



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

**June 8, 2020**

**Public Notice to Owners and Developers**

**Michael Braverman**  
Commissioner

## 1. INTRODUCTION

Through this Notice of Funding Availability (the “NOFA”), The Baltimore City Department of Housing and Community Development (“DHCD”) is making up to \$2 million available from its Affordable Housing Trust Fund (“Trust Fund”) to support New Construction of affordable rental housing and/or Rehabilitation of existing rental projects for affordable housing. This NOFA includes a set aside of 10% for emerging developers, who are defined as: Developers who have completed at least three (3) and no more than five (5) projects.

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.

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

All links contained in this Notice of Funding Availability (“NOFA”) can be accessed by simultaneously holding down the control key and a left click with the computer mouse.

The 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 compels that all Trust Funds be spent on housing and housing related activities for households earning 50 percent or less of Area Median Income (“AMI”) as defined by the Department of Housing and Urban Development (“HUD”), and that at least half of the available Trust Fund are spent on households earning 30 percent or less of the AMI. Additional information about the Trust Fund 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.

The 2020 Area Median Income can be found at:

<https://www.hudexchange.info/programs/home/home-income-limits/>

To be considered for an award of funds, applicants will be required to meet the Threshold Requirements as further specified in this NOFA 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.

## **2. ELIGIBLE APPLICANTS**

This NOFA is limited to applicants that are either a Non-Profit, For-Profit or Joint Ventures that are 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.

### **3. FUNDING LIMITS**

Eligible applicants can request a maximum of \$750,000.00 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 funds for multiple projects in the same community will be required to demonstrate these projects support a community plan or other strategic revitalization initiative, and to provide market data supporting the need for long term affordability. Market data will be required during the underwriting process.

Additionally:

- Trust funds can be used to fund up to 33% of a project's Total Development Cost or a maximum of \$750,000 per project, whichever is less
- Subject to the cap stated above the maximum request per unit is \$20,000 for fewer than 10 units and \$50,000 for projects with 10 or more units for households earning 50% AMI (Area Median Income), adjusted for family size.
- Subject to the cap stated above the maximum request per unit is \$120,000 for fewer than 10 units and \$150,000 for 10+ units for units at 30% AMI, adjusted for family
- Up to 10% of the total requested amount of funds can be used for predevelopment costs.
- Up to 10% of the total requested amount of funds can be used for operating costs directly related to the project's implementation.

### **4. 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:

- Construction and or rehabilitation
- Demolition
- Stabilization of non-City-owned properties
- Acquisition of multi-family buildings with at least three (3) 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
- Parking, Infrastructure, and utilities
- Mixed-use buildings that include ground floor retail
- Trust funds can be requested for residential units only

## **5. 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, retail or economic development uses
- Costs associated with the preparation of this NOFA submission

## 6. 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: [DHCD.AHTFNOFA@baltimorecity.gov](mailto:DHCD.AHTFNOFA@baltimorecity.gov)

**Applications are due BY 4:00PM EST on July 31, 2020**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

**Incomplete and/or late applications will not be accepted.  
DHCD, in its sole discretion, reserves the right to modify the above dates.**

## 7. PRE-PROPOSAL CONFERENCE & ADDITIONAL QUESTIONS

DHCD will hold a pre-proposal conference on June 22, 2020 from 1 p.m. to 3 p.m. EST. The meeting can be accessed using the link or the call-in number provided below.

Attendees Link: [https://bmore.webex.com/bmore/onstage/g.](https://bmore.webex.com/bmore/onstage/g.php?MTID=e1a392377ea1feef4e4b5fb5f4e035533)

[php?MTID=e1a392377ea1feef4e4b5fb5f4e035533](https://bmore.webex.com/bmore/onstage/g.php?MTID=e1a392377ea1feef4e4b5fb5f4e035533)

Call in #: 1-408-418-9388 (access code: 717 561 790)

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 <https://dhcd.baltimorecity.gov/nd/affordable-housing-trust-fund>. DHCD will post a list of attendees following the pre-proposal conference.

Additional questions regarding the NOFA can be submitted by email to: [DHCD.AHTFNOFA@baltimorecity.gov](mailto:DHCD.AHTFNOFA@baltimorecity.gov) through June 25, 2020. Please be advised that questions not submitted electronically or by the June 25, 2020 deadline will not be answered. Responses will be posted on DHCD's website by July 1, 2020.

## SCHEDULE

Event	Date
Post NOFA	June 8, 2020
Pre-proposal Conference	June 22, 2020
Submission Deadline	July 31, 2020
Review Panel	August 17 - 21, 2020
Recommendation to respondents	First week of September 2020

## 8. 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, amount of Trust Funds requested. This summary will be posted on DHCD's website at:

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

## 9. 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 Local Hire requirements; being in Good Standing with the State of Maryland and meeting the Trust 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.

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
- Certification of Compliance
- Owned Property Disclosure
- Financial and organizational Disclosures

## **10. AFFORDABILITY RESTRICTIONS**

All units funded through the Trust Fund must restrict leasing and occupancy of those units for a period of at least 30 years to those households that have incomes that do not exceed 50 % of the AMI.

## **11. 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.

## **12. 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. If 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>

### **13. 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 or Enterprise Green Communities.

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 should be no more than 3 stories high

Applicants are encouraged to contact Asst. Deputy Commissioner Katie Byrne, via phone at 410.396.4140 or by email at [Kathleen.Byrne@baltimