



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

THE BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
AFFORDABLE HOUSING TRUST FUND

NOTICE OF FUNDING AVAILABILITY

FOR THE NEW CONSTRUCTION/PRESERVATION OF EXISTING RENTAL HOUSING

_____ 2020

Public Notice to Owners and Developers

Michael Braverman
Commissioner

INTRODUCTION

Through this Notice of Funding Availability (the “NOFA”), The Baltimore City Department of Housing and Community Development (DHCD) is making up to \$6 million from its Affordable Housing Trust Fund to support New Construction of affordable rental housing and/or Preservation of Existing affordable rental projects. This NOFA round includes 10 % of the fund for set-asides for emerging developers, who are defined as: Small developers who have completed at least (3) and no more than (5) projects from beginning to end.

The Department is seeking projects that are impactful and that will leverage additional investment. Applicants must be able to demonstrate that they met all State and established organizational standards associated with the new construction and/or preservation of existing affordable rental projects as further described in this NOFA. Developers should have the capacity to undertake and complete projects in no more than two years from executing a Funding Agreement including securing site control and committed sources of funding.

In order to be considered for funds, applicants must demonstrate that they will have the capacity to complete and occupy projects within two (2) years of executing a Funding Agreement and that their project meets all applicable City, State, and Federal rules and regulations.

The Affordable Housing Trust Fund was established to support the housing needs of the City’s low and very-low income households. Spending requirements, established under Article I, Section 14 of the City’s Charter requires that all Trust Funds be spent on housing and housing related activities for households earning 50 percent or less of the Area Median Income (the “AMI”) as defined by the Department of Housing and Urban Development (“HUD”), and that at least half of available funds be spent on households earning 30 percent or less of the AMI. Additional information about the Trust Fund can be found at:

The 2020 Area Median Income can be found at:

<https://dhcd.baltimorecity.gov/nd/affordable-housing-trust-fund>

This NOFA seeks to make funds available that support DHCD’s community development goals and strategies outlined in its Framework for Community Development, which can be found at:

<https://dhcd.baltimorecity.gov/m/community-development-framework>, and to integrate affordable units as part of broader mixed-income housing strategies.

To be considered for an award of funds, applicants will be required to meet the Threshold requirements and to receive a minimum score of 105 points. Scoring will be based on project feasibility, community engagement, and achieving equity.

Applicants may choose to qualify for Bonus Points.

Applications will be reviewed by an interagency panel comprised of City representatives. Recommendations for awards will be provided to the Housing Commissioner who, at their discretion, makes the final decision.

Further information and guidance regarding eligible applicants, application requirements and scoring are included in these guidelines. Prospective applicants are encouraged to read this document thoroughly, attend the information session and to submit questions.

ELIGIBLE APPLICANTS

This NOFA is limited to applicants seeking funds for the new construction-rental and/or preservation of existing rental. Eligible applicants should be able to demonstrate the following:

- Articles of Incorporation expressly documenting the primary purpose of the organization and By-Laws that, at a minimum,

establish terms for the board of directors, officers, stewardship, conflicts of interest, ownership and resale limitations, and dissolution.

FUNDING LIMITS

Eligible applicants can request a maximum of \$250,000.00 per project. Applicants may submit more than one request for funds but will be required to rank projects in priority order and will also need to demonstrate the organizational capacity to implement projects. Applicants that request fund for multiple projects in the same community will be required to demonstrate how these projects support a community plan or other strategic revitalization initiative, along with market data supporting the need for perpetual affordability.

Additionally:

- Trust funds can be used to fund up to 33 percent of a project's Total Development Cost
- The maximum request per unit is \$20,000.00 for fewer than 10 units and \$50,000.00 for 10+ units for units at 50% AMI (Area Median Income).
- The maximum request per unit is \$120,000.00 for fewer than 10 units and \$150,000.00 for 10+ units for units at 30% AMI.
- Funds for rental project are limited to units that assist household that have less than 50% of the Area Median Income.
- Up to 10 Percent of the total request can be used for predevelopment costs
- Up to 10 percent of the total request can be used for operating costs directly related to the project's implementation.

