



— BALTIMORE CITY —
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**



Notice of Funding Availability Permanent Supportive Housing

Housing Accelerator Fund and HOME-ARP

Posted September 6, 2023



MAYOR'S OFFICE OF
HOMELESS SERVICES

NOTICE OF FUNDING AVAILABILITY
Housing Accelerator Fund and HOME-ARP

Through this Notice of Funding Availability (“NOFA”), the Baltimore City Department of Housing and Community Development (“DHCD”) is making up to \$16 million available from the Housing Accelerator Fund (HAF) and up to \$15 million available from the American Rescue Plan (ARP) for the HOME Investment Partnerships Program (HOME) to support the construction of Permanent Supportive Housing (PSH) for individuals and families who are homeless, at risk of homelessness or in other vulnerable positions. Subject to demand, affordable housing projects without PSH units will be considered for funding under this NOFA.

Program Activity Timeline *(updated 10/12/2023)*

Date	Activity	
Wednesday, September 6, 2023	Public NOFA Announcement	
Monday, September 11, 2023	Supportive Housing 101 Webinar	
Tuesday, September 12, 2023	NOFA Application Portal Opens	Friday, October 20, 2023
Thursday, September 14, 2023	Pre-Proposal Conference	
Thursday, October 5, 2023	Application Questions Workshop	
Thursday, October 26, 2023	Deadline for Submitting Applications through Neighborly	November 20, 2023
Late November TBD	Award Announcements	

Background and Introduction

The Housing Accelerator Fund is funded under the America Rescue Program Act (ARPA) on behalf of Mayor's Office of Homeless Services (MOHS). The primary goal of the Housing Accelerator Fund (HAF) is to implement innovative funding mechanisms that will foster the development of an expanded supply of permanent supportive housing units for people exiting chronic homelessness. The Housing Accelerator Fund (HAF) will be jointly administered by the Mayor’s Office of Homeless Service (MOHS) and the Department of Housing and Community Development (DHCD) and leverage significant Federal, State, and private sector investments. Safe, affordable housing units are in high demand and the extremely limited supply of such units places serious constraints on rehousing provider’s ability to rapidly move families into permanent housing. The American Rescue Plan Act of 2021 created a special allocation of \$5 billion to support state and local programs for populations experiencing homelessness or identified as at-risk of homelessness and housing instability. This special allocation is administered by the U.S. Department of Housing and Urban Development (HUD) through the HOME Investment Partnerships Program (HOME-ARP), with the primary goal being to assist four “qualifying populations” through four types of eligible activities. Baltimore City HOME-ARP funds are limited to the cost of the hard construction of Permanent Supportive Housing units only. The development of new affordable units is a top priority to ensure individuals and families experiencing homelessness can access safe, sustainable permanent housing options and remain housed long-term.

The development of new PSH is critical as such housing not only resolves homelessness, but also reduces public costs associated with crisis services (i.e., emergency rooms, psychiatric centers, jails, policing, and EMS response). To foster the development of supportive housing units, the City must invest in innovative & flexible financing mechanisms, leveraging investments of State and Federal resources (including HOME-ARP, Low Income Housing Tax Credits, and funding from Maryland Department of Housing and Community Development), private investments, and philanthropic resources.

For the purposes of this NOFA, PSH units must follow the Housing First model and fill vacancies through the Coordinated Access System. The “Housing First” approach within supportive housing aims to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions or barriers to entry, such as sobriety, treatment or service participation requirements.

