



**BALTIMORE  
METROPOLITAN  
COUNCIL**

**REQUEST FOR PROPOSALS:  
BALTIMORE REGIONAL PROJECT-BASED  
VOUCHER (PBV) PROGRAM**

RFP #20V06

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Web site for more information: <http://bit.ly/BaltRegionalPBV>

**PROGRAM PARTNERS:**

**Baltimore County Office of Housing  
Baltimore Metropolitan Council  
Baltimore Regional Housing Partnership  
Harford County 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**

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# I. INTRODUCTION

The Baltimore Regional Project-Based Voucher (“**Regional PBV**”) Program is designed to encourage new quality affordable rental housing in the metropolitan Baltimore area, particularly in safe neighborhoods with high quality public schools that are close to job growth. This can be accomplished through the development of newly constructed and rehabilitated housing and through existing housing.

Managed by the 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 initiative aims to redress the mismatch between the location of affordable housing and job growth that is so prevalent in this region. It seeks to serve families who are looking not just for a home, but also for a platform from which they can improve their lives overall. It also seeks mixed-income housing developments with a range of affordability, from deeply affordable units using project-based vouchers to market-rate apartments.

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 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

According to [Strong Communities, Strong Region: The Baltimore Regional Housing Plan and Fair Housing Equity Assessment](#), there is 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 high quality 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 are participating in the Regional PBV Program and have agreed to make project-based subsidies (hereinafter referred to as “**Vouchers**”) available for up to 86 rental housing units around the metropolitan region.

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**”) with one or more PHAs.

Funding for Regional PBV units may come from any PHA that is a member of the Regional PBV Program (“**Participating PHA**”). The Baltimore Regional Housing Partnership (“**BRHP**”) will 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.

Applicants for the Regional PBV program for new development or substantial rehabilitation may be eligible for scoring incentives in the Maryland Department of Housing and Community Development (“**DHCD**”) Low Income Housing Tax Credits (“**LIHTC**”) application process. Information on the LIHTC program, including the latest version of DHCD’s proposed Qualified Allocation Plan (“**QAP**”), is available at

<https://dhcd.maryland.gov/HousingDevelopment/Pages/QAPGuideRevisions2020.aspx>.

Please note that the Regional PBV Program cannot commit to targeting a particular number of PBV units for households with incomes below voucher eligibility or for persons with disabilities.

## II. PURPOSE

The Regional PBV program seeks proposals for new construction, substantial rehabilitation, and existing housing (all hereinafter referred to as “**Developments**”) that will utilize Vouchers to create new life opportunities for low-income families. As a result, the program has a preference for Developments in “opportunity” communities – safe neighborhoods that have access to high quality local public schools. The program also has a preference for mixed-income communities, with a range of affordability from units attached to Vouchers to market-rate apartments.

Proposals will be considered for both multifamily and scattered-site units. Up to 25 units or 25 percent of the total units in multifamily buildings, whichever is greater, may receive Regional PBV voucher assistance. All units in Developments must meet local jurisdiction occupancy standards and the U.S. Department of Housing and Urban Development (“**HUD**”) Housing Quality Standards (“**HQS**”).

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### III. PARAMETERS OF REGIONAL PBV PROGRAM

#### Funding availability

86 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.

#### How the subsidy works

BRHP will be responsible for administering the Vouchers through a HAP between any Participating PHAs and the owner. BRHP will manage the HAP, performing inspections and other required activities. BRHP will be the point of contact for the owner with respect to the Vouchers once they are awarded. BRHP will be solely responsible for contacting the Participating PHAs in connection with the owner’s Vouchers 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, until such time that HUD implements section 106(a)(4) of the Housing Opportunity Through Modernization Act of 2016. 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 and the HAPs for both New Construction/Rehabilitation and Existing Housing are on this web page:

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

Please note that these contracts generally have two parts.

## 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 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 using Regional PBVs

BRHP shall maintain a Regional PBV Program waiting list of prospective tenants. All Regional PBV units **must** be leased to families referred by BRHP from the Regional PBV Program waiting list. 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 regional waiting list will be formed in order to maximize access to affordable homes in opportunity areas of the Baltimore region and to increase efficiencies in the leasing process. The regional lists will be randomized within each applicant's current jurisdiction of residence and families will be selected from the waiting list 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 will 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 Voucher will remain with the Regional PBV unit. In the event that the tenant leaves the Regional PBV unit, the owner must draw and screen new tenants from the Regional PBV waiting list as described above.

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## IV. PROPOSAL REQUIREMENTS AND CONTENT

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

### Types of Development 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.
- Proposed Developments must not be restricted to seniors.
- 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 HUD 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 Anne Arundel, Baltimore, Harford, or Howard Counties or the cities of Baltimore or Annapolis.
- The Regional PBV Program will award *at least* 36 of the 86 Vouchers available through this RFP to family Developments in opportunity areas, as defined by BRHP. (Online search tools for individual addresses available at <http://brhp.org/search> and <https://portal.dhcd.state.md.us/GIS/multifamily/index.html>. All awards so far have been in opportunity areas.) Applications for multifamily Developments outside of those areas must be part of a robust revitalization strategy designed to bring opportunity, such as

jobs and high quality schools, to the area. Scattered-site developments outside BRHP opportunity areas will not be considered.

- Applications for Developments in areas of high poverty concentrations may need to receive a waiver from HUD or the PHA in whose jurisdiction the development is located. This may delay award of Regional PBVs.
- 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 meet these standards and do not require additional documentation. Proposals for Developments *outside* BRHP opportunity areas must include the form attached as Appendix C, which reflects the HUD standards available at [24 CFR §983.57](#). Appendix C is attached to this RFP and is also available in Word format at <http://bit.ly/BaltRegionalPBV>.

## Requirements for Project-Based Vouchers

- Applicants must request a minimum of five (5) Vouchers.
- No more than 25 units or 25 percent of the total units in a single 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.
- Vouchers through this program must create new units affordable to households at or below 30% of Area Median Income ("AMI"), 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.

## Referrals from Regional Waiting List and Tenant Screening

- All units utilizing Vouchers must be occupied by tenants referred by BRHP from the Regional PBV waiting list.
- 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, and
  - Accept the criminal background screening done by BRHP, which is in the "Eligibility and Admission" section of BRHP's Administrative Plan, available at: [http://brhp.org/about/administrative\\_plan](http://brhp.org/about/administrative_plan).
- Owners must comply with all applicable non-discrimination laws and regulations in screening and making offers of housing for assisted and non-assisted units.

## Submission requirements and format

Each proposal shall include a cover letter and narrative description of the Development, including the information 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 B)
- For scattered-site proposals, please fill out Certification 1 for each property.

- 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 of proposed housing or photos of existing property or properties
- Unit plans, if available
- Listing of amenities and services
- For new construction and substantial rehabilitation, estimated completion date

- 4. Opportunity:**

Explain whether or not the Development is in an [opportunity area, as defined by BRHP](#). This program gives highest priority to Developments in these opportunity areas, which feature safe communities with access to high quality public schools and growing jobs.

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.

If a proposed multifamily Development is not in a BRHP opportunity area (even if it is located in an area designated as an opportunity area by another entity), you must complete the form attached as Appendix C, which responds to HUD regulations regarding site and neighborhood standards ([24 CFR §983.57](#)). Make sure your answers describe how the project will further any applicable local government revitalization plan and describe other investments that will be coordinated with the Development to increase opportunity. Relevant investments would include those that boost jobs and high-quality public education that are accessible to the community and to the residents of the proposed Development.

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

- Employment centers
- Transportation, i.e. MTA and other transit lines and highway access
- Schools, including names and performance
- 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. Brief discussion of 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 B)
- Disclosure of any possible conflicts of interest by any parties that would be a violation of the HAP (Use Certification 3- Appendix B)
- Fair housing certification (Use Certification 4 – Appendix B)
- List of rental properties owned by the principals, shareholders, investors and other parties having 20% 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
  - Any loan defaults, foreclosure actions, or bankruptcies, or outstanding construction, tax, judgment, or similar liens on 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. Relation of property or properties to Regional PBV Design scoring factors (page 15), including, if applicable:**

- Placement of buildings, locations of assisted and other types of housing units
- Any community, commercial, or other non-residential structures
- Any pedestrian and/or transit features or improvements within the development
- Access to outside amenities
- Any architectural or design factors that respond to Regional PBV Design scoring factors on page 15 of this RFP.

#### **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**

- For developers of new or substantially rehabilitated housing:
  - 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.
- For owners of existing housing, scoring under this section will be based on vacancy rates and financial default-related information submitted under the “Principal/Applicant information” and “Management and maintenance” sections above.

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## V. SELECTION CRITERIA

All proposals for the Regional PBV Program will be reviewed by the Selection Panel. Proposals will be scored and ranked by Selection Panel based on the following program criteria:

Selection Factor			Max. Points																													
<b>Opportunity</b>			<b>40</b>																													
<p>Developments for family housing in <a href="#">opportunity areas, as defined by BRHP</a> will automatically receive 20 points in this section, since those sites generally represent safe communities served by quality schools near job growth. Up to an additional 12 points will be awarded based on (3 points each) specific quality of zoned schools, specific proximity of jobs, availability of alternative transportation, and other factors around the site that could affect quality of life. The final 8 points will be awarded based on the mix of units requested for vouchers according to the chart below:</p> <table><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><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></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	
Points Awarded	Development must meet requirements in both columns below																															
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1	80%	20-29%																														
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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>If a proposed Development is not in a BRHP opportunity area, the proposal may still receive up to 20 points. 8 points will be awarded according to the unit mix chart above. Up to an additional 12 points can be awarded based on public and/or private investments in addition to this Development that will bring opportunity to the area. Examples of opportunity would be jobs and high quality public education that are accessible to the residents of the Development. See the local government plan for the area of the proposed units, and fill out and submit the form attached to this RFP as Appendix C. The proposed units must meet HUD's requirements for site and neighborhood standards, as set out in Appendix C and <a href="#">24 CFR §983.57</a>.</p>																																
<b>Mix of Incomes</b>			<b>20</b>																													
<p>The highest points in this section will be given to proposed Developments that result in a substantial mix of incomes, including market rate units. Multifamily Developments will be scored according to the following factors:</p> <table><tr><th colspan="2" rowspan="2">Proposed Vouchers as Share of Units in Development</th><th colspan="2">Share of Market-Rate Units in Development</th></tr><tr><th>Market-Rate Unit Share</th><th>Score</th></tr><tr><td colspan="2"></td><td>50% or more</td><td>15</td></tr><tr><td>Voucher %</td><td>Score</td><td>40-49%</td><td>12</td></tr><tr><td>Up to 20%</td><td>5</td><td>30-39%</td><td>9</td></tr><tr><td>21-25%</td><td>3</td><td>20-29%</td><td>6</td></tr><tr><td>More than 25%</td><td>0</td><td>10-19%</td><td>3</td></tr></table>			Proposed Vouchers as Share of Units in Development		Share of Market-Rate Units in Development		Market-Rate Unit Share	Score			50% or more	15	Voucher %	Score	40-49%	12	Up to 20%	5	30-39%	9	21-25%	3	20-29%	6	More than 25%	0	10-19%	3				
Proposed Vouchers as Share of Units in Development		Share of Market-Rate Units in Development																														
		Market-Rate Unit Share	Score																													
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Voucher %	Score	40-49%	12																													
Up to 20%	5	30-39%	9																													
21-25%	3	20-29%	6																													
More than 25%	0	10-19%	3																													
<p>Scattered site proposals entirely in BRHP areas of opportunity will automatically receive 20 points in this section. Scattered site proposals outside BRHP areas of opportunity will not be considered.</p>																																



<b>Selection Factor</b>	<b>Max. Points</b>
<b>Management</b>	<b>20</b>
<p>Evaluation will include previous experience of the developer/owner and/or management agent in developing, leasing, and managing the Development or similar properties, including a track record in project-based or tenant-based Section 8, and low income housing tax credit programs.</p> <p>Maximum Management points may be awarded to teams that have:</p> <ul style="list-style-type: none"> <li>• 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%, having never been barred by a PHA from housing people with its vouchers, and having no loan defaults, foreclosure actions, bankruptcies, or outstanding construction, tax, judgment, or similar liens;</li> <li>• Owned and operated successfully 20 or more units with Housing Choice Voucher assistance within the last five years.</li> </ul> <p>For those applicants required to submit an Affirmative Fair Housing Marketing Plan, the quality of that plan will also affect this score.</p>	
<b>Design</b>	<b>10</b>
<p>Developments must be well-designed, with building architecture, structure and mass that complement the existing neighborhood. Exterior architectural features and design elements should add interest and/or functionality, create unity with nearby architectural style, and generally improve the appearance of the building(s).</p>	
<b>Financial Plan</b>	<b>10</b>
<p>For new construction and substantial rehabilitation, the Regional PBV Program will consider the reasonableness and completeness of the applicant's proposed plan to finance the Development, taking into consideration the owner's experience accessing the proposed sources, the amounts to be requested, the timeframe for the requests, and documentation of commitments.</p> <p>For existing housing, scoring in this section will be based on the owner's track record, including vacancy rates and any loan defaults, foreclosure actions, or bankruptcies, or outstanding construction, tax, judgment, or similar liens on this or other properties.</p>	

In order to be eligible to receive Vouchers, a proposal must achieve a score of at least 65 points, based on the rubric above. A score of 65 points does not guarantee award of Vouchers. In addition, the Selection Panel has the following priorities for the Regional PBV Program overall and may use these priorities to approve or not approve proposals on that basis, or to approve a number of PBVs other than the amount requested.

1. Of the 86 Vouchers available through this RFP, at least 36 must be used in areas of opportunity as defined by the BRHP.
2. As a regional program, the Selection Panel may prioritize geographic diversity in proposals approved.
3. 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.

## **Communications during the selection process**

All communications related to the Regional PBV Program and this RFP must be directed to BMC as follows:

Dan Pontious  
Baltimore Metropolitan Council  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21230  
Email: [dpontious@baltometro.org](mailto:dpontious@baltometro.org)  
Phone: (410) 732-0500 x1055

All contacts or questions directed to Participating PHAs or DHCD will be referred to BMC to ensure that consistent information is provided to potential applicants.

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## VI. SCHEDULE AND SUBMISSION OF PROPOSALS

### Pre-Proposal Conference

Thursday, February 27, 2020, 1:00 p.m.

Baltimore Metropolitan Council  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21230.

<https://goo.gl/maps/Zi6ZEqtqG3k>

Potential offerors can also join this meeting remotely. By using the link, you will be able to see the presentation slides on your screen:

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/885918477>

**You can also dial in using your phone.**

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 885-918-477

**More phone numbers**

Canada: [+1 \(647\) 497-9391](tel:+16474979391) .

BMC will post the sign-in sheet, list of GoToMeeting 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) on a rolling basis until Tuesday, March 3, 2020. The Regional PBV Program will compile all inquiries and responses, distribute them by email to all who have posed questions or expressed interest, and post them online at <http://bit.ly/BaltRegionalPBV> by Thursday, March 5. The Regional PBV Program may also post and update its inquiries and responses regarding this RFP at other times.

### 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.

## Proposal Submission Deadline

The deadline for submission of applications is Wednesday, March 18, 2020, at 4:00 pm.

## Place of Submission

Applicants will be required to submit:

### One printed copy

AND

**An electronic version, saved as one PDF file**, either on a CD-ROM or flash drive, or as an e-mail attachment (compress file, if necessary).

To:

Dan Pontious  
Baltimore Metropolitan Council  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21230  
Email: [dpontious@baltometro.org](mailto:dpontious@baltometro.org)

## Anticipated Decision

We anticipate making award decisions by Friday, April 10, 2020.

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## VII. CONFIDENTIALITY

Applicants 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 applicants 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.

## VIII. MARYLAND REGISTRATION/QUALIFICATION REQUIREMENTS

BMC requires proposed owners and proposed property managers of Developments to register or qualify to do business in Maryland with the 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.

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.maryland.gov/Pages/sdatforms.aspx>.

Proposed owners and proposed property managers of Developments shall submit a Good Standing Certificate (also known as "Certificate of Status") issued by SDAT with this application.

*(\*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," § 1-101 Annotated Code of Maryland Corporations and Associations.)*

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## APPENDIX A: PAYMENT STANDARDS FOR THE BALTIMORE METROPOLITAN AREA

The following tables show the payment standards by unit bedrooms for Vouchers in participating PHA jurisdictions. In some cases these payment standards vary by census tract. 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
\$993	\$1,207	\$1,514	\$1,946	\$2,279

### ANNE ARUNDEL COUNTY

See table beginning on next page.

