



# Request for Proposals

PROJECT 23V09

## BALTIMORE REGIONAL PROJECT-BASED VOUCHER (PBV) PROGRAM

ISSUE DATE

**March 21, 2023**

DUE DATE

**Rolling until August 24, 2023 (5:00 PM)**

**Submit Proposals to:**

Baltimore Metropolitan Council

ATTN: Dan Pontious

E-mail: [dpontious@baltometro.org](mailto:dpontious@baltometro.org)

Contact for More Information: Dan Pontious

E-mail: [dpontious@baltometro.org](mailto:dpontious@baltometro.org)

<http://bit.ly/BaltRegionalPBV>

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# Introduction

Baltimore Metropolitan Council (BMC) is a private nonprofit organization committed to identifying regional interests and developing collaborative strategies through plans and programs that will improve the quality of life and economic vitality throughout the region. BMC’s Board of Directors includes the Mayor of Baltimore City, Executives of Anne Arundel, Baltimore, Harford and Howard counties, a Carroll County Commissioner, a Queen Anne’s County Commissioner, a Delegate and Senator from the State of Maryland and a gubernatorial appointee.

The Baltimore Regional Transportation Board (BRTB) is the designated Metropolitan Planning Organization (MPO) for the Baltimore region. The members consist of designated representatives from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County, Queen Anne’s County and the City of Annapolis, plus the Maryland Department of Transportation, the Maryland Department of the Environment, the Maryland Department of Planning, the MDOT Maryland Transit Administration and Harford Transit. BMC staff provides technical support to the BRTB.



The work of BMC staff includes transportation forecasting and analysis, economic and demographic research, computer mapping applications, air and water quality programs, multimodal planning, cooperative purchasing, workforce development, housing and rideshare coordination.

# Purpose

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BMC is soliciting proposals from qualified and experienced developers for new construction, substantial rehabilitation, and existing housing (all hereinafter referred to as “**Developments**”) that will use project-based subsidies (“**Vouchers**”) to create new life opportunities for low-income families. This opportunity is made possible by a regional collaboration of public housing authorities known as the Baltimore Regional Project-Based Voucher (“**Regional PBV**”) Program designed to encourage new quality affordable rental homes in safe neighborhoods with low-poverty schools that are close to job growth in the Baltimore metropolitan area.

Managed by Baltimore Metropolitan Council, this initiative builds on innovations demonstrated by a similar program in Chicago and by the existing [Baltimore Housing Mobility Program](#). The Regional PBV Program is a collaboration of the following agencies and organizations:

- Baltimore County Office of Housing
- Baltimore Metropolitan Council
- Baltimore Regional Housing Partnership
- Harford County Department of Housing and Community Development
- Housing Authority of Baltimore City
- Housing Authority of the City of Annapolis
- Housing Commission of Anne Arundel County
- Howard County Housing Commission

Our region continues to have a mismatch between housing at reasonable price points and many of our region’s areas of high job growth. This lack of conveniently located housing, available for entry-level workers, renders the region’s job centers less attractive for new business location and the expansion of existing businesses. It also contributes to excessive commutes, congestion and inefficient land use around the region. Many of these areas of our region near high job growth tend to be safe communities with low-poverty schools where studies increasingly show that an affordable home can serve as a launching pad for improved life prospects for families.

For these reasons, the public housing authorities (“**PHAs**”) listed above (“**Participating PHAs**”) are participating in the Regional PBV Program and have agreed to make Vouchers available through this RFP for up to 80 rental housing units around the metropolitan area.

# Parameters of Program

## Funding Availability and Term

80 Vouchers from Participating PHAs are available through this request for proposals (“RFP”). The Regional PBV Program’s Selection Panel (“**Selection Panel**”) may elect, at its sole discretion, to award a lesser number of Vouchers than the total available.

Vouchers may be requested for a term of up to 20 years, but not less than 5 years.

Extensions up to an additional 20 years, which may be entered into at the time of the initial HAP execution or prior to its expiration, are at the discretion of the Regional PBV Program and its Participating PHAs, with the consent of the owner of the property.

Applicants for the Regional PBV program for new development or substantial rehabilitation may be eligible for scoring incentives in a future round of the Maryland Department of Housing and Community Development (“**DHCD**”) Low Income Housing Tax Credits (“**LIHTC**”) 9 percent application process. Information on DHCD’s current Qualified Allocation Plan (“**QAP**”) signed by then-Gov. Hogan on February 4, 2022 is available at <https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx>.

## How the PBV Subsidy Works

Housing vouchers fund the difference between reasonable market rents for an apartment, plus reasonable utility costs not included in the rent, and the tenant’s rent payment, which is based upon 30 percent of his or her gross monthly income. Funding for Regional PBV units will be governed through a Housing Assistance Payment Contract (“**HAP**”) signed by both the owner of the Development and by the Baltimore Regional Housing Partnership (“**BRHP**”) on behalf of one or more Participating PHAs. BRHP will also counsel families referred from Participating PHA tenant-based voucher waiting lists and will refer all potential residents to the property owner. Only residents referred by BRHP may lease Regional PBV units.

BRHP will be responsible for administering the Vouchers and will manage the HAP, performing inspections and other required activities. BRHP and BMC will be the main points of contact for the owner with respect to the Vouchers once they are awarded,

with BRHP administering the Vouchers and BMC playing a coordinating role. This is designed to ensure a timely and efficient process.

For new development or substantial rehabilitation, owners must execute an *Agreement to Enter a Housing Assistance Payment Contract ("AHAP")* with BRHP on behalf of each PHA contributing Vouchers to the Development. The AHAP must be executed by closing of financing and prior to the Development commencing construction. The AHAP requires the owner to construct or rehabilitate the housing in accordance with PHA-approved construction drawings and specifications or work write-ups. It also establishes initial contract rents for the Regional PBV units that will be included in the HAP. BRHP will have responsibility for coordinating the AHAP process. Prior to executing the AHAP, HUD or its designee must perform a subsidy layering review and an environmental review of the proposal. If the AHAP is not executed by closing of financing, awarded vouchers will revert to the Regional PBV program.

Once units are ready for occupancy – whether new development, substantial rehabilitation, or existing housing, the owner shall enter into the HAP with BRHP on behalf of the PHAs contributing Vouchers to the development. The HAP governs the flow of subsidy to the Development for the assisted units, explains the roles and responsibilities of the PHA and owner, term, penalties, and other matters. The HAP may have a term of between 5 and 20 years, with further extensions to be determined by the Regional PBV Program and its Participating Housing Authorities. All housing assistance payments are subject to annual appropriations of federal funds by Congress throughout the HAP term.

It is highly recommended that owners interested in the program review both the HAP and, if applicable, the AHAP prior to submitting their applications. It is in the interest of all parties that owners be fully aware of program requirements and the roles of all parties prior to becoming involved with the Regional PBV Program. Respondents should be aware that HUD dictates the language and form of the AHAP and HAP, and that Regional PBV Program partners have no flexibility to negotiate them.

All of HUD's links to the AHAP for New Construction/Rehabilitation (HUD-52531-A&B) and the HAPs for both New Construction/Rehabilitation (HUD-52530-A) and Existing Housing (HUD-52530-B) are on this web page:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/project](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project)

Please note that these contracts generally have two parts.

## Setting Rent for Regional PBV Units

The AHAP and HAP set out the rent to be paid for the Regional PBV units. The rent to the owner for a PBV unit may not be more than the lowest of:

1. The HUD-approved payment standard for the location of the development (see Appendix A) minus any PHA-set utility allowance for tenant-paid utilities;
2. The reasonable rent in relation to the private unassisted rental market in the premises and area as determined by BRHP; or
3. The rent requested by the owner.

Payment standards may change each year, and the initial rent to owner included in the HAP will be governed by the HUD-approved payment standards in place at the time of the signing of the HAP. HUD-approved payment standards include a utility allowance, which will be subtracted from the payment standard for tenant-paid utilities. Per HUD regulations, the utility allowance schedule of the Participating PHA where the Development is located will determine the utility allowance subtracted. Rents for PBV units may be adjusted annually based upon the terms set forth in the HAP and HUD regulations.

Current HUD-approved payment standards for the portion of the Baltimore metropolitan area participating in the Regional PBV Program are attached as **Appendix A**. To the extent that payment standards are updated during the course of the selection process covered by this Application, updates will be made available upon request. Respondent submissions using assumptions based on either the information contained in **Appendix A** or updated information will be accepted.

## Tenant Referrals for Regional PBV Units

BRHP shall draw prospective tenants from participating PHA voucher waiting lists.

- All Regional PBV units must be leased to families referred by BRHP through this process.
- Owners are responsible for screening prospective tenants of Voucher units, but for those prospective tenants, the owner will:
  - Not apply a minimum credit score standard,

- Not consider student loan and/or medical debts as a condition of denial,
- Accept the criminal background screening done by BRHP, which will follow the standard in the Regional PBV Program Administrative Plan, Section 18 (Denial or Termination of Assistance), available at <https://bit.ly/PBVAdminPlan>, and
- Not deny prospective tenants who qualify for a Voucher for exceeding a maximum income for a unit. Section 4.4.1 of DHCD's 2022 Multifamily Rental Financing Program Guide states, "For initial lease-up, project-based voucher units will be considered 30% units for the purposes of income targeting."
- Owners must comply with all applicable non-discrimination laws and regulations in screening and making offers of housing for assisted and non-assisted units.

In order to complete initial lease-up and to fill vacancies as they arise, owners must notify BRHP of a reasonable deadline by which such referrals must be made in order to support timely leasing of the assisted apartments. Owners/Managers should provide BRHP with marketing materials in a timely manner to assist with the referral process.

The purpose of this tenant referral process is to maximize access to affordable homes in opportunity areas of the Baltimore region and to increase efficiencies in the leasing process. Families will be selected from PHA voucher waiting lists through this process in proportion to the number of vouchers contributed by each Participating PHA.

Many or all of the families who will be making substantial moves within the region will have received intensive mobility counseling from BRHP to help them prepare for the move. That counseling will include assistance with any credit issues, family budgeting, guidance on working with property owners and managers, and rights and responsibilities as a tenant. Families may also receive two years of mobility counseling following the move to help them evaluate any subsequent moves they may consider.

## **Tenant Right to Move**

After the end of the first lease term and at the end of successive lease terms thereafter, subsidized tenants have the right to move from Regional PBV units and receive tenant-based vouchers if the PHA that supplied the project-based voucher has tenant-based vouchers available. However, the Project-Based Voucher will remain with

the Regional PBV unit. In the event that the tenant leaves the Regional PBV unit, the owner must screen new tenants referred by BRHP from the pool of applicants who have likely received counseling services.

# Proposal Requirements and Content

The following are threshold requirements that must be met to qualify for Vouchers through the Regional PBV Program:

## Types of Developments and Requirements

The Regional PBV Program will accept applications in response to this RFP for new construction, substantial rehabilitation, and existing units that substantially comply with HUD HQS. This includes both multifamily and scattered-site Developments. The following requirements apply:

- Developments that include a lease-to-own option will not be considered.
- Any owner undertaking construction or substantial rehabilitation, as defined by [24 CFR §883.302](#), must carry out development work in accordance with the terms set forth in the AHAP and the requirements of [24 CFR §983.154](#).
- Pursuant to the HAP, owners must construct (if applicable) and maintain units in compliance with local jurisdiction occupancy standards and the U.S. Department of Housing and Urban Development (“HUD”) Housing Quality Standards (“HQS”). BRHP will be responsible for initial and periodic inspections of the units and common areas to verify continued compliance under the terms of the HAP. Information on HQS and BRHP’s inspection procedures is available upon request.
- For any structures built prior to 1978, federal requirements respecting the treatment or removal of lead based paint apply. Further information on these requirements is available upon request.
- Federal requirements of the Fair Housing Act and Amendments and Section 504, for accessible and adaptable apartments and the owner’s obligation to

make reasonable accommodations for disabled residents, apply. Further information on accessibility requirements is available upon request.

- For any units in a Development that has or is applying for additional financial assistance (including HUD and LIHTC financing) that requires an Affirmative Fair Housing Marketing Plan (AFHMP), the owner must submit that plan as part of their proposal to the Regional PBV Program. This is the case even if the other source of assistance (such as LIHTC) does not require the AFHMP at initial application.

## Locations for Development

The proposed Development must be located in opportunity areas, as defined by BRHP in Anne Arundel, Baltimore, Harford, or Howard Counties or the cities of Baltimore or Annapolis. An online address search tool is available at <https://brhp.org/search-tool/> and detailed map at <https://brhp.org/opportunity-areas/>.

Even within BRHP opportunity areas, proposed Developments that are zoned to elementary schools where 53.2 percent or more of students receive free and reduced meals (FARMS) will not be considered. This determination will be according to the 2022 Maryland State Department of Education (MSDE) data available at <https://reportcard.msde.maryland.gov/>. (Search for elementary school. Click on “Demographics,” then “Student Group Populations,” and finally the “FARMS” bar on the chart.) The 53.2-percent-or-more threshold represents the two highest poverty quintiles of elementary schools in the geographic area served by this program, and proposals in those two highest-FARMS-rate quintiles will not be considered. A map of these quintiles using 2021 data is included as Appendix B to this RFP. 2022 data is now available for individual schools, but not compiled for the region as a whole.

Development locations must meet HUD’s site and neighborhood standards that promote quality living situations and seek to lessen concentrations of minorities and disadvantaged people. Developments proposed for BRHP opportunity areas will generally meet these standards and do not require additional documentation. (The Regional PBV Program will still conduct its own evaluation based on the HUD standards available at [24 CFR §983.57](#).)

## Project-Based Voucher Request

The following requirements apply to Voucher requests:

- Applicants must request a minimum of five (5) Vouchers.
- No more than 25 units or 25 percent of the total units in a single multifamily development, whichever is greater, may receive Vouchers, unless otherwise excepted (e.g. units in a single-family building or excepted units in a multifamily project as defined by HUD). This 25 percent cap also applies on a building-by-building basis in developments that comprise multiple multifamily buildings. In census tracts with a poverty rate of 20 percent or below, this cap is the greater of 25 units or 40 percent of units, both total and on a building-by-building basis.
- Vouchers through this program must create new affordable units, not replace apartments that have been subsidized using public housing funds and other forms of project-based or tenant-based assistance.
- Vouchers will only be awarded to vacant units or, for existing housing, units that will become available through regular tenant turnover. No application will be approved that includes relocation as a requirement of the proposed Development.
- Voucher units may not be restricted to seniors or targeted to persons with disabilities.

## Ownership and Management

The Baltimore Regional PBV Program will only award Vouchers to ownership and management teams with substantial experience in developing, leasing, and managing similar properties, including a track record in project-based or tenant-based voucher programs.

Both the owner and proposed management of the proposed Development must have:

- Developed and/or owned and operated two fully successful housing projects of comparable or greater scope within the last five years, demonstrating occupancy rates above 90 percent
- Never been barred by a PHA from housing people with its vouchers.

- No loan defaults, foreclosure actions, bankruptcies, or outstanding construction, tax, judgment, or similar liens;
- Owned and operated successfully 20 or more units with Housing Choice Voucher assistance within the last five years.

## Financial Plan

Proposals for new construction and substantial rehabilitation must include evidence of financing or lender/equity investor interest, and proposed terms. In addition, sources and uses of funds documents must show how the subsidy from the requested Vouchers will fit within an overall project financing plan. If also applying to DHCD for support, including your Form 202 will provide the necessary information.

## Submission Requirements and Format

Each proposal shall include a cover letter and narrative description of the Development, organized in the sections outlined below. Generally speaking, items 14 and 15 will apply only to proposals for new construction or substantial rehabilitation so that applicants for existing housing will only need to complete items 1-13. BMC reserves the right to reject facially incomplete proposals and to request additional information as necessary.

- 1. Cover Letter – signed by an executive of the submitting entity with the authority to commit the entity to the performance of duties pursuant to this RFP.**

### **DEVELOPMENT NARRATIVE:**

- 2. Project Summary, Principal, Contact Information, and Acknowledgement of Regional PBV Program Parameters and Requirements:**

- Use Certification 1 (Appendix D)
- For scattered-site proposals, please fill out the first page of Certification 1 for each property.
- For LIHTC “twin” developments, please fill out the first page of Certification 1 for each section of the development for which you are requesting Vouchers. The non-senior components of each proposal will be scored as one development, but we want to understand where you are proposing Vouchers to be located.