Other characteristics of Permanent Supportive Housing under a Housing First framework:

- The housing in supportive housing is affordable, accessible, permanent, and independent:
 - Tenants hold standard leases that afford all the rights and responsibilities of tenancy
 - Application and tenant screening processes are low barrier and seek to screen in members of the priority population
 - Units are affordable to people with extremely low incomes, often with 0-15% of AMI.
 - Units are not institutional or licensed settings; units offer private dwelling space and sharing of bedrooms, kitchens, bathrooms is not required.
- The services are comprehensive, flexible, tenant-driven, voluntary, and housing-based.
- Tenants choose the frequency and type of supportive services they receive, and refusal of services will have no consequence for their access to housing or on continuation of their housing and supportive services.
- The housing is connected and integrated within the community and neighborhood, providing opportunities for tenants to engage in broader community and neighborhood activities

Set Asides and Preferences

Developers are strongly encouraged to apply for Project Based Vouchers through the Housing Authority of Baltimore City’s (HABC) ongoing voucher application process (<https://www.habc.org/habc-information/programs-departments/fiscal-operations/current-vendor-opportunities/>). Developers should ensure that their project design is in accordance with HABC’s Administrative Plan, receiving a LIHTC award, and satisfies the federal requirements for site and neighborhood standards and subsidy layering review in order for HABC to enter into a Housing Assistance Payment Contract for project-based vouchers. Documentation of an award letter of PBV or Housing Assistance Payment contract should be submitted to confirm this is in place.

All projects with dedicated PSH units through project-based vouchers or another operating or rental subsidy must target the greater of 5 units or 20% of the total units in the development.

If a project does not have dedicated project-based vouchers or another form of operating or rental subsidy for PSH, the project must commit to a leasing preference of 25% of units referred through the Coordinated Access System. While this is an option, projects with dedicated PSH units will receive priority in the application selection.

Furthermore, points will be awarded to applicants that incorporate both a set-aside of dedicated PSH units and a leasing preference for at least 25% of units referred through Coordinated Access.

Eligible Project or Activities:

1. Close financing gaps to allow potential projects with supportive housing units to proceed to development.
2. Secure set-asides of supportive housing units within housing projects already under development through equity investments.
3. Provide financing to develop new projects and enable their competition for other financing, through pre-development financing grants or loans

Market data will be required during the underwriting process.

Additionally, all projects must meet the following criteria:

- Housing is permanent and affordable where tenants hold leases and acceptance of services is not a condition of occupancy following a Housing First model; and
- Comprehensive, individualized support services are accessible by tenants where they live and, in a manner, designed to maximize tenant stability and self-sufficiency.
- PSH units will accept referrals from the community’s Coordinated Access System and tenant application and selection processes are accessible to people with high barriers to housing access.

Culturally specific/culturally responsive project concepts will be prioritized. Projects that intentionally address racial, ethnic and other cultural disparities are essential to Baltimore City’s investment in the expansion of quality supportive housing will receive additional scoring.

ARPA Funding Schedule

Under ARPA guidelines, all funds must be obligated by December 31, 2024 and all funds must be spent by December 31, 2026. This means Baltimore City Department of Housing and Community Development (DHCD) must have executed grant agreements with grantees receiving Housing Accelerator and HOME-ARP funds by December 31, 2024. Priority will be provided to projects that clearly identify their ability, through a project schedule, to have project fall within this timeline.

Qualifying Populations and Referral Systems

- Federal regulations restrict HOME-ARP funding to serve the following “Qualifying Populations”:
Homeless, as defined in 24 CFR 91.5
- At risk of Homelessness, as defined in 24 CFR 91.5
- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
- Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability

The City’s HOME-ARP Allocation plan, approved by HUD in March 2023, requires projects funded through HOME-ARP to receive and implement a preference for referrals through Baltimore’s Coordinated Access System to serve people experiencing homelessness.

Projects receiving Housing Accelerator Funding are required to serve people experiencing homelessness referred through Baltimore’s Coordinated Access System.

Continuum Of Care Coordinated Access Referrals

Both HOME ARP and Housing Accelerator assisted units must be occupied by qualified tenants. Prospective qualified tenants must be selected through referrals from the Continuum of Care (CoC) Coordinated Access System. Coordinated Access is a centralized process for assessing persons in need of homeless services to determine the appropriate service type and housing option. Coordinated Access is designed to streamline access to housing and services rather than having to apply separately at each program location. Coordinated Access is based on a vulnerability assessment tool that is conducted by trained navigators at a wide variety of service providers. The Coordinated Access System is governed by the CoC’s Homeless Response System Committee. For more information on Baltimore’s Coordinated Access system see: [Coordinated Access | Mayor's Office of Homeless Services \(baltimorecity.gov\)](https://www.baltimorecity.gov/office-of-homeless-services)

Eligible Applicants

This NOFA is limited to applicants that are either a Non-Profit, For-Profit or Joint Ventures that are seeking funds to create units accessible and dedicated for permanent supportive housing populations, and other affordable housing projects.

