

**WINNEBAGO COUNTY  
HOUSING AUTHORITY  
AND WINNEBAGO HOMES  
ASSOCIATION**

**REQUEST FOR QUALIFICATIONS  
("RFQ") RELATING TO  
DEVELOPMENT SERVICES**

**Winnebago County Housing Authority  
3617 Delaware Street  
Rockford, Illinois 61102  
Attn: Alan Zais, Executive Director**

**Dear Respondent:**

**The Winnebago County Housing Authority and the Winnebago Homes Association (Collectively “WCHA/WHA”) is issuing this Request for Qualifications (“RFQ”), soliciting proposals for:**

**DESCRIPTION:**

The WCHA/WHA is seeking a development team to assist in new construction and rehabilitation of affordable housing in the Illinois communities of South Beloit, Rockton, and Freeport, as well as to facilitate additional development in the WCHA/WHA service area (“*Project*”). Respondents may submit proposals for the entire Project or for a subset thereof, i.e. by one or more communities.

**ISSUE DATE:**

July 26, 2024

**PROPOSAL DUE DATE AND TIME:**

August 8, 2024, 4:00 PM Central Time

**PROPOSAL SUBMISSION PLACE:**

Winnebago County Housing Authority  
3617 Delaware Street  
Rockford, IL 1102

**DIRECT QUESTIONS TO:**

Alan Zais  
Executive Director  
Winnebago County Housing Authority  
3617 Delaware Street  
Rockford, IL 1102  
(815) 963-2133 ext. 11  
Email: azais@wchauthority.com

**Note: All questions concerning this RFQ must be received in writing by mail or email no later than August 2, 2024 by 4:00 P.M. Central Time.**

**All Proposals are subject to Section E herein. WCHA/WHA reserves the right to reject any or all responses.**

# REQUEST FOR QUALIFICATIONS FOR DEVELOPMENT SERVICES

## SECTION A. SUMMARY OF SCOPE OF SERVICES AND ROLES

### 1. Scope of Development Services

WCHA/WHA, consisting of the Winnebago County Housing Authority (“**WCHA**”), a municipal corporation established pursuant to the Housing Authorities Act of Illinois, 310 ILCS 10/8, and Winnebago Homes Association (“**WHA**”) an Illinois nonprofit corporation, intends to award up to a five-year initial contract, with the possibility of one or more extensions for up to two additional years each, for development services relating to new construction and redevelopment of WCHA/WHA properties, hereabove defined as the Project.

Specifically, WCHA/WHA is seeking proposals from Respondents (also referred to in the singular and plural as “**Developer(s)**” herein) to provide a full range of development services related to the Project and who are experienced in utilizing a broad array of development tools, including mixed finance models, tax credits, as well as state and federal grants (“**Development Services**”).

### 2. WCHA/WHA Background

Established in 1940, WCHA owns and manages 228 public housing units and administers a Housing Choice Voucher program with 985 participants. WCHA’s current housing stock includes three elderly and disabled sites totaling 250 units, a 167-unit Rental Assistance Demonstration (“**RAD**”) I, and a 111-unit RAD-II program, as well as 126 project-based Section 8 rentals and 47 single family homes ranging from two to five bedrooms in size. The WCHA’s service area includes both incorporated and unincorporated areas of Winnebago County, Illinois, located 75 miles west of Chicago with a population of 285,350, and Stephenson County, Illinois, contiguous to the west of Winnebago County with a population of 44,630. HUD is the primary funding agency for both WCHA public housing and Housing Choice Voucher programs.

WHA was incorporated in 1951 as an Illinois nonprofit corporation and is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Its primary purpose is to foster low-income housing and the acquisition of property for the operation of multi-family housing projects in Winnebago County, Illinois that will provide relief of the poor and distressed, combat community deterioration, lessen the burdens of government, and lessen neighborhood tensions. WHA is a fully controlled instrumentality of WCHA and as such is subject to the same procurement requirements of WCHA.