- 3. Project description**

- Physical address of project(s) or general location if new construction

- Number of units by size (square footage) – you may refer to CDA Form 202 for this information if you submit one with your proposal.
- Number of units by bedroom and bathroom count – you may refer to CDA Form 202 for this information if you submit one with your proposal.
- Sketches/renderings of proposed housing or photos of existing property or properties
- Unit floor plans
- Listing of amenities and services
- For new construction and substantial rehabilitation, estimated completion date

**4. Opportunity:**

Documentation that your Development is in an [opportunity area, as defined by BRHP](#). Specify the K-12 public schools to which your site is zoned.

Developments will also receive higher scores in this category for a greater share of units with two or more bedrooms. Larger size units are necessary to provide opportunity to families with children. See Section V. Selection Criteria, for additional detail.

Developments not in a BRHP opportunity area will not be considered.

**5. Neighborhood map(s) identifying relationship, distances and connections between the property and the following**

- Employment centers – You may note number of jobs within a 10-mile radius using U.S. Census OnTheMap tool described in Appendix C.
- Transportation, i.e. MTA and other transit lines and highway access
- Schools, including names of zoned public schools
- Parks
- Other public amenities or services

**6. Site and neighborhood characteristics**

- For new construction, a description of proposed site, site plan, and neighborhood
- For rehabilitation, a description of existing building(s), rehabilitation plan, and neighborhood(s)
- For existing homes, a description of existing building(s) and neighborhood(s).

**7. Income mix**

- Within the proposed development
- Between rental and home ownership (if any) components of the property

- Between the property or properties and the surrounding community

**8. Evidence of site control**

- Include copies of deeds or option agreements.
- This is required for all proposals, including scattered site proposals.

**9. Proposed contract rent, term of HAP contract, and requested extension periods**

- Proposed rent amount for each type of unit that is to receive a Voucher
- A list of the utilities (e.g. electric, gas, water), services (e.g. trash pickup), and equipment (e.g. washer/dryer) that are the responsibility of the owner, and those that are the responsibility of the tenant.
- You may refer to CDA Form 202 for this information if you submit one with your proposal.
- For details see Section III: Parameters of Regional PBV Program.

**10. Principal/Applicant information**

- Identity of property owner and other principals, including any anticipated additional parties that may have an ownership role in the proposed development either presently or in the future.
- Structure chart showing names of individuals and organizations serving as officers and principal members, shareholders, investors and other parties that have any interest in the Development.
- Information on qualifications and experience of the principals
- Principals' experience developing and operating successful housing properties of comparable or greater scope within the last five years, including:
  - Vacancy rates in those properties
  - Any loan defaults, foreclosure actions, or bankruptcies, or outstanding construction, tax, judgment, or similar liens on those properties
- Principals' experience owning and operating successfully units with housing voucher assistance within the last five years, including list of properties and the number of units with vouchers at each property.
- The Regional PBV Program reserves the right to withdraw our Vouchers if any new ownership interest includes factors that would have caused us not to award the Vouchers under this RFP, or is not in accordance with HUD requirements as further described in Section 1.22 of Part 1 of the AHAP and Section 21 of Part 2 of the HAP.
- Certification that parties are not excluded from Federal programs (Use Certification 2 – Appendix D)
- Disclosure of any possible conflicts of interest by any parties that would be a violation of the HAP (Use Certification 3- Appendix D)
- Fair housing certification (Use Certification 4 – Appendix D)

- List of rental properties owned by the principals, shareholders, investors and other parties having 20 percent or more ownership interest, including addresses of properties
- Attach Good Standing Certificate(s), as described in Section VIII below, for the principals with an ownership role described in this section.

**11. Management and maintenance**

- Name, address and phone number of proposed property manager
- Qualification of proposed property manager
- Management plan for the Development
- Address of properties managed by proposed property manager
- Proposed property manager's experience operating successful housing properties of comparable or greater scope within the last five years, including vacancy rates in those properties
- Proposed property manager's experience operating successfully units with housing voucher assistance within the last five years, including list of properties and the number of units with vouchers at each property.
- Attach Good Standing Certificate(s), as described in Section VIII below for the proposed property manager.

**12. Design**

- Describe the design quality of any existing or proposed buildings and units, including how their architecture, structure, mass, features and design elements complement any surrounding community. Refer to renderings included in the Project Description.
- Share how well site design and features facilitate pleasant walking and wheelchair access to nearby amenities and transit service, if available.
- Share relevant information about the units, referring to floor plans included in the Project Description.

**13. Affirmative Fair Housing Marketing Plan – for any Development that has received or is applying for another form of assistance that requires such a plan**

- The Housing Market Area must be the county-level jurisdiction in which the Development is located.
- The Expanded Housing Market Area must be the Baltimore Metropolitan Area.
- This plan must be submitted with this proposal even if the other form of assistance that you are applying for (e.g. LIHTC) does not require it until later.

**14. Zoning, development review, and adequate public facilities**

- Evidence of zoning or that rezoning is likely/will not delay proposal
- Plan and anticipated timeline for complying with local development review standards and procedures.
- Evidence that school capacity or other adequate public facilities requirements will not delay or prevent the Development.

**15. Financing**

- Evidence of financing or lender/equity investor interest, and proposed terms.
- Sources and uses of funds
- Operating pro forma
- If also applying to DHCD for support, simply include your Form 202.

# Submission Of Proposals

## Submission Requirements

All offerors shall submit by email one (1) digital PDF file for each Proposal, either as an e-mail attachment (compress file, if necessary) or via a file-sharing service such as Google Drive or Box, to: [dpontious@baltometro.org](mailto:dpontious@baltometro.org). Please ask for an email confirming receipt of the proposal. If necessary, you may follow up by phone at (410) 732-0500 x1055.

BMC will not pay for the development and submission of proposals in response to this RFP. BMC reserves the right to reject any proposals without cost or detriment to BMC.

The offeror shall not make changes in the specifics put forth in a proposal without the prior written consent of BMC.

## Rolling Submissions until August 24, 2023

The Regional PBV Program Selection Panel will consider proposals on a rolling basis, but all proposals must be received by BMC **no later than 5:00 PM Eastern Standard Time on August 24, 2023**. Proposals arriving after the deadline will not be accepted. Please direct any questions to Dan Pontious by e-mail: [dpontious@baltometro.org](mailto:dpontious@baltometro.org). We plan to make awards within six weeks of receiving a proposal, with all awards made by September 14, 2023.

## Virtual Pre-Proposal Meeting

Tuesday, April 4, 10:00 AM

Register in advance for this meeting:

<https://baltometro.org.zoom.us/meeting/register/tZErc-GoqzorGdUrM-AzDYWloxBdiJ9qtKsJ>

After registering, you will receive a confirmation email containing information about joining the meeting.

BMC will post the list of Zoom attendees, and questions and answers from this pre-proposal conference to <http://bit.ly/BaltRegionalPBV>.

## Interpretations or Questions

Any requests for interpretation or questions concerning this application must be submitted via e-mail to Dan Pontious at [dpontious@baltometro.org](mailto:dpontious@baltometro.org). The deadline for all questions is Wednesday, August 9, at 5:00 PM. The Regional PBV Program will compile the inquiries and responses and post them online at <http://bit.ly/BaltRegionalPBV> by Tuesday, August 15. The Regional PBV Program will also post and update inquiries and responses regarding this RFP at earlier times.

The BMC Staff member listed above shall be the sole point of contact for any offeror during the procurement process.

## Right to Modify

The Regional PBV Program may deem it necessary to make modifications, clarifications or changes to this RFP at any time. BMC will make those modifications in the form of a written addendum posted to <http://bit.ly/BaltRegionalPBV>. The issuance of an addendum modifies only those items specifically discussed in the addendum and all other terms and conditions of the RFP will remain unchanged.

The applicant must acknowledge receipt of any addenda to the RFP by signing and returning with the proposal a copy of the "Certification of Receipt of Addendum" form, which will be issued with each addendum. It will be the applicant's responsibility to check <http://bit.ly/BaltRegionalPBV> or make an inquiry as to any addenda issued prior to the application.

BMC reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. BMC reserves the right to cancel this RFP, in whole or in part, any time before the closing date.