Eligible Uses

HOME-ARP funds are available to support the hard costs of eligible projects. Housing Accelerator funds are available to support both the hard and soft costs of eligible projects. Applications will be evaluated for eligibility under both HOME-ARP and Housing Accelerator funds. Applicants are encouraged to outline why one funding source may be more appropriate for their project than the other.

Funds can be requested to support later stage predevelopment costs and construction costs as outlined in the table below:

Eligible uses of funds include:	Housing Accelerator Fund	HOME-ARP
Architectural and Engineering	X	
Environmental assessment and testing	X	
Market and Financial Feasibility Analysis	X	
Carrying Costs	X	
Zoning Analysis	X	
Staff Time	X	
Development consultants	X	
Legal Fees associated with closing, financing, and drafting legal documents necessary for development	X	

Development hard construction costs defined in 24 CFR 92.206(a)	X	X
---	---	---

- **Ineligible Uses**

- Acquisition of City-Owned Properties
- Acquisition of properties through Receivership
- Acquisition of properties through Tax sale
- Staff that are not directly related to predevelopment, construction, or maintenance of the project
General operating costs such as rent, utilities, or operating supplies
- Relocation
- Repayment of existing loans or liens
- Community gardens or urban agriculture uses
- Projects that support a specific religious or other affiliation
- Commercial, retail, or economic development uses
- Costs associated with the preparation of this NOFA submission

Pre-Proposal Conference & Additional Questions

DHCD will hold a pre-proposal conference via Zoom on September 14, 2023 at 1:00pm EST. The meeting can be accessed using the link or the call-in number provided below.

[REGISTER FOR PRE-PROPOSAL CONFERENCE HERE](#)

The purpose of the pre-proposal conference is to review the NOFA, application requirements, evaluation, and award process and to answer questions. Please be advised that questions must be limited to the NOFA application requirements. DHCD staff are unable to answer questions regarding a specific project or their likelihood of receiving an award of funds. All questions and responses raised at the pre-proposal conference will be posted within 10 business days on DHCD’s Website at

Affordability Restrictions (Housing Accelerator Only)

All PSH units funded through the Housing Accelerator Fund must restrict leasing and occupancy of those units for a period of 15 years at 30% of the AMI.

Affordability Restrictions (HOME-ARP Only)

Units restricted for occupancy by qualifying households must be occupied by households that meet the definition of a qualifying population at the time of admission to the HOME-ARP unit. The HOME-ARP rental units occupied by low-income households must operate under the regulations applicable to HOME rental units at 24 CFR 92.252 (i.e., be occupied by low-income households and bearing a rent not greater than the lesser of a. the Fair Market Rent for existing housing for comparable units in the area, as established by HUD, or b. a rent equal to 30 percent of the adjusted income of a family with annual income at 65 percent of median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit).

- HOME-ARP rent cannot exceed Low HOME Rent
 - Except – If project receives project-based subsidy or the household receives tenant-based subsidy, then rent is the allowable rent under subsidy program

- Tenant paid rent for qualified households cannot exceed 30% of the families' income
- Rent limits include rent plus the utility allowance

All units funded through HOME-ARP must restrict leasing and occupancy of those units for a period of 20 Years for new construction and rehab of development projects.

Section 3/Local Hiring

Under Section 3 of the HUD Act of 1968, wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area. Applicants will understand that by accepting Federal funds they will have to meet federal cross cutting requirements including Section 3 and Davis Bacon. All submissions must include a Local Hiring Plan that details how residents who live in the community where the proposed project is being built will have access to jobs and how individuals with barriers to employment, including citizens returning from incarceration, will be recruited, provided training and other efforts towards affirmatively hiring. Applicants seeking hiring-related bonus points should document how they will meet work hours related to construction and new hires from apprenticeship programs.

