DATE
RE: CSH HUD TA Subcontractor Application

To Whom this May Concern:

[Your company name] is interested in becoming a CSH subcontractor for opportunities with the Department of Housing and Urban Development (HUD)’s Community Planning and Development (CPD) funded technical assistance work over the next year.

[Provide a brief synopsis of your company’s relevant project work, experience and expertise, and years of relevant experience in community development technical assistance.]

Our rates for 2019 are provided. These rates are the same rates we utilize with other government funded agencies. Rates include direct labor and indirect labor costs (i.e., fringe, overhead, G & A, etc).

[Your company name] hereby certifies that it is not identified in the federal System for Award Management as an entity excluded from receiving federal contracts, subcontracts, or federal financial and non-financial assistance and benefits and that it is not otherwise debarred, suspended, or been declared ineligible to receive federal contracts. I understand that I will need an active registration at [http://www.sam.gov] before entering into a CSH HUD subcontract valued at more than $3,000 annually.

[Your company name] understands that CSH will evaluate applications utilizing the following criteria:

- Demonstrated successful performance of substantially similar work;
- Staff experience and qualifications;
- Rate reasonableness and overall cost of services; and
- Ability to comply with the administrative and financial management requirements of the prime award from HUD.
- If past CSH subcontractor, compliance with CSH subcontractor requirements.

Questions regarding finances should be directed to [contact person’s name, email address and phone number]. Questions regarding project work, expertise, experience, and references should be addressed to [contact person’s name, email address and phone number].

Sincerely,

Name:
Title:
Attachments