



SUISUN CITY HOUSING AUTHORITY REQUEST FOR PROPOSALS TO USE PROJECT BASED VOUCHERS FOR NEW, EXISTING, OR REHABILITATED HOUSING

Publication Date:

October 4, 2023

Deadline for Questions:

October 11, 2023

Submission Deadline:

October 25, 2023 by 5:00 p.m.



THIS PAGE INTENTIONALLY
LEFT BLANK

Table of Contents

I. GENERAL INFORMATION	3
II. PROJECT BASED VOUCHER PROGRAM OVERVIEW	5
III. OFFER OF PROJECT BASED VOUCHERS	11
IV. APPLICATION PROCESSING	13
V. CONTRACT AWARD	16
VI. SUBMISSION REQUIREMENTS AND SCORING CRITERIA	17
Appendix A	21

PROJECT BASED VOUCHER PROGRAM REQUEST FOR PROPOSALS (RFP)

INSTRUCTIONS

I. GENERAL INFORMATION

A. PHA Description

The mission of the Suisun City Housing Authority (SCHA) is to serve the residents of Suisun City by providing federal Housing Choice Voucher rental assistance, to all families, seniors and individuals that apply for and are eligible for voucher rental assistance in a fair, cost effective and timely manner.

The Suisun City Housing Authority is governed by a board consisting of the members of the City Council and two tenant Commissioners. Most meetings are held concurrently with City Council meetings with business items listed on City Council agendas.

Housing Authority staff qualify households for the program under federal Housing and Urban Development guidelines, regularly inspect housing units for suitability and program compliance, and issues payment to landlords.

B. Objective

SCHA invites property owners/developers to submit a written proposal demonstrating their project eligibility, qualifications, and interest in securing Project based Vouchers (PBV). PBV assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program. Qualifying properties should be located within the city limits of Suisun City and may be existing properties, newly constructed, or rehabilitated properties. In all cases, the selected property and/or housing provider must meet all applicable Housing and Urban Development (HUD) requirement for project based vouchers found at 24 CFR 983. A copy of these regulations is available via the following website at www.ecfr.gov. Projects may request up to a 20-year PBV Housing Assistance Payments (HAP) Contract with SCHA. 96 total vouchers are being made available through this RFP process; 64 vouchers are designated for eligible persons with very low- to low-income, and an additional 32 vouchers are for "Exception Categories" pending HUD approval.

For purposes of this RFP, "Exception Categories" will refer to individuals and families as defined in Notice PIH 2017-21: Implementation Guide: HOTMA. These Exception Categories include units that provide supportive housing to persons with disabilities or elderly persons which allow them to live as independently as possible. SCHA does not provide any supportive services in connection with the PBVs. All supportive services are the sole responsibility of the project owner.

Projects must create permanent housing. Emergency, temporary, or transitional housing are not eligible for project based rental assistance.

C. Questions from Prospective Applicants

Any prospective Applicant desiring an explanation or interpretation of the RFP, statement of work, etc., must request it in writing. Oral explanations or instructions will not be binding. Any information given to a prospective Applicant concerning an RFP will be posted on the Suisun City Housing Authority website as an addendum to the RFP.

All questions regarding this RFP should be directed in writing to Jason Goltiao, Housing Programs Manager, no later than 5:00 p.m. on October 11, 2023. Inquiries should be sent via email to jgoltiao@suisun.com with the subject line: "RFP Project Based Voucher". All addendums will be placed on SCHAs website at www.suisun.com/Departments/City-Manager/Suisun-City-Housing-Authority by close of business day on October 16, 2023.

D. SCHAs Reservation of Rights-Right to Reject, Waive, or Terminate the RFP

SCHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion if deemed by SCHA to be in its best interests.

1. Right to Not Award. SCHA reserves the right not to award a contract pursuant to this RFP.
2. Right to Terminate. SCHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon five (5) days written notice to the successful Applicant(s).
3. Right to Determine Time and Location. SCHA reserves the right to determine the days, hours, and locations that the successful Applicant(s) shall provide the services called for in this RFP.
4. Right to Determine Financial Responsibility and Viability. SCHA reserves the right to require of the Applicant information regarding financial responsibility and viability or such other information as SCHA determines is necessary to ascertain whether a proposal is the responsible proposal submitted.
5. Right to Retain Written Proposals. SCHA reserves the right to retain all written proposals submitted to SCHA by all Applicants in response to this RFP, and not permit withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. SCHA may permit the withdrawal of proposals when requested in writing by the Applicant.
6. Right to Reject Any Proposal. SCHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
7. No Obligation to Compensate. SCHA shall have no obligation to compensate any Applicant for any costs incurred in responding to this RFP.
8. Right to Prohibit. SCHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by an Applicant or reject any proposal submitted that does not conform to any of the requirements detailed herein.

In no event will SCHA permit modification to a Proposal after the submission deadline.

II. PROJECT BASED VOUCHER PROGRAM OVERVIEW

A. Purpose

The purpose of the PBV Program is to encourage property owners/developers to attach PBV assistance to rental properties in order to preserve and increase the number of housing units that low-income eligible individuals and families can afford. The rental assistance is attached to the structure. SCHAs will enter into a PBV Housing Assistance Payments (HAP) contract with the owner for the units of new construction, existing, and/or rehabilitated housing (as defined by HUD). During the term of the contract, SCHAs will make HAP payments to the owner for the units leased and occupied by eligible families.

For the purpose of this PBV program, SCHAs define PBV housing developments as follows:

1. **Newly constructed housing** – housing that does not exist at the time of proposal selection;
2. **Existing housing** – housing units that currently exist and substantially comply with HUD's Housing Quality Standards (HQS);
3. **Rehabilitated housing** – housing units that currently exist but require at least \$10,000 in rehabilitation per unit.

B. New Construction

Proposed sites for new construction will be visited to ensure that construction activities have not been initiated prior to the awarding of any PBV and the signing of the Agreement to enter into a Housing Assistance Payments contract (AHAP). New construction sites must meet the local city and county requirements for quality, architecture, or design of housing, over and above the HQS.

C. Existing and Rehabilitated Housing

Each unit rehabilitated (whether under existing or rehabilitated category) requires a minimum expenditure of \$10,000, including the unit's prorated share of work to be accomplished on common areas or systems. All financing of project costs and operating expenses will be the responsibility of the owner.