### BALTIMORE CITY

Census Tracts	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
2713, 2714, 2715.03	\$1,164	\$1,434	\$1,785	\$2,311	\$2,642
2715.01, 2720.03, 2720.04, 2720.05, 2720.06, 2720.07	\$1,115	\$1,374	\$1,711	\$2,214	\$2,532
All other census tracts	\$1,067	\$1,314	\$1,636	\$2,118	\$2,422

### BALTIMORE COUNTY

County-wide payment standards are:

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$933	\$1,125	\$1,411	\$1,815	\$2,108

### HARFORD COUNTY

County-wide payment standards are:

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$918	\$1,125	\$1,411	\$1,815	\$2,108

HOWARD COUNTY

Area	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Columbia	\$1,123	\$1,363	\$1,713	\$2,195	\$2,552
Outside Columbia	\$1,021	\$1,240	\$1,558	\$1,996	\$2,321

ANNE ARUNDEL COUNTY

Area	Census Tract	Efficiency	1 BR	2 BR	3 BR	4 BR
Annapolis Neck/Edgewater/Mayo	7011.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis Neck/Edgewater/Mayo	7011.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis Neck/Edgewater/Mayo	7012	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Davidsonville/Harwood	7013	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Davidsonville/Harwood	7014	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Crownsville	7021	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7022.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7022.05	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7022.06	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7022.08	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7022.09	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7023	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crownsville	7024.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis Neck/Edgewater/Mayo	7025	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Annapolis Neck/Edgewater/Mayo	7026.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis Neck/Edgewater/Mayo	7026.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crownsville	7027.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crownsville	7027.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis	7061.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Annapolis	7063.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis	7063.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis	7064.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis	7064.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Annapolis	7065	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis	7066	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Annapolis	7067	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Deale/Lothian	7070.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Deale/Lothian	7070.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Deale/Lothian	7080.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Deale/Lothian	7080.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Marley Neck	7301	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Marley Neck	7302.03	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Marley Neck	7302.04	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7303	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Glen Burnie	7304.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240

Area	Census Tract	Efficiency	1 BR	2 BR	3 BR	4 BR
Glen Burnie	7304.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Severna Park	7305.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Severna Park	7305.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Severna Park	7305.05	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Severna Park	7305.06	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Severna Park	7306.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Severna Park	7306.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Severna Park	7306.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Severna Park	7307	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7308	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Broadneck	7309.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7309.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7310.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7310.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7310.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7311.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7311.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7311.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Broadneck	7311.05	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Severna Park	7312.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Pasadena/Lake Shore	7312.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Severna Park	7312.03	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Severna Park	7312.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Pasadena/Lake Shore	7313.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Pasadena/Lake Shore	7313.06	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Pasadena/Lake Shore	7313.07	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Pasadena/Lake Shore	7313.08	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Pasadena/Lake Shore	7313.09	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Pasadena/Lake Shore	7313.1	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Pasadena/Lake Shore	7313.11	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Jessup/Severn	7401.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Jessup/Severn	7401.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Jessup/Severn	7401.04	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Jessup/Severn	7401.05	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Jessup/Severn	7402.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Jessup/Severn	7402.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Jessup/Severn	7403.03	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Odenton	7403.04	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Odenton	7403.05	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Jessup/Severn	7404	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Maryland City	7405	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Fort Meade	7406.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444



Area	Census Tract	Efficiency	1 BR	2 BR	3 BR	4 BR
Fort Meade	7406.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Fort Meade	7406.03	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7407.01	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7407.02	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Odenton	7408	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Odenton	7409	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Odenton	7410	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7501.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7501.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7502.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7502.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7502.03	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7503	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7504	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7508.01	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7508.03	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7508.04	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7509	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7510	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7511.02	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Glen Burnie	7511.03	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Brooklyn Park/Linthicum	7512	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Jessup/Severn	7514	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Maryland City	7515	\$986	\$1,215	\$1,513	\$1,959	\$2,240
Crownsville	7516	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
Crofton	7517	\$1,076	\$1,326	\$1,651	\$2,137	\$2,444
BWI	9800	\$986	\$1,215	\$1,513	\$1,959	\$2,240

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## **APPENDIX B: 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 subsidy? 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).
- 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.

---

Signature

---

Name

Title

---

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:

Party:

Potential conflict of interest:

Party:

Potential conflict of interest:

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).

