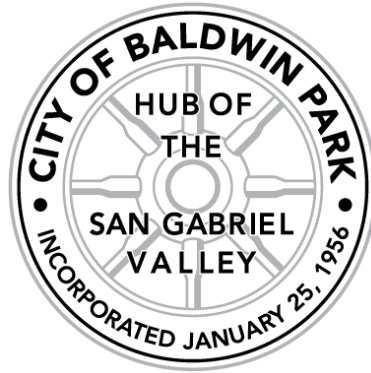


# 2020 REQUEST FOR PROPOSALS FOR PROJECT-BASED VOUCHERS



## HOUSING AUTHORITY OF THE CITY BALDWIN PARK

ADDRESS: 14403 E. Pacific Avenue, Baldwin Park CA 91706

WEBSITE: <https://www.baldwinpark.com/rfps>

July 16, 2020

# HOUSING AUTHORITY OF THE CITY OF BALDWIN PARK

## PROJECT-BASED VOUCHER PROGRAM REQUEST FOR PROPOSALS

### INTRODUCTION

In order to improve the utilization of voucher funding and increase the number of available affordable housing units the Baldwin Park Housing Authority, herein referred to as BPHA, intends to project base up to 180 of its ACC vouchers for newly constructed projects to provide affordable housing to low-income residents in the Baldwin Park jurisdiction.

The BPHA is seeking developers and owners interested in project basing newly constructed units that are of high quality and that provide access to transportation, health services, schools and other supportive services. The preferred area for Project Based Voucher units will be areas within the City of Baldwin Park and its surrounding jurisdiction that would deconcentrate poverty and expand housing and economic opportunities for low-income families. Preference will be given to projects in the City of Baldwin Park which have received other city or federal funding or are newly constructed units.

The BPHA does business in accordance with all equal opportunity and federal fair housing laws. The BPHA does not discriminate against any person or business because of race, color, religion, sex, handicap, familial status or national original.



## PROGRAM INFORMATION

Under the PBV program, the BPHA enters into an assistance contract with the owner or developer for specified rental units, for a specified term (up to twenty years) subject to funding availability. Assistance or subsidy is provided while eligible households occupy the rental housing units and the units meet other program standards. To fill vacant project-based units, the BPHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. BPHA subsidy standards determine the appropriate unit size for the family size and composition.

PBV assistance may be authorized for newly constructed housing (units developed pursuant to an agreement for use in the PBV program).

Housing units and/or projects that are NOT eligible for PBV assistance include:

- 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 (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing);
- Units 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 occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

Generally, the number of PBV assisted units per project cannot exceed the greater of 25 units in a project or 25 percent (25%) of the total number of dwelling units a project, except as provided by regulation. Exceptions include units in a building that are specifically made available for qualifying households that are elderly, or that are eligible for supportive services, or where the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates.

Sites selected for PBV assistance must be:

- Consistent with the goal of expanding housing and economic opportunities;
- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards.

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Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS. BPHA may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

BPHA will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. BPHA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible households during the HAP contract term.

BPHA 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 BPHA to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the households approved for tenancy shall be households whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner must not exceed the lowest of:

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

Current local Fair Market Rents for determining rents are:

Unit Size (Number of Bedrooms)	HUD's FY 2020 Fair Market Rent for Baldwin Park, CA
0	\$1,279
1	\$1,517
2	\$1,956
3	\$2,614
4	\$2,857

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In no event will the rent exceed 110 percent of HUD's published Fair Market Rent less utility allowances, which can be found on the BPHA's website at <https://www.baldwinpark.com/housing>

An independent reasonable rent study will be prepared to determine the rent. 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 BPHA in accordance with the contract with the owner. The BPHA determines the tenant rent in accordance with HUD requirements.

The rules and requirements for the Project Based Voucher Program are included in BPHA's Housing Choice Voucher (HCV) Administrative Plan", Chapter 17-Project Based Vouchers. Interested parties may request an electronic copy by contacting Carol Averell, Housing Manager at [caverell@baldwinpark.com](mailto:caverell@baldwinpark.com)

Questions regarding this Request for Proposals may be submitted in writing to [caverell@baldwinpark.com](mailto:caverell@baldwinpark.com).

## APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described below. The following procedures will be followed by BPHA in accepting and screening owner applications submitted for the PBV Program.

### Application Submission Deadline

Owner applications will be accepted in an **electronic format (PDF)** via email to: [caverell@baldwinpark.com](mailto:caverell@baldwinpark.com)

Applications and supporting documentation for project-based voucher units will be accepted until **4:00 p.m. on Friday, July 31, 2020.**

### Non-Compliant Applications

If the BPHA determines that an application is non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. BPHA will give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

The BPHA reserves the right to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

### Application Content

The applicant must provide the following information in no more than 15 pages (one-sided, single spaced, 12-point font, one-sided). See **Ranking and Selection Criteria** below for details.

- Owner Name and contact information, including email address
- Number and bedroom size of units
- Project Location
- Term of PBV Contract Requested
- Site and Census Tract Location
- Design and Amenities
- Development Experience
- Owner Experience
- Management Experience
- New Construction or Rehabilitation units
- Project Feasibility/Readiness to Begin Construction

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**Additional Documentation to Submit with Application**

The applicant must provide the following information in no more than 50 pages (one-sided, single spaced, 12-point font, one sided)

- A. Management Plan
- B. Preliminary Construction Drawings/Construction Estimate
- C. Certification(s) of Previous Participation (HUD Form 2530)
- D. Evidence of financing/lender interest and the proposed terms of financing if new construction or financial statement (Proforma/Income and Expense Statement) for property's most recent operating year if rehabilitation or existing housing
- E. Letter of consistency of project with local government Consolidated Plan (HUD Form 2991)
- F. Certification of Participation in the Low-Income Housing Tax Credit Program, if applicable
- G. Certification of Payments to Influence Federal Transactions (HUD Form 50071)
- H. Applicant/Recipient Disclosure Update Report (HUD Form 2880)

**Application Review Panel**

A selection panel appointed the BPHA will review, evaluate, rank and select the applications in accordance with the Administrative Plan polices and the Request for Proposal. Proposals selected for project basing will be forwarded to the BPHA Board of Commissioners for final approval.