D. Site Selection Standards

SCHAs may select a proposal for new construction, existing and/or newly rehabilitated housing on a site and enter into a HAP contract for those units meeting the following general criteria:

1. Project based assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities.
2. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent Act outlining fair housing.
3. The site meets HQS as outlined by 24 CFR 982.401.
4. Must meet HUD regulations for site and neighborhood standards.
5. Be adequate in size, exposure and contour to accommodate the number and type of units proposed and adequate utilities and streets must be available to service the site.
6. Be accessible to social, recreational, educational, commercial, and health facilities and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.

7. Except for new construction housing designed for elderly persons, be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive.

E. Occupancy and Vacancy

Project based units must be leased to families eligible for Section 8 assistance for the term of the HAP contract. Vacancies will be filled with eligible families at the top of the SCHA's project based waiting list. The project based waiting list will be separate from the Housing Choice Voucher waiting list.

The property owner and tenant of a project based unit must notify SCHA immediately if a tenant will be moving from a PBV unit. SCHA will select eligible applicants from the project based waiting list. Once SCHA has determined program eligibility, they will be referred to property owner for further processing. An eligible family who resides in a project based unit for a least one (1) year may move with continued rental assistance with a HCV voucher, if one is available. The project based unit the family occupies must then be rented to a new eligible family.

F. Ineligible Units

SCHA may provide up to 20 percent of its budget authority as allocated by HUD for use in the PBV program. The PBV program requires compliance with all equal opportunity requirements under federal law and regulations including the authorities cited at 24 CFR 5.105(a). SCHA may not provide PBV assistance for housing types including, but not limited to the following:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by families that are ineligible for project based assistance based upon local PHA admittance criteria.

Additionally, SCHA may not provide PBV assistance to the following types of assisted units in accordance with 24 CFR 983.54:

- A public housing dwelling unit;
- A unit subsidized with any other form of Section 8 assistance (i.e. tenant based or project based assistance);
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 / Section 521 / Section 202 / Section 811 / Section 101 rental assistance payments;
- A unit subsidized with any form of tenant based rental assistance (i.e. HOME funded programs);
- A unit with any other duplicative federal, state, or local housing subsidy.

G. Cap on Number of PBV Units per Assisted Building

SCHA may only select proposals and enter into HAP contract to provide PBV assistance for up to 25 percent of units in each building.

PBV units will not be counted against the 25 percent cap for the following types of assisted units:

- Units in a single family building (1 to 4 units); or
- Units in a multi-family building that are specifically made available for Exception Categories.
 - Exception Categories includes units for persons with disabilities or elderly persons where supportive services are made available; services may include but are not limited to:
 - meal service adequate to meet nutritional needs;
 - housekeeping aid;
 - personal assistance;
 - transportation services;
 - health-related services;
 - case management;
 - child care;
 - educational and employment services;
 - job training;
 - counseling; or
 - other services designed to help the recipient live in the community as independently as possible.
 - An individual or family does not have to accept or receive the supportive services for the exception to apply to the unit. An individual or family does not have to accept or receive the supportive service in order to reside in the unit.
 - The owner must set aside the number of units made available for occupancy by Excepted Categories.

H. Rent Limits

The gross rent (including utility allowance) may not exceed the Housing Authority Payment Standard for both initial rent and annual adjustments and must be rent reasonable in relation to rents charged in the private market for comparable unassisted units. The amount of initial rent to owner is determined prior to execution of the HAP contract in accordance with the Administrative Plan, Chapter 17. There is an exception of initial contract rents for certain tax credit units as follows:

- A contract unit that receives a low income housing tax credit under the IRS Code of 1986; or
- The contract unit is not located within a qualified census tract; or
- In the same building, there are comparable tax credit units of the same unit bedroom size as the contract unit and the comparable tax credit units do not have any form of rental assistance other than the tax credit; or
- The tax credit rent exceeds the applicable fair market rent (FMR).

The initial contract rent for any other tax credit unit, not included in the aforementioned list, will be determined in accordance with the Administrative Plan, Chapter 17.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by SCHA in accordance with the contract with the owner. SCHA determines the tenant rent in accordance with HUD regulations. Except for certain tax credits units, the rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by SCHA, not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by an owner.

Current SCHA 2023 FMRs for determining rents are listed on <https://www.huduser.gov/portal/datasets/fmr.html>

SCHA's utility allowance schedule can be requested found on the SCHA website or by sending an email to jgoltiao@suisun.com.

I. Federal Requirements

Certain Federal requirements apply to PBV assistance, including, but not limited to:

1. Fair Housing. Nondiscrimination and equal opportunity. See 24 CFR Sections 5.105(a) and Section 504 of the Rehabilitation Act.
2. Environmental Review. See 24 CFR Parts 50 and 58 and 24 CFR Part 983.58
3. Debarment. Prohibition on use of debarred, suspended, or ineligible contractors. See 24 CFR Sections 5.105(c) and 24 CFR Part 24.
4. Labor Standards. Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 29 CFR Part 5, and other federal laws and regulations pertaining to labor standards applicable to an agreement covering nine or more assisted units.
5. Uniform Relocation Act. A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (URA) (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24.
6. Section 3. PBV assistance is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"). Section 3 is a HUD mandate that employment and other economic opportunities generated by federal assistance to public housing authorities shall, to the greatest extent feasible, be directed to public housing residents and other low and very low income persons or business concerns residing in the community where the project is located. By submitting a Proposal, Proposer agrees to comply with the HUD regulations in 24 CFR part 135 that implement Section 3.

J. Environmental Review

PBV selected sites are subject to HUD environmental regulations with 24 CFR parts 50 and 58. SCHA may not enter into a PBV HAP contract with an owner until one of the following occurs:

- The responsible entity has completed the environmental review procedures required by 24 CFR part 58 and HUD has approved the environmental certification and request for release of funds;
- The responsible entity has determined that the project to be assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or
- HUD has performed an environmental review under 24 CFR part 50 and has notified the PHA in writing of environmental approval of the site.

Upon any environmental findings, as applicable, the owner is required to carry out mitigating measures required by the responsible entity in order to enter into a HAP contract with SCHA.

K. Housing Quality Standards

Assisted units under the PBV program are subject to HQS as outlined in 24 CFR 982.401.