## **APPENDIX C: HUD SITE AND NEIGHBORHOOD STANDARDS FORM**

For multifamily proposals outside BRHP opportunity areas



## Baltimore Metropolitan Council – Regional Project-Based Voucher (PBV) Program

### APPENDIX C: Site Selection Requirements and Site and Neighborhood Standards for multifamily proposals outside Baltimore Regional Housing Partnership (BRHP) Opportunity Areas

Project Name : \_\_\_\_\_  
Project Address: \_\_\_\_\_

Project based vouchers are applicable to three (3) different types of housing units. (1) Existing housing units (2) Rehabilitated housing units (3) Newly constructed housing units. (As defined in 24 CFR 983)

This form includes the following charts for completion by applicants for Vouchers for Developments outside Baltimore Regional Housing Partnership (BRHP) opportunity areas: Site Selection Standards, Site and Neighborhood Standards, and Site and Neighborhood Standards for Newly Constructed Housing Units.

Please identify the following information for the proposed project:

**CENSUS TRACT:** \_\_\_\_\_  
**POVERTY RATE:** \_\_\_\_\_ %  
**MINORITY CONCENTRATION:** \_\_\_\_\_ %

### Site Selection Standards

According to 24 CFR 983.57, project-based assistance must be consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities. If you are proposing to use Vouchers outside BRHP opportunity areas for **existing housing, rehabilitated housing units, or newly constructed housing units**, please respond to the following questions:

SITE SELECTION STANDARD	RESPONSE
(1)(i) Is the proposed PBV development in a census tract that is located within a HUD-designated Enterprise Zone, Economic Community, or Renewal Community?	
(1)(ii) Will the PBV development be located in a census tract where the concentration of assisted units will be or has been decreased as a result of public housing demolition?	
(1)(iii) Is the census tract in which the PBV development will be located undergoing significant revitalization? If yes, please detail the coordinated public and private investments, including investments in quality K-12 education and employment.	
(1)(v) Are new market rate units being developed in the same census tract where the proposed PBV development will be located? What is the likelihood that such market rate units will positively impact the poverty rate in the area?	



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Project Name : \_\_\_\_\_  
Project Address: \_\_\_\_\_

SITE SELECTION STANDARD	RESPONSE
(1)(vi) Is the poverty rate in the area where the proposed PBV development located greater than 20%? Has there been an overall decline in the poverty rate in the last five years?	
(1)(vii) What meaningful opportunities for educational and economic advancement exist in the census tract where the proposed PBV development will be located?	
(2) Will the site meet the Section 504 site selection requirements described in 24 CFR 8.4(b)(5)? To paraphrase: Prohibits the selection of a site or location which has the purpose or effect of excluding persons with disabilities from federally assisted programs or activities.	

### Site and Neighborhood Standards

According to 24 CFR 983.57, project-based assistance must meet the following standards for **existing housing, rehabilitated housing units, and newly constructed housing units**. If you are proposing to use Vouchers outside BRHP opportunity areas, please respond to the following questions:

STANDARD	RESPONSE
d(2)/ e(4) Does the site promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons?	
d(3)/ e(6) Is the site accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents? Please describe.	
d(4)/ e(7) Is the travel time and cost via public transportation or private automobile considered excessive from the neighborhood to places of employment providing a range of jobs for lower-income workers?	



**Baltimore Metropolitan Council – Regional Project-Based Voucher (PBV) Program**

**APPENDIX C: Site Selection Requirements and Site and Neighborhood Standards for multifamily proposals outside Baltimore Regional Housing Partnership (BRHP) Opportunity Areas**

Project Name : \_\_\_\_\_  
Project Address: \_\_\_\_\_

**Site and Neighborhood Standards for Newly Constructed Housing Units**

According to 24 CFR 983.57, project-based assistance must meet the following standards for **newly constructed housing units**. If you are proposing to use Vouchers outside BRHP opportunity areas for **newly constructed housing units**, please respond to the following questions:

STANDARD	RESPONSE
Is the site located in an area of minority concentration? If so, <ul style="list-style-type: none"><li>• Do sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration?</li><li>• Is the project necessary to meet overriding housing needs that cannot be met in that housing market area (without minority concentration)? [Is the site an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a “revitalization area”)?)]</li></ul>	
Is the site located in a racially mixed area? If so, will the project cause significant increase in the proportion of minority to non-minority residents in the area?	
Is the neighborhood seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions?	