

El Paso Collaborative for Community and Economic Development

Guidelines for Participating Contractors

In an effort to assure quality workmanship, due diligence in exercising its fiduciary obligation, and in an effort to promote opportunities for historically underutilized businesses (minority and women-owned) all Contractors participating in the HOME program must meet all of the following guidelines.

1. Contractor must have a valid Tax Identification Number and, business registered with Texas Secretary of State and Texas Comptroller of Public Accounts. Visit web-page for account status search <https://mycpa.cpa.state.tx/coa/Index.html>
2. Contractor must be actively registered with the Central Contractor Registration (primary database for the Federal Government). Visit web-page for registration information: <https://uscontractorregistration.com>
3. Contractor Builder must provide current certificates of insurance for General Liability and Worker's Compensation.
4. Contractor must provide evidence of cash flow: **Verification of Line of Credit from a Financial Institution (showing amount of credit available) OR Letter of Recommendation from Financial Institution (stating ability to cash flow projects up to \$20,000).**
5. Contractor must have excellent local customer, banking, sub-contractor, and vendor references.
6. Special trades Subcontractors must have valid, unexpired licenses relative to the specific trade (electrical, HVAC, plumbing) and businesses must meet all local, state and federal requirements for operating a businesses.
7. Contractor and all its subcontractors may not participate in the program if he/she is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department agency.
8. Section 3, HUD Act of 1968 encourages access to federal contracts to local businesses. In compliance with Section 3 in accordance with 24CFR 135.34 Contractor will make every effort to hire low-income individuals from the community.
9. Contractors and subcontractors shall abide by the Equal Opportunity requirements under the Code of Federal Regulation (CFR) 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a).
10. Construction Contractors should understand the purpose of EPC's participation with State funded housing programs by visiting the web-pages below:
 - HOME Programs <http://www.tdhca.state.tx.us/home-division/hra.htm>
 - Housing Trust Fund-Amy Young Barrier Removal Program <http://www.tdhca.state.tx.us/htf/single-family/amy-young.htm>

NOTE: Builders who do not meet all local, state and federal requirements for operating a business will not be considered as qualified builders and their bids will not be accepted for consideration.

Contractors or Subcontractors that have a pending legal matter with the El Paso Collaborative will not be eligible to bid until the matter has been resolved.