### 3. WCHA/WHA Team’s Role

WCHA/WHA has engaged a legal team consisting of the law firms of Allen Galluzzo, Hevrin Leake, LLC (aka “AGHL Law”), located in Rockford, Illinois, and Klein Hornig LLP, with offices in Boston, Massachusetts and Washington D.C., which specializes in affordable housing,

to assist and represent WCHA/WHA in its matters relating to the Project and will work on a cooperative basis with the selected Developer(s).

#### **4. Developer's Role**

The selected Developer(s) will be an integral partner with WCHA/WHA in the redevelopment of its existing properties and potential new development opportunities that comprise the Project. The selected Developer(s) will be required to work closely with WCHA/WHA team and any appropriate neighborhood or community organizations/agencies.

WCHA/WHA anticipates that the selected Developer(s) will have, or within its team provide, the following:

- (a) Experience in the redevelopment or revitalization of neighborhoods;
- (b) Experience in developing a working partnership with local authorities and other stakeholders to promote development projects and community revitalization;
- (c) Expertise in all functions commonly associated with land development and redevelopment including platting, zoning, common facilities, review of utilities at the site, environmental and geotechnical testing;
- (d) Experience in maximizing the use of various financing vehicles;
- (e) Expertise in development and operating budgets, construction strategies, and implementation schedules;
- (f) Experience in site preparation and infrastructure development;
- (g) Experience in the development, construction, and operation of affordable housing developments;
- (h) Expertise in housing developments that incorporate tax credit and affordable housing financing;
- (i) Expertise working with HUD, and in regulatory compliance issues;
- (j) Expertise in Section 3, WBE and MBE compliance; and
- (k) Expertise with local government authorities which regulate the permits and utilities necessary for the successful completion of the Development Services.

#### **5. Respondent's Development Team**

Respondents are to provide WCHA/WHA with a listing of their complete "*Development Team*" including the principal professional disciplines and trades required for the contemplated Project. The Development Team may include, but is not limited to, architects, engineers, a construction manager or contractor, a property manager, and a legal team.

WCHA/WHA does not prohibit or discourage any person or entity of a Development Team from being listed on the Development Team of other Respondents to this RFQ.

## **SECTION B. FINANCIAL STRUCTURE OBJECTIVES OF WCHA/WHA**

### **1. WCHA/WHA Financial Objectives**

Respondents are to provide its planned approach to the division of work and responsibility between it and WCHA/WHA, as well as its requirements regarding advance funding, compensation for all team members, and similar issues. WCHA/WHA is interested in financial structures that accomplish several objectives. They include:

- (a) Producing the greatest public benefit with the smallest consumption of public resources;
- (b) Leveraging WCHA/WHA's funds to attract other funding sources;
- (c) Obtaining a return-on and a return-of the effort and capital invested by WCHA/WHA;
- (d) Utilizing a structure that can facilitate timely implementation; and
- (e) Providing performance incentives to the developer.

### **2. Guarantees**

WCHA/WHA reserves the right to require from the selected Respondent all guarantees necessary, such as construction completion guarantees and construction warranties. The Respondents should also indicate their willingness and ability to provide guarantees that may be required for third-party financing, including guarantees to lenders and tax credit investors.

## **SECTION C. SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA**

### **1. Submission Requirements Index**

- A. Letter of Interest
- B. Respondent Qualifications
  1. Organizational Structure
  2. Profile of Principals and Key Staff
  3. Termination
  4. Litigation
  5. Previous Housing Development Experience
  6. Capacity
  7. Experience Working with Residents/Community Groups
  8. Financial Statements
  9. References
  10. Previous Default
  11. Certifications
- C. Proposed Development Methods and Strategy
- D. Utilization of Minority and Women Business Enterprises

- E. Understanding Local Requirements
- F. Site Control
- G. Other Attachments

**2. Description of Each Submission Requirement and Point Allocation**

The below table is the order in which proposals are to be organized and submitted, and contains further descriptions of the content to be evaluated and the maximum point score in each section. Each proposal has a total possible score of 100 points.

