

**BALTIMORE HOUSING**  
**Summer 2010**  
**Notice of Funding Availability (NOFA)**

**INTRODUCTION**

Baltimore Housing, a collaboration between the Baltimore City Department of Housing and Community Development and the Housing Authority of Baltimore City (HABC), is pleased to announce the Summer 2010 NOFA funding round for housing and community development projects.

The following requests will be considered during this funding round:

- Letter of Support for 9% Low Income Housing Tax Credits (LIHTC);
- Letter of Support for 4% LIHTC and Tax Exempt Bonds;
- Project Based Housing Choice Voucher Subsidies on connection with certain fully accessible units and units for non-elderly disabled residents (see below);
- City HOME Investment Partnership Program loan funds in an amount of up to \$1 million per project, which will be available no later than September 2011 (for further information see below);
- Funding in an amount of up to \$30,000 per unit for one-bedroom rental units reserved for 15 years for non-elderly persons with disabilities from the HABC Housing Choice Voucher waiting list. This funding is only available for units in excess of those required under Threshold Criteria 9;
- Funding in an amount of up to \$30,000 per unit for units with more than one bedroom, in projects that are not age-restricted, that fully comply with the Uniform Federal Accessibility Standards (UFAS), that are in excess of any UFAS units otherwise required, and that are reserved for applicants from the HABC public housing waiting list. These units must be “Long Term Affordable” as defined below.

More information regarding these requests is provided below.

**DUE TO FUNDING CONSTRAINTS, APPLICANTS SHOULD EXPECT THAT HOME FUNDS WILL NOT BE AVAILABLE UNTIL SEPTEMBER OF 2011. APPLICATIONS THAT REQUIRE HOME FUNDS PRIOR TO THIS DATE WILL BE CONSIDERED ON A CASE-BY-CASE BASIS AS ANY AVAILABLE FUNDS ARE SEVERELY RESTRICTED.**

Please note the following conditions and exceptions to the NOFA:

- Both 9% and 4% LIHTC Proposals are eligible for letters of support through this NOFA. However, 4% tax credit projects will be accepted on a rolling basis. Please see below for additional details.
- Applicants that are seeking ONLY Project Based Housing Choice Voucher Subsidies in connection with UFAS or units for non-elderly disabled residents should contact Ms. B. Alexis Johns at 410-396-5846.

Because the City’s sources of funds have different program regulations, staff will work with applicants to match successful proposals to the most appropriate type of funds available.



### **PRE-PROPOSAL CONFERENCE**

Applicants are strongly encouraged to attend a pre-proposal conference that will provide information on structuring proposals and other details related to Baltimore Housing project support. The pre-proposal conference will be held on **July 19 at 3:00 in Room 348:**

**The Benton Building**  
**417 East Fayette Street**  
**3<sup>rd</sup> Floor**  
**Baltimore, Maryland 21202**

Baltimore Housing staff will present an overview of the NOFA process and requirements for working with funding sources, and answer questions.

### **APPLICATION DEADLINE AND REQUIREMENTS**

The schedule for the Summer 2010 NOFA is listed below.

#### **9% LIHTC Transactions seeking programmatic and financial support**

Post NOFA on web – July 9, 2010  
Pre-proposal conference – July 19, 2010  
Application submission deadline – August 11, 2010  
Developer presentations – August 26 and 27, 2010  
Applicants notified of decisions – September 17, 2010  
Support letters issued – October 4, 2010  
CDA applications due – October 12, 2010

#### **Deadline**

All copies of complete applications must be delivered to the Office of Project Finance by no later than 4:00 p.m. on August 11, 2010. No applications will be accepted after this time. Applications will be date stamped upon delivery.

#### **Applications for Four Percent Low Income Housing Tax Credits**

Applications that are seeking City support for four percent tax credits, **BUT ARE NOT REQUESTING ANY HOME FUNDS**, will be accepted on a rolling basis. These projects must meet the threshold requirements of this NOFA, except those marked “For HOME only”, and a minimum score of 100 points to receive support. Projects will be reviewed and successful projects will receive support letters within 60 days of receipt by the Office of Project Finance of the complete application package. Incomplete applications will not be processed.