SCHA will conduct HQS inspections (or HUD approved inspection process) of individual units prior to selection of the site and again prior to execution of the HAP contract for each assisted unit. Additionally, for each assisted family in the units, annual inspections will be conducted as well as turnover inspections (move-in inspections). SCHA reserves the right to inspect the unit at any time outside of the aforementioned times (i.e. quality control inspections, tenant complaint, or landlord complaint inspections).

The owner must maintain and operate the contract units and premises in accordance with the HQS including performance of ordinary and extraordinary maintenance. In addition, the owner is responsible for providing all services, maintenance, equipment, and utilities as specified in the executed HAP contract.

At any time in which the owner does not maintain the units and premises in accordance with HQS (or HUD approved inspection process) as outlined in the Administrative Plan, SCHA will abate the HAP.

L. Lead Based Paint

The Lead-Based Paint Poisoning Prevention Act and the Residential Lead Based Paint Hazard Reduction Act of 1992, and implementing regulations at 24 CFR part 35, subparts A, B, H and R apply to the PBV program.

M. Housing Accessibility

The proposed and selected housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR Part 8. SCHA shall ensure that the percentage of accessible dwelling units complies with said requirements. In addition, housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205 as applicable.

N. Execution of HAP Contracts

SCHA may enter into a HAP contract with the selected owner for an initial term of not less than one (1) year and not to exceed 20 years for each contract unit.

Within one (1) year of expiration, SCHA may agree to extend the term of the HAP contract if SCHA determines that an extension is appropriate to continue providing affordable housing for low-income families.

The HAP contract will state that SCHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or SCHA in accordance with HUD instructions. The owner may terminate the HAP contract, upon notice to SCHA, if the amount of the rent to owner for any contract unit is reduced below the amount of the initial rent to owner at the beginning of the HAP contract term. In such cases, the assisted families residing in the contract units will be offered tenant based voucher assistance.

At the discretion of SCHA, and subject to all PBV requirements, the HAP contract may be amended within the first three (3) years of the contract term for the following requests:

- To substitute a different unit (pending completion of HQS inspection) with the same number of bedrooms in the same building for a previously covered contract unit.
- To add contract units provided that the total number of units in a building that will receive PBV assistance does not exceed 25 percent of the number of dwelling units in the building.

- To reduce the number of contract units by the number of units that has vacant for a period of 120 or more days.

O. Tenant Selection

SCHA will select families from SCHA's project based waiting list for the selected PBV program site. SCHA has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by SCHA from SCHA's waiting list to occupy the owner's unit based on their tenancy histories. SCHA screens families for their eligibility to receive the voucher assistance, and the owner screen the family for suitability to enter into a lease agreement. Not less than 75 percent of the families admitted to the tenant based and project based voucher programs will be extremely low-income families.

SCHA may only provide rental assistance to families determined eligible at the commencement of PBV assistance in accordance with the Administrative Plan, Chapter 3 - Eligibility. Should the tenant be "in-place" in the assisted unit, the tenant will be placed on SCHA's waiting list for the PBV program development in order to minimize displacement of existing residents. Once a family has been determined eligible, the head of household will be invited to attend a briefing session as outlined in the Administrative Plan, Chapter 10. In selecting families to occupy PBV units with special accessibility features for persons with disabilities, SCHA must first refer families who require such accessibility features to the owner.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. Upon expiration of the lease the owner may: renew the lease or refuse to renew the lease for good cause. Should the tenant be terminated by the owner for good cause, the tenant will not be eligible for a tenant based voucher upon lease termination.

The assisted family has the right to terminate the lease any time after the initial one (1) year lease term with advance written notice of intent to vacate. In such instances that the family is in good standing with the owner, the family may request for continued assistance either through either another PBV or a tenant based voucher. If continued assistance is not immediately available, the family will receive priority in receiving the next available opportunity for continued tenant based rental assistance. Should the family terminate the assisted lease prior to the initial one (1) year term, the family relinquishes the opportunity for continued tenant based assistance.

P. Tenant Rent/Payment to Owner

SCHA will administer payments to owners as outlined in the Administrative Plan, Chapter 13, Owners, Part II.C. HAP Contract Payments.

III. OFFER OF PROJECT BASED VOUCHERS

A. Number of PBV Units Available

SCHA is soliciting up to 96 Project Based Vouchers in this RFP. The maximum PBVs allotted to a project is the higher of 25 vouchers or 25 percent of the total units in a project. The exception to this maximum is when units are designated for Exception Categories such as persons with disabilities or elderly persons where supportive services are provided as found in Notice PIH 2017-21 – Implementation: HOTMA. SCHA at its sole discretion may award more than one project. SCHA at its sole discretion could opt not to award all 96 vouchers.

B. Project Eligibility

In order to be considered under this RFP, all projects submitted must meet the conditions stated below:

1. Proposed project must be located within the city limits of Suisun City.
2. Owner/agent must be a legal business entity that has previously provided management services.
3. Proposed project must be a planned new construction project, an existing project or a project in need of rehabilitation. Rehabilitation projects must demonstrate a minimum average per unit cost of \$10,000 to be considered for award.
4. Construction or rehabilitation for the proposed project must not have started at the time of selection for PBV (and cannot start until all post-award conditions are met and an agreement is signed).
5. Projects must be able to meet all HUD and SCHA PBV program requirements.
6. Proposals receiving other government funding for operating costs/rent subsidy for units that are also requesting PBVs will be rejected.
7. Proposals will be evaluated by the extent to which the project furthers SCHA goal of deconcentrating poverty and expanding housing and economic opportunities.
8. Applicant must have site control. Required documents are recorded deed or an Executed Option Agreement.
9. Applicant must provide evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project.
10. All projects will be required to complete a subsidy layering review process.
11. Owners/Developers/Project Sponsors must be in good standing with SCHA. Proposals will not be considered from entities that have unresolved contract issues with SCHA.
12. Applicant must provide a management plan, which includes employee portfolios.

C. Requirements for Organizations Receiving PBV from SCHA and HUD

The organization must be incorporated. If the organization is a non-profit, the organization must have received a 501(c)(3) tax-exempt organization determination.

1. The organization must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a grievance procedure. SCHA will review and approve the Affirmative Fair Housing Marketing Plan and/or Tenant Selection Plan prior to the execution of the Housing Assistance Payments Contract.

