

EXHIBIT 4-B

DEBARMENT CHECK INSTRUCTIONS

On-line contractor debarment checks may be done via the Internet. The Excluded Parties Lists System (EPLS) is the electronic version of the Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs, which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The direct address for the Excluded Parties Lists System is: **<http://www.epls.gov>**

When doing the debarment check, you should do a search under the search menu (current exclusions) and the archive menu (past exclusions). By doing this, the entire database is searched simultaneously. Enter BOTH the name of the firm and the contractor's proper name on the search screen.

- **Print the results to provide documentation of the debarment check**
- **Keep a signed copy in your project files**
- **Provide a copy to your HOME Program Officer before any requests for funds that include payments to the contractor**

The EPLS search and archived menu is updated the same day the record is updated. The reports menu is updated the next day. For additional or detailed information regarding an excluded party call the appropriate agency contact person. Agency points of contact are listed under "View Agency Contacts."