## Disclaimers

Baltimore Housing, in its sole discretion, reserves the right to modify the above dates.

Baltimore Housing does not issue reservations or allocations of Low Income Housing Tax Credits. This is the exclusive responsibility of the State of Maryland Department of Housing and Community Development.

All documents submitted as part of this application are considered public records and will be made available to the public upon request with the exception of personal financial statements, private corporate financial statements, and other confidential commercial information. Baltimore Housing reserves the right to post summary information about all submissions, including those awarded financial or programmatic support.

## Submission Requirements

For the Summer 2010 round, the application consists of the following parts:

1. Form 202 of the Maryland Department of Housing and Community Development's low income housing tax credit application, which can be found at:  
<http://www.dhcd.state.md.us/Website/programs/rhf/application.aspx>
2. The following Exhibits to the State low income housing tax credit application:
  - a. Exhibit A: Project Information, Part 3: Other Project Financing
  - b. Exhibit B: Site Information, Part 1: Site Map and Photographs, and Part 5: Site Control
  - c. Exhibit C.1: Development Team Information – Developer
  - d. Exhibit C.2: Development Team Information – General Contractor – AIA form A305 only
  - e. Exhibit C.3: Development Team Information – Architect – AIA Form B431 only
  - f. Exhibit C.4: Development Team Information – Management Agent – CDA form 209 only
  - g. Exhibit D: Financial Statements of Owners and Guarantors
  - h. Exhibit E: Construction Information, CDA form 212 and Building Evaluation Report only. Attach available renderings and elevations.
3. Baltimore Housing Supplemental Application (Attached)
4. MBE/WBE Contract (Attached)

Applicants must submit one (1) original and five (5) copies of the application.

The State Form 202, which is in Excel format, should also be provided on a CD as an Excel document. Only one (1) copy of the CD is required. All applications and required exhibits must be in a three-ring binder, with numbered dividers that correspond to the items on the Application Checklist. Incomplete applications and applications submitted after the deadline will not be accepted by Baltimore Housing.



All applications for programmatic support or financial support from Baltimore Housing should be delivered to:

Office of Project Finance  
Baltimore Housing  
417 East Fayette Street, 3<sup>rd</sup> Floor  
Baltimore, Maryland 21202  
ATTN: James R. Majors, Director Office of Project Finance

Applicants are encouraged to contact Baltimore Housing's Office of Project Finance at 410-396-5590 with questions regarding program requirements and the application process.

Baltimore Housing reserves the right to suspend, amend, or modify the provisions of this NOFA, to waive any or all of the requirements or limitations herein, to reject all proposals, to negotiate modifications of proposals, or to award less than the full amount of the funding available, all in its sole discretion.

### **AVAILABLE FUNDING**

1. Applicants may request up to \$1 million per project in HOME Investment Partnership Program funds. Projects may not be separated into phases in order to obtain additional HOME funding. Funds may only be awarded to projects that demonstrate a gap in financing and a need for additional sources. Projects receiving HOME funds must close on the financing and commence construction within 18 months of receiving the award of funds. Applications should expect closing to occur and funds to be available no earlier than September of 2011. Applications that require HOME funds prior to this date will be reviewed on a case-by-case basis and may not receive awards due to the unavailability of such funds.
2. Additionally, applicants may request up to \$30,000 per unit for those one-bedroom units reserved for non-elderly persons with disabilities that exceed the threshold requirements for such units set forth below under threshold item 9. Requests for funding, when combined with funds requested for units in the Long Term Affordable UFAS program described below, may not exceed a total of \$750,000. No more than 30% of the units in the project may be reserved for non-elderly persons with disabilities. Funds may only be awarded to projects that demonstrate a gap in financing and a need for additional sources. Units for non-elderly persons with disabilities must also benefit from Project Based Housing Choice Voucher subsidies and draw residents from HABC's Housing Choice Voucher waiting list. Units must be committed for a period not less than 15 years.
3. Additionally, applicants may request up to \$30,000 per unit for those units with two or more bedrooms that exceed the threshold requirements set forth below, that fully comply with the Uniform Federal Accessibility Standards (UFAS) and which are part of Baltimore Housing's Long Term Affordable UFAS program (the LTA Program). These funds are not available for projects that are age restricted. Requests for funding, when combined with funds requested for units to be reserved for non-elderly persons with disabilities, may not exceed a total of \$750,000. No more than 30% of the units in the project may be included in the LTA



Program. Funds may only be awarded to projects that demonstrate a financing gap and a need for additional sources. HABC intends to provide a rent subsidy for these units as further described below.