# Schedule

RFP Issued	March 21, 2023
Pre-Proposal Meeting	April 4, 2022, 10:00 AM, register at <a href="https://baltometro-org.zoom.us/meeting/register/tZErc-GoqzorGdUrM-AzDYWloxBdiJ9qtKsJ">https://baltometro-org.zoom.us/meeting/register/tZErc-GoqzorGdUrM-AzDYWloxBdiJ9qtKsJ</a>
Proposal Questions Due	August 9, 2023, 5:00 PM
Answers to Questions Posted	August 15, 2023 (on BMC’s website). Answers will also be posted at earlier times.
Proposals Due	Received and evaluated on a rolling basis, but all proposals due August 24, 2023, 5:00 PM (by email to <a href="mailto:dpontious@baltometro.org">dpontious@baltometro.org</a> )
Awards	Rolling until September 14, 2023

# Selection Criteria

All proposals for the Regional PBV Program will be reviewed by the Selection Panel. The Howard County Housing Commission has been recused from the development of this RFP and from the Selection Panel because of possible involvement in a submission. Proposals will be scored and ranked by Selection Panel based on the program criteria rubric on the following three pages:

<b>Selection Factor</b>	<b>Max. Points</b>
<p><b>Opportunity</b></p> <p>Qualifying Developments will be eligible for the following 25 points:</p> <ul style="list-style-type: none"> <li>• 5 automatic points if they are located in Baltimore City or Baltimore County as an incentive for geographic diversity in our awards.</li> <li>• Up to 5 points for rate of students receiving free and reduced meals (FARMS) at zoned elementary school, based on Maryland State Department of Education data available at <a href="https://reportcard.msde.maryland.gov/">https://reportcard.msde.maryland.gov/</a>. (Search for elementary school, click on “Demographics,” then “Student Group Populations,” and finally the “FARMS” bar on the chart.) Map of FARMS rate quintiles available as Appendix B to this RFP.             <ul style="list-style-type: none"> <li>○ Sites zoned to an elementary school with 53.2% FARMS or above will not be considered.</li> <li>○ One point for elementary school with 39.6-53.1% FARMS</li> <li>○ Three points for elementary school with 18.3-39.5% FARMS</li> <li>○ Five points for elementary school with 0-18.2% FARMS.</li> </ul> </li> <li>• Up to 5 points for proximity of jobs within 10 miles according to U.S. Census OnTheMap tool: <a href="https://onthemap.ces.census.gov/">https://onthemap.ces.census.gov/</a> (See Appendix C)             <ul style="list-style-type: none"> <li>○ 1 point for 100,000-199,999 jobs</li> <li>○ 2 points for 200,000-249,999 jobs</li> <li>○ 3 points for 250,000-299,999 jobs</li> <li>○ 4 points for 300,000-349,999 jobs</li> <li>○ 5 points for 350,000 or more jobs</li> </ul> </li> <li>• Up to 5 points for availability of alternative transportation, including public transportation:             <ul style="list-style-type: none"> <li>○ 5 points if:                 <ul style="list-style-type: none"> <li>▪ Transit stop is at the site.</li> <li>▪ Transit stops for two lines are within a ½-mile walk, or</li> <li>▪ Site includes wheelchair accessible shuttle service.</li> </ul> </li> <li>○ 4 points if:                 <ul style="list-style-type: none"> <li>▪ Transit stop for one line is ½-mile walk from site or</li> <li>▪ Transit stops for two lines are within a 1-mile walk.</li> </ul> </li> <li>○ 3 points if transit stop is within a 1-mile walk</li> <li>○ 2 points if transit stop is within a 1.5-mile walk, with entire route served by sidewalks.</li> <li>○ 1 point if transit stop is within a 1.5-mile walk, but one or more portions of route do not have sidewalks.</li> </ul> </li> <li>• Up to 5 points for other factors around the site that could affect quality of life, including presence of sidewalks, environmental factors (including proximity to busy thoroughfares), and existing concentration of Housing Choice Vouchers and publicly-assisted housing units in the census tract.</li> </ul>	<p><b>33</b></p>

Selection Factor	Max. Points																													
<p>Qualifying Developments will also be eligible for 8 points based on the mix of units requested for vouchers according to the chart below, representing opportunity for families with children:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Points Awarded</th> <th colspan="2">Development must meet requirements in both columns below</th> </tr> <tr> <th><i>Minimum % of Voucher units with 2 BRs, 3 BRs or more</i></th> <th><i>Minimum % of Voucher units with 3 BR or more</i></th> </tr> </thead> <tbody> <tr><td>1</td><td>80%</td><td>20-29%</td></tr> <tr><td>2</td><td>100%</td><td>20-29%</td></tr> <tr><td>3</td><td>80%</td><td>30-39%</td></tr> <tr><td>4</td><td>100%</td><td>30-39%</td></tr> <tr><td>5</td><td>80%</td><td>40-49%</td></tr> <tr><td>6</td><td>100%</td><td>40-49%</td></tr> <tr><td>7</td><td>80%</td><td>50% or more</td></tr> <tr><td>8</td><td>100%</td><td>50% or more</td></tr> </tbody> </table>	Points Awarded	Development must meet requirements in both columns below		<i>Minimum % of Voucher units with 2 BRs, 3 BRs or more</i>	<i>Minimum % of Voucher units with 3 BR or more</i>	1	80%	20-29%	2	100%	20-29%	3	80%	30-39%	4	100%	30-39%	5	80%	40-49%	6	100%	40-49%	7	80%	50% or more	8	100%	50% or more	<b>20</b>
Points Awarded		Development must meet requirements in both columns below																												
	<i>Minimum % of Voucher units with 2 BRs, 3 BRs or more</i>	<i>Minimum % of Voucher units with 3 BR or more</i>																												
1	80%	20-29%																												
2	100%	20-29%																												
3	80%	30-39%																												
4	100%	30-39%																												
5	80%	40-49%																												
6	100%	40-49%																												
7	80%	50% or more																												
8	100%	50% or more																												
<p><b>Mix of Incomes</b></p> <p>The highest points in this section will be given to proposed Developments that contribute to a substantial mix of incomes in the immediate community.</p> <p>All multifamily Developments will be will be eligible for 10 points for the share of Vouchers in the Development, according to the left-hand table on the next page.</p> <p>All multifamily Developments of 39 units or fewer will be eligible for an additional 10 points on the following scale according to the level of poverty in the census tract:</p> <ul style="list-style-type: none"> <li>• Below 10% poverty: 10 points</li> <li>• 10.1%-15.0% poverty: 5 points</li> <li>• Above 15.0% poverty: 0 points</li> </ul> <p>All multifamily Developments between 40 and 80 units will be eligible for an additional 10 points on the following scale of market-rate units included in the Development:</p> <ul style="list-style-type: none"> <li>• More than 20% of units market-rate: 10 points</li> <li>• Between 10.1% and 20.0% market-rate: 5 points</li> <li>• 10% market rate or lower: 0 points</li> </ul>	<b>20</b>																													

Selection Factor		Max. Points																											
<p>All multifamily Developments more than 80 units are eligible for an additional 10 points based on the right-hand table below:</p> <table border="1"> <thead> <tr> <th colspan="2" rowspan="2">Proposed Vouchers as Share of Units in Development – All Proposals</th> <th colspan="2">Share of Market-Rate Units in Developments More than 80 Units</th> </tr> <tr> <th>Market-Rate Unit Share</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td>50% or more</td> <td>10</td> </tr> <tr> <td>Voucher %</td> <td>Score</td> <td>40-49%</td> <td>8</td> </tr> <tr> <td>Up to 20%</td> <td>10</td> <td>30-39%</td> <td>6</td> </tr> <tr> <td>21-25%</td> <td>5</td> <td>20-29%</td> <td>4</td> </tr> <tr> <td>More than 25%</td> <td>0</td> <td>10-19%</td> <td>2</td> </tr> </tbody> </table> <p>Scattered site proposals entirely in BRHP areas of opportunity zoned to elementary schools with free and reduced meals (FARMS) rates of 53.2 percent and below will automatically receive 20 points in this section. Scattered site proposals outside BRHP areas of opportunity or zoned to elementary schools with free and reduced meals (FARMS) rates of 53.2 percent and above will not be considered.</p>				Proposed Vouchers as Share of Units in Development – All Proposals		Share of Market-Rate Units in Developments More than 80 Units		Market-Rate Unit Share	Score			50% or more	10	Voucher %	Score	40-49%	8	Up to 20%	10	30-39%	6	21-25%	5	20-29%	4	More than 25%	0	10-19%	2
Proposed Vouchers as Share of Units in Development – All Proposals		Share of Market-Rate Units in Developments More than 80 Units																											
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21-25%	5	20-29%	4																										
More than 25%	0	10-19%	2																										
<b>Design</b>		<b>10</b>																											
<p>Developments and units should be well-designed and attractive to both residents and surrounding communities. Building architecture, structure, mass, features, and design elements should complement any surrounding neighborhood. Site should have sidewalks and otherwise facilitate pleasant walking and wheelchair access to nearby amenities and transit service. The Selection Panel will award up to:</p> <ul style="list-style-type: none"> <li>• 4 points evaluating renderings or photos of structure or structures (0 points if no renderings included)</li> <li>• 4 points evaluating unit floor plans (0 points if no floor plans included). Any combined kitchen and living room area must include flooring for living room area distinct from kitchen flooring and similar to other living spaces.</li> <li>• 2 points evaluating sidewalks and other exterior features and amenities.</li> </ul>																													
<b>Total Possible Points</b>		<b>63</b>																											

