

**Baltimore Housing
Combined Funding Application**

**RFP/NOFA Application for NEDs and UFAS Bailey Funds
(Project Based Vouchers and Capital Funds)
For Family Units
And
Neighborhood Stabilization Program Funding
April 8, 2010**

Overview

This RFP/NOFA application is for Project Based Vouchers and Capital Funds for Family Units to create units for non-elderly persons with disabilities (NEDs) and to create units that are fully compliant with the Uniform Federal Accessibility Standards (UFAS) (the funds for NEDs units and for UFAS units are hereinafter collectively referred to as Bailey Funds). The application can also be used for Neighborhood Stabilization Program (NSP) funds.

The application is divided into the following three parts:

- I. **Section I – General (All Applicants Must Complete)**– This section should be filled out by everyone applying for NEDs Funds and NSP money.
- II. **Section II – Project Based Vouchers** – This section should be filled out by everyone applying for Project Based Voucher subsidy. Forms for Attachments 1 – 5 can be found on Baltimore Housing’s website at www.baltimorehousing.org.
- III. **Section III – Bailey Capital Funds or NSP Funds** – This section should be filled out by everyone applying for capital funds to create NEDs units. This section should also be filled out if you are applying for NSP funds.

Baltimore Housing reserves the right to request additional information.

Useful Websites

Information to fill out the application can be found at the following websites:

- www.baltimorehousing.org – application information
- www.baltimorecity.gov – neighborhood information, master plan information
- www.livebaltimore.com – neighborhood information
- <http://www.healthyneighborhoods.org/> - healthy neighborhoods
- www.census.gov – census information
- www.hud.gov – Enterprise Zones, Economic Communities or Renewal Communities

Section I – General (All Applicants Must Complete)

Please complete the information set forth below. You may add attachments if you need additional space or to supply supporting documentation.

A. UNIT INFORMATION		
Property Address:		
Property Location:		
Census Tract:		
Project Name (if applicable)		
Neighborhood:		
City Council District:		
Property Description (Present Conditions and Proposed Renovation):		
Monthly Rent to Owner (Projected)		
Utility Allowance (Projected)		
Contract Rent (Projected)		
Payment Standard (Projected)		
B. CENSUS TRACT DEMOGRAPHICS		
	1	Minority Percentage Rate
	2	Poverty Percentage Rate
C. COMMUNITY PLAN		
<p>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, Emerging, or Transitional 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 in its sole discretion accept other plans or designated areas or evidence that the project will <u>leverage other substantial development</u>. Applicants who intend to submit other such plans or designated areas or evidence of other leveraged development are advised to review the submission with staff prior to the application deadline.</p>		
1. Please state whether the project is in one of the following designated areas:		
Competitive		
Stable		
Emerging		
Transitional		
2. Check if project is located in one of the following Baltimore City designated revitalization areas, urban renewal areas or PUDs:		
Barclay		
Poppleton		
EBDI		
Uplands		
Reservoir Hill		
Healthy Neighborhood (e.g. Belair-Edison, Ednor Gardens, Garwyn Oaks)		
Other (Please specify)		

3. Please state whether project is in an area subject to a City of Baltimore Planning Department Master Plan:						
Name of plan:			Date of plan:			
4. Please state whether the project is in a HUD designated Enterprise Zone, Economic Community or Renewal Community.						
5. Please state whether the project will be in a Small Area Plan, Area Master Plan, a Strategic Neighborhood Action Plan, Community Legacy Area or a Healthy Neighborhood Plan and, if it will, which one.						
F. DESCRIPTION OF DEVELOPMENT PLAN & FINANCES						
1. Project description (attached additional sheets if necessary):						
2. Anticipated construction start date:						
3. Total Number of rental units.						
4. Building/unit type (If precise numbers are not available, please provide estimate or range:						
	NEW CONSTRUCTION		REHABILITATION		TOTAL	
Residential	# Buildings	# Units	# Buildings	#Units	# Buildings.	#Units
Single Family Detached						
2-4 family						
Townhouse						
Low/Mid Rise						
High-rise						
Other						
TOTAL						
Commercial	# Buildings	Square Footage	# Buildings	Square Footage	# Buildings	Square Footage
Community Facility	# Buildings	Square Footage	# Buildings	Square Footage	# Buildings	Square Footage