Long Term Affordable UFAS units must:

- Be affordable to households that participate in the Housing Choice Voucher or Public Housing programs. For the Housing Choice Voucher program, the household cannot pay more than 40% of its monthly adjusted income in rent and utilities. For the Public Housing program, the household cannot pay more than 30% of its monthly adjusted income in rent and utilities. No minimum income shall be required to participate in these housing programs.
- Remain affordable for a minimum of 40 years.
- Provide any and all rights, privileges and benefits that are provided to HABC's public housing residents or applicants.
- Receive Public Housing operating subsidy or Project Based Housing Choice Voucher subsidy.

Please contact Robert Mello at 410-545-3250, or by email at [robert.mello@habc.org](mailto:robert.mello@habc.org) for more information regarding the LTA Program.

4. A unit that will both be reserved for non-elderly persons with disabilities and that will be fully UFAS compliant is eligible for only \$30,000.
5. Phased projects may only request funding in excess of the funding caps if the phases are submitted in separate NOFA rounds.
6. The sum of the units reserved for non-elderly persons with disabilities and LTA Program UFAS units may not exceed 35% of the total units in the project.
7. Funds will be provided under loan terms to be determined at Baltimore Housing's sole discretion for each project during the underwriting stage. Funds may be provided at Baltimore Housing's sole discretion as "soft" loans with below-market interest rates, and cash-flow and/or deferred payments.

### **REVIEW REQUIREMENTS**

Requests for different types of support and/or funding will be reviewed under different parts of this NOFA.

- Applications for HOME funds and for LIHTC support that include HOME funds must meet all of the threshold requirements below. Passing applications will be rated against the scoring criteria and will then be ranked in order of points awarded. Top scoring proposals will be recommended for an award of funds.
- Applications for LIHTC support without HOME funds must meet all of the threshold requirements below. Passing applications will be rated against the scoring criteria.



Applications receiving a score of at least 100 points will be recommended for a letter of support.

- Applications for project based housing choice vouchers and funding for units reserved for non-elderly persons with disabilities or that or that are part of the Long Term Affordable UFAS program should not apply for project based vouchers under this NOFA but rather should apply for vouchers under Baltimore Housing's Request For Proposals for the Project Based Housing Choice Voucher Program, which can be found at:

[http://static.baltimorehousing.org/pdf/may29\\_nofa.pdf](http://static.baltimorehousing.org/pdf/may29_nofa.pdf).

All awards of funding and project support may be made at the sole discretion of Baltimore Housing. Decisions concerning City contributions may be based on the availability of resources.

### **THRESHOLD REQUIREMENTS**

In order to be considered for an award of funds or programmatic support, all proposals must meet the following threshold requirements. In addition, all proposed projects must meet all applicable Federal, State of Maryland, and City of Baltimore program regulations and requirements, including City sustainability, visitability, and federal Section 3 rules. Projects that do not meet the threshold requirements will not be considered for support.

1. Minimum Point Score. Applications must receive a minimum point score of at least 100 points under the Scoring Criteria below.
2. Evidence of Site Control. Applicants must be able to demonstrate control over the project site. Evidence must be in the form of a copy of the deed to the property, a copy of the sales contract, an executed land disposition agreement, or in the case of land being sold by Baltimore City, a letter of intent to purchase the property from Baltimore Housing. Other evidence may be accepted at the sole discretion of Baltimore Housing.
3. Evidence of Community Consultation. Applicants must have presented their proposed project at least once to the community or neighborhood association(s) in which the project is located within the last 9 months. Evidence of consultation shall include a copy of the agenda that was distributed when the presentation was made and copies of all correspondence and emails pertaining to the proposed project. If the project receives support from Baltimore Housing, applicants will be required to return and update the community.
4. Financial Feasibility. Applicants must be able to demonstrate that the project is economically feasible and based on established principles and supported market assumptions. Applicants must submit letters of intent from other, non-State sources.
5. Community Plan. Applicants must provide evidence that the project is located in a community that has undergone a planning process within the last five years or is in one of a number of designated areas. In order to qualify communities must have either:
  - a. An adopted Small Area Plan, Area Master Plan, or a Strategic Neighborhood Action Plan. To see a list of adopted plans please visit



<http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/MasterPlansMapsPublications/NeighborhoodPlans.aspx>

- b. A Community Legacy Area or a Healthy Neighborhood Plan. More information is available from:
  - i. Community Legacy
    - 1. Larry Brown  
Baltimore City  
(410) - 209 - 5819  
[brownL@mdhousing.org](mailto:brownL@mdhousing.org)
  - ii. Healthy Neighborhoods  
<http://www.healthyneighborhoods.org/>
- c. Been categorized as Competitive, Stable or Emerging on the Baltimore typology map. For more information on the Housing Market Typology or to download a map visit  
<http://www.baltimorecity.gov/Government/AgenciesDepartments/Planning/MasterPlansMapsPublications/HousingMarketTypology.aspx>

Please contact Seema Iyer at 410-396-7272 or [seema.iyer@baltimorecity.gov](mailto:seema.iyer@baltimorecity.gov) with questions regarding Community Plans or the Baltimore typology. Baltimore Housing may accept other plans or designated areas at its sole discretion.

- 6. Minority and women owned business participation. The project must be consistent with Article 5, Subtitle 28, of the Baltimore City Code (see Commitment to Comply) in connection with minority and women owned business opportunities.
- 7. Community Employment Plan (HOME FUNDS ONLY). Projects seeking HOME funds must develop and include hiring plans that include the provision of jobs for Baltimore and community residents in excess of any federal, state, local, or Housing Authority requirements
- 8. UFAS Requirements. At least five percent (5%) of all units in the project (not just the subsidized units) must comply with the Uniform Federal Accessibility Standards (UFAS) requirements for persons with mobility impairments and at least two percent (2%) of all of the units must comply with the UFAS requirements for persons with hearing or vision impairments (§8.22 of Section 504 of the Rehabilitation Act of 1973). All projects must comply with construction requirements of both the Fair Housing Act and the Americans with Disabilities Act (ADA), as applicable.
- 9. Units for Non-Elderly Persons with Disabilities. As part of Baltimore Housing's commitment to provide affordable housing opportunities for all of its citizens, and as part of its on-going effort to increase and expand the supply of affordable housing for non-elderly persons with disabilities, the following is required:
  - a. All applications must provide that a minimum of 15% of the LIHTC units will be one bedroom units that are reserved for non-elderly persons with disabilities, as defined in Section 9.e below. The units must be affordable to households with incomes at or below 30% of the area median income for a period not less than 15 years. Projects may reserve more than 15% of the LIHTC units for non-elderly persons with disabilities. Units



reserved for non-elderly persons with disabilities should be integrated throughout the project and should not be concentrated in any particular building or area.

- b. Applicants must also include an application for Section 8 Project Based Rental Subsidy for the units that will be reserved for non-elderly persons with disabilities. For information on how to apply for Section 8 Project Based Rental Subsidy, contact Ms. B. Alexis Johns at 410-396-5846. It is Baltimore Housing's intention to provide Project Based Housing Choice Vouchers for applicants that seek them in conjunction with the units reserved for non-elderly persons with disabilities. Please note that rules regarding maximum rents for projects that benefit from both LIHTC and Section 8 Project Based Rental Subsidy have been recently modified. Applicants should consult program professionals regarding allowable rent levels.
- c. For those applicants seeking support for projects consisting of rehabilitation of existing residential rental properties, if the number of one bedroom units in the development does not allow for the 15% set-aside, the applicant must indicate the number of one bedroom units in the development, propose the number of one bedroom units that will be set aside for non-elderly persons with disabilities and provide the remainder of the units off-site. Off-site units must be located within Baltimore City and must be comparable or better in quality to the on-site units. Baltimore Housing retains the right to negotiate with the applicant an acceptable number and the location of units for non-elderly persons with disabilities.

The off-site units must be specifically identified in the application, must be integrated throughout the local neighborhood or neighborhoods in which they are located, and must be available for occupancy by no later than the date that the units in the proposed project are available for occupancy. Baltimore Housing will not provide any funding for off-site units, with the exception of project based Housing Choice Vouchers.

- d. The above Sections 9.a through 9.c do not apply to projects that are only seeking support for 4% LIHTC and tax exempt bonds, and that:
  - i. Consist of the rehabilitation of a project that has been historically restricted to, and currently serves, only households age 62 years and older, not serving non-elderly persons with disabilities. Such projects must be able to demonstrate through rent rolls or other similar evidence that the project was and remains age-restricted; or
  - ii. Are reserved for discrete populations in a development that offers supportive housing. This category is not intended for projects that serve the general population of individuals, families, or households age 62 years and older.
- e. Non-elderly persons with disabilities are defined as a family whose sole member, head of household, or head of household's spouse is a person with a disability who is under the age of sixty-two (62), and which is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second



bedroom is needed for disability-related reasons; and who is on an HABC waiting list for public or Section 8 subsidized housing.<sup>1</sup>

Please note that in connection with units for non-elderly persons with disabilities, the Innovative Housing Institute (“IHI”) is implementing the Enhanced Leasing Assistance (“ELA”) Program created by HABC to assist non-elderly persons with disabilities in successfully leasing units created for this population under this NOFA. IHI will make referrals to fill units created for non-elderly persons with disabilities under this NOFA. In addition to providing ELA Program participants with housing search assistance, IHI provides them with referrals to service providers and non-profit organizations, when appropriate, and assists ELA Program participants for 6 months after they have moved in transitioning to their new living situation. Further information regarding the ELA Program is available by contacting Ms. Amy Wilkinson, Associate Executive Director, at Baltimore Housing 410-396-3232.

### **SCORING CRITERIA**

As described above, applications that meet the Threshold Requirements will be rated against the Scoring Criteria. A total of 150 points may be awarded as follows:

1. Development Team Experience (45 Points). Points will be awarded based on the demonstrated relevant experience and qualifications of the members of the development team. The capacity of the team will be based on the capacity of the developer, the contractor, the management agent and the architect. Development team members will be scored on the basis of their records of accomplishment during the past five years with projects that are similar to the proposed project.

Maximum points for each team member are as follows:

Developer	15 points
Contractor	10 points
Management Agent	10 points
Architect	10 points

2. Financial Strength (20 Points). Points will be awarded on the basis of the development entities’ and guarantors’ financial capacity to undertake the project. Audited financial statements, compiled statements and interim statements submitted for determination of financial capacity of the development entities and guarantors will be reviewed utilizing standard Generally Accepted Accounting Principles. Working capital sufficient to carry the project through pre-development and net worth sufficient to provide applicable guarantees will be considered in determining the principals’ financial capacity. Points will be awarded as follows:

Net Worth As A Percentage of Total Development Costs
---

<sup>1</sup> Units created for non-elderly persons with disabilities are not required to be UFAS compliant.



Over 25%	10 Points
Between 10% and 25%	5 Points
Under 10%	0 Points

Liquid Assets As A Percentage of Total Development Costs	
Over 4%	10 Points
Between 2% and 4%	5 Points
Under 2%	0 Points

3. Project is Financially Sound (20 Points). Maximum points will be awarded for projects that demonstrate sound underwriting standards for all construction and permanent financing and operating income and expenses. Debt-coverage ratios, loan to value and other financial measures will be evaluated.
4. Project may be Completed in a Timely Manner (15 Points). Maximum points will be awarded to projects that do not involve significant potential time delays, such as rezoning requirements, environmental remediation, or legislative hurdles. This factor is intended to evaluate which projects present significant land development issues that are unresolved at the time of application.
5. Additional Units for Non-Elderly Persons with Disabilities or UFAS Units (20 Points). Points may be awarded for:
  - a. Providing more than 15% of the tax credit units for non-elderly persons with disabilities. These units must contain one bedroom and meet the criteria set forth in Section 8 of the Threshold Requirements above. No more than 30% of the total units should be reserved for non-elderly persons with disabilities.

Points will be awarded based on the percent of possible additional units reserved for non-elderly persons with disabilities that will be provided. The minimum number of such units that must be provided is 15% of the LIHTC units and the maximum number of such units that may be provided is 30% of the total number of units.

Example: A proposed project consists of 100 mixed-income units with 70 units reserved for tax credit residents. Fifteen percent of the 70 tax credit units, or 11 units (rounding up) must be reserved for the non-elderly disabled. At most 30 units, or 30% of the total units may be reserved for the non-elderly disabled residents. Thus, the maximum number of additional units for non-elderly persons with disabilities is 19. Points will be based on the percent of 19 units that will be reserved for these residents. If the applicant proposes providing the 11 required units for non-elderly persons with disabilities plus an additional 12 units, the points awarded would equal  $(12/19) \times 20$ , or 13 (rounding up).

- b. Making more than 5% of the units fully UFAS compatible and part of LTA Program (defined above). No more than 30% of the total units may be reserved for residents in need of fully UFAS compatible units. The LTA Program is intended to provide units that are comparable to public housing. The units must contain two or more bedrooms, must benefit from Project Based Housing Choice Vouchers and must remain in the program for no less than 40 years.

One point will be awarded for each additional fully UFAS compatible unit that will be part of the LTA Program.



- c. No more than 20 points will be awarded under Sections 6(a) and 6(b) hereof combined.
6. Family Developments (15 Points). Points may be awarded to projects that are fully open to families, and that are not limited to seniors or special needs populations.
  7. Permanent Housing for the Homeless (15 Points). Points may be awarded for projects that reserve units for people who would otherwise be homeless. The units must be available for long-term occupancy and should not be part of a transitional housing program. One point will be awarded for each percent of the total units that is reserved for people who would otherwise be homeless. For example, 7 points will be awarded to a project that so reserve 7% of its units. The percent of units will be rounded to the nearest whole number.

Units for people who would otherwise be homeless must benefit from project-based housing choice vouchers or some other external or internal subsidy to make the units affordable to individuals or families earning less than 30% of the area median income.





Building/Unit Type (please give estimate or range):

	<u>New Construction</u>		<u>Rehabilitation</u>		<u>TOTAL</u>	
	<u>Number Buildings</u>	<u>Number Units</u>	<u>Number Buildings</u>	<u>Number Units</u>	<u>Number Buildings</u>	<u>Number Units</u>
<b>Residential</b>						
Single family detached						
2-4 family						
Townhouse						
Low/mid rise						
High rise						
Other						
<b>TOTAL</b>						
	<u>Number Buildings</u>	<u>Square Footage</u>	<u>Number Buildings</u>	<u>Square Footage</u>	<u>Number Buildings</u>	<u>Square Footage</u>
<b>Other</b>						
Commercial						
Community Facility						

Unit Mix (please give estimate or range):

	<u>Affordable Units<sup>1</sup></u>		<u>Market Rate Units</u>		<u>TOTAL</u>	
	<u>Rental</u>	<u>Home Ownership</u>	<u>Rental</u>	<u>Home Ownership</u>	<u>Rental</u>	<u>Home Ownership</u>
SRO <sup>2</sup>						
0 bedroom						
1 bedroom						
2 bedrooms						
3 bedrooms						
4 bedrooms						
<b>TOTAL</b>						

<sup>1</sup>Rental units affordable to households with income < 60% Area Median Income for HOME Funds and < 80% for Bond Funds;  
 Homeownership units affordable to households with income < 80% Area Median Income for HOME Funds and Bond Funds.

<sup>2</sup>Transitional housing units may be eligible for HOME funds; however, special terms and conditions will apply.



Probable Rent/Sales Price (please give estimate or range):

	<b>Affordable Units</b>		<b>Market Rate Units</b>	
	<u>Rent (rental units)</u>	<u>Sales Price (homeownership units)</u>	<u>Rent (rental units)</u>	<u>Sales Price (homeownership units)</u>
SRO				
0 bedroom				
1 bedroom				
2 bedrooms				
3 bedrooms				
4 bedrooms				

- ❑ **3. Evidence of Site Control.** Applicants must be able to demonstrate control over the project site. Evidence must be in the form of a copy of the deed to the property, a copy of the sales contract, an executed land disposition agreement, or a letter of intent to purchase the property from Baltimore Housing. Other evidence may be accepted at the sole discretion of Baltimore Housing.
- ❑ **4. Evidence of Community Consultation.** Applicants must contact neighborhood organizations in the vicinity of the proposed development prior to applying for funding. A list of relevant organizations can be obtained from the Baltimore City Planning Department at 410.396.4329 or online at [www.baltimorecity.gov/government/planning/cad.php](http://www.baltimorecity.gov/government/planning/cad.php) or under the Community Association Directory tab. Applications must include evidence of consultation, which shall include a copy of the agenda that was distributed when the presentation was made and copies of all correspondence and emails pertaining to the proposed project.
- ❑ **5. Community Plan.** Applicants must provide evidence that the project is located in a community that has undergone a planning process within the last five years or is in one of a number of designated areas. Community plans must be an adopted Small Area Plan, Area Master Plan, a Strategic Neighborhood Action Plan, Community Legacy Area or a Healthy Neighborhood Plan. Designated areas are areas that are shown as Competitive, Stable or Emerging on the Baltimore typology map. The map can be downloaded at:

<http://www.baltimorecity.gov/government/planning/images/Housing%20Market%20Typology%2036%20x%2048.pdf>

Baltimore Housing may accept other plans or designated areas at its sole discretion.  
Applicants who intend to submit other such plans or designated areas are advised to review the submission with staff prior to the application deadline.
- ❑ **6. Narrative Description of Compliance with MBE/WBE Participation as set forth in Article 5, Subtitle 28 of the Baltimore City Code.** Applicants must describe how they will make every good faith effort to equitably utilize the services of minority business enterprises



(MBEs) and women business enterprises (WBEs), in addition to completing and signing the Commitment to Comply at the end of this packet.

- **7. Narrative Description of Compliance with Federal Uniform Accessibility Requirements and Handicap Accessibility Requirements as set forth in Section 504 of the Rehabilitation Act of 1973.** Applicants must describe how the proposed project will meet handicapped accessibility requirements. Generally five percent (5%) of the total units in new construction and substantial rehabilitation projects must be accessible for mobility impaired individuals and two percent (2%) of the total units must be equipped for hearing- and sight-impaired individuals.

Applicants that are seeking funding for UFAS units should include a description of how and where the units will be incorporated into the project. Information must include a description of the units to be set-aside and a description of the rental or other operating subsidy to allow the required affordability level.

For projects seeking points under Section 6.b of the Scoring Criteria of this NOFA, applicants should include these units in the narrative description.

- **8. Narrative Description of Compliance with Requirements for Units for Non-Elderly Persons with Disabilities.** Applicants must describe how the proposed project will meet the requirements for units for non-elderly persons with disabilities as set forth in Section 8 of the Threshold Criteria of this NOFA. Information must include a description of the units to be set-aside and a description of the rental or other operating subsidy to allow affordability to households at 30% or less of the area median income.

For projects that are proposing to provide units for non-elderly persons with disabilities off-site because the project entails rehabilitation of existing units and fewer than 15% of the units are one bedroom, the application must include a specific identification of the units, which must be in Baltimore City, and a schedule showing that the units can be rented by no later than the units in the proposed project.

For projects seeking points under Section 6.a of the Scoring Criteria of this NOFA, applicants should include these units in the narrative description.