**Application Review**

BPHA will review all applications. Before selecting units, BPHA will determine that each application is responsive to and in compliance with BPHA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Evidence of site control.
- 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.
- Proposed initial gross rents must be within 110% of the HUD published Fair Market Rent for Nevada County for the size of the unit.
- Property meets eligibility requirements under §983.52 (Eligible Housing Type), and §983.57 (Site selection standards).
- Property will be constructed in accordance with §983.55 (Prohibition of excess public assistance) .

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- If new construction or rehabilitation, no construction has begun, as evidenced by a BPHA site inspection.
- For new construction projects of four or more units, BPHA will determine whether any work items necessary to meet the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 will be completed.
- Not more than 25 percent of units per building are eligible for PBV assistance, except units in a building that are specifically made available for qualifying households that are elderly, or that are eligible for supportive services in which case up to 100 percent of the units in such buildings are eligible for PBV assistance. Where the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40% of the units in the project.

If a project does not meet the requirements indicated above, it will be designated non-compliant. A notice mailed to the applicant will identify the disqualifying factor.

Proposals that meet the requirements will be evaluated and ranked by the BPHA panel. A BPHA ranking list will be prepared according to the points awarded to each proposal. BPHA may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

The BPHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the BPHA to be in its best interest. The BPHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The BPHA shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

### **Other Requirements**

1. Before executing an Agreement with any selected owner, BPHA must:
  - a. Establish rents in accordance with §983.301 and §983.302 . For any BPHA-owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
  - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
  - c. Obtain environmental clearance in accordance with §983.58.
  - d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with BPHA's approved unit selection policy.
2. The BPHA field office will conduct subsidy layering contract rent reviews.



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3. Before an Agreement is executed for new construction units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.

### Ranking and Selection Criteria:

The BPHA will use the following to rank and select applications for the PBV Program. Each factor is comprised of several components with an associated point value. The total points awarded to an application will be an aggregate of the component subtotals.

CRITERIA	MAX. POINTS AVAILABLE
1. Project Location	20
2. Term of Contract Requested	15
3. Site Location	10
4. Design and Amenities	10
5. Development Experience	10
6. Owner Experience	5
7. Management Experience	5
8. Amount of Rehabilitation Per Unit	15
9. Project Feasibility/Readiness to begin Construction	10
<b>TOTAL</b>	100

1. PROJECT LOCATION	MAX PTS.
If the project is located in the City of Baldwin Park	20
If the project is not located in the City of Baldwin Park	0
2. TERM OF CONTRACT REQUESTED	MAX PTS.
Twenty years with commitment to an additional twenty-year renewal term	15
15 to 20-year contract term	10
5 to 14-year contract term	5
3. SITE/CENSUS TRACT LOCATION	MAX PTS.
Site is in a low-poverty census tract and/or within 1 mile of amenities including transit including a bus station, or public bus stop, public parks, grocery store, public schools, places of significant employment offering a range of jobs for lower income workers, and a significant health facility	10
Same as above but distance is more than one mile but less than five miles	5
4. DESIGN and AMENITIES	MAX PTS.
If architectural elevations, setbacks, and massing considered acceptable for proposed use and in relation to adjacent land uses by the City Planning Division staff; project amenities are appropriate for the planned use	10
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet the city Planning Division approval	5
<b><i>Continued next page</i></b>	

<b>5. DEVELOPMENT EXPERIENCE (MIN. 5 PTS. REQUIRED)</b>		<b>MAX PTS.</b>
If applicant has developed 200 or more low-income housing units as primary or co-sponsor in the past five years		10
If applicant has developed less than 200 low-income housing units as primary or co-sponsor in the past five years		5
<b>6. OWNER EXPERIENCE (MIN. 1 PT. REQUIRED)</b>		<b>MAX PTS.</b>
If applicant has 20 or more years of experience in owning affordable rental housing		5
If applicant has 5 to 19 years of experience in owning affordable rental housing		2
<b>7. MANAGEMENT EXPERIENCE</b>		<b>MAX PTS.</b>
If applicant has 11 to 20 or more years of experience in managing and maintaining affordable rental housing		5
If applicant has 5 to 10 years' experience in managing and maintaining affordable rental housing		2
<b>8. NEW CONSTRUCTION OR REHABILITATION</b>		<b>MAX PTS.</b>
If the project is new construction		15
If the project is rehabilitation or existing housing		0
<b>9. PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION</b>		<b>MAX PTS.</b>
If zoning and other required entitlements are approved (provide written proof documenting jurisdiction approvals)		10
If zoning and other required entitlements have not been approved		0



# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2501-0032 (exp. 01/31/2020)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
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:	

## Part I Threshold Determinations

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). <input type="checkbox"/> Yes <input type="checkbox"/> No	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 Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No.
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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 and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

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).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	

**Public reporting burden** for this collection of information is estimated to average 2.0 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 information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note:** This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

## 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 SSN or EIN, as appropriate, is optional.
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

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 Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each 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, and 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 of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

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Program/Activity Receiving Federal Grant Funding

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The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: \_\_\_\_\_

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

Location of the Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the Federal  
Program to which the  
applicant is applying: \_\_\_\_\_

Name of  
Certifying Jurisdiction: \_\_\_\_\_

Certifying Official  
of the Jurisdiction  
Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_