<b>A. Letter of Interest</b>		<b>(0 Points, but Required)</b>
<p>At the beginning of the proposal, the Respondent must provide a letter of interest listing the Respondent’s members and identifying the primary contact person. The letter must be signed by an authorized principal of the Respondent’s firm and include a statement that the proposal will remain valid for not less than one hundred eighty (180) days from the due date.</p>		
<b>B. Respondent Qualifications</b>		<b>(40 Points)</b>
		<b>Evaluation Criteria</b>
<b>B1. Organizational Structure and Staffing</b>	Provide a detailed description of the organizational structure and staffing of the Respondent. List the members of the Respondent’s team, indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the Respondent’s team.	<p>The degree to which the Respondent demonstrates:</p> <ul style="list-style-type: none"> <li>(1) Successful experience in the construction of housing development projects;</li> <li>(2) Familiarity and experience with development in and near Rockford, Illinois, and ability to work effectively in the local environment.</li> <li>(3) Financial capacity (of the developer/provider of guarantees);</li> <li>(4) Familiarity with requirements applicable to mixed-finance development and affordable housing requirements;</li> <li>(5) Past relationship with housing authorities and/or</li> </ul>
<b>B2. Profile of Principals and Key Staff</b>	Provide profiles of the principals and key staff involved in the Development Services. This information should specify their roles, their existing time commitments, their previous development experience and whether staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the Development Services to completion.	
<b>B3. Termination</b>	Indicate whether the Respondent or any Respondent team member has been terminated from a contract, and if so, describe the circumstances and outcome.	

<p><b>B4. Litigation</b></p>	<p>Indicate whether the Respondent or any Respondent team member has ever sued or been sued by a public agency or any other party in connection with a development project, and if so, describe the circumstances and outcome.</p>	<p>other client entities</p> <p>(6) Cohesion of the team (including Respondent), as demonstrated by experience working together, and coherence of their technical responses.</p>
<p><b>B5. Previous Housing Development Experience</b></p>	<p>Provide information on significant residential (rental or homeownership) development projects in which the Respondent has participated in the last five years. This information should list the location, size, ownership type, public programs utilized, income levels service (very low, moderate, market rate or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, and development cost. Also describe the construction and permanent financing arrangements showing the nature and extent of the participation of financial lending institutions and of the Respondent.</p>	<p>(7) Degree to which members of team (other than the Respondent) demonstrate successful experience in their respective disciplines as required for the design, development, and operation of mixed-income developments.</p>
<p><b>B6. Capacity</b></p>	<p>Respondent shall certify that the Respondent and all team members are available to start immediately. The Respondent should describe any existing time commitments of the proposed team members or their proposed staff which would impair the Respondent's ability to proceed expeditiously.</p>	
<p><b>B7. Experience Working with Residents and Community Groups</b></p>	<p>Provide evidence of resident and/or community group participation in the planning, design, and construction process. Describe previous arrangements developed with resident organizations and/or community groups and explain proposed strategy to include residents in all aspects of the development effort.</p>	

<b>B8. Financial Statement</b>	Provide current financial statements of the Respondent prepared by a Certified Public Accountant. If desired, these may be submitted in a separate, sealed envelope and will be treated confidentially.	
<b>B9. References</b>	Provide the name, mailing address and telephone number of community partner references, housing authority references, tax credit investor references, and a housing finance agency reference.	
<b>B10. Previous Default</b>	Include a statement disclosing and describing any instance of any material non-compliance or declared default in any housing development transaction, including mixed finance by the Respondent or its affiliates.	
<b>B11. Certifications</b>	<p>Complete and attach the following exhibits:</p> <p>EXHIBIT A Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters,</p> <p>EXHIBIT B Certification Regarding Lobbying, and</p> <p>EXHIBIT C Conflicts Certification.</p>	
<b>C. Development Methods and Strategy</b>		<b>Evaluation Criteria</b>
Provide a narrative description of the Respondent’s methods and strategies in the successful development of affordable housing. Illustrate with descriptions of at least three developments. Please make specific reference to various funding vehicles.		The degree to which the Respondent demonstrates successful experience in the construction of housing development projects