Davis Bacon Wage Rates (HOME-ARP)

Any awarded project receiving federal funds in excess of \$2,000, that requires or involves the employment of mechanics or laborers shall contain a provision stating the federal minimum wages to be paid for various classes of laborers and mechanics. The project's corresponding federal wage determination shall be in effect for the entire construction period.

Every contract awarded must contain stipulations that:

- the contractor or subcontractor shall pay all mechanics and laborers employed directly on the site of the work, unconditionally and at least once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the advertised specifications, regardless of any contractual relationship which may be alleged to exist between the contractor or subcontractor and the laborers and mechanics;
- the contractor will post the scale of wages to be paid in a prominent and easily accessible place at the site of the work; and
- there may be withheld from the contractor so much of accrued payments as the contracting officer considers necessary to pay to laborers and mechanics employed by the contractor or any subcontractor on the work the difference between the rates of wages required by the contract to be paid laborers and mechanics on the work and the rates of wages received by the laborers and mechanics and not refunded to the contractor or subcontractors or their agents.

Developers should size their construction budget using the more conservative estimate between Davis Bacon Wage Rate and City Prevailing Wage Rate. If DHCD decides to give the project Accelerator funds and Davis Bacon is not triggered by another funding source, DHCD adjust the award allocation accordingly.

City Prevailing Wage Rates

The City's Prevailing Wage Law requires that for construction contracts in excess of \$5,000, every mechanic, laborer or apprentice shall be paid at a rate not less than the prevailing hourly wage rate established by the Board of Estimates and set forth in the City Code, Article 5, Subtitle 25, Section 25-2. No hourly employee other than an apprentice shall be paid less than the lowest classification for the project.

Prevailing Wage rates can be found at:

<https://civilrights.baltimorecity.gov/sites/default/files/2020%20APPROVED%20PREVAILING%20WAGE%20RATES.pdf>

MBE/WBE

All construction-related contractors and design consultants bidding to perform services of \$50,000 or more must be prequalified by and sign a commitment to comply with The Minority and Women's Business Opportunity Office (MBWOO). To become prequalified consultants and contractors must submit completed applications, which are reviewed by OBC to ensure the applicants have the technical capability and financial capacity to perform satisfactory work for the City.

Site and Neighborhood Standards (HOME-ARP)

Subsidy Layering Review/Site and Neighborhood Standards (HOME-ARP)

A subsidy layering review will be required. The site and neighborhood of the proposed project must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

Green Building and Sustainable Requirements

Applicants are required to comply with the City's Green Construction Law. See Part XI of the Baltimore City Building, Fire and Related Codes. Only 1 and 2 family dwellings and certain multi-family projects are exempt from the Green Construction Law. All multi-family dwellings must complete a Green Construction Statement of Compliance to determine whether the Green Construction Law is applicable to the project. Applicants may contact DHCD's Code Enforcement Division at 410-396-4140 or by email at DHCD_Permits@baltimorecity.gov for additional information regarding the City's Green Construction Requirements.

Demolition

Any demolition that is a part of the housing project must comply with federal, state, and local demolition laws, regulations and applicable industry standards governing public health and safety in demolition. HOME-ARP funding is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and section 104(d) of the Housing and Community

Development Act of 1974, in addition to the Displacement, Relocation and Acquisition regulatory requirements of 24 CFR 92.353.

