



Baltimore  
Metropolitan  
Council

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

Published July 21, 2016

Pre-Proposal Conference:  
August 16, 2016  
9:30-11:00 AM

Submission Due Date:  
September 23, 3:30 PM

*For consideration with Maryland Low Income Housing Tax Credit 2016 round*

**Web site for more information:**

<http://baltometro.org/our-work/baltimore-regional-project-based-voucher-program>

## **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**

1500 Whetstone Way, Suite 300, Baltimore, MD, 21230  
Phone: 410-732-0500 • Fax: 410-732-8248 ♦ [www.baltometro.org](http://www.baltometro.org)

**THIS PAGE LEFT BLANK INTENTIONALLY**

**Table of Contents**

I. INTRODUCTION ..... 3

II. PURPOSE ..... 4

III. PARAMETERS OF REGIONAL PBV PROGRAM..... 5

*Funding availability* ..... 5

*How the subsidy works* ..... 5

*Rent for Regional PBV Units* ..... 6

*Tenant referrals using Regional PBVs* ..... 6

*Tenant right to move* ..... 7

IV. PROPOSAL REQUIREMENTS AND CONTENT ..... 8

*Types of Development and Requirements* ..... 8

*Locations for Development* ..... 8

*Requirements for Project-Based Vouchers* ..... 9

*Referrals from Regional Waiting List* ..... 9

*Submission requirements and format* ..... 9

V. SELECTION CRITERIA ..... 13

*Communications during the selection process* ..... 14

VI. SCHEDULE AND SUBMISSION OF PROPOSALS ..... 15

*Pre-Proposal Conference* ..... 15

*Interpretations or Questions* ..... 15

*Proposal Submission Deadline* ..... 15

*Place of Submission* ..... 15

VII. CONFIDENTIALITY ..... 16

VIII. MARYLAND REGISTRATION/QUALIFICATION REQUIREMENTS ..... 16

APPENDIX A: FAIR MARKET RENTS AND PAYMENT STANDARDS FOR THE BALTIMORE METROPOLITAN AREA..... 17

APPENDIX B: CERTIFICATIONS..... 21

    Certification 1 ..... 22

*Proposal Summary, Principal and Contact Information and Acknowledgement of Regional PBV Program Parameters and Requirements* ..... 22

    Certification 2 ..... 25

*Form of certification that organizations and individuals with an interest in the proposal are not excluded from participation in Federal programs* ..... 25

Certification 3 .....27  
*Form for disclosure of potential conflicts of interest by organizations and individuals with an  
interest in the proposal ..... 27*

Certification 4 .....29  
*Fair Housing Certification.....29*

## I. INTRODUCTION

The Baltimore Regional Project-Based Voucher (“**Regional PBV**”) Program is designed to encourage the development and rehabilitation of quality affordable rental housing in the metropolitan Baltimore area. Managed by the Baltimore Metropolitan Council, this initiative builds on innovations demonstrated by a similar program in Chicago (the [Regional Housing Initiative](#)) 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 an initial set of project-based subsidies (hereinafter referred to as “**Vouchers**”) available for up to 100 rental housing units in developments 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**”). Each Participating PHA will refer potential residents to the

Baltimore Regional Housing Partnership (“**BRHP**”), which will maintain a regional waiting list for this program. BRHP 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 may be eligible for scoring incentives and preferences in the Maryland Department of Housing and Community Development (“**DHCD**”) 2016 Low Income Housing Tax Credits (“**LIHTC**”) competition. Information on the LIHTC program, including the proposed Qualified Allocation Plan (“**QAP**”) for 2016, is available at <http://dhcd.maryland.gov/HousingDevelopment/Pages/lihtc/qap2016.aspx>.

## II. PURPOSE

The Regional PBV program seeks project proposals (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 “high opportunity” communities – safe neighborhoods that have access to high quality local public schools. The program also has a preference for mixed-income housing developments, with a range of affordability from units attached to Vouchers to market-rate apartments. Developments may include new construction or buildings needing substantial rehabilitation. Up to 25 percent of the total units in multifamily Developments may receive Regional PBV voucher assistance. This Request for Proposals (“**RFP**”) is intended to augment DHCD’s 2016 LIHTC competition to encourage the creation of affordable rental housing.

