G703 forms;
 - b. Invoices for all other "soft cost" expenditures (Non-construction Costs);
 - c. Invoices and check copy or canceled check for all reimbursable expenses paid to third parties;
 - d. Construction Lien Waivers (Hard Costs Only);
 - e. Construction Inspection Report as obtained and provided by Program Manager (via hard copy or electronic format);

- f. Payment Instructions Form; and
 - g. Contractor Affidavit Under O.C.G.A. 13-10-91 (b) (1) (Exhibit "C").
19. Decide DeKalb will employ the following process and procedure when approving requisition draws:
- a. Requisitions will be reviewed and processed within three (3) business days of a completed submission.
 - b. No more than one (1) disbursement requests will be processed within a thirty (30) day period for each home.
 - c. Complete and accurate requisitions submitted on Monday, Tuesday, or Wednesday will be reviewed by Friday pending satisfactory review.
 - d. Complete and accurate requisitions submitted on Thursday or Friday will be reviewed by the following Thursday or Friday.
 - e. Decide DeKalb will process draw payments within five (5) business days following review and approval of requisitions.
 - f. Payment by ACH is preferred by Decide DeKalb; if a check is requested Payee information must be confirmed and delivery of check pre-arranged by contacting Decide DeKalb.

EXHIBIT B

SAMPLE GENERAL CONTRACTOR SELECTION CRITERIA

Selection of a general contractor in the Housing Investment BrighterHome Owner-Occupied Rehabilitation Program ("BrighterHome") is the responsibility of the procured Program Manager with acceptance and acknowledgement from the homeowner. The selection of a general contractor in BrighterHome will follow the Program Manager's procurement process, with bidding, awards and contract execution coordinated by the Program Manager. Rehabilitation work will be undertaken only through a written tri-party contract between the contractor, Program Manager, and the homeowner receiving the assistance.

The Program Manager will obtain a minimum of three (3) bids on the planned repairs, based on the preliminary work write-up prepared by the Program Manager in accordance with the guidelines provided for eligible repairs and prioritization. The bids are to be returned to the designated location on the specific due date. The Program Manager will record the total amount of the bid and the date and time the bid was received. The Program Manager will evaluate the bid documents to determine which bids are eligible. Bids are considered eligible when the following conditions are met:

1. The submitting contractor currently meets all program requirements and is not debarred or suspended from participating in the BrighterHome Program.
2. The contractor is not on probation as described in the following Section C.
3. The bid is received by the Program Manager or its designated agent prior to the bid submission deadline date and time stated in the bid documents.
4. The total amount of the bids is within 15% of the total cost listed on the initial work write-up prepared by the Program Manager and does not exceed the maximum dollar limits of the program.

If none of the bids solicited are within 15% of the preliminary work write-up initially or by negotiation, the bid must be rejected and other bids must be obtained that are within the specified cost limits. Any bids received outside of the estimated range of housing rehabilitation will be rejected and the bidder will be notified in writing. Contracts will not be awarded until the Program Manager has completed its contractor certification and the contractor has met the requirements.

Contractors in the BrighterHome Program will only be able to have one contract in progress at any time until they have successfully completed at least three (3) contracts. Successful completion of three contracts removes this restriction and the contractor may have more than one rehabilitation project at any given time.

When an acceptable, eligible bid has been secured and the general contractor is selected, the contractor is notified that they must furnish the Program Manager or Decide DeKalb with a

current Certificate of Insurance, a completed Contractor Information Form, and a statement concerning the non-use of lead-based paint. Information will be verified for accuracy and completeness of the forms submitted by the contractor. If all submitted documents are in order and the contractor is not on the list of parties debarred or suspended from participation in federal procurement or non-procurement programs or if the contractor is not suspended or debarred from participation in the DeKalb County Special Purpose Home Repair Program or BrighterHome, the Program Manager will proceed with the preparation of contract documents.

Participating general contractors must obtain all permits that are required to perform the authorized scope of work. The contractor must comply with all the regulations governing the issuance and inspections of any work permitted. Furthermore, all general contractors and subcontractors must possess trade or other professional licenses as may be required by the State of Georgia and the DeKalb County in order to perform such functions that are subject to licensing. Each contract between a contractor, Program Manager, and a homeowner shall contain language denying participation to contractors who fail to perform in a satisfactory manner.

Contractors proven to provide poor service or quality of workmanship and/or who exhibit behavior that is not professional in the opinion of the Program Manager or Program Administrator will be debarred or suspended from any future contracts with the BrighterHome Program. Contractors will be informed of this decision in writing with the opportunity to appeal to the Program Manager.

Contractors will be required to have criminal background checks.

This section sets forth requirements and procedures with respect to contractor qualifications and construction contracts for housing rehabilitation assistance.