UFAS/Accessible Units Requirements

Federal law requires that at least five percent (5%) of all units in the project must fully comply with the Uniform Federal Accessibility Standards (UFAS) requirements for persons with mobility impairments and at least two percent (2%) of all the units must fully comply with the UFAS requirements for persons with hearing or vision impairments (§8.22 of Section 504 of the Rehabilitation Act of 1973). All projects must comply with construction requirements of both the Fair Housing Act and the Americans with Disabilities Act (ADA), as applicable. All UFAS Units should be integrated throughout the project and should not be concentrated in any particular building or area. All units must be certified as compliant with UFAS requirements by an architect acceptable to the Department of Justice at the Developer's expense

Application, Scoring and Bonus Points

The NOFA consists of four parts: Threshold information, financial review, scored criteria and signed certifications and authorizations. Following the submission deadline, DHCD staff will provide a summary of all applications received that includes the following: applicant name, proposed project, location and units, project total development cost, and amount of Funds requested.

Threshold Review

Threshold review includes organizational, financial and compliance-related documentation and is used to determine whether an application is eligible for review. Examples of threshold requirements in this NOFA include, but are not limited to: Commitment to comply with the City's Minority and Women's Business Participation (MBE/WBE) and LocalHire requirements; being in good standing with the State of Maryland and meeting the fund requirements.

Applicants must include all items on the threshold checklist or the application will be determined to be ineligible for review. DHCD will notify applicants electronically whether their application has met threshold review and will post an updated summary on its website. In addition to a completed and signed application, the following documents will be required for threshold review:

- Authorization to Submit signed by a member of the lead applicant who is authorized to negotiate with the City and to sign a Funding Agreement
- Commitment to Quality Readiness Checklist (see below)
- Debarment Certification Statement
- Identity of Interest/Disclosure of Conflict Statement
- Commitment to Comply with Cross Cutting Federal and City Requirements
- Certification of Compliance
- Owned Property Disclosure
- Financial and organizational disclosures

Commitment to Quality Readiness Checklist

The purpose of the Commitment to Quality Readiness checklist is to understand the proposed project's current alignment with national standards of quality for Permanent Supportive Housing and identify areas where projects may need additional support through technical assistance and training to achieve standards of quality. Where applicable, projects selected for funding will be required to commit to engage in technical assistance with CSH as a condition of receiving a funding award.

Scoring Criteria

Applications that meet all threshold criteria will be scored and evaluated according to the following criteria: project feasibility; community engagement and participation and achieving equity. Scored criteria is intended to ensure that awards are made to proposals that meet the fund's criteria, are designed to have a demonstrated impact on reducing homelessness can leverage other sources of funds, complete projects providing Supportive Housing units, can meet City, State and private lenders' underwriting criteria, and can be completed within a reasonable timeframe.

Qualified applications may receive a maximum score of 145 points. To be considered for an award of funds, applicants must receive a minimum score of 100 points. Applications will be reviewed and scored by panel members and then a composite score will be determined

Project Feasibility (70 Maximum Points)

This section enables DHCD to determine whether projects are ready to proceed and that the applicant has the experience, staff and consultants in place to ensure a successful outcome. The requested information must demonstrate that projects are ready to proceed and can be completed within a 24-month time frame of executing a Funding Agreement with DHCD. Applicants are asked to demonstrate that their projects are financially feasible, that the applicant has the capability of leveraging additional public and or private funds and that they have the capability to manage a development team with sufficient experience to undertake and complete the proposed project.

As part of demonstrating a project's feasibility, applicants are required to submit a development budget which lists all funding sources and uses needed to complete the proposed project and the status of the funds (e.g. Committed/ approved, pending, not yet requested). Applicants must submit letters of interest or letters of commitment from all participating funding sources including the State, private foundations, investors, construction and permanent lenders in the event funds are requested to support rental equity or tenant conversion projects. The applicant must specify the intended property management company for the project and include a detailed list of the management company's qualifications, track record, and demonstrated capacity to manage the proposed project. Construction budgets should include a line item for builder's profit, overhead, construction management. Administration and reimbursable costs for architecture and engineering should be included as separate line items. Construction costs should reflect prevailing wage rates for all employees including City Prevailing Wage rates as specified above. **If applying for HOME-ARP funds, construction cost should reflect federal Davis Bacon and Section 3 requirements**). In the event funds are requested for an existing occupied building, the pro-forma must also include the following: current debt structure,

operating subsidies, supportive services being provided, current occupancy status of units and rents including the AMI of tenants and the portion of rent paid. In the event funds are requested for personnel and/or consultants, applicants will also be required to submit a personnel budget as well as a list of all consultants, their role, hourly rate and total estimated fee.