2. The organization must be annually audited by a certified public accounting firm and the results must be provided to the SCHA. The latest audit must be part of and submission to this RFP.
3. The organization must have in place and maintain for the life of the contract agreement insurance coverage obtained and written in the State of California of the following types and amounts, with a maximum deductible of \$25,000 per occurrence:
 - General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate annually
 - Property Damage \$1,000,000 per occurrence / \$2,000,000 aggregate annually
 - Worker's Compensation: Worker's Compensation and Employer's Liability Insurance with limits as required by Chapter 440, California Statutes.
4. The organization must comply with all the laws and regulations of the State of California, including but not limited to laws involving the use, maintenance, and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance.
5. The organization must provide to SCHA or HUD, financial and other information as requested that may be needed to ensure compliance with local, state, and federal laws and regulations.
6. Organizations must be able to enter into an AHAP contract and start the project for which PBV's have been requested within a twenty-four (24) month period after the announcement of award of PBV's or SCHA reserves the right to withdraw the award.

IV. APPLICATION PROCESSING

A. Limit on Number of Projects

Applicants are not limited on the number of projects they may submit for consideration under this RFP. However, each application must be for a single project. For each project submitted, a separate application must be submitted.

B. Organization of Submitted Materials

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outline within the RFP document and any designated attachments in their entirety. All questions within the application must be answered. Questions must be answered on a separate sheet of paper tabbed separately. Multiple questions that are left blank in the application will be considered deficient and ineligible to compete in the RFP process.

Applicants must submit one (1) original and three (3) additional copies of the entire packet, including all attachments. All applications and accompanying documents must be paper copies. The information should be 8.5" x 11" format bound in a binder or folder. A numbered or lettered tab shall separate each section. All proposals must be addressed to SCHA and clearly marked "RFP for Project Based Voucher Program." Where possible, copies can be submitted as two-sided copies.

All documents submitted as part of the proposal will become property of SCHA. Any material submitted that is confidential must be clearly marked as such and may be subject to disclosure pursuant to applicable law.

C. Submittal Deadline

All proposals MUST be received no later than 5:00 p.m. on October 25, 2023. Proposals may be submitted by mail or hand delivered to:

Attn: Jason Goltiao, Housing Programs Manager
Suisun City Housing Authority
701 Civic Center Boulevard
Suisun City, CA 94585

SCHA will date and time stamp all applications upon receipt. Submissions are not opened publicly. Proposals submitted after the deadline indicated above will not be accepted. Delays in mail service or other methods of delivery will not excuse a late proposal delivery.

D. Proposal Review

The PBV Selection Panel will be appointed by the SCHA or SCHA Board Chair.

E. PBV Award

Proposals that meet the program requirements outlined in the RFP packet will be evaluated and ranked according to the selection criteria factors described in this RFP. A Ranking List will be prepared according to points awarded to each proposal. The application(s) scoring the highest points will be conditionally awarded PBVs up to the amount requested and in accordance with the specified limits. The evaluation will

be completed within 21 calendar days of the proposal deadline. Owners/developers will be notified by letter of the acceptance or rejection of their proposal.

SCHA may, at its discretion, select none of the proposals submitted. SCHA reserves the right to postpone or cancel the final award of the proposals at its convenience.

F. Post Award Conditions

For the selected project(s), the following items must be completed before SCHA and the owner can execute an Agreement to enter into HAP or HAP contracts.

- a. Site and Neighborhood Review. Before entering into a HAP contract, SCHA will conduct an inspection of the proposed PBV site and units. Site selection standards include: 1) an assessment of the physical attributes and appropriateness of the site for the proposed units, and 2) an assessment of whether the project is consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities as stated in SCHA's Administrative Plan. Owners/developers may be asked to submit additional information to help facilitate this site review.
- b. Environmental Review. PBV activities are subject to HUD environmental regulations in 24 CFR Parts 50 and 58. SCHA must obtain documentation of environmental clearance from the Responsible Entity who conducted or approved the environmental review (see 24 CFR Section 983.58).
- c. Determination of initial contract rent. SCHA will determine the amount of initial rent to owner according to 24 CFR Section 983.303(c).
- d. Subsidy layering review. New construction, existing or units in need of rehabilitation PBV projects that utilize tax credits or other governmental housing assistance from federal, state, or local agencies are subject to a subsidy layering review (see 24 CFR Section 983.55) to prevent excessive public assistance for the project. Owners/developers will be required to submit a list of documents to SCHA which will then be submitted to HUD for the review. It is the sole responsibility of the applicant to ensure that they are in compliance with any subsidy layering requirements imposed upon the project from previous funding sources.
- e. Rent Reasonableness. A rent reasonableness determination must be completed.
- f. Certification. Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.

G. Incomplete and Non-Responsive/Non-Compliant Applications

By signing the application, the applicant is adhering that they agree to provide any documentation requested by the SCHA upon notification of awards of PBVs to ensure compliance with HUD requirements. Applicants may be asked to submit additional information to help facilitate the proposal review.

If SCHA finds that an application is found to be non-responsive or non-compliant with the RFP, written selection criteria and procedures, or HUD program regulations, it will be rejected with written notification stating the reason for rejection. SCHA reserves the right to reject applicants at any time for misinformation, errors, or omissions of any kind, at any point in the process.

H. Withdrawal of Proposal

Applicants may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to Jason Goltiao at 701 Civic Center Boulevard Suisun City, California 94585, or by emailing

jgoltiao@suisun.com. Proposals can be re-submitted before the RFP submittal deadline but cannot be re-submitted after the deadline.

I. Proposal Cost

All costs incurred in the preparation and presentation of the proposal shall be completely absorbed by the applicant.

J. Affirmative Action

SCHA promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, disability, age, sexual orientation, or any arbitrary characteristic.

K. Proposals Open to Public

Subsequent to the award of the contract, all information submitted as part of, or in support of the proposal will be available for public inspection in compliance with state and federal laws. Financial information, if requested as part of the RFP to confirm an Applicant's financial soundness, will be kept confidential.