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

### III. PARAMETERS OF REGIONAL PBV PROGRAM

#### Funding availability

An initial set of 100 Vouchers from Participating PHAs is available for this round of applications. 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 15 years. Extensions up to an additional 15 years are at the discretion of the Regional PBV Program and its Participating PHAs.

#### How the subsidy works

The 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.

Owners of new construction or substantial rehabilitation Developments must execute an *Agreement to enter a Housing Assistance Payment Contract* ("**AHAP**") with BRHP on behalf of each PHA contributing Vouchers to the Development. The AHAP must be executed by closing of financing and prior to the Development commencing construction. The AHAP requires the owner to construct or rehabilitate the housing in accordance with PHA-approved construction drawings and specifications or work write-ups. It also establishes initial contract rents for the Regional PBV units that will be included in the HAP. BRHP will have responsibility for coordinating the AHAP process. Prior to executing the AHAP, the U.S. Department of Housing and Urban Development ("**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 the construction work is complete and the units are ready for occupancy, 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 up to 15 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 AHAP and the HAP 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.

The links to the AHAP and HAP for New Construction/Rehabilitation Housing are:

### **HUD-52531: PBV Agreement to Enter into HAP (AHAP) Contract,**

HUD-52531-A (Part I) <http://portal.hud.gov/hudportal/documents/huddoc?id=52531a.pdf>

HUD-52531-B (Part II) <http://portal.hud.gov/hudportal/documents/huddoc?id=52531b.pdf>

### **HUD-52530A: PBV Housing Assistance Payments (HAP) Contract**

Part I: <http://portal.hud.gov/hudportal/documents/huddoc?id=52530a-1.pdf>

Part II: <http://portal.hud.gov/hudportal/documents/huddoc?id=52530a-2.pdf>

## **Rent for Regional PBV Units**

The AHAP and HAP set out the rent 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 area as determined by the 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. Rents for PBV units may be adjusted annually based upon the terms set forth in the HAP and HUD regulations.

Current HUD-approved fair market rents (“**FMRs**”) and 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. 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 high opportunity areas of the Baltimore region and to increase efficiencies in the leasing process. All

applicants will be required to indicate their preference for the location of their new home, choosing any one or any combination of jurisdictions in the region.

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 about a year of 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.

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

## 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 and substantial rehabilitation.
- Proposed Developments must not be restricted to seniors.
- The owner 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 housing quality standards for housing assisted under the U.S. Department of Housing and Urban Development (“HUD”) Housing Choice Voucher program (“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 Developments involving rehabilitation of 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.

### 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 two-thirds of its Vouchers to family Developments in [high opportunity areas, as defined by BRHP](#). Applications 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.
- 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.
- Locations must meet HUD’s site and neighborhood standards for rehabilitation and new construction that promote quality living situations and seek to lessen concentrations of minorities and disadvantaged people. Those standards are available at [24 CFR §983.57](#).

## Requirements for Project-Based Vouchers

- All awards of Vouchers will be contingent on the award of LIHTCs from DHCD in the 2016 round. If the proposed Development does not receive LIHTCs in the 2016 round, or if awarded LIHTCs are cancelled or revoked, any awarded Vouchers will revert to the Regional PBV Program.
- Applicants must request a minimum of five (5) Vouchers
- No more than 25 percent of the total units in a single development may receive Vouchers. This 25 percent cap also applies on a building-by-building basis in developments that comprise multiple 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 assistance.
- Vouchers will only be awarded to vacant units. No application will be approved that includes relocation as a requirement of the proposed Development.

## Referrals from Regional Waiting List

- All units utilizing Vouchers must be occupied by tenants referred by BRHP from the Regional PBV waiting list.
- Owners are responsible for using their standard screening process for prospective tenants of Voucher units.
- 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

This application is for use by developers seeking to combine vouchers through this Regional PBV Program and Low Income Housing Tax Credits (“**LIHTCs**”) to be awarded in DHCD’s 2016 round for new construction or substantial rehabilitation.