Applicant Team Qualifications. The project team experience will be reviewed and scored in the application review. Please provide resumes for the project leaders and principle contributors that <u>include background information when applicable for similar projects completed.</u>	20
Financial Feasibility. The financial statements, pro-forma and other financial background documentation will be evaluated and scored. The score for this section will be based on the projected ability to complete the proposed project effectively, and manage supportive housing units.	50

Evidence of Site Control and Development Approvals

As part of demonstrating a project’s feasibility, applicants are required to show that they have site control at the time of submission and title within 12 months of executing a Funding Agreement with DHCD. For the purposes of this NOFA, site control can include: documentation that the applicant currently has title as evidenced by the Maryland Department of Assessment and Taxation, an executed contract of sale, an option to-purchase agreement, an approved Land Disposition or Development Agreement, Exclusive Negotiating Privilege (ENP), or approved Vacants to Value application for City-owned properties, written documentation that a case has been filed for Receivership or Tax Sale Foreclosure, or other documentation determined to be sufficient by DHCD. This requirement can be waived at the Housing Commissioner’s discretion. At the time of submission, applicants also must be able to demonstrate development approvals required for the project such as: zoning changes, site plan review, street and alley closings and demonstrate that they have had a predevelopment meeting with the Department of Planning.

Evidence of the predevelopment meeting must include a copy of the Planning Department Pre-Development meeting request form, a copy of the sign-in sheet and meeting minutes. Meetings can be scheduled by contacting Eric Tiso at tiso@baltimorecity.gov Other documentation can include but is not limited to: a copy of a filed Board of Municipal Zoning Appeals (BMZA) application, Site Plan Review Committee (SPRC) approval, or a Zoning Certification letter from the City Zoning Administrator. In the case of required legislation or public hearings, applicants must demonstrate a reasonable expected timeline for bill introduction and/or hearing schedule. Other documentation may be accepted at the sole discretion of review committee.

Management Plan (25 Maximum Points)

Additional consideration shall be given to development teams with a reputable management team and experience developing projects with PSH units. Developers must include the name of the management company, a list of the management company’s current projects, and current resumes from the management company’s development team. The management team will need to be able to ensure the compliance of subsidy of the units and day-to-day management of the units.

Number of PSH Units (20 Maximum Points)

Project that incorporate units dedicated for Permanent Supportive Housing must commit to a leasing preference of 25% of units for people referred through Baltimore’s Coordinated Access system.

To maximize the number of dedicated Permanent Supportive Housing units produced through this funding, projects that commit more units will receive priority for funding.

Community Engagement and Participation with Permanent Supportive Housing (PSH) Community (25 Maximum Points)

DHCD is committed to ensuring that projects:

- Are consistent with and can leverage revitalization plans for the community where the project will be built;
- Support goals stated in the City’s Framework for Community Development
- Align with the Mayor’s Office on Homeless Services’ Strategic Investment Plan to End Homelessness
- Provide evidence of community support and engagement. This includes but is not limited to:
 - Journey Home, the City’s Continuum of Care (CoC);
 - People with lived experience of homelessness

Points will be awarded for projects that meet the following criteria:

Neighborhood participation in project ownership and control. Points will be awarded when neighborhood residents have a role in the ownership and/or control of: (a) the development project, (b) a development entity that must approve major project decisions and may acquire the property, and (c) an entity that provides ongoing stewardship of the development. Also active participation with CoC board and, or CoC Committees.	5
Compatibility with Existing Community Plans and/or Revitalization Strategy. Points will be awarded when the proposed project is compatible with existing, comprehensive community development plans, and/or the City's Framework for Community Development, and/or MOHS Strategic Investment Plan.	10
Community Engagement Plan. Points will be awarded to projects that provide multiple opportunities for a range of stakeholders to provide meaningful input into the project.	10

Achieving Equity (25 Maximum Points)

DHCD is committed to using grant funds to reduce the financial, social and economic disparities that have affected many of the City’s neighborhoods and residents over the past several decades. DHCD is also committed to reducing the number of homeless residents living in the City. To that end, applications will be scored based on location, supporting blight elimination (i.e. demolition and/or rehab), providing supportive housing units, providing priority to returning residents and supporting and building residents’ ability to create equity and wealth.