V. CONTRACT AWARD

A. Contract Conditions

The following provisions are considered mandatory conditions of any contract award made by the SCHA pursuant to this RFP:

1. Contract Form: The SCHA will not execute a contract on the successful Applicant's form--contracts will only be executed on the SCHA form, or any other form substantially approved as to form and substance by SCHA and by submitting a proposal in response to this RFP, the successful Applicant agrees to do so (please note that the SCHA reserves the right to amend this form as the SCHA deems necessary).
2. Assignment of Personnel: The SCHA shall retain the right, in its sole and absolute discretion, to demand and receive a change in personnel assigned to the work to be performed pursuant to the contract if the SCHA believes that such change is in the best interest of the SCHA and the completion of the contracted work.
3. Unauthorized Sub-Contracting Prohibited: The successful Applicant shall not have the right to, assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the SCHA Executive Director or designee, in her/his/their sole and absolute discretion. Any purported assignment of interest or delegation of duty, without the prior written consent of the SCHA Executive Director or designee shall be void and may result in the cancellation of the contract with the SCHA or may result in the full or partial forfeiture of funds paid to the successful Applicant as a result of the proposed contract; either as determined by the SCHA Executive Director or designee.

B. Contract Period

The SCHA anticipates that it will initially award a contract for a period of 20 years, at SCHA's sole and absolute discretion.

VI. SUBMISSION REQUIREMENTS AND SCORING CRITERIA

Following the proposal receipt deadline, an evaluation will be made of all proposals. The scoring criteria will be used by SCHA to rank and select applications for the PBV Program. Each criterion is comprised of several components with an associated point value. The total points awarded to an application will be the aggregate of the component subtotals for each factor. Projects will be ranked based on their overall percentage of points received.

At any time, SCHA may issue changes to this RFP in the form of an addendum. All addendums will be placed on the SCHA's website at <https://www.suisun.com/Departments/City-Manager/Suisun-City-Housing-Authority> by close of business day on October 16, 2023. It is the applicant's sole responsibility to check the website for any addendums.

A. SCORING CRITERIA

1. Cover Page - Application for Project Based Vouchers (no points)

Include a completed SCHA PBV Application Coversheet (see Appendix). Include evidence of site control.

2. Table of Contents (no points)

3. Detailed Project Description (15 points) - Do not include supportive services if any in this section.

- 1) Provide a description of the housing to be provided (new construction, existing, or rehabilitation project);
- 2) Number of PBV units requested for the project;
- 3) Total number of units with breakdown by bedroom size;
- 4) Provide site plans, building plans, elevations, specifications and any other available documentation of the proposed site, building design, or remodeling plans;
- 5) For rehabilitation projects, describe the rehabilitation plan;
- 6) Must have site control, either in the form of recorded deed or an executed agreement;
- 7) Provide evidence that the proposed new construction, existing, or rehabilitation project is permitted by zoning ordinance or evidence to indicate that rezoning or relief required would likely to occur and not delay the project;
- 8) Provide a rent plan indicating rents for each unit type;
- 9) Population group or groups and areas to be served (e.g. persons with disabilities, elderly, etc.);
- 10) Project financing;
- 11) Term of Contract Requested.

SCORING CRITERIA

a. Project Description - 15 points

4. Site Location – (15 points)

All proposals must describe the following:

- 1) The location of the property by address and census tract(s);
- 2) The proximity of community facilities and resources for the population to be housed at the project (such as markets, human and medical services, educational opportunities, public transit, etc.); and Include a map that shows public transportation routes and the location of services listed above.

SCORING CRITERIA

- a. Site is within ½ mile of community facilities or is within ½ mile of public transportation to these services - **15 points**
- b. Site is within 1 mile of community facilities or is within 1 mile of public transportation to these services - **10 points**
- c. Site is within 2 miles of community facilities or is within 2 miles of public transportation to these services - **5 points**

5. **Owner/Developer Experience (15 Points)**

Provide a general description of your organization and its mission. Describe your experience in the development of housing.

SCORING CRITERIA

- a. Owner/Developer has developed 150 or more multi-unit housing complexes – **15 points**
- b. Owner/Developer has developed 75 - 149 multi-unit housing complexes – **10 points**
- c. Owner/Developer has developed 25 - 74 multi-unit housing complexes – **5 points**

6. **Management/Affiliate Experience (20 Points)**

Describe your experience in the management of housing for the population you wish to serve including experience with the low-income housing and PBV program. Provide details of how this project is to be managed once completed. The narrative should describe the ownership entity, the nature of any partnerships, the operational plan for this project and any additional funds that would be leveraged through award of this project based assistance and the sources of those funds. A copy of the Property Management Company's portfolio or resume must be submitted.

SCORING CRITERIA

- a. Management/Affiliate currently has more than 20 years of experience in the management and operations of low-income housing – **20 points**
- b. Management/Affiliate currently has 10 to 19 years of experience in the management and operations of low-income housing – **15 points**
- c. Management/ Affiliate currently has 5 to 9 years of experience in the management and operations of low-income housing – **10 points**
- d. Management/ Affiliate currently has 1 to 4 years of experience in the management and operations of low-income housing – **5 points**

7. **Exception Categories (5 Points)** – if applicable

State what specific populations, if any, under the Exception Categories found in HUD Notice PIH 2017-21 will be housed at the project and how many units will be designated for the Exception Categories. This section must be completed if the Applicant is requesting above the maximum voucher allotment which is the higher of 25 units or 25 percent of the units in a project.

SCORING CRITERIA

- a. At least five (5) units are designated for population(s) under Exception Categories – **5 points**

8. **Supportive Services Plan (5 Points)** – if applicable

Provide a detailed description of supportive services offered.

SCORING CRITERIA

- a. Owner/ Management/ Affiliate has evidence based Supportive Services Plan – **5 points**

9. **Expansion of Affordable Dwelling Units (5 Points)**

Provide the number of proposed vouchers for units not currently designated as affordable housing by a state or federal program.

SCORING CRITERIA

- a. Project has at least 20 proposed new, existing, or rehabilitated units not currently designated as affordable housing – **5 points**

10. **Deconcentration of Poverty (5 Points)**

See Section II.D.1.a.-g. Site Selection Standards

SCORING CRITERIA

- a. Project meets Site Selection Standards – **5 points**

11. **Project Readiness (15 Points)**

Submit a project development schedule that describes all phases from planning to construction completion. Describe the work already done that would lead to completion of the project once the project based assistance is awarded.