ELIGIBLE USES OF FUNDS

Funds can be requested to support operating, predevelopment and construction costs, provided that the request does not exceed the maximum stated in the Funding Limits section of this NOFA. Eligible uses of funds include:

- Stabilization of non-City-owned properties
- Acquisition of multi-family buildings with at least three (3) but not more than (5) units
- Architectural and Engineering
- Environmental assessment and testing
- Market and Financial Feasibility Analysis
- Carrying Costs
- Legal Fees associated with closing, financing, and drafting legal documents necessary for development
- Customary Landscaping
- Infrastructure and utilities

INELIGIBLE USES OF FUNDS

Funds may not be used for the following:

- Acquisition of City-Owned Properties
- 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 or economic development (mixed-use buildings that may include ground-floor retail)
- Costs associated with the preparation of this NOFA submission

HOW TO APPLY

Applicants must submit one (1) complete electronic copy in word format and one (1) copy of their budget in an Excel format electronically to: _____ along with

Four (4) hard copies of their submission. Hard copies must be submitted in a three-ring binder, please use the application checklist as the Table of Contents.

Applications are due BY 4:00PM EST on _____ to:

The Department of Housing & Community Development

471 East Fayette Street, 10th Floor

Baltimore, MD 21202

ATTN: Affordable Housing Trust Fund

LATE SUBMISSIONS WILL NOT BE ACCEPTED

Please be advised that photo id is necessary to enter the building. Please allow sufficient time to be checked in by security and for the elevators to arrive. All applications will be time and date-stamped upon delivery. Incomplete and/or late applications will not be accepted.

DHCD, in its sole discretion, reserves the right to modify the above dates.

PRE-PROPOSAL CONFERENCE & ADDITIONAL QUESTIONS

DHCD will hold a pre-proposal conference on _____ from 1 to 3 p.m. EST. The conference will be held in Room 346 at: **The Benton Building, 417 East Fayette Street, 3rd Floor, Baltimore, Maryland 21202** and is open to the general public. If special accommodations are required, please notify Stephani Estrada-EL at Stephani.estrada.el@baltimorecity.gov at least three (3) business days in advance.

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 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 _____ business days on DHCD's Website at _____. The pre-proposal conference will be lived streamed at: _____. DHCD will post a list of all attendees following the pre-proposal conference.

Additional questions regarding the NOFA can be submitted by email to: Jim.majors@baltimorecity.gov Please be advised that questions not submitted electronically will not be answered. Responses will be posted on DHCD's website within _____ business days.

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, projects total development cost, amount of Trust Funds requested. This summary will be posted on DHCD's website at: _____.

THRESHOLD REVIEW

Threshold review includes organizational, financial and compliance-related information and is used to determine whether an application is eligible for review. Examples of Threshold Information in this NOFA include, but are not limited to: committing to meet the City's Minority and Women's Business Participation (MBE/WBE) and Local Hire requirements; being in Good Standing with the State; meeting the Baltimore City's Affordable Housing Trust requirements; and deferring a portion of the project's development fee. Applicants must include every item on the Threshold Checklist, or their application will be determined to be ineligible for review. DHCD will notify applicants electronically and in writing whether their application met Threshold Review and will post an updated summary on its website. The following documents will be considered Threshold Criteria in the event they are applicable to an application:

AUTHORIZATIONS AND CERTIFICATIONS

- All applications must include the following:
- 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
- Certification of Compliance
- Owned Property Disclosure
- Financial and organizational Disclosures

AFFORDABILITY RESTRICTIONS

All housing units funded with money from the Affordable Housing Trust Fund must restrict leasing and occupancy of those units for a period of at least 30 years to those households that have incomes no greater than 50 % of the AMI specified in the application.

LOCAL HIRING PLAN

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.

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. The applicant's contractor must post the prevailing wage or face fines of \$20 per day per section 25-5 of Article 5, Subtitle 25 of the City's Code. In an employer does not pay the prevailing wage, a contractor must make restitution and pay a fine of \$50 per day that the employee was underpaid per Section 25-7 of Article 5, Subtitle 25 of the City's Code. The contractor must maintain payroll records and preserve them for three (3) years as per the Code provision and submit project payrolls for themselves and their subcontractors to DHCD and to the City's Wage Commission. Late submissions are subject to a fine of \$10 per day per Section 25-9 of Article 5, Subtitle 25 of the City's Code. 2020 Prevailing Wage rates can be found at: <https://civilrights.baltimorecity.gov/sites/default/files/2020%20APPROVED%20PREVAILING%20WAGE%20RATES.pdf>

GREEN BUILDING AND SUSTAINABILITY REQUIREMENTS

Applicants are required to comply with the City's Green Building Law, which requires that projects can be certified as LEED Silver as determined by the Green Building Council, an Enterprise Green community or _____.

Applicants will be required to complete the City's Green Building Statement of Compliance when applying for Building permits.