- A. **CONTRACTOR** - The term "Contractor" applies to the firm bidding on work or receiving an award. The firm must hold a current Georgia General Contractor license. Contracts for Major System Repairs may be awarded to business vendors whose services are appropriate for the work to be done (i.e., roofing contractor, plumber or licensed electrician) but who may not necessarily be licensed general contractors. These vendors must have current licensure applicable to their specialty.
- B. **FINANCIAL CAPACITY** - Contractor must be able to demonstrate financial capacity to provide for their working capital needs. This may be evidenced by two-years financial statements, documents supporting trade lines of credit, or bank statements indicating access to lines of credit or cash on hand of \$10,000 or greater.
- C. **INSURANCE** - Before commencing work, the contractor shall submit to the Program Manager a current certificate of insurance as evidence of the coverage required.
 - 1. The contractor shall carry or require that there be carried Workers' Compensation

Insurance for all employees and those of subcontractor engaged in work at the site in accordance with Georgia State Workers' Compensation Laws.

2. The contractor shall carry during the life of the contract Property Damage Insurance in the amount of not less than \$100,000 to protect the contractor and subcontractor from claims for property damage which might arise from operations under their contract.
 3. The contractor shall carry or require that there be carried General Liability Insurance. The Program Manager and Program Administrator must be named as an additional insured under the general contractor's protective coverage. General contractors or agents participating in the BrighterHome Program must furnish the Program Manager, written notice of any change and/or cancellation of the required coverage no less than thirty (30) days before any such change is effective. Coverage will be verified by the Program Administrator the Program Administrator before contract execution.
- D. FORM OF CONTRACT - The contract documents to be executed by the homeowner and the general contractor will be prepared by the Program Manager or its designee after a preconstruction conference. At this preconstruction conference, the homeowner, Program Manager, and contractor will agree to the work condition, use of facilities and other construction related matters. Such documents must be fully executed prior to beginning the rehabilitation work. These contract documents shall state a specific date for commencement of the work, a specific date for completion of work, and a copy of the work write-up. An executed copy of the contract shall be furnished to the homeowner, contractor, and to the Program Manager or its designee.

EXHIBIT C SAVE AFFIDAVIT UNDER OCGA § 50-36-1(e)(2)

DECIDE DEKALB AFFIDAVIT VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT

By executing this affidavit under oath, as a Contractor for Decide DeKalb or other public benefit as provided by O.C.G.A. § 50-36-1 and determined by the Attorney General of Georgia in accordance therewith, I am stating the following with respect to my application for a Decide DeKalb public benefit:

For: _____
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) ☐ I am a United States Citizen

OR

2) ☐ I am a legal permanent resident 18 years of age or older or

OR

3) ☐ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

All non-citizens must provide their Alien Registration Number below.

Alien Registration number for non-citizens

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. **The secure and verifiable document provided with this affidavit is:**

Must attach copy of Drivers' License, Passport ID page, or other secure and verifiable document.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute.

Signature of Applicant

Date:

Printed Name:

Sworn to and subscribed before me

This _____ day of _____, 20____

Notary Public

My commission expires: _____

EXHIBIT C-1 CONTRACTOR AFFIDAVIT UNDER OCGA § 13-10-91(b)(1)

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, et seq. (the "Act") and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the "Rules"), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Decide DeKalb: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with Decide DeKalb of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with the Act and the Rules through the subcontractor's execution of the subcontractor affidavit provided below.

The undersigned contractor further agrees to provide a copy of each such affidavit to Decide DeKalb at the time the subcontractor(s) is retained to perform such services and to maintain copies of all such affidavits for no less than five (5) years from the date provided to Decide DeKalb and otherwise maintain records of compliance with the Act and the Rules as required.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Employment Eligibility Verification (E-Verify)

Date of Authorization

User Identification Number

I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: Authorized Officer or Agent

Date

Subcontractor Name

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me



This _____ day of _____, 20____

Notary Public

My commission expires: _____

EXHIBIT C-2 SUBCONTRACTOR AFFIDAVIT UNDER OCGA § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 (the "Act") and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the "Rules"), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of Decide DeKalb: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned subcontractor further agrees that it will contract for the physical performance of services in satisfaction of the Contract only with sub-subcontractors who present an E-Verify Affidavit to the undersigned subcontractor with the information required by the Act and the Rules. The undersigned subcontractor will forward notice of the receipt of an E-Verify Affidavit from a sub-subcontractor to the Contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an E-Verify Affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the Contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Employment Eligibility Verification (E-Verify)

Date of Authorization

User Identification Number

I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: Authorized Officer or Agent

Date

Subcontractor Name

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me



This _____ day of _____, 20____

Notary Public

My commission expires: _____

EXHIBIT D CERTIFICATION STATEMENT

It is understood that the information contained in this Request for Qualifications Respondent Questionnaire will be independently verified by Decide DeKalb and will be relied upon by Decide DeKalb in selecting Respondents. We hereby certify, to the best of our belief and knowledge, that the information presented by the foregoing Respondent Questionnaire and RFQ Response is true and accurate to the extent possible given all available information. In certain instances, estimates have been made based upon reasonable assumptions using such reliable sources of data and information as are available to this institution.

This _____ day of _____, 20____.

Authorized Officer (Signature)

Authorized Officer
(Type or Print Name and Office Held)