<p>Race Equity in Geographic Areas. Recognizing the importance of race equity to development in Baltimore City, points will be awarded to projects that are located in one of the following areas:</p> <p>(a) Communities of Opportunity as defined by the Maryland State QAP for Low-Income Housing Tax Credits,</p> <p>(b) Impact Investments Areas as defined in the DHCD Community Development Framework, or (c) other major revitalization areas as justified by the applicant</p>	15
<p>Opportunities for Returning Residents. Points will be awarded to projects that prioritize affirmative marketing to and placement of tenants who were previously residents of the neighborhood in which the project will be located.</p>	5
<p>Supports Blight Elimination. Points will be awarded to projects that eliminate blight by reducing dangerous and unsafe conditions and result in whole block outcomes in the neighborhood where the project will be located.</p>	5

Bonus Points (Housing Accelerator and HOME ARP) - 65 Maximum Points

- Long Term Affordability (up to 15 points). Fifteen points will be awarded to projects that agree to maintain their affordability restrictions of supportive housing units in perpetuity, i.e. (for at least 99 years), through a deed restriction or other legally enforceable means. Five points will be awarded to projects that agree to maintain their affordability restrictions for at least 40 years through a deed restriction or other legally enforceable means.
- Organizations led and/or owned by Black developers (up to 15 points). Fifteen points will be awarded to applicants whose organization is led, owned, or board of directors is controlled by a Black person or a person of color.
- Project readiness and ability to complete project in line with performance timeline of accelerator program funding timeline (up to 10 points)
- Supports & Grows Local Businesses (up to 5 points). Applicants are required to demonstrate how their project will support and sustain local businesses. Responses should specify local vendors who will be used, how efforts will be tracked and monitored and any documentation evidencing agreements to utilize local establishments.
- Takes Advantage of Apprenticeships and Training programs (5 points). Applicants are required to provide a plan for utilizing training and apprenticeship programs and to include a letter of intent from the provider. As a condition for receiving funds, applicants will be required to provide an executed Memorandum of Understandings or comparable agreement with the provider.
- Local Hiring Criteria- (up to 5 points). Applicants are required to sign and include a local hiring certification with their submission that must be approved by DHCD or its designee. Project applicants must agree to periodic reporting to and monitoring by DHCD or its designee. Project applicants must take all reasonable and necessary

steps to achieve plan outcomes. Failure to achieve plan outcome may disqualify the applicants from future funding rounds or result in other default. Applicants are required to provide a detailed plan on how they will achieve the selected goals. Strategies should detail how residents will be identified, types of jobs anticipated to be available and measures that will be taken to ensure success. The plan should affirmatively seek out individuals with barriers to employment such as a criminal record for appropriate positions. Points will be awarded on the scale specified below to projects whose plans have the following outcomes:

- Environmental Sustainability (5 points). Points will be awarded to projects that include a significant plan for environmental sustainability such as deconstruction and debris materials recovery, construction techniques that will reduce impervious surfaces or the carbon footprint, passive housing, urban agriculture, composting or other sustainability initiatives. Site plans should indicate the location of planned programs.
- An organization that is a qualified CHDO (5 points)

Reviewing and Awarding Funds (BOTH)

Applications will be reviewed by an inter-agency committee with experience in affordable housing, PSH development and finance. Applications that meet threshold criteria will be reviewed, scored and ranked by the committee who, at their discretion, may submit written requests for additional information, request applicant interviews or tour the proposed project sites. Based on the number of applications awarded, the committee can recommend that an applicant receive less funds than requested. During the review process, questions regarding announcements shall only be directed via email to: (add email) DHCD has the discretion to not recommend funding for applications that do not score enough to be deemed a highly qualified application.

