**VERIFICATION OF**

**PROFESSIONAL SERVICES CONTRACTOR ELIGIBILITY**

|  |  |  |  |  |  |
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| **Verification of Prime Contractor Eligibility**  **Please Note:** Verifiations must be obtained prior to award of contract | | | | | |
| 1. | Grantee Name | |  | | |
| 2. | CDBG Contract Number | |  | | |
| 3. | County | |  | | |
| 4. | Services being provided | |  | | |
| * Identification of the Vendor contractor and principals of the firm. | | | | | |
| 5. | Vendor Name | | |  | |
| 6. | Address | | |  | |
| 7. | City | | |  | |
| 8. | State | | |  | |
| 9. | Zip Code | | |  | |
| 10. | Vendor Phone Number | | |  | |
| 11. | Enter the name of each principal below | | | | Enter the title of each principal |
| 12. |  | | | |  |
| 13. |  | | | |  |
| 14. |  | | | |  |
| * Signature and dates below indicate verification by grantee | | | | | |
| 15. | Vendor’s eligibility performed by | (Print) | | | |
| (Sign) | | | |
| (Date) | | | |

**\*ATTACH PROOF OF ELIGIBILITY FORM**

<http://www.sam.gov>

and

[https://www5.hud.gov/ecpcis/main/ECPCIS\_List.jsp.](https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp)

**Instructions for *Verification of Professional Services Contractor Eligibility***

Note: This form must be executed before the award of a contract.

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| 1-3. Name, Contract #, County | Name of grant recipient, CDBG contract #, County |
| 4. Services Being Provides | Description of services the vendor will provide to Grantee |
| 5-10. Prime Contractor Identification | The legal name of the vendor firm. Address, & Phone |
| 11-14. Identification and titles of Principals of the firm | Since the names are checked against a federal database of debarred names, list the complete name if possible.  In the case of corporations, “Principals” are owners or office holders as recorded legally. In sole proprietorships or partnerships, “Principals” are the owner(s).  Titles or Position: Examples—President, Vice Pres, Secretary. |
| 15. Identification of grantee staff performing prime contractor eligibility verification | The name and signature of the grantee staff who verifies the prime contractor’s eligibility; date which the verification was performed |