Each proposal shall include a cover letter and narrative description of the Development, including the information outlined below. 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.**

**PROJECT/DEVELOPMENT NARRATIVE:****2. Project Summary, Principal, Contact Information, and Acknowledgement of Regional PBV Program Parameters and Requirements:**

- Use Certification 1 (Appendix B)

**3. Project description**

- Number of units by size (square footage)
- Bedroom and bathroom count
- Sketches of proposed housing or photos of existing property
- Unit plans, if available
- Listing of amenities and services
- Estimated completion date

**4. Site and neighborhood characteristics**

- For new construction, a description of proposed site, site plan, and neighborhood
- For rehabilitation, a description of existing development, rehabilitation plan, and neighborhood
- Discussion of how the site and neighborhood meet HUD's standards set out in [24 CFR §983.57](#).

**5. Evidence of site control, including copies of deeds or option agreements****6. Zoning - For new construction and substantial rehabilitation: evidence of zoning or that rezoning is likely/will not delay proposal****7. Proposed contract rent per unit**

- Which utilities, services, and equipment are included in rent
- Estimates of average monthly cost of utilities not included for each unit type in first year of occupancy

**8. Principal/Applicant information**

- Identity of property owner and other proposal principals
- Names of individuals and organizations serving as officers and principal members, shareholders, investors and other parties having 20% or more ownership interest
- Information on qualifications and experience of the principals
- Principals' experience developing and operating successful housing projects of comparable or greater scope within the last five years
- Principals' experience owning and operating successfully units with housing voucher assistance within the last five years, including number of units with vouchers.
- 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 entity(ies) proposing to own the Development.

**9. Management and maintenance**

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

**10. Financing**

- Evidence of financing or lender/equity investor interest, and proposed terms.
- Sources and uses of funds
- Operating pro forma

**11. Proposed term of the HAP contract and requested extension periods (for details see Section III: Parameters of Regional PBV Program)****12. Neighborhood map 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
- Parks
- Other public amenities or services

**13. Relation of property to Regional PBV scoring factors listed under Design, 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 improvements within the development
- Access to outside amenities
- Any architectural or design factors that respond to Regional PBV Design criteria

**14. Brief discussion of income mix**

- Within the proposed development
- Between rental and home ownership (if any) components of the property
- Between the property and the surrounding community
- For properties located in areas with high concentrations of poverty or minority residents, articulate what measures will be taken to connect residents of assisted units with jobs in the area where the development is located
- Any other relevant factors

**15. 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.

If the Development is not in an opportunity area, describe how your project will further a specific local government revitalization plan. Describe other investments that will be coordinated with the Development to boost opportunity, such as jobs and high-quality education that are accessible to the community and to the residents of the proposed Development.

In addition, explain how the Development comports with local zoning requirements and plans to comply with local development review standards and procedures.

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

## 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:

<b>Selection Factor</b>	<b>Max. Points</b>
<b>Opportunity</b>	<b>40</b>
<p>Highest priority for Regional PBVs will be reserved for Developments for family housing in <a href="#">high opportunity areas, as defined by BRHP</a>. Those areas generally represent safe communities served by high quality schools with good access to areas of job growth.</p> <p>If a proposed Development is not in a BRHP high opportunity area, the proposal may still receive up to 20 points by demonstrating that the Development is accompanied by other public and/or private investments that will bring opportunity to the area, such as 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 Development as well as recommendations and Best Practice case studies for Objectives 3 and 4 (pp. 77-83) in <a href="#">Strong Communities, Strong Region: The Baltimore Regional Housing Plan and Fair Housing Equity Assessment</a>. The Development must also meet HUD's requirements for site and neighborhood standards, as set out in <a href="#">24 CFR §983.57</a>.</p>	
<b>Mix of Incomes</b>	<b>20</b>
Consistent with the recommendations in <i>Strong Communities, Strong Region</i> , the highest points in this section will be given to proposed Developments that result in a substantial mix of incomes, including market rate units.	
<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 properties such as the proposed Development, 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 operated two fully successful housing projects of comparable or greater scope within the last five years, demonstrating occupancy rates above 90%, consistently meeting HQS, 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>	
<b>Design</b>	<b>10</b>
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).	
<b>Financial Plan</b>	<b>10</b>
The Regional PBV Program will consider the reasonableness of the applicant's proposed plan to finance the Development, taking into consideration the developer's experience accessing the proposed sources, the amounts to be requested, and the timeframe for the requests.	

In order to be eligible to receive Vouchers, a Development 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. Two-thirds of the Vouchers awarded 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 Developments 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.

## **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  
Offices @ McHenry Row  
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.