In order to receive Vouchers, a proposal **must achieve a score of at least 38 points**, based on the rubric above. In addition, the Selection Panel reserves the right not to approve any proposal that is not, in its sole discretion, likely to meet the requirements of the laws and regulations covering the Regional PBV Program, including HUD’s standards for sites and neighborhoods. The Selection Panel also reserves the right to approve a number of PBVs other than the amount requested.

# Confidentiality

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Offerors must specifically identify any portions of their proposals deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not be conclusive, and offerors may be required to justify why such material should not, upon written request, be disclosed by BMC under the Public Information Act, State Government Article, Title 10, Sub-Title 6, of the Annotated Code of Maryland, as amended. BMC may disclose such information if required by law, court order or subpoena.

# Maryland Registration/Qualification Requirements

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BMC requires vendors to register or qualify to do business with Maryland Department of Assessments and Taxation (SDAT) in accordance with the Annotated Code of Maryland, Corporations and Associations Article: §2-102 Formation generally, §7-202 Registration to do interstate and foreign business, and/or §7-203 Qualification to do intrastate business.

For information on registering or qualifying a corporation, LLC, LLP or LP, call SDAT at 410-767-1340. Sole Proprietors and General Partnerships should call 410-767-4991 or you may download the SDAT forms at <https://dat.state.md.us/Pages/sdatforms.aspx>

The successful offeror may be required to submit a Good Standing Certificate (also known as "Certificate of Status") issued by SDAT within 10 days of being notified of potential award.

(\*Note: "a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country," Md. Code Ann., Corporations & Associations, §1-101.)

# Mandatory Statements

## Public Information Act Notice

Offerors should give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

## Disadvantaged Business Enterprise Notice

Disadvantaged business enterprises (DBEs) are encouraged to respond to this solicitation. It is the intent of BMC that certified minority business enterprises and sub-contractors be given the opportunity to submit proposals to this RFP and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

# Appendix A: Voucher Payment Standards for the Baltimore Metropolitan Area

The following tables show the payment standards by unit bedrooms for Vouchers in participating PHA jurisdictions as of April 1, 2023. Payment standards often vary by census tract or zip code. Payment standards include rent and a utility allowance. The utility allowance portion is determined by the utility schedule of the Participating PHA where the Development is located and will not be paid to the owner if the tenant is responsible for paying for utilities. The applicable initial payment standard will be that in place at time of the HAP signing. As stated in Section III, all agreements for rent paid to owner will be subject to a determination by the BRHP that the rent is reasonable in relation to the private unassisted rental market in the area.

## CITY OF ANNAPOLIS

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,048	\$1,236	\$1,535	\$1,990	\$2,283

## ANNE ARUNDEL COUNTY (Applies outside City of Annapolis)

ZIP Code	0 BR	1 BR	2 BR	3 BR	4 BR
20711	\$1,067	\$1,243	\$1,529	\$1,980	\$2,266
20714	\$1,520	\$1,590	\$1,850	\$2,330	\$2,750
20724	\$1,500	\$1,730	\$2,140	\$2,780	\$3,180
20733	\$1,340	\$1,560	\$1,920	\$2,490	\$2,850
20736	\$1,260	\$1,300	\$1,490	\$1,950	\$2,400
20751	\$1,190	\$1,390	\$1,710	\$2,220	\$2,540
20754	\$1,820	\$1,890	\$2,180	\$2,740	\$3,240
20755	\$1,460	\$1,690	\$2,090	\$2,710	\$3,100
20758	\$1,500	\$1,550	\$1,780	\$2,230	\$2,650
20764	\$1,540	\$1,790	\$2,210	\$2,870	\$3,280

**REGIONAL PROJECT-BASED VOUCHER PROGRAM**

Request for Proposals

PROJECT #23V09

Due Date: 8-24-2023

<b>ZIP Code</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>
20765	\$1,111	\$1,287	\$1,595	\$2,068	\$2,365
20776	\$1,400	\$1,630	\$2,010	\$2,610	\$2,980
20778	\$1,320	\$1,530	\$1,890	\$2,450	\$2,800
20779	\$1,300	\$1,450	\$1,740	\$2,230	\$2,580
20794	\$1,300	\$1,510	\$1,860	\$2,410	\$2,760
21012	\$1,520	\$1,770	\$2,180	\$2,830	\$3,240
21032	\$1,380	\$1,600	\$1,980	\$2,570	\$2,940
21035	\$1,620	\$1,880	\$2,320	\$3,010	\$3,440
21037	\$1,440	\$1,670	\$2,060	\$2,670	\$3,060
21054	\$1,560	\$1,810	\$2,230	\$2,890	\$3,310
21056	\$1,410	\$1,640	\$2,020	\$2,620	\$2,990
21060	\$1,188	\$1,386	\$1,705	\$2,211	\$2,530
21061	\$1,180	\$1,370	\$1,690	\$2,190	\$2,510
21062	\$1,360	\$1,580	\$1,950	\$2,530	\$2,890
21076	\$1,610	\$1,860	\$2,300	\$2,980	\$3,410
21077	\$1,570	\$1,810	\$2,240	\$2,900	\$3,320
21090	\$1,190	\$1,390	\$1,710	\$2,220	\$2,540
21108	\$1,360	\$1,580	\$1,950	\$2,530	\$2,890
21113	\$1,490	\$1,730	\$2,130	\$2,760	\$3,160
21114	\$1,540	\$1,780	\$2,200	\$2,850	\$3,270
21122	\$1,380	\$1,600	\$1,970	\$2,560	\$2,920
21123	\$1,360	\$1,580	\$1,950	\$2,530	\$2,890
21140	\$1,610	\$1,870	\$2,310	\$3,000	\$3,430
21144	\$1,290	\$1,490	\$1,840	\$2,390	\$2,730
21146	\$1,510	\$1,750	\$2,160	\$2,800	\$3,210
21225	\$946	\$1,122	\$1,386	\$1,793	\$2,057
21226	\$1,122	\$1,298	\$1,606	\$2,079	\$2,387
21240	\$1,360	\$1,580	\$1,950	\$2,530	\$2,890
21401	\$1,420	\$1,640	\$2,030	\$2,630	\$3,010
21402	\$1,620	\$1,880	\$2,320	\$3,010	\$3,440
21403	\$1,430	\$1,660	\$2,050	\$2,660	\$3,040
21404	\$1,360	\$1,580	\$1,950	\$2,530	\$2,890
21405	\$1,420	\$1,640	\$2,030	\$2,640	\$3,020
21409	\$1,580	\$1,830	\$2,260	\$2,930	\$3,360
21412	\$1,360	\$1,580	\$1,950	\$2,530	\$2,890

BALTIMORE CITY

Census Tracts	Efficiency	1 BR	2 BR	3 BR	4 BR
2713, 2714, 2715.03	\$1,407	\$1,630	\$2,013	\$2,612	\$2,989
2715.01, 2720.03, 2720.04, 2720.05, 2720.06, 2720.07	\$1,348	\$1,562	\$1,929	\$2,503	\$2,864
All other census tracts	\$1,290	\$1,494	\$1,845	\$2,394	\$2,740

BALTIMORE COUNTY

For the following Baltimore County census tracts:

4001	4002	4004	4005	4006	4007.01	4007.02	4008
4009	4010	4014	4015.03	4015.04	4023.05	4025.09	4032.02
4033	4034.01	4034.02	4035	4036.01	4036.02	4037.01	4037.02
4038.01	4038.02	4038.03	4041.01	4042.01	4044.02	4044.04	4045.01
4048	4049	4050	4060	4070.01	4081	4082	4083.02
4083.03	4083.04	4084	4085.02	4085.03	4085.05	4085.06	4085.07
4086.01	4086.02	4087.02	4087.03	4087.04	4088	4089	4101
4102	4111.01	4112.01	4112.02	4113.02	4113.03	4113.06	4113.07
4113.08	4113.09	4114.04	4114.06	4114.07	4114.08	4114.09	4114.10
4304	4306	4307	4308	4309	4401	4402	4403
4405	4406	4407.02	4408	4519	4901	4902	4903.01
4903.02	4904	4905	4906.01	4906.02	4906.03	4906.05	4907.01
4907.03	4908	4909	4910	4911	4912.01	4912.02	4913
4915	4916	4917.01	4919	4920.01	4920.02	4921.01	4921.02
4922	4924.01	4924.02	4926				

Payment standards are:

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,100	\$1,338	\$1,661	\$2,152	\$2,464

For all other Baltimore County census tracts, payment standards are:

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$963	\$1,171	\$1,453	\$1,883	\$2,156

HARFORD COUNTY

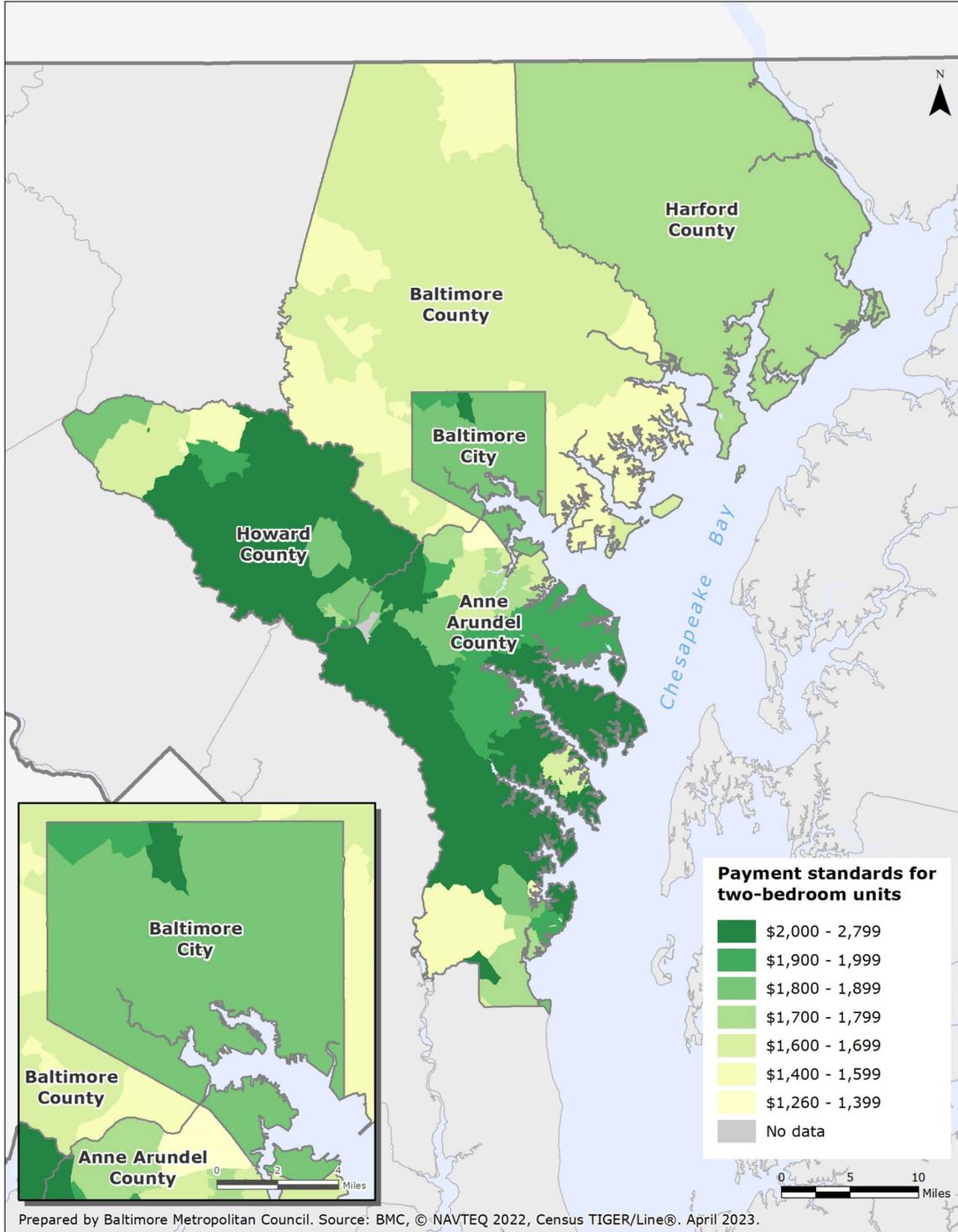
County-wide payment standards are:

<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
\$1,190	\$1,379	\$1,702	\$2,209	\$2,527

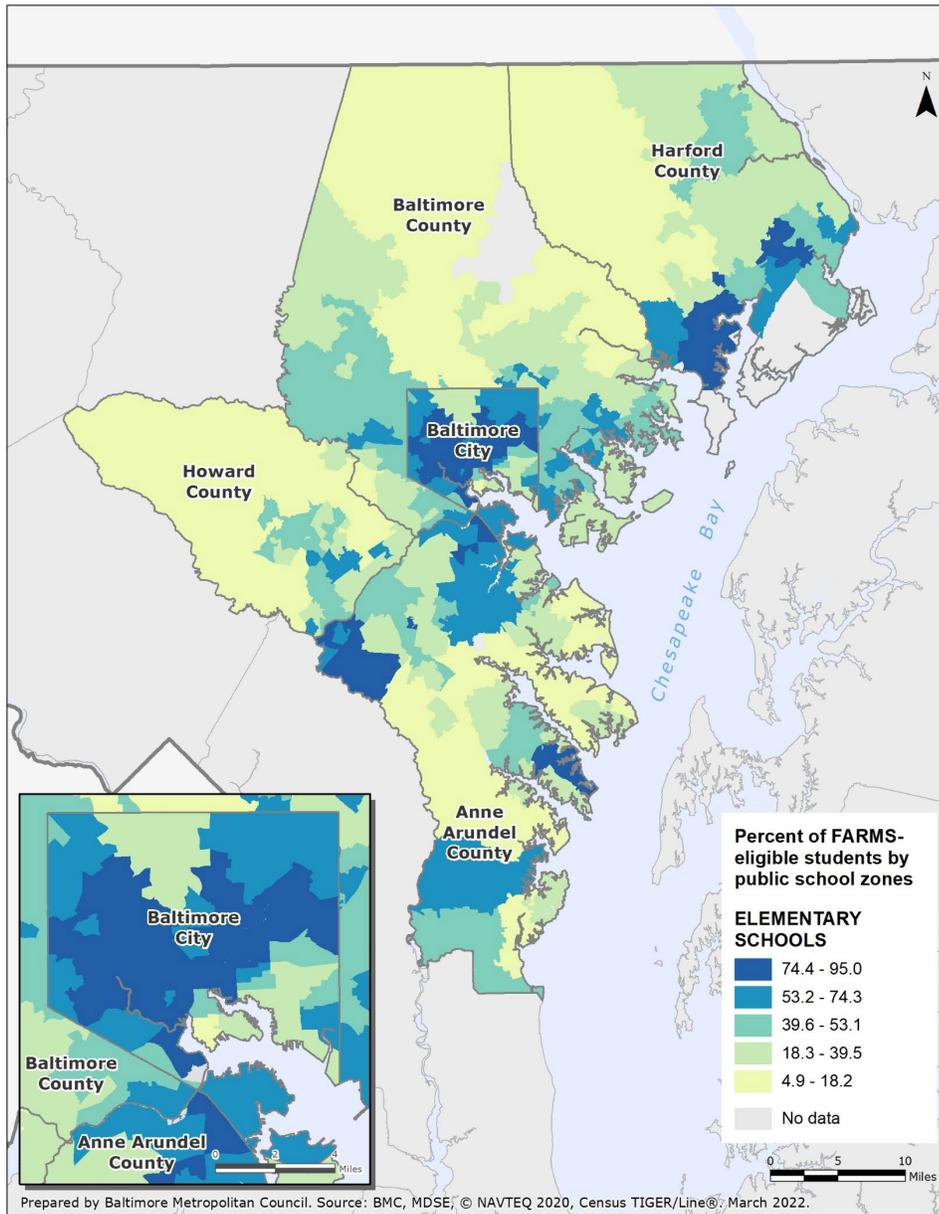
HOWARD COUNTY

<b>Zip Code</b>	<b>City</b>	<b>Efficiency</b>	<b>1BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>
21041	Ellicott City	\$1,375	\$1,617	\$2,013	\$2,607	\$2,992
21042	Ellicott City	\$1,397	\$1,650	\$2,046	\$2,651	\$3,047
21043	Ellicott City	\$1,430	\$1,683	\$2,090	\$2,706	\$3,113
21044	Columbia	\$1,430	\$1,683	\$2,090	\$2,706	\$3,113
21045	Columbia	\$1,276	\$1,507	\$1,870	\$2,420	\$2,783
21046	Columbia	\$1,386	\$1,628	\$2,024	\$2,629	\$3,014
21075	Elkridge	\$1,419	\$1,672	\$2,079	\$2,695	\$3,091
21076	Hanover	\$1,573	\$1,848	\$2,299	\$2,981	\$3,421
20723	Laurel	\$1,408	\$1,672	\$2,068	\$2,684	\$3,080
20794	Jessup	\$1,243	\$1,463	\$1,815	\$2,354	\$2,695
21163	Woodstock	\$1,452	\$1,716	\$2,123	\$2,750	\$3,157
20701	Annapolis Junction	\$1,353	\$1,595	\$1,980	\$2,563	\$2,948
20759	Fulton	\$1,595	\$1,815	\$2,200	\$2,838	\$3,289
20763	Savage	\$1,210	\$1,430	\$1,771	\$2,299	\$2,640
20777	Highland	\$1,672	\$1,903	\$2,332	\$3,014	\$3,476
20833	Brookville	\$2,376	\$2,420	\$2,761	\$3,498	\$4,191
21029	Clarksville	\$1,573	\$1,848	\$2,299	\$2,981	\$3,421
21036	Dayton	\$1,815	\$2,013	\$2,420	\$3,113	\$3,630
21104	Marriottsville	\$1,573	\$1,848	\$2,299	\$2,981	\$3,421
21150	Simpsonville	\$1,375	\$1,617	\$2,013	\$2,607	\$2,992
21723	Cooksville	\$1,067	\$1,254	\$1,562	\$2,013	\$2,321
21737	Glenelg	\$1,595	\$1,760	\$2,079	\$2,684	\$3,190
21738	Glenwood	\$1,375	\$1,617	\$2,013	\$2,607	\$2,992
21765	Lisbon	\$1,375	\$1,617	\$2,013	\$2,607	\$2,992
21771	Mt. Airy	\$1,452	\$1,584	\$1,892	\$2,431	\$2,849
21784	Sykesville	\$990	\$1,166	\$1,441	\$1,870	\$2,145
21794	West Friendship	\$1,320	\$1,562	\$1,936	\$2,508	\$2,882
21797	Woodbine	\$1,122	\$1,320	\$1,639	\$2,123	\$2,442

### Map of Two-Bedroom Payment Standards as of April 1, 2023



# Appendix B: 2021 Elementary Zones by Rate of Eligibility for Free and Reduced Meals



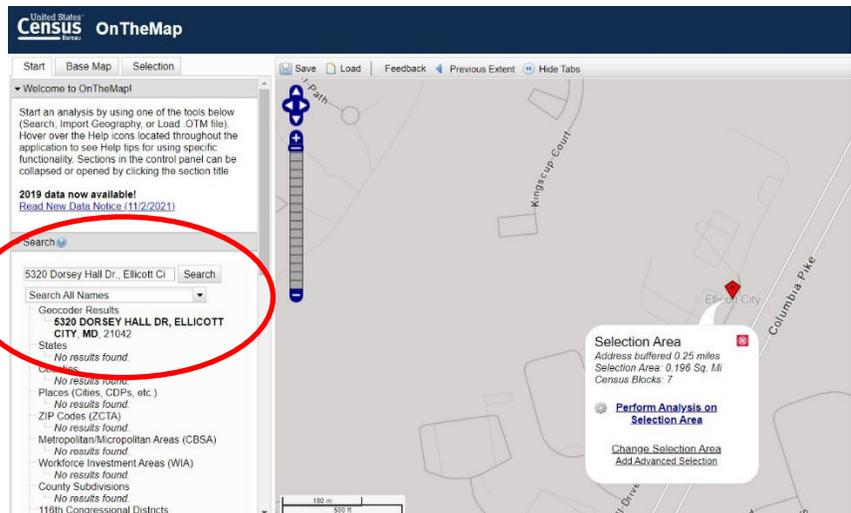
# Appendix C: OnTheMap

The Regional PBV Program will use the U.S. Census OnTheMap online tool to calculate the score for nearby jobs. See page 23 for more detail on that scoring.

Here are step-by-step instructions on how to calculate jobs within 10 miles of your site:

1. Go to <https://onthemap.ces.census.gov/>

2. Type your address, or an adjacent address, if your site does not have an address, into the search bar field at left. Press "Search."



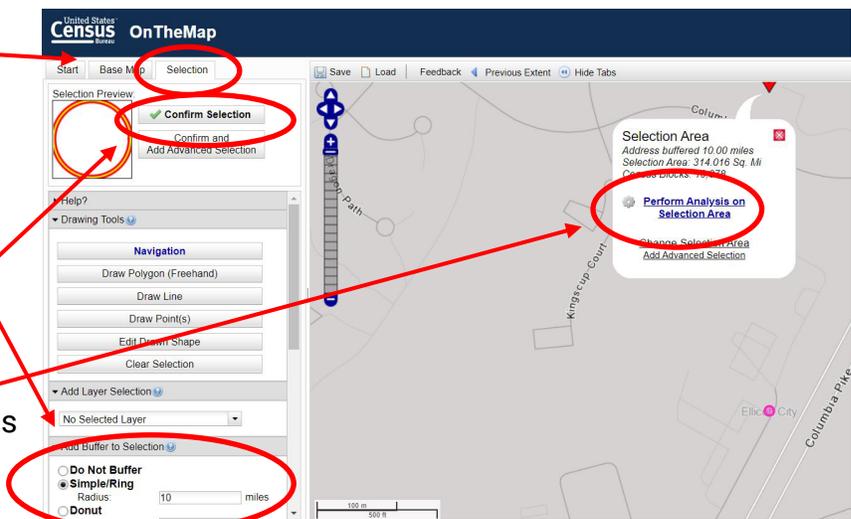
3. Click on the "Geocoder Results" address that appears in bold capital letters.