*Table continues next page.*



<b>D. Utilization of Minority and Women Business Enterprises</b>	<b>(10 points)</b>	<b>Evaluation Criteria</b>
Describe proposer’s approach and process to promote MBE/WBE and Section 3 business participation in past development efforts.		(1)The degree to which the Respondent provides for minority and women-owned business participation reflective of the local community and demonstrates compliance with equal opportunity and non-discrimination requirements.  (2)The degree to which the Respondent demonstrates experience in, and an effective approach to, compliance with Section 3 requirements and resident participation.
<b>E. Understanding Local Requirements</b>	<b>(15 Points)</b>	<b>Evaluation Criteria</b>
Demonstrate that the Respondent possesses an understanding of local requirements and procedures that will enable development projects to be efficiently completed.		The degree to which the Respondent demonstrates familiarity and experience with development in the Illinois counties of Stephenson and Winnebago, and their ability to work effectively in the local environment.
<b>F. Site Control</b>	<b>(5 Points)</b>	<b>Evaluation Criteria</b>
Demonstrate that the Respondent has site control of the proposed properties.		Evidence of control such as a Letter of Intent or Purchase and Sale Agreement
<b>G. Other Attachments</b>		
<b>(0 Points; Optional)</b>		
The Respondent may attach, at the end of their submission, other promotional materials or work products that demonstrate its experience and qualifications.		

## **SECTION D.**

## **SELECTION PROCESS AND SCHEDULE**

### **1. Selection Process**

The purpose of this RFQ is to solicit meaningful proposals so that the WCHA/WHA may select, from a range of proposals, one that best meets its needs and requirements. WCHA/WHA urges Respondents to carefully review the requirements of this RFQ. Written proposals containing the requested information will serve as the primary basis for final selection.

WCHA/WHA and, if existing, its Selection Committee, reserves the right to conduct interviews and/or negotiations with one or more Respondents, if in the sole opinion of the WCHA/WHA, that method will provide the greatest benefit to the WCHA/WHA.

All proposals will be initially reviewed to determine compliance with the submission requirements specified in this RFQ. Proposals that do not comply with these requirements may be rejected without further review.

### **2. Response Due Date**

Proposals submitted in response to this solicitation will be accepted until 4:00 p.m., Central Time, August 8, 2024, and may be provided by mail or hand delivery or by email to the Winnebago County Housing Authority. If by physical delivery, respondents must provide one (1) original clearly marked "ORIGINAL" and eight (8) copies, each of which should be clearly marked "COPY". The required submission must be placed in envelopes or boxes marked "WCHA/WHA Request for Qualifications Related to Development Services" and delivered to:

Alan Zais  
Executive Director  
Winnebago County Housing Authority  
3617 Delaware Street  
Rockford, IL 61102  
(815) 963-2133 ext. 11

If by Email: [azais@wchauthority.com](mailto:azais@wchauthority.com)

If by email, the email must be sent in Portable Document Format (PDF) with the subject line of the email stating: "WCHA/WHA Request for Qualifications Related to Development Services".

The submission deadline is firm as to date and hour. A Respondent may select any mode of delivery, however, the risk of non-delivery shall remain with the Respondent. WCHA/WHA will treat as ineligible for consideration any submission that is received after the deadline. WCHA/WHA will note the time at which the proposal was received and will, upon request, provide Respondent with an acknowledgment of receiving the proposal. Emailed proposals will be deemed received as of the time listed on the incoming email to the email address listed above

and physical proposals will be deemed timely if in the possession of the WCHA/WHA at the deadline date and time. Faxed submissions will not be accepted. All timely submissions become the property of WCHA/WHA and will not be returned. Proposals will be held in confidence and provided only to those involved in the procurement process. Financial statements and bank references may be placed in a separate sealed envelope marked “confidential.” All information from a Respondent not chosen by WCHA/WHA, which information is clearly identified as confidential, will be returned to the non-chosen Respondent after the date a Development Agreement is executed with the chosen Respondent.