## VI. SCHEDULE AND SUBMISSION OF PROPOSALS

### Pre-Proposal Conference

Tuesday, August 16, 2016, 9:30-11:00 am  
Baltimore Metropolitan Council  
1500 Whetstone Way, Suite 300  
Baltimore, MD 21212.

<http://baltometro.org/about-bmc/directions-to-bmc>

### 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) no later than 4:00 pm Eastern time on Friday, August 19, 2016. The Regional PBV program will compile all inquiries and responses, distribute them to all who posed questions and attended the Pre-Proposal Conference, and post them online at <http://baltometro.org/our-work/baltimore-regional-project-based-voucher-program> by Friday, August 26.

### Proposal Submission Deadline

The deadline for submission of applications is **Friday, September 23, 2016, at 3:30 pm.**

### Place of Submission

Applicants will be required to submit:

**One printed copy**

**AND**

**An electronic version**, either on a CD-ROM or flash drive, or as an e-mail attachment (if necessary, use ZipCentral to compress electronic files).

To:

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

## 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 <http://www.dat.state.md.us/sdatweb/sdatforms.html>

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.)*

## APPENDIX A: FAIR MARKET RENTS AND PAYMENT STANDARDS FOR THE BALTIMORE METROPOLITAN AREA

The following table shows the Final HUD-established FY 2016 Fair Market Rents (FMRs) by unit bedrooms for the Baltimore-Columbia-Towson HUD Metro FMR Area. FMRs and payment standards include rent and a utility allowance. The utility allowance portion will not be paid to the owner if the tenant is responsible for paying for utilities.

Final FY 2016 FMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$851	\$1,033	\$1,298	\$1,663	\$1,934

HUD allows PHAs to pay up to 110 percent of FMRs in most areas, and higher than that in certain census tracts and census-designated places. Below are the current payment standards in place for Vouchers in particular jurisdictions and census tracts. 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

- 110% of FMR City-wide

### ANNE ARUNDEL COUNTY

- See table beginning on next page.

### BALTIMORE CITY

- 120% of FMR: Census tracts # 2713, 2714, & 2715.03
- 115% of FMR: Census tracts # 2715 & 2720
- 110% of FMR: All other census tracts

### BALTIMORE COUNTY

- Generally uses 110% of FMR county-wide.
- Has flexibility from HUD on payment standards in some census tracts. Contact the Baltimore County Office of Housing for more information.

HARFORD COUNTY

County-wide payment standards are:

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$907	\$1,071	\$1,340	\$1,711	\$1,934

HOWARD COUNTY

The Howard County Housing Commission has requested of HUD, and expects to receive approval for, the following payment standards:

- Columbia: 132% of FMR
- Outside Columbia: 120% FMR

ANNE ARUNDEL COUNTY

Anne Arundel Co. Area	Census Tract	Percent of FMR
Annapolis Neck/Edgewater/Mayo	7011.01	120
Annapolis Neck/Edgewater/Mayo	7011.02	120
Annapolis Neck/Edgewater/Mayo	7012	120
Davidsonville/Harwood	7013	120
Davidsonville/Harwood	7014	110
Crownsville	7021	120
Crofton	7022.04	120
Crofton	7022.05	120
Crofton	7022.06	120
Crofton	7022.08	120
Crofton	7022.09	120
Crofton	7023	120
Crownsville	7024.02	120
Annapolis Neck/Edgewater/Mayo	7025	110
Annapolis Neck/Edgewater/Mayo	7026.01	120
Annapolis Neck/Edgewater/Mayo	7026.02	120
Crownsville	7027.01	120
Crownsville	7027.02	120
Annapolis	7061.01	110
Annapolis	7063.01	120
Annapolis	7063.02	120
Annapolis	7064.01	120
Annapolis	7064.02	110
Annapolis	7065	120
Annapolis	7066	120
Annapolis	7067	120
Deale/Lothian	7070.01	110
Deale/Lothian	7070.02	120