SCORING CRITERIA

- a. Project will be completed in 18 months – **15 points**
b. Project will be completed in 24 months – **10 points**
c. Project will be completed in 30 months – **5 points**

12. **Appendix A – no points**

The following attachments must be reviewed. The attachments requiring certifications and signatures must be enclosed with your proposal or the proposal will be returned as ineligible:

- 1) Suisun City Housing Authority PBV Application Cover sheet – **to be completed by applicant**

The following can be found online if you wish to utilize electronic versions. Note: SCHA will require wet signatures for required forms.

- 2) HUD Section 3
3) HUD-2530 – Previous Participation Certification – form completion and certification required
4) HUD-2880 – Applicant/Recipient/Disclosure/Update Report – form completion and certification required
5) HUD-2992 – Certification Regarding Debarment and Suspension – certification required
6) SF-LLL – Disclosure of Lobbying Activities – certification required
7) Sample “Housing Assistance Payment Contract” and “Agreement to Enter into a PBV HAP Contract”

B. SCORING SUMMARY

Scoring Criteria	Points Possible
Project Description	15
Site Location	15
Owner/Developer Experience	15
Management/Affiliate Experience	20
Unit for Exception Categories	5
Supportive Services	5
Expansion of Affordable Dwelling Units	5
Deconcentration of Poverty	5
Project Readiness	15
Total Points	100

Appendix A



Suisun City Housing Authority

PROJECT BASED VOUCHER APPLICATION COVERSHEET

Date of Application	Total Project Based Vouchers Requested
Are you requesting for an exception to the 25 percent PBV maximum allotment?	
Legal Name of Organization	
Address	City, State, Zip
Tax ID Number	Unique Entity ID for SAM.gov (formerly DUNS) if any
Name of Contact Regarding Application	Title
Phone	Email

Certifications

By signing this Application, the following certifications are made:

1. The owner and agents will adhere to the 24 CFR 983 regulations governing the project based vouchers.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(1), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.
3. The owner and its agents will comply with effective communication requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR 8.6.

Authorization

Authorized Signature: _____

Printed Name/Title: _____



Previous Participation Certification

OMB Approval No. 2502-0118
(Exp. 05/31/2019)

US Department of Housing and Urban Development
Office of Housing/Federal Housing Commissioner

US Department of Agriculture
Farmers Home Administration

Part I to be completed by Principals of Multifamily Projects (See instructions)

Reason for submission:

1. Agency name and City where the application is filed

3. Loan or Contract amount \$

4. Number of Units or Beds

For HUD HQ/FmHA use only

2. Project Name, Project Number, City and Zip Code

5. Section of Act

6. Type of Project (check one)
 Existing Rehabilitation Proposed (New)

7. List all proposed Principals and attach organization chart for all organizations

Name and address of Principals and Affiliates (Name: Last, First, Middle Initial) proposing to participate

8 Role of Each Principal in Project	9. SSN or IRS Employer Number

Certifications: The principal(s) listed above hereby apply to HUD or USDA FmHA, as the case maybe, for approval to participate as principal(s) in the role(s) and project listed above. The principal(s) each certify that all the statements made on this form are true, complete and correct to the best of their knowledge and belief and are made in good faith, including any Exhibits attached to this form. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. The principal(s) further certify that to the best of their knowledge and belief:

- Schedule A contains a listing, for the last ten years, of every project assisted or insured by HUD, USDA FmHA and/or State and local government housing finance agencies in which the principal(s) have participated or are now participating.
- For the period beginning 10 years prior to the date of this certification, and except as shown on the certification:
 - No mortgage on a project listed has ever been in default, assigned to the Government or foreclosed, nor has it received mortgage relief from the mortgagee;
 - The principals have no defaults or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
 - There are no known unresolved findings as a result of HUD audits, management reviews or other Governmental investigations concerning the principals or their projects;
 - There has not been a suspension or termination of payments under any HUD assistance contract due to the principal's fault or negligence;
 - The principals have not been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
 - The principals have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency;
 - The principals have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond;
 - All the names of the principals who propose to participate in this project are listed above.
 - None of the principals is a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part 0 and USDA's Standard of Conduct in 7 C.F.R. Part 0 Subpart B.
 - None of the principals is a participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification, have not been filed with HUD or FmHA.
 - None of the principals have been found by HUD or FmHA to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (If any principals or affiliates have been found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any).
 - None of the principals is a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
 - Statements above (if any) to which the principal(s) cannot certify have been deleted by striking through the words with a pen, and the relevant principal(s) have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances.

Name of Principal	Signature of Principal	Certification Date(mm/dd/yyyy)	Area Code and Tel. No.
This form prepared by (print name)			Area Code and Tel. No.

Previous Participation Certification

OMB Approval No. 2502-0118
(Exp. 05/31/2019)

Schedule A: List of Previous Projects and Section 8 Contracts. Below is a complete list of the principals' previous participation projects and participation history in multifamily Housing programs of HUD/FmHA, State and local Housing Finance Agencies. **Note:** Read and follow the instruction sheet carefully. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If no previous projects, write by your name, **"No previous participation, First Experience"**.

1. Principals Name (Last, First)	2. List of previous projects (Project name, project ID and, Govt. agency involved)	3. List Principals' Role(s) (indicate dates participated, and if fee or identity of interest participant)	4. Status of loan (current, defaulted, assigned, foreclosed)	5. Was the Project ever in default during your participation Yes No If yes, explain	6. Last MOR rating and Physical Insp. Score and date

Part II- For HUD Internal Processing Only

Received and checked by me for accuracy and completeness; recommend approval or refer to Headquarters after checking appropriate box.

Date (mm/dd/yyyy)	Tel No. and area code	<input type="checkbox"/> A. No adverse information; form HUD-2530 approval recommended. <input type="checkbox"/> B. Name match in system <input type="checkbox"/> C. Disclosure or Certification problem <input type="checkbox"/> D. Other (attach memorandum)
Staff	Processing and Control	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Director of Housing/Director, Multifamily Division	Date (mm/dd/yyyy)

Instructions for Completing the Previous Participation Certificate, form HUD-2530

Carefully read these instructions and the applicable regulations. A copy of those regulations published at 24 C.F.R. 200.210 to 200.245 can be obtained from the Multifamily Housing Representative at any HUD Office. Type or print neatly in ink when filling out this form. Mark answers in all blocks of the form. If the form is not filled completely, it will delay approval of your application.