4. Click on the "Selection" tab.

5. Scroll down and change the selected "Simple/Ring" field to 10 miles.

6. Click "Confirm Selection" at top.

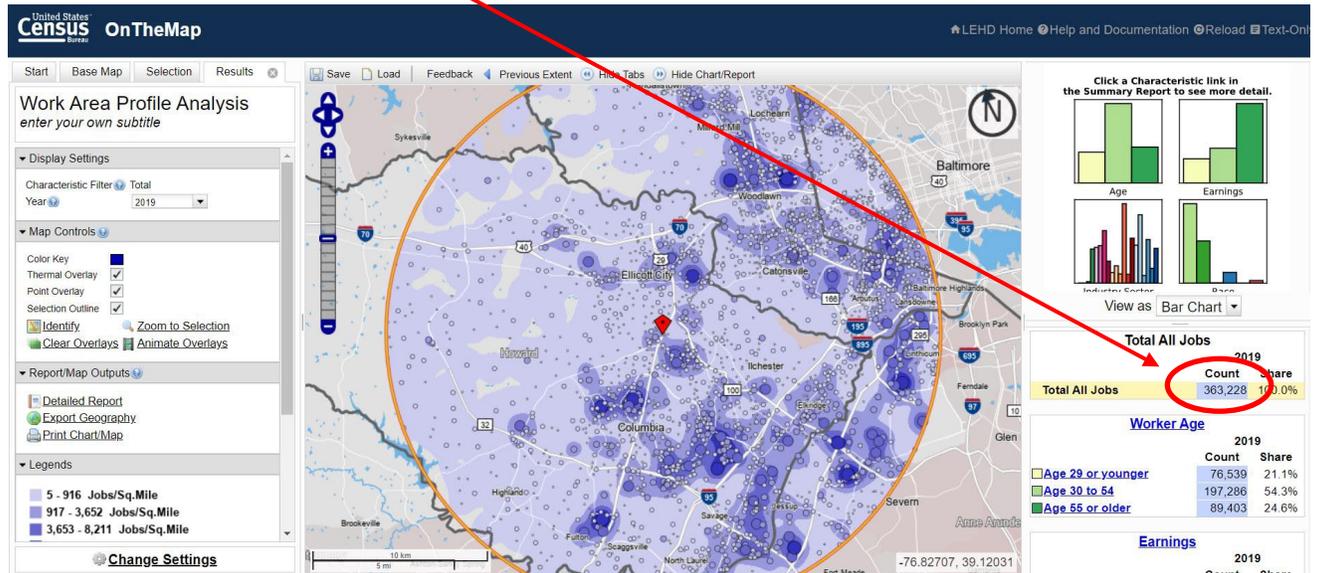
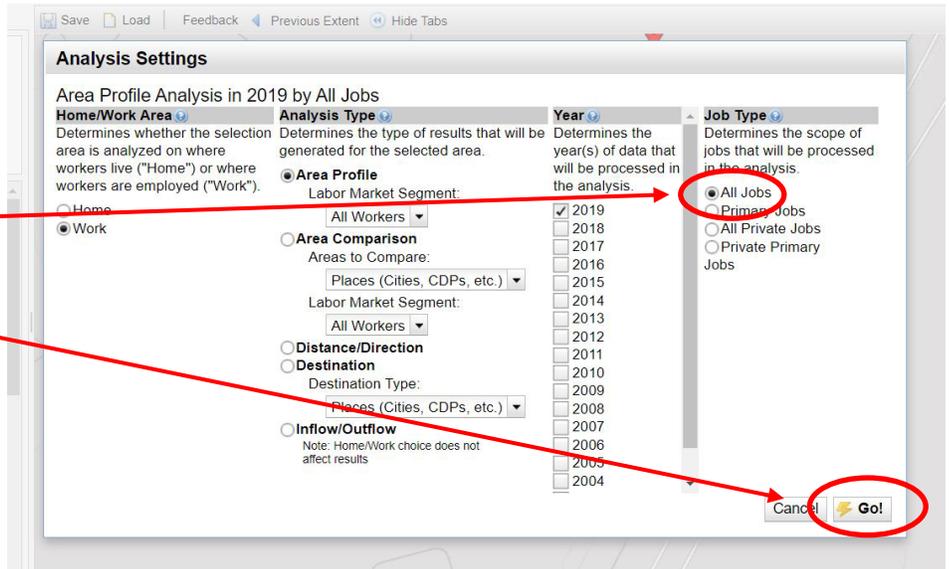
7. Click "Perform Analysis on Selected Area" on map.



8. When “Analysis Settings” box pops up, Under “Job Type” at right, click on “All Jobs.”

9. Click “Go!”

10. The number under “Count” in the “Total All Jobs” box at right is the number of jobs within 10 miles of your site.



You can scroll out on the map using the minus button on the map to see the full radius and where jobs are concentrated.

# Appendix D: Certifications

## **Certification 1: Proposal Summary, Principal and Contact Information and Acknowledgement of Regional PBV Program Parameters and Requirements**

**REGIONAL PBV PROPOSAL INFORMATION**

Proposal sponsor: \_\_\_\_\_

Name of Development: \_\_\_\_\_

Address of Development: \_\_\_\_\_

\_\_\_\_\_

Census tract #:\_\_\_\_\_ Total number of units at this location: \_\_\_\_

Number of Voucher subsidies requested for this location: \_\_\_\_

Bedroom mix of units proposed for Vouchers:

Efficiency: \_\_\_\_ 1 BR: \_\_\_\_ 2 BR: \_\_\_\_ 3 BR: \_\_\_\_ 4+ BR: \_\_\_\_

Type of housing (check all that apply):

New Construction  Rehabilitation  Existing Housing  Scattered Site

Is this a multi-family housing development? Yes  No

Is the development currently occupied? Yes  No

Are the units for which Vouchers are being requested currently occupied?

Yes  No

Does the property currently receive or are you planning to apply for any other form of assistance, including Low Income Housing Tax Credits? Yes  No

If yes, please describe.

Please briefly describe the project.

**PRINCIPAL INFORMATION**

Identity of owner and other proposal principals and names of individuals and/or organizations serving as officers and principal members, shareholders, investors and other parties having 20% or more ownership interest.

**CONTACT INFORMATION**

Organization(s)/Firm(s):

\_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**REGIONAL PBV PROGRAM PARAMETERS AND REQUIREMENTS**

I have read and understand Sections III (Parameters) and IV (Requirements) of this application and certify the following:

1. Our team, including our property manager, will be responsible for screening prospective tenants of Voucher units, but for those prospective tenants, we will:
  - a. Not apply a minimum credit score standard;
  - b. Not consider student loan and/or medical debts as a condition of denial; and
  - c. Accept the criminal background screening done by the Baltimore Regional Housing Partnership (more information on page 9 of this RFP).
  - d. Not deny a prospective tenant who qualifies for a Voucher for exceeding a maximum income for a unit.
  
2. Neither my company, nor any member of my team, has been barred by a public housing authority (PHA) from providing housing to people who have a voucher from that agency.
  
3. Neither my company, nor any member of my team, has any loan defaults, foreclosure actions, bankruptcies, or outstanding construction tax, judgment, or similar liens.

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Signature

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Name

Title

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Organization/Company

**Certification 2: Form of certification that organizations and individuals with an interest in the proposal are not excluded from participation in Federal programs**

**CERTIFICATION REGARDING EXCLUSIONS FROM FEDERAL PROGRAMS**

By submission of this Affidavit, the Respondent hereby certifies that, to the best of its knowledge and belief, no organization or individual listed in the Respondent's submission pursuant to the requirements relating to Proposal Principal Information are on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.

Under penalty of perjury, I certify that I am authorized to execute this Affidavit on behalf of the Respondent set forth below, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature:

Name and title:

Telephone number:

Notary:

State of: \_\_\_\_\_)

County of: \_\_\_\_\_)

Signed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_ (Name) as \_\_\_\_\_ (Title)

of \_\_\_\_\_ (Respondent).

**Certification 3: Form for disclosure of potential conflicts of interest by organizations and individuals with an interest in the proposal**

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

No present or former member or officer of a Regional PBV program Participating PHA (except tenant-commissioners), no employee of those PHAs who formulates policy or influences decisions with respect to the Section 8 Program, and no public official or member of a governing body or State or local legislator who exercises functions or responsibilities with respect to the Section 8 Program, shall have any direct or indirect interest, during his or her tenure or for one year thereafter, in the AHAP or HAP contract.

Respondents must disclose any potential conflicts of interest for organizations and individuals listed in its submissions under the heading Principal Information in the Regional PBV Application, and, to the extent not listed there, for the owner, developer, builder, architect, management agent (and other participants), officers and principal members, shareholders, investors and other parties who will have 20% or more ownership interest in the AHAP or HAP contract.

This provision may be waived by HUD for good cause.

Party:

Potential conflict of interest:

## **Certification 4: Fair Housing Certification**

**CERTIFICATION REGARDING FAIR HOUSING**

By submission of this Affidavit, the Respondent hereby certifies that it will, if its proposal is selected for assistance, comply with Federal, State, and relevant local prohibitions against discrimination and fair housing requirements with respect to the marketing and leasing of both assisted and non-assisted units in the proposal.

Prohibitions against discrimination include that the owner may not refuse to lease units to, or otherwise discriminate against any person or family in leasing of a unit, because of race, color, creed, religion, sex, national origin, disability, age, marital status, sexual orientation, gender identity, or familial status. The owner must also comply with Federal requirements as set forth in the HAP contract.

Under penalty of perjury, I certify that I am authorized to execute this Affidavit on behalf of the Respondent set forth below, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature:

Name and title:

Telephone number:

Notary:

State of: \_\_\_\_\_)

County of: \_\_\_\_\_)

Signed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_ (Name) as \_\_\_\_\_ (Title)

of \_\_\_\_\_ (Respondent).