Only the following are exempt from the Green Building requirements:

1-and 2-family dwellings

Multi-family dwellings no more than 3 stories high AND containing no more than 5 dwelling units.

Applicants are encouraged to contact _____ at _____ for additional information regarding the City's Green Building requirements.

DEMOLITION

Any demolition that is a part of the housing project must comply with a federal, state, and local demolition laws, regulations and applicable industry standards governing public health and safety in demolition.

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 of 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.

For projects that are not age restricted to residents who are 62 years of age or older, an additional five percent (5%) of the total units are required to be Bailey UFAS Units as defined in the Available Funding Section above. These units must meet the

requirements of and be managed as Long Term Affordable Units. The Admissions and Leasing Criteria for Long Term Affordable Units are attached as Exhibit C.

The UFAS unit set-aside does not apply to projects that are more than four (4) stories high or are age-restricted to residents who are 62 years of age or older.

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.

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 Trust Fund's criteria and have a demonstrated impact on reducing the housing burden for the City's low and very-low income households, can leverage other sources of funds, 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 130 points. To be considered for an award of funds, applicants must receive a minimum score of 105 points. Applications will be both scored and ranked

PROJECT FEASIBILITY (78 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 helps applicants 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 or have the capability of creating and managing 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 commit a development budget, list of all funding sources and uses needed to complete the proposed project and the status of the funds (eg. 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. Where applicable, 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.

Applicants are reminded that on the uses side of the proforma, a minimum of 10 percent of the development fee must be deferred, and that applicants who are able to defer a higher percentage may receive a higher score. Applicants are also reminded that construction budgets should include a line item for builder's profit, overhead, and construction management and that administration and reimbursable costs for architecture and engineering should be included as a separate line item. Construction

costs should reflect prevailing wage rates for all anticipated employees.

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.

Applicants should include a site plan, showing the proposed location of the project, amenities, and sustainability features if requesting as a bonus point. The site plan should indicate current parks and green spaces.

SITE CONTROL

Applicants must be able to demonstrate at the time of application to the City that they have a reasonable expectation of obtaining site control by the submission date of this current NOFA. Evidence must be in the form of a copy of the deed to the property, a copy of the sales contract, an executed land disposition agreement or in the case of land being sold by Baltimore City, a letter of intent to purchase the property from HCD. Other evidence may be accepted at the sole discretion of HCD.

At the time of application to the City, applicants must also be able to show what development approvals are needed for the project (i.e. zoning, site plan review committee approval, BMZA, City Council legislation: Conditional Use, PUDs, Street and Alley Closings, etc.) and demonstrate that they have had a pre-development meeting with the Department of Planning. Evidence of the predevelopment meeting must include the following: A copy of the Planning Department Pre-Development meeting request form, copy of the sign-in sheet and meeting minutes. Meetings can be scheduled by contacting Eric Tiso at eric.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 of Baltimore Zoning Administrator (for by-right projects only). In the case of required legislation or public hearings, applicants must be able to demonstrate a reasonable expected timeline for bill introduction and/or hearing schedule. Other documentation may be accepted at the sole discretion of HCD.

COMMUNITY ENGAGEMENT & PARTICIPATION (25 maximum points)

DHCD is committed to ensuring that development 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, provide multiple opportunities for a range of stakeholders to provide input, regardless of their support, along with evidence and a schedule for community ownership and control. 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 meaningful 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.	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	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 (27 maximum points)

DHCD is committed to using Trust 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. To that end, applications will be scored based on location, supporting blight elimination (i.e. demolition and/or rehab), providing priority to returning residents and the project will support and build residents' ability to create equity and wealth.

Race Equity in Geographic Area. 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: (a) Communities of Opportunity as defined by the Maryland State QAP for Low-Income Housing Tax Credits, (b) Impact Investments Fund, (c) other major revitalization area designated by Baltimore City, or (d) projects that involve a state-registered affordable housing land trust.	8
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.	3
Supports Blight Elimination. Points will be awarded to projects that eliminate blight and/or other dangerous or unsafe hazards in the neighborhood in which the project will be located.	4

BONUS POINTS

Scoring criteria identifies the Affordable Housing Trust Fund's Commission priorities for deploying and spending funds, however, by agreeing to longer periods of affordability, providing increased rental units for households earning 30 percent or less of the Area Median Income, and implementing enhanced local hiring and monitoring criteria applicants can also apply for bonus points. Bonus points may increase an applicant's total score so that they are eligible to be considered for an award of funds or can help increase an application's ranking within the overall scoring.