5. Total development costs: \$
a. HABC capital funding per unit \$ _____ per NED unit; \$ _____ per UFAS unit
b. Other sources of rehabilitations or construction funds \$ _____ per NED unit; \$ _____ per UFAS unit
c. Other expected sources of funding (not including private bank loans): <input type="checkbox"/> 9% Tax credits <input type="checkbox"/> 4% Tax credits <input type="checkbox"/> Other
d. Amount and type of City funds previously received: \$
e. Use of City funds: <input type="checkbox"/> Acquisition: \$ <input type="checkbox"/> Relocation: \$ <input type="checkbox"/> Deconstruction: \$ <input type="checkbox"/> Construction subsidy: \$ <input type="checkbox"/> Section 8 Project Based Rental subsidy: <input type="checkbox"/> Other: \$
f. Amount of funds being requested in this application: \$
g. Acquisition Price (if applicable) \$

6. Residential Estimated Rental Income and Unit Information (Do not "Double Count" H/V, NEDs, UFAS, FSS or Elderly)												
Apt. #	# of Bedrooms ¹	# of Baths	Square Footage	Rent	Affordable Unit (Y/N) ²	Project Based Unit (Y/N)	Market Rate (Y/N)	H/V (Y/N)	UFAS (Y/N) ³	FSS (Y/N)	Elderly (Y/N)	NEDs (Y/N) ^{4,5}
Totals												

¹ Transitional housing units may be eligible for HOME funds; however, special terms and conditions will apply.

² Rental units affordable to households with income <60% of AMI for HOME funds and <80% of AMI for bond funds. Homeownership units affordable to households with income <80% of AMI for HOME funds and bond funds.

³ See Fact Sheet – Units Compliant with the Uniform Federal Accessibility Standards (UFAS)

⁴ Only 1 or 2 Bedroom Units can be NEDs.

⁵ See Fact Sheet – 500 Project Based Units for Non-elderly Persons with Disabilities (NEDs).

Section II –Project Based Vouchers

A. TOTAL PERCENTAGE OF UNITS PROPOSED FOR PROJECT BASED VOUCHERS: (Please note that there is a 25% cap per project. HABC may make an exception for units serving the elderly, persons with disabilities and families that will receive supportive services.)		
B. ANTICIPATED TEMPORARY RELOCATION		
Is temporary relocation of any current tenant anticipated during the rehabilitation period? __ Yes __ No Units affected: _____		
C. NEIGHBORHOOD AMENITIES		
1. Please identify employment opportunities in the neighborhood:		
a.	b.	
c.	d.	
e.	f.	
g.	h.	
2. Please identify public transportation routes within one mile of the proposed project:		
a.	b.	
c.	d.	
e.	g.	
3. Please identify supermarkets, drug stores and other stores located within one mile of the proposed project:		
a.	b.	
c.	d.	
e.	f.	
g.	h.	
4. Please identify parks and recreational facilities located within one mile of the proposed project.		
a.	b.	
c.	d.	
e.	f.	
g.	h.	
5. Please identify medical facilities located within one mile of the proposed project:		
a.	b.	
c.	d.	
e.	f.	
6. If creating family units, please identify the public and charter schools that will serve the project and for each provide the percentage of advanced and proficient grade 3, 4 and 5 students in reading and math:		
School Name:	Reading:	Math:
School Name:	Reading:	Math:
School Name:	Reading:	Math:
School Name:	Reading:	Math:
School Name:	Reading:	Math:

D. NEIGHBORHOOD INVESTMENT
If the poverty rate in the census tract exceeds 20% please complete the following:
1. Will the project be located in a census tract where the concentration of assisted units will be or has decreased as a result of the demolition of public housing units?
2. Is the census tract in which the project will be located undergoing significant revitalization? If yes, please describe.
3. Have private, state, local or federal funds been invested in the area that have resulted in the deconcentration of poverty and expansion of housing and economic opportunities? If yes, please describe.
4. Are new market rate units being developed in the same census tract as the proposed project? If yes, please explain if and how they will reduce the poverty rate in the neighborhood.
5. During the past 5 years, has there been a reduction in the poverty rate in the census tract where the project will be located? If yes, please provide details regarding the amount of the reduction.