Attach extra sheets as you need them. Be sure to indicate "Continued on Attachments" wherever appropriate. Sign each additional page that you attach if it refers to you or your record.

Carefully read the certification before you sign it. Any questions regarding the form or how to complete it can be answered by your HUD Office Multifamily Housing Representative.

Purpose: This form provides HUD with a certified report of all previous participation in HUD multifamily housing projects by those parties making application. The information requested in this form is used by HUD to determine if you meet the standards established to ensure that all principal participants in HUD projects will honor their legal, financial and contractual obligations and are acceptable risks from the underwriting standpoint of an insurer, lender or governmental agency. HUD requires that you certify your record of previous participation in HUD/USDA-FmHA, State and Local Housing Finance Agency projects by completing and signing this form, before your project application or participation can be approved.

HUD approval of your certification is a necessary precondition for your participation in the project and in the capacity that you propose. If you do not file this certification, do not furnish the information requested accurately, or do not meet established standards, HUD will not approve your certification.

Note that approval of your certification does not obligate HUD to approve your project application, and it does not satisfy all other HUD program requirements relative to your qualifications.

Who Must Sign and File Form HUD-2530:

Form HUD-2530 must be completed and signed by all principals applying to participate in HUD multifamily housing projects, including those who have no previous participation. The form must be signed and filed by all principals and their affiliates who propose participating in the HUD project. Use a separate form for each role in the project unless there is an identity of interest.

Principals include all individuals, joint ventures,

partnerships, corporations, trusts, non-profit organizations, any other public or private entity that will participate in the proposed project as a sponsor, owner, prime contractor, turnkey developer, managing agent, nursing home administrator or operator, packager, or consultant. Architects and attorneys who have any interest in the project other than an arm's length fee arrangement for professional services are also considered principals by HUD.

In the case of partnerships, all general partners regardless of their percentage interest and limited partners having a 25 percent or more interest in the partnership are considered principals. In the case of public or private corporations or governmental entities, principals include the president, vice president, secretary, treasurer and all other executive officers who are directly responsible to the board of directors, or any equivalent governing body, as well as all directors and each stockholder having a 10 percent or more interest in the corporation.

Affiliates are defined as any person or business concern that directly or indirectly controls the policy of a principal or has the power to do so. A holding or parent corporation would be an example of an affiliate if one of its subsidiaries is a principal.

Exception for Corporations – All principals and affiliates must personally sign the certificate except in the following situation. When a corporation is a principal, all of its officers, directors, trustees and stockholders with 10 percent or more of the common (voting) stock need not sign personally if they all have the same record to report. The officer who is authorized to sign for the corporation or agency will list the names and title of those who elect not to sign. However, any person who has a record of participation in HUD projects that is separate from that of his or her organization must report that activity on this form and sign his or her name. The objective is full disclosure.

Exemptions – The names of the following parties do not need to be listed on form HUD-2530: Public Housing Agencies, tenants, owners of less than five condominium or cooperative units and all others whose interests were acquired by inheritance or court order.

Where and When Form HUD-2530 Must Be Filed:

The original of this form must be submitted to the HUD Office where your project application will be processed at the same time you file your initial project application. This form must be filed with applications for projects, or when otherwise required in the situations listed below:

- Projects to be financed with mortgages insured under the National Housing Act (FHA).
- Projects to be financed according to Section 202 of the Housing Act of 1959 (Elderly and

Handicapped).

- Projects in which 20 percent or more of the units are to receive a subsidy as described in 24 C.F.R. 200.213.

- Purchase of a project subject to a mortgage insured or held by the Secretary of HUD.

- Purchase of a Secretary-owned project.

- Proposed substitution or addition of a principal or principal participation in a different capacity from that previously approved for the same project.
- Proposed acquisition by an existing limited partner of an additional interest in a project resulting in a total interest of 25 percent or more or proposed acquisition by a corporate stockholder of an additional interest in a project resulting in a total interest of 10 percent or more.

- Projects with U.S.D.A., Farmers Home Administration, or with state or local government housing finance agencies that include rental assistance under Section 8 of the Housing Act of 1937. For projects of this type, form HUD-2530 should be filed with the appropriate applications directly to those agencies.

Review of Adverse Determination: If approval of your participation in a HUD project is denied, withheld, or conditionally granted on the basis of your record of previous participation, you will be notified by the HUD Office. You may request reconsideration by the HUD Review Committee. Alternatively, you may request a hearing before a Hearing Officer. Either request must be made in writing within 30 days from your receipt of the notice of determination.

If you do request reconsideration by the Review Committee and the reconsideration results in an adverse determination, you may then request a hearing before a Hearing Officer. The Hearing Officer will issue a report to the Review Committee. You will be notified of the final ruling by certified mail.

Specific Line Instructions:

Reason for submitting this Certification: e.g., refinance, change in ownership, change in management agent, transfer of physical assets, etc.

Block 1: Fill in the name of the agency to which you are applying. For example: HUD Office, Farmers Home Administration District office, or the name of a State or local housing finance agency. Below that, fill in the name of the city where the office is located.

Block 2: Fill in the name of the project, such as "Greenwood Apts." If the name has not yet been selected, write "Name unknown." Below that, enter the HUD contract or project identification number, the Farmers Home Administration project number, or the State or local housing finance agency project or contract number. Include **all** project or contract

identification numbers that are relevant to the project. Also enter the name of the city in which the project is located, and the ZIP Code.

Block 3: Fill in the dollar amount requested in the proposed mortgage, or the annual amount of rental assistance requested.

Block 4: Fill in the number of apartment units proposed, such as "40 units." For hospital projects or nursing homes, fill in the number of beds proposed, such as "100 beds."

Block 5: Fill in the section of the Housing Act under which the application is filed.

Block 7: Definitions of all those who are considered principals and affiliates are given above in the section titled "Who Must Sign and File...."

Block 8: Beside the name of each principal, fill in the appropriate role. The following are examples of possible roles that the principals may assume: Owner/Mortgagor, Managing Agent, Sponsor, Developer, General Contractor, Packager, Consultant, Nursing Home Administrator etc.