Applicants may choose to apply for bonus points from the following categories and may be awarded full or partial points in any one category:

- Permanent or Perpetual Affordability. (up to 10 points). Ten points will be awarded to projects that agree to maintain their affordability restrictions permanently or 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.
- Supports & Grows Local Businesses (4 points) Applicants are required to demonstrate how their projects 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.
- Serves Households at or below 30% AMI (4 points) Points will be awarded to projects that have a significant number of units (up to 25% of total project units) restricted to serve households with incomes at or below 30% AMI.
- Provides Services for Permanent Supportive Housing (5 points). Full points will be awarded to projects that incorporate permanently supportive housing for some portion of the total project units including a detailed plan for what qualified entity will provide the supportive services as well as what specific services will be offered to fully support households that have been homeless or require other significant accommodations.
- Takes Advantage of Apprenticeships and Training programs (4 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.
- Collaboration Across Multiple Neighborhoods (2 points) Applicants are required to provide documentation that their project impacts multiple neighborhoods, how this helps to achieve economies of scale, and how multiple stakeholders are working collaboratively to achieve outcomes.
- Local Hiring Criteria-Select One Option Only. (up to 10 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 strategy detailing 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:
 - ▶ 70 percent of hours related to construction are provided by City residents, and 51 percent of new hires are from apprenticeship programs (10) points).
 - ▶ 50 percent of work hours related to construction are provided by City residents, and 35 percent of new hires are from apprenticeship programs (7 points).
 - ▶ 30 percent of work hours related to construction are provided by City residents, and 20 percent of new hires are from apprenticeship programs (3 points).
- Environmental Sustainability (3 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.

REVIEWING AND AWARDING FUNDS

Applications will be reviewed by a five-member review panel with experience in affordable housing, development and finance. Applications that meet threshold criteria will be reviewed, scored and ranked by the panel who, at their discretion, may submit written requests for additional information or tour the proposed projects. As part of the review and based on the number of applications received, the panel can recommend that applications receive less funds than were requested.

During the review process, questions regarding announcements shall only be directed in writing to:

Jim Majors

417 E. Fayette Street, 10th Floor

Baltimore, MD 21202

Applicants are prohibited from contacting specific members of the review panel; those who do will have their applicants disqualified for review.

The Review Panel will provide recommendations to the Deputy Commissioner who will review and submit to the Housing Commissioner. The Housing commissioner, at his sole discretion, shall have the ability to determine final awards.

All applicants will be notified by phone and in writing 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 DHCD will review the submission and panel's recommendations. Following written notification, DHCD will post a final list of applications reviewed, cores, ranking and amount of trust funds awarded.

CONFLICTS OF INTEREST

Applicants will be required to disclose any conflicts of interest with regard to 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 _____ months prior to executing a Funding Agreement. All funds must be committed and in-hand 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 approved a Funding Agreement. A Funding Agreement typically consists of a Loan Agreement from the Department _____ and _____ following approval by the Board of Estimates, _____

ADMINISTRATIVE INFORMATION

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:

<https://dhcd.baltimorecity.gov/nd/community-catalyst-grants>

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, organizations awarded funds shall 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.

NOTICE OF FUNDING AVAILABILITY APPLICATION

APPLICANT INFORMATION: Applicants requesting funds for multiple projects may be required to submit individual information. Please read each question carefully.

Applicant Name: _____

Contact Name: _____ Title: _____

Contact Email: _____ Contact Phone: _____

Address: _____

City

State

Zip

Please include the neighborhood and council district for your project. Add additional lines as necessary.

Neighborhood: _____ City Council District: _____

SUMMARY REQUEST AND PROJECT INFORMATION

Describe your request: (50 words or less). Include a map showing the location(s) of the proposed project.

Total Project Cost \$ _____

Amount Trust Funds requested (please refer to guideline for Maximum funding requests) _____

Are you currently receiving City funds? _____ Yes _____ No

If yes, please complete the table below, include additional rows as needed:

FUNDED PROGRAM	FUNDING SOURCE	AWARD AMOUNT	TERMINATION DATE

DEVELOPMENT TEAM INFORMATION

Type of Organization (e.g. partnership, joint venture, corporation, limited liability company, not for profit, etc.): _____

Principals: If entity is a joint venture please provide principals for each entity. Add additional rows as necessary. Please use N/A if the requested information is not applicable.

Principal Name	Title/Position	% Interest

Development Team Members and Consultants. Please provide name, addresses, email, telephone, and fax. Mark N/A if not yet selected or not applicable.

Nonprofit Participant (if Project Sponsor is for-profit)	MBE/WBE Equity Participant
Architect	Marketing/Sales
Engineer	Legal
General Contractor	Other
Consultant(s)	Lender
Guarantor(s)	

APPLICATION CLASSIFICATION

PROJECT Feasibility - Responses are limited to a maximum of one (1) page.

Describe the project for which funding has been requested, including: units, square footage or other services that will be provided; zoning and whether a zoning change, variance or exception is required; current financing, ability to leverage additional funds; ability to leverage additional investment in the community; how the project will increase local community sustainability and improve the overall health and well-being of the neighborhood. In the event your project includes relocation, please describe efforts that are being made to help residents remain in the community. Please include a list of other investments that will be supported by this effort. Provide a description of how the project will proceed in the event that the award is less than the amount of funds requested.

APPLICANT CAPACITY - Responses are limited to a maximum of one (1) page.

Describe the qualifications of the applicant and/or their partners to undertake and complete the proposed project. What development experience does the applicant, and/or their partners have? What types of projects are underway or have been completed? What is the status of these projects and their total development costs?

SCHEDULE. Please provide a schedule listing all the activities associated with your project from completion through occupancy. If funds are requested for multiple projects, the applicant must include a clearly delineated schedule for each project.

Please complete the following schedule. Add additional lines as needed.

Activity	Start Date	Completion Date	Description (maximum 25 words if needed)

CONSTRUCTION METHODOLOGY, SUSTAINABILITY AND ENERGY EFFICIENCY - Responses are limited to a maximum of one (1) page.

Describe any green building certification that may be requested as well as construction techniques and efforts that will be made to reduce impervious surfaces or the carbon footprint and to promote sustainability, and energy efficiency.

PROJECT BUDGET AND FINANCING. See Attached Development Budget Form

All applicants are required to complete the Summary Budget, Project Budget and Sources of Funds Tabs in the Development Budget and other tabs as they pertain to your project. All applicants are required to provide evidence of any committed funds in the form of a letter from the funder. If a lender or other funder(s) has been identified, applications should include a letter of intent to provide financing. The Project Budget will need to include two narratives: one explaining how your costs were determined, and the other with proposed repayment terms and how City Funds will be secured. If you are requesting a grant, please explain in detail why a loan is not possible. Each narrative is limited to a maximum of one (1) page.

APPLICATION CHECKLIST

Please make sure your application includes all of the following. Failure to include this information will result in your application being incomplete and disqualified for consideration. Each hard copy submission should be submitted in its own binder; sections and information should be clearly tabbed. **FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED FOR REVIEW FOR AN AWARD OF FUNDS. PLEASE REFER TO THE GUIDELINES FOR ADDITIONAL SUBMISSION INSTRUCTIONS.**

- A complete application (all questions must be answered)
- Development Budget (please submit as an Excel Spreadsheet)

SUPPORTING DOCUMENTATION. Please organize documents according to the outline below. Sections and documents should be clearly tabbed and identified.

Organizational Documents (if applicable)

- Corporate Resolution/Board of Directors approval (nonprofit applicants)
- Articles of Incorporation, By-Laws (nonprofit applicants)
- Current IRS Determination Letter indicating 501(c)(3) status
- Evidence of Good Standing with the State of Maryland for all parties
- List of Board of Directors, titles, and affiliations (nonprofit applicants)
- Organizational chart of all partners

Financial Documents

- Commitment Letters, a lender's Letter of Intent or other funding commitment letters
- Copy of the most recent 990 Tax Return (nonprofit applicants)
- Most recent Audited Financial Statement for applicants with annual budgets of \$500,000 or more
- Most recent Financial Statement as prepared by a certified accounting firm for applicants with annual budgets that are more than \$200,000 and less than \$500,000
- Most recent annual budget for applicants with annual budgets that are less than \$200,000. In the event funds are awarded, the applicant will be required to provide a Reviewed financial statement.

Forms and Disclosures

- Signed Certification and Authorization to Submit by all parties
- Organization Disclosure
- Owned Property Disclosure
- Certification of Compliance

CERTIFICATION AND AUTHORIZATION TO SUBMIT

Please note: This form must be completed, signed and returned by both the fiscal agent and applicant. If the applicant includes multiple organizations, this Certification and Authorization must be completed, signed and returned by all parties.