- ▶ **ATTACHMENT 1:** **STATEMENT OF SERVICES (Please complete attached form and sign)**

- ▶ **ATTACHMENT 2:** **UNIT SURVEY (Please complete attached form – if vacant, indicate N/A)**

- ▶ **ATTACHMENT 3:** **UTILITY SCHEDULES (Please select correct form and circle amounts paid by tenant, please note number of exposures, including roof)**

- ▶ **ATTACHMENT 4:** **OWNER CERTIFICATION (HQS) (Please complete attached form)**

- ▶ **ATTACHMENT 5:** **CERTIFICATION OF NO DISPLACEMENT (Please sign attached form)**

- ▶ **ATTACHMENT 6:** **Provide resumes to support owner’s/developer’s experience completing similar projects over the last 5-years**

- ▶ **ATTACHMENT 7:** **Project Set-asides: Identify where the project based units that will be designated as NED units will be located to demonstrate that units are integrated throughout the project.**

- ▶ **ATTACHMENT 8:** **Copy of Owner’s Tenant Selection Criteria**

- ▶ **ATTACHMENT 9:** **Owner’s proposed commitment to include sustainable construction practices, energy efficiency measures and pollution prevention practices.**

Section III –Bailey Capital Funds or NSP funds

A. 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 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.

B. 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 please complete and sign the Commitment to Comply at the end of this packet.

C. NARRATIVE DESCRIPTION OF COMPLIANCE WITH UNIFORM FEDERAL 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.

D. 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 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.

E. 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Been convicted or in a pending case for fraud, bribery, or grand larceny?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Been convicted or in a pending case for arson?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adjudged bankrupt, either voluntarily or involuntarily, within the past 10 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indicted for or convicted of any felony within the past 10 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unpaid taxes or liens?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Declared in default of a loan or failed to complete a development project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Failed to complete or currently in violation of any agreement involving the City of Baltimore?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.

G. Sources and Uses

Uses

Type of Use	Amount
Construction Cost	
Construction Contingency	
Architect's Fee	
Other Consultants' Fees	
Financing Fees	
Acquisition Cost	
Developer's Fee	
Guarantees and Reserves	
Total	

Sources

Type	Amount	Rate	Term
Private Loan			
State Bond Loan			
City HOME Funds			
Bailey Capital Funds - NEDs			
Bailey Capital Funds - UFAS			
NSP Funds			
Other			
Total			

- ▶ **ATTACHMENT 10:** **Proposed Scope of Work**

- ▶ **ATTACHMENT 11:** **Appraisal or other evidence supporting purchase price (if applicable)**

- ▶ **ATTACHMENT 12:** **Evidence of other financing**

G. 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: _____

H. MBE / WBE CONTRACT

(Name of Project)

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

In consideration for receiving fiscal assistance from or through the City of Baltimore, the Developer covenants and agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) regarding participation by Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in its development of the project known as:

Developer covenants and agrees to use all reasonable good faith efforts to meet the following MBE and WBE participation goals for this project as applicable:

CONSTRUCTION

MBE goal is 27%

WBE goal is 8%

SERVICES

MBE goal is 17%

WBE goal is 9%

ARCHITECTURAL AND ENGINEERING

MBE goal is 21%

WBE goal is 13%

Prior to the commencement of construction, Developer agrees to submit to the City written documentation, including executed contracts, service agreements, or utilization commitment forms which shall identify the particular minority and women's business enterprises 1) contracting directly with the Developer, or 2) subcontracting with prime contractors who have contracted directly with the Developer. The executed contracts, service agreements, or utilization commitment forms submitted to the City shall specify the dollar value of the participation, the type of work to be performed, and such other information as may be reasonably required by the City.

In the event that after reasonable and good faith efforts to meet the goals, Developer is able to demonstrate to the satisfaction of the City that sufficient qualified and willing MBEs and WBEs are unavailable in the market area of the project as defined by City law, then the Developer may request a

waiver or reduction of the MBE and/or WBE goals.

The City's Minority and Women's Business Opportunity Office (MWBOO), or its successor, is designated to administer the provisions of the law on behalf of the City. Developer shall comply with the rules and regulations of the MWBOO or its successor in meeting the requirements of the law.

THE UNDERSIGNED DO SOLEMNLY DECLARE AND AFFIRM THAT THEY ARE AUTHORIZED TO MAKE THIS COMMITMENT.

FOR: _____

BY: _____

BY: _____

DATE: _____

Chief, Minority and Women's Business Opportunity Office

Anticipated Starting Date of Construction:

I. SECTION 3 CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract is subject to the requirement of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170 1u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income person; particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by there execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate actions, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violations of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violations of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

F. Non-compliance with HUD's regulations in 24 CFR Part 135 may result in sanctions; termination of this contract for default and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations an Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to

comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

All applicants must complete the following:

Company Name: _____

Company Representative's Signature: _____

Company Representative's Printed Name: _____

Title: _____

Date: _____