

MFH_515_514_516_EXCEPTION TO CONTRACT METHOD - PUBLIC BODY SUBMITTAL LIST

Applicant Use

When the loan or grant is for repair or rehabilitation of an *existing* facility and it is not practicable to perform all work by the contract method, with the approval of Rural Development Rural Housing Service: a public body may request an exception to this requirement. [7 CFR 1924.13\(e\)\(1\)\(viii\)](#)

The applicant must submit a “**Request for Exception to Contract Method – Public Body**” for program delivery, on letterhead, making the request and providing the following documentation:

Project Name & Location:

Applicant Name & Contact Information:

Architect Name & Contact Information:

Item:
1. A copy of a duly authorized resolution by its governing body requesting Rural Development to permit an exception to contract method;
2. A scope of work and construction timetable;
3. What phases of work can be contracted and what cannot;
4. Why it is not practicable to contract all phases; Submit the following: a. Narrative to support eliminating the contract method for construction
5. Management ability and employee qualifications for performing the work; Submit the following: a. Listing of employees qualified to complete the work and documentation of their qualifications b. Examples of previous projects administered by applicant/qualified employees
6. Proposed method of fund control and frequency of payments;
7. How changes in scope of work and construction timetable will be approved; a. Change Orders will be submitted prior to work performed using Form RD 1924-7 or AIA G701 with signature attachment etc.
8. Proposed method of certifying progress and requesting payments; a. Partial Payment Estimates will be submitted using Form RD 1924-18 or AIA G702 with signature attachment etc.