*Panel process members included outside panel members include MOHS, CSH

The committee will provide recommendations to the Deputy Commissioner who will review and submit to the Housing Commissioner. The Housing Commissioner, at his/her sole discretion, shall have the ability to determine final awards. All applicants will be notified by phone and in email whether their application will be receiving an award of funds. Applicants who did not receive an award of funds, may submit a written request for a debriefing. During the debriefing staff will review the submission and panel's recommendations. Following written notification, DHCD will post a final list of applications, scores, ranking and amount of funds awarded.

Conflicts of Interest

Applicants will be required to disclose any conflicts of interest regarding the project that they their staff, consultants, boards of directors, contractors or subcontractors may have. DHCD reserves the right as part of the application and award process to request additional information regarding conflicts of interest.

Underwriting and Availability of Funds

Following written notification of an award, DHCD staff will schedule an initial meeting with the applicant to review the schedule and how funds will be made available. During this meeting staff will review the Agency's underwriting requirements and will work with the applicant to develop a project schedule. As part of its requirements, DHCD will take a secured lien position in the project. The terms of the lien position will be included as part of the funding discussion. Applicants will be required to submit a market study demonstrating the housing needs for low-income households who will be served by the project. The market study must have been completed no more than 9 months prior to executing a Funding Agreement. All funds must be committed before DHCD issues its commitment letter which will describe all terms and conditions under which funds will be made available. Applicants are advised that no funds shall be made available until such time as the Board of Estimates has granted approval and transactional documents have been issued by the Department.

Monitoring, Compliance and Reporting

Awardees will be required to submit progress reports for projects under construction detailing the following:

- Percentages of the project that are complete
- Reasons if the project is not on schedule
- Percentages of MBE/WBE goals met
- Local Hiring Plan update and percentages of local employees and apprenticeship Awardees are advised that failure to submit reports and information in a timely manner could result in a state of default, loss of funds, and disqualification from seeking funds in future NOFA's.
- **MORP reporting requirements**

Insurance

All awardees will be required to provide evidence of insurance prior to DHCD's issuing a letter of commitment. Insurance requirements will be provided on a project basis and often include the following:

- Directors and Officers Liability Insurance
- Commercial General Liability
- Errors and Omissions (Consultants)
- Blanket Crime Coverage
- Automobile Coverage
- Payment and Performance Bonds

Obtaining the Application and Guidelines

The application and guidelines are available on DHCD's website at:

Revisions and Addenda

Should it become necessary to revise any part of this application and/ or guidelines or provide additional information necessary to adequately interpret the provisions and requirements, shall be posted on DHCD's website. Revisions and Addenda will not be provided on an individual basis, therefore all interested applicants are encouraged to review the website periodically at:

Award Amounts

Final awards are determined by the Housing Commissioner. DHCD reserves the right to make an award of funds in an amount other than what is requested in the NOFA. All awards are subject to final underwriting by DHCD and approval by the City's Board of Estimates.

Incurring Expenses

Neither the City of Baltimore nor DHCD will be responsible for any cost incurred by any applicant in preparing and submitting an application in response to this NOFA.

Compliance with Law

By submitting an application, applicants agree that they will comply with all Federal, State and City laws, rules, and regulations and ordinances applicable to its activities and obligations under this program.

Public Information Act Notice

DHCD commits to handling all information regarding financial assets in strictest confidence. Applicants should give specific attention to identifying any portions of their application that they deem to be confidential, proprietary or trade secrets and provide justification why such material should not be disclosed by DHCD under the Maryland Public Information Act SS 1-601 et seq. of the State Government Article, Annotated Code of Maryland upon request by the public.

Attachments Budget CDA 202, Site and Neighborhood Standards Information, CHDO status, CSH Checklist, HABC LOI for PBV, organization make-up details.