### **3. WCHA/WHA Procurement Policy**

A Selection Committee has been established that will be responsible for overseeing the process of procuring a Development Team and will make a selection recommendation to WCHA/WHA’s Executive Director and Board of Commissioners and WHA’s President and Board of Directors. Respondents, if any, interviewed by the WCHA/WHA or its Selection Committee, may be required to submit a “best and final” offer. .

The Selection Committee may consider unacceptable any proposal for which critical information is lacking or whose submission represents a major deviation from the requirements of this RFQ. Minor omissions or deviations, as determined solely by WCHA/WHA, may, at the sole option and discretion of WCHA/WHA, be corrected subsequent to the submission due date or waived.

WCHA/WHA may reject any or all proposals that are determined not to be in the WCHA/WHA’s best interest as determined solely by WCHA/WHA. In addition, WCHA/WHA reserves the right to waive any informalities or minor irregularities if it serves WCHA/WHA’s best interest to do so. The WCHA/WHA will select a Developer based on the allocation of points and subject to the negotiation of a Development Agreement as outlined in Section E(6) herein below.

## **SECTION E. GENERAL INFORMATION**

### **1. Interpretation**

The intent of this RFQ is to establish the general specifications for the professional services needed and to provide prospective Respondents with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions regarding this RFQ may only be submitted in writing (mail, email or hand delivery) and should refer to the specific paragraph in question. All questions must be received no later than August 2, 2024.

Questions about this RFQ must be submitted to:

If by email: [azais@wchauthority.com](mailto:azais@wchauthority.com)

If by mail or hand delivery, to:

Alan Zais  
Executive Director  
Winnebago County Housing Authority  
3617 Delaware Street  
Rockford, IL 61102  
Phone: (815) 963-2133 ext. 11

Responses to questions will be provided as written addenda to this RFQ and will be available on the WCHA website at: <http://www.co.winnebago.il.us>. The electronically posted addenda shall become part of this RFQ, and all Respondents will be bound by the addenda.

Beyond the above communications, Respondents and their representatives may not make any other form of contact with WCHA/WHA Staff, Board Members or Residents. Any improper contact by or on behalf of a Respondent may be grounds for disqualification.

## **2. WCHA/WHA Options**

WCHA/WHA reserves the right to at any time, in its sole discretion and for any reason, to do any or all of the following:

- a. waive or correct any immaterial defect or technical error in any response, proposal, or proposal procedure, as part of the RFQ or any subsequent negotiation process;
- b. reject, in whole or in part, any and all proposals received in response to this RFQ which are incomplete and/or non-responsive;
- c. request that certain or all Respondents to this RFQ supplement or modify certain aspects of the information or proposals submitted;
- d. cancel this RFQ and/or reissue a request for proposals;
- e. procure any service by any other means legally permitted;
- f. modify the selection procedure, the scope of the proposed project or the required responses; and
- g. extend deadlines for accepting proposals, request amendments to proposals after expiration deadlines, or negotiate or approve final agreements.

All Respondents shall comply with the conditions, requirements and specifications contained herein. Any departure shall constitute sufficient cause for rejection of the proposal at WCHA/WHA's discretion.

No award will be made to any Respondent that is determined not responsible to perform or if suspended, debarred, or otherwise determined ineligible to receive an award by HUD in accordance with 24 C.F.R. Part 24. Prior to award, WCHA/WHA will review the proposed Respondent's ability to perform the contract successfully, considering such factors as the Respondent's integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-Procurement Programs published by the General Services

Administration), compliance with public policy, record of past performance (including contacting the Respondent's previous clients), and financial and technical resources.

