

Department of Community Affairs
Office of Affordable Housing

GENERAL CONTRACTOR APPROVAL FORM

All projects that have received a low income housing tax credit allocation must have their general contractor approved prior to commencement of construction. Applicants are encouraged to competitively bid general contractor contracts. The general standards for a prospective contractor are as follows:

- Adequate financial resources to perform the contract or the ability to obtain them;
- The ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- A satisfactory record of past performance, integrity, and business ethics;
- The necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them; and
- The necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

Applicants are encouraged to investigate a general contractor's ability to comply with strict requirements for project commencement and completion.

Project Name: _____

Project Number: _____

Project Street Address: _____

Project City, Zip, County: _____

Contact Name and Title: _____

Contact Phone and Email: _____

Name of General Contractor: _____

Contractor Street Address: _____

Contractor City, Zip, County: _____

GC Principal Name and Title: _____

GC Principal Phone and Email: _____

Is this contractor bondable? _____

Expected Start date of Construction: _____

Have you utilized the services of this contract before? _____

How many times? _____

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The following documents should be included with this request:

- A resume on the General Contractor's Construction Experience that demonstrates a history of having performed work of the scope and type required for the development (number of projects, number of units, location of projects, capacity of involvement);
- Three (3) letters of reference with contact information (name, address, email, phone and facsimile numbers);
- Affidavit that the Contractor is not on the U.S. Department of Housing and Urban Development (HUD) list of contractors debarred or not approvable for prior noncompliance with HUD or DCA requirements;
- A statement as to whether the General Contractor has any lawsuits pending, have ever declared bankruptcy or has any pending unresolved claims;
- A statement as to whether the General Contractor has been bonded within the last three (3) years; If bonded, amount and by what entity.
- The General Contractor's Schedule of Work in Progress which details current projects under construction and estimated timeline for completion;
- Evidence of the ability to obtain payment and performance bonds each in the amount of 100% of the total construction contract. If an Identity of Interest exists and the contractor cannot obtain a payment and performance bond, a waiver of the requirement for payment and performance bonds may be granted. In the form of a letter of credit in the amount of 50% of construction costs (including overhead and profit) or the owner obtains private construction financing from a financial institution in the amount of the GHFA loan.
- A complete AIA A305 General Contractor Qualification statement;
- A positive Dun & Bradstreet report (ordered by DCA). The contractor will be invoiced for the fee); and
- Evidence that the General Contractor carries Comprehensive General Liability and Worker's Compensation insurance in the amounts specified in the Construction Contract or the DCA Insurance Manual, whichever is the most restrictive.

All of these items must be provided before a General Contractor can be approved to perform work on a DCA funded project.