- **9. Community Employment Plan.** Applicants must include a narrative description of the proposed Community Employment Plan. The description should explain how the project will provide jobs for Baltimore and community residents in excess of any federal, state, local, or Housing Authority requirements.
- **10. Narrative Description of Permanent Housing for the Homeless.** Applicants must include a narrative description describing the number and type of units that will be reserved for people who would otherwise be homeless. The narrative should also discuss how the applicant intends to fill the units and any links with homeless services organizations. The units must be available for long-term occupancy and should not be part of a transitional housing program.



□ **11. Disclosures.**

Has any principal identified in this form or any corporation or organizations in which this principal is or was formerly a principal partner, managing member or otherwise owned or control more than 10% of the shares or assets of a corporation, been the subject to any of the following?

Pending judgments, legal actions, lawsuits, orders and/or orders of satisfaction?  Yes  No

Been convicted or in a pending case for fraud, bribery, or grand larceny?  Yes  No

Been convicted or in a pending case for arson?  Yes  No

Adjudged bankrupt, either voluntarily or involuntarily, within the past 10 years?  Yes  No

Indicted for or convicted of any felony within the past 10 years?  Yes  No

Unpaid taxes or liens?  Yes  No

Declared in default of a loan or failed to complete a development project?  Yes  No

Failed to complete or currently in violation of any agreement involving the City of Baltimore?  Yes  No

If the answer to any of the above is yes, please provide a full explanation below, including as appropriate for each case 1) date, 2) charge, 3) place, 4) Court, 5) action taken, and 6) current disposition. Attach additional sheets or documentation, as necessary.



- **12. Owned Property Disclosure.** Applicants must identify any property developed, owned and/or managed by the applicant or any principal listed in this application or by a corporation or organization in which the applicant or any principal listed in this application is or was at the time of development, ownership or management a principal partner, managing member or otherwise owned or controlled more than 10% of the shares or assets of a corporation. This includes personal residences.

<u>Address</u>	<u>Name of Legal Owner</u>	<u>Role</u>	<u>Relationship to Applicant</u>
<i>Example: 417 E Fayette Street Baltimore, MD 21202</i>	<i>HCD LLC</i>	<i>Developer, Owner, Manager</i>	<i>Jane Smith (principal in Applicant Entity LLC) is President of HCD LLC.</i>



□ **13. Certification.**

Please note: if the applying entity is a joint venture, an officer of each entity composing the joint venture must sign this certification form.

I, \_\_\_\_\_, am an officer authorized to make a binding contractual commitment for the applicant.

I have received, read, and understand the provisions of this Notice of Funding Availability (NOFA).

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the development proposal from further consideration. I certify that all information contained in this response to the NOFA, including, but not limited to, the disclosure information is true and correct to the best of my knowledge and belief.

I understand by signing this form in conjunction with a response to this NOFA, that the City may, at its choosing, conduct a check with Dun and Bradstreet and other credit verification or similar agencies.

I understand that the City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the applicant at any time, including, but not limited to, the cost of: 1) any prior actions by the applicant in order to respond to the NOFA, and/or 2) any future actions by the applicant in connection with any negotiations between the applicant and the City, including, but not limited to, actions to comply with requirements of Baltimore Housing, the City or any applicable laws.

I agree that I will not enter into, execute or be a part to any Covenant, Agreement, Lease, Deed, Assignment or Conveyance, or any other written instrument which restricts the sale, lease, use or occupancy of the property or any part thereof, upon the basis of race, color, religion, sex, or national origin and will comply with all Federal, State, and local laws, in effect from time to time, prohibiting discrimination or segregation and will not discriminate by reason of race, color, religion, sex or national origin in the sale, lease, use or occupancy of the property.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Applicant Entity: \_\_\_\_\_



**MBE / WBE CONTRACT**

---

*(Name of Project)*

**COMMITMENT TO COMPLY  
WITH THE  
MINORITY AND WOMEN'S BUSINESS ENTERPRISE PROGRAM  
OF THE CITY OF BALTIMORE**