Block 9: Fill in the Social Security Number or IRS employer number of every principal listed, including affiliates.

Instructions for Completing Schedule A:

Be sure that Schedule A is filled-in completely, accurately and the certification is properly dated and signed, because it will serve as a legal record of your previous experience. All Multifamily Housing Projects involving HUD/ FmHA, and State and local Housing Finance Agencies in which you have previously participated **must** be listed. Applicants are reminded that previous participation pertains to the individual principal within an entity as well as the entity itself. A newly formed company may not have previous participation, but the principals within the company may have had extensive participation and disclosure of that activity is required.

Column 2. All previous projects must be listed or your certification cannot be processed. Include the name of all projects, project number, city where it is located and the governmental agency (HUD, USDA-FmHA or state or local housing finance agency) that was involved.

Column 3. List the role(s) as a principal, dates participated and if fee or identity of interest (IOI) with owners.

Column 4. Indicate the current status of the loan. Except for current loan, the date associated with the status is required. Loans under a workout arrangement are considered assigned. For all noncurrent loans, an explanation of the status is required.

Column 5. Explain any project defaults during your participation.

Column 6. Provide the latest Management Review (MOR) rating and Physical Inspection score.

Certification: After you have completed all other parts of

form HUD-2530, including schedule A, read the Certification carefully. In the box below the statement of the certification, fill in the names of all principals and affiliates as listed in block 7. Each principal should sign the certification with the exception in some cases of individuals associated with a corporation (see "Exception for Corporations" in the section of the instructions titled "Who Must Sign and File Form HUD-2530). Principal who is signing on behalf of the entity should attach signature authority document. Each principal who signs the form should fill in the date of the signature and

a telephone number. By providing a telephone number, HUD can reach you in the event of any questions.

If you cannot certify and sign the certification as it is printed because some statements do not correctly describe your record, use a pen to strike through those parts that differ with your record, and then sign and certify. Attach a signed statement of explanation of the items you have struck out on the certification. Item 2e. relates to felony convictions within the past 10 years. If you are convicted of

a felony within the past 10 years, strike out 2e. and attach statement of explanation. A felony conviction will not necessarily cause your participation to be disapproved unless there is a criminal record or other evidence that your previous conduct or method of doing business has been such that your participation in the project would make it an unacceptable risk from the underwriting stand point of an insurer, lender or governmental agency.

The Department of Housing and Urban Development (HUD) is authorized to collect this information by law (42 U.S.C. 3535(d) and 24 C.F.R. 200.217) and by regulation at 24 CFR 200.210. This information is needed so that principals applying to participate in multifamily programs can become HUD-approved participants. The information you provide will enable HUD to evaluate your record with respect to established standards of performance, responsibility and eligibility. Without prior approval, a principal may not participate in a proposed or existing multifamily project. HUD uses this information to evaluate whether or not principals pose an unsatisfactory underwriting risk. The information is used to evaluate the potential principals and approve only individuals and organizations that will honor their legal, financial and contractual obligations.

Privacy Act Statement: The Housing and Community Development Act of 1987, 42 U.S.C. 3543 requires persons applying for a Federally-insured or guaranteed loan to furnish his/her Social Security Number (SSN). HUD must have your SSN for identification of your records. HUD may use your SSN for automated processing of your records and to make requests for information about you and your previous records with other public agencies and private sector sources. HUD may disclose certain information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. You must provide all of the information requested in this application, including your SSN.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

A response is mandatory. Failure to provide any of the information will result in your disapproval of participation in this HUD program.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Number: 2501-0017
Expiration Date: 1/31/2026

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information * UEI Number: _____ * Report Type:

INITIAL
UPDATE

1. Applicant/Recipient Name, Address, and Phone (include area code)

* Applicant Name: _____

* Street 1: _____

Street 2: _____

City: _____	State Abbreviation: _____	* Zip Code: _____
-------------	---------------------------	-------------------

County: _____

* Country: _____

* Phone: _____

2. Employer ID Number (do not include individual social security numbers): _____

3. HUD Program Name: _____

4. Amount of HUD Assistance Requested/Received: \$ _____

5. State the name and location (street address, City and State) of the project or activity

Project Name: _____

* Street 1: _____

Street 2: _____

City: _____	State Abbreviation: _____	* Zip Code: _____
-------------	---------------------------	-------------------

County: _____

* Country: USA: UNITED STATES

Part I Threshold Determinations

- | | |
|--|--|
| <p>1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|--|

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name	Department/State/Local Agency Name
* Government Agency Name:	* Government Agency Name:
Government Agency Address:	Government Agency Address:
* Street 1:	* Street 1:
Street 2:	Street 2:
City: State Abbreviation: * Zip Code:	City: State Abbreviation: * Zip Code:
County:	County:
Country:	Country:
* Type of Assistance:	* Type of Assistance:
* Amount Requested/Provided: \$	* Amount Requested/Provided: \$
* Expected Uses of the Funds:	* Expected Uses of the Funds:

Note: For Part 1, use additional pages if necessary. Add Attachment:

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)			
			\$			%
			\$			%
			\$			%

- Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)			
			\$			%
			\$			%
			\$			%

Note: For Part 2, use additional pages if necessary. Add Attachment:

Certification:

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.
 Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

* Signature:	* Date: (mm/dd/yyyy):
--------------	-----------------------

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's EIN, as appropriate, is optional. Individuals must not include social security numbers on this form.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as

any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of Form HUD-2880 funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower). Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Unique Entity Identifier (UEI), for non-individuals, or city of residence, for individuals, for each organization and person listed is **optional**.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, or on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or

any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Certification Regarding Debarment and Suspension

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (A)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant		Date
Signature of Authorized Certifying Official		Title

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

4040-0013

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
--	--	--

4. Name and Address of Reporting Entity:
 Prime SubAwardee Tier if known:
* Name
* Street 1 Street 2
* City State Zip
Congressional District, if known:

6. * Federal Department/Agency:
7. * Federal Program Name/Description:
CFDA Number, if applicable:

8. Federal Action Number, if known:
9. Award Amount, if known: \$

10. a. Name and Address of Lobbying Registrant:
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

b. Individual Performing Services (including address if different from No. 10a)
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
*** Signature:**
*** Name:** Prefix * First Name Middle Name
* Last Name Suffix
Title: **Telephone No.:** **Date:**