I, _____ am an officer authorized to make a binding contractual commitment for the applicant. I have received, read and understand the provisions of the Community Catalyst Capital Grant Guidelines and Application. I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the request for funds from further consideration. I certify that all information contained in this application, is true and correct to the best of my knowledge and belief. I understand that the City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the applicant at any time, including, but not limited to, the cost of: (1) any prior actions by the applicant in order to respond to the application, and/or (2) any future actions by the applicant in connection with any negotiations with the City, including, but not limited to, actions to comply with requirements of The Department of Housing & Community Development, the City or any applicable laws.

Signature

Date

Name and Title

Name of Applicant

Certification of Compliance

Please note: if the applying entity is a joint venture, an officer of each entity composing the joint venture must sign this certification form.

I, _____, am an officer authorized to make a binding contractual commitment for the applicant. I have received, read, and understand the provisions of this Notice of Funding Availability (NOFA). I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the development proposal from further consideration. I certify that all information contained in this response to the NOFA, including, but not limited to, the disclosure information is true and correct to the best of my knowledge and belief. I understand by signing this form in conjunction with a response to this NOFA, that the City may, at its choosing, conduct a check with Dun and Bradstreet and other credit verification or similar agencies. I understand that the City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the applicant at any time, including, but not limited to, the cost of: 1) any prior actions by the applicant in order to respond to the NOFA, and/or 2) any future actions by the applicant in connection with any negotiations between the applicant and the City, including, but not limited to, actions to comply with requirements of Baltimore Housing, the City. I agree to comply with any applicable Federal, State or City laws and regulations governing this development proposal. I agree that I will not enter into, execute or be a part to any Covenant, Agreement, Lease, Deed, Assignment or Conveyance, or any other written instrument which restricts the sale, lease, use or occupancy of the property or any part thereof, upon the basis of race, color, religion, sex, or national origin and will comply with all Federal, State, and local laws, in effect from time to time, prohibiting discrimination or segregation and will not discriminate by reason of race, color, religion, sex or national origin in the sale, lease, use or occupancy of the property.

Dated: _____

Signature: _____

Title: _____

ORGANIZATIONAL DISCLOSURES

Please identify any business entity or organization in which the applicant is or was formerly a principal partner, managing member or otherwise owned or controlled more than 50 percent of the shares or assets of the entity and which has owned or operated residential property in the last five years in Baltimore City and elsewhere. Please add additional lines as necessary

BUSINESS ENTITY NAME	APPLICANT ROLE OR POSITION

Please check below regarding each individual and/or business buyer and any of the business entities listed above:

1. Party in a pending lawsuit Yes No
2. Conviction or pending case for fraud, bribery or grand larceny Yes No
3. Conviction or pending case for arson Yes No
4. Indicted or convicted of any felony within the past 10 years Yes No
5. Adjudged bankrupt, either voluntary or involuntary within the past 10 years Yes No
6. Unpaid delinquent taxes, municipal liens and/or outstanding Judgements Yes No
7. Declared in default of a loan or failed to complete a development Yes No
8. Failed to complete or currently in violation of a Land Disposition Agreement or other agreement involving the City of Baltimore Yes No
9. Own a property which currently has a Vacant House Notice or other housing code violation in Baltimore City or elsewhere Yes No
10. Failed to obtain required building permit for work performed Yes No
11. Failed to register a currently owned, non-owner occupied dwelling unit as required by Baltimore City code Article 13, Section 4 Yes No
12. Failed to comply with inspection and/or registration requirements Yes No

Requirements under the Maryland Lead Law (Maryland Code: Environment § 6-801 - 6-852; Article 48A §734-737; Real Property § 8 - 208.2)

If the answer to any of the above is yes, please provide a full explanation including as appropriate for each case (1) date, (2) charge, (3) place, (4) court, (5) action taken and (6) current disposition. Attach documentation, as necessary.

OWNED PROPERTY DISCLOSURES

List all properties owned or sold within the last five years in Baltimore City and elsewhere by the applicant and other partners. Use additional lines or sheets as necessary.

ADDRESS Include Zip Code	PROPERTY OWNER(S) NAMES	CURRENTLY OWNED? IN NO, ENTER THE YEAR SOLD
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:
		<input type="checkbox"/> Yes <input type="checkbox"/> NO Year Sold:

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND ACKNOWLEDGE THAT FAILURE TO DISCLOSE A MATERIAL FACT OR TO MISREPRESENT A FACT MAY RESULT IN DISQUALIFICATION FROM CONSIDERATION OF FUNDS.

Dated: _____

Signature: _____

Title: _____