<b>Anne Arundel Co. Area</b>	<b>Census Tract</b>	<b>Percent of FMR</b>
Deale/Lothian	7080.01	120
Deale/Lothian	7080.04	120
Marley Neck	7301	120
Marley Neck	7302.03	110
Marley Neck	7302.04	110
Glen Burnie	7303	120
Glen Burnie	7304.01	110
Glen Burnie	7304.02	110
Severna Park	7305.02	110
Severna Park	7305.04	120
Severna Park	7305.05	120
Severna Park	7305.06	110
Severna Park	7306.01	120
Severna Park	7306.03	120
Severna Park	7306.04	120
Severna Park	7307	120
Broadneck	7308	110
Broadneck	7309.01	120
Broadneck	7309.02	120
Broadneck	7310.02	120
Broadneck	7310.03	120
Broadneck	7310.04	120
Broadneck	7311.02	120
Broadneck	7311.03	120
Broadneck	7311.04	120
Broadneck	7311.05	120
Severna Park	7312.01	120
Pasadena/Lake Shore	7312.02	110
Severna Park	7312.03	110
Severna Park	7312.04	120
Pasadena/Lake Shore	7313.03	120
Pasadena/Lake Shore	7313.06	120
Pasadena/Lake Shore	7313.07	110
Pasadena/Lake Shore	7313.08	120
Pasadena/Lake Shore	7313.09	110
Pasadena/Lake Shore	7313.1	120
Pasadena/Lake Shore	7313.11	120
Jessup/Severn	7401.02	120
Jessup/Severn	7401.03	120
Jessup/Severn	7401.04	110
Jessup/Severn	7401.05	110
Jessup/Severn	7402.01	110
Jessup/Severn	7402.03	120

<b>Anne Arundel Co. Area</b>	<b>Census Tract</b>	<b>Percent of FMR</b>
Jessup/Severn	7403.03	110
Odenton	7403.04	120
Odenton	7403.05	110
Jessup/Severn	7404	110
Maryland City	7405	110
Fort Meade	7406.01	120
Fort Meade	7406.02	120
Fort Meade	7406.03	120
Crofton	7407.01	120
Crofton	7407.02	120
Odenton	7408	120
Odenton	7409	110
Odenton	7410	110
Brooklyn Park/Linthicum	7501.01	110
Brooklyn Park/Linthicum	7501.02	110
Brooklyn Park/Linthicum	7502.01	110
Brooklyn Park/Linthicum	7502.02	110
Brooklyn Park/Linthicum	7502.03	110
Brooklyn Park/Linthicum	7503	110
Brooklyn Park/Linthicum	7504	110
Glen Burnie	7508.01	110
Glen Burnie	7508.03	110
Glen Burnie	7508.04	110
Glen Burnie	7509	110
Glen Burnie	7510	110
Glen Burnie	7511.02	110
Glen Burnie	7511.03	110
Brooklyn Park/Linthicum	7512	110
Jessup/Severn	7514	110
Maryland City	7515	110
Crownsville	7516	120
Crofton	7517	120
BWI	9800	110

## **APPENDIX B: CERTIFICATIONS**

# **Certification 1**

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

**REGIONAL PBV PROPOSAL INFORMATION**

Development sponsor: \_\_\_\_\_

Development name: \_\_\_\_\_

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

Census tract #: \_\_\_\_\_

Total number of units in the Development: \_\_\_\_

Number of Voucher subsidies requested: \_\_\_\_

Is this proposal applying for Low Income Housing Tax Credits in DHCD's 2016 round?  
Yes  No

Type of housing (check all that apply):

New Construction  Rehabilitation

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 receive 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.

Please indicate if the owner or manager has experience with the Section 8 program. If so, provide the addresses of the properties.

**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.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## **Certification 2**

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

**CERTIFICATION REGARDING EXCLUSIONS FROM FEDERAL PROGRAMS**

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

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

Signature:

Name and title:

Telephone number:

Notary:

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

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

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

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

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

## **Certification 3**

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

## **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

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

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

This provision may be waived by HUD for good cause.

Party:

Potential conflict of interest:

## **Certification 4**

### **Fair Housing Certification**

**CERTIFICATION REGARDING FAIR HOUSING**

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

Prohibitions against discrimination include that the owner may not refuse to lease units to, or otherwise discriminate against any person or family in leasing of a unit, because of race, color, creed, religion, sex, national origin, disability, marital status, sexual orientation, gender identity, or familial status. Also, the owner may not refuse to lease contract units to, or otherwise discriminate against any person or family in leasing a unit, because they are using a Housing Choice Voucher. 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).