WCHA/WHA will accept only one (1) proposal from each Respondent. Respondents are to clarify if they are responding to the Project in its entirety, or must specifically identify for which Project location(s) their proposal is intended if not responding to the Project in its entirety.

Notwithstanding that this RFQ is for the procurement of Development Services regarding the Project, WCHA/WHA will decide, in its sole discretion, whether the selected Respondent will be engaged for any particular scope of work and WCHA/WHA, in its sole discretion, reserves the right to re-procure a Developer for any individual project.

### **3. No Claim Against WCHA/WHA**

A Respondent shall not obtain, by submitting a proposal in response to this RFQ, any claim against WCHA/WHA or WCHA/WHA's property by reason of all or any part of any of the following: any aspect of this RFQ; the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter into any agreements; any statement, representations, acts or omissions of WCHA/WHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

The Respondent will be responsible for all costs incurred in preparing a response to this RFQ. All material and documents submitted by Respondent will become the property of WCHA/WHA and will not be returned, excepting therefrom those confidential items as set forth in Section D(2) above. Any Respondent selected for further interviews and negotiations will be responsible for all costs incurred in connection therewith.

### **4. Personnel**

In submitting a proposal, the Respondent is representing that its personnel described in its proposal shall be available to perform the services described, barring illness, accident, or other unforeseeable events of a similar nature in which cases the Respondent must be able to provide a qualified replacement. Furthermore, Respondent's personnel shall be considered to be, at all times, the sole employees of the Respondent under its sole direction, and not employees or agents of WCHA/WHA.

Similarly, Members of the Respondent's Development Team shall not be considered to be direct employees or have a contractual relationship with WCH/WHA. Respondent is also representing it has the permission of the persons and entities comprising the Development Team to be listed as part of Respondent's Development Team and Respondent represents it has secured reasonable assurance that members of the Development Team are similarly available to perform the described services.

## **5. Contract Form and Issues**

This RFQ is intended to find and procure a Developer and lead to a Development Agreement with that Developer, the exact terms of which will be negotiated between WCHA/WHA and the successful Respondent. No contractual rights shall arise out of the process of negotiation until such time as the WCHA/WHA and the selected Developer have signed an agreement. Development Services under the agreement shall commence immediately upon execution, or as defined within the Development Agreement.

## **6. Rules, Regulations and Licensing Requirements**

The Respondent, their staff and agents shall comply with all laws, ordinances, and regulations applicable to the services specified herein, especially those applicable to conflict of interest. Respondents are presumed to be familiar with all Federal, state, and local laws, ordinances, codes, rules and regulations that may in any way affect the services to be provided.

## **7. Equal Opportunity Employment**

Respondents agree that there will be no discrimination as to race, gender, religion, color, age, creed, or national origin regarding obligations, work and services performed under the terms of any contract ensuing from this RFQ. Respondents must also agree to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, as supplemented by the Department of Labor Regulations (41 C.F.R. Part 60).

**END OF TEXT**

**EXHIBIT A**

CERTIFICATION OF PROPOSER REGARDING DEBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
and its key principals that we:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency;
- (2) Have not, within a three year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a 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;
- (3) 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 offenses enumerated in Paragraph (2) of this certification; and
- (4) Have not within a three year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

\_\_\_\_\_  
Name:  
Title:  
Date:

**EXHIBIT B**

CERTIFICATION REGARDING LOBBYING

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
and its key principals that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclosure accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Name:  
Title:  
Date:



**EXHIBIT C**

CONFLICTS CERTIFICATION

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
and its key principals that:

- (1) No actual or apparent conflict of interest exists with regard to the Winnebago County Housing Authority or Winnebago Homes Association;
- (2) No actual or apparent conflict exists with regard to proposer's or its key principal's possible performance as developer under the Request for Qualifications, and
- (3) No actual or potential claim exists against the Winnebago County Housing Authority or Winnebago Homes Association.

\_\_\_\_\_  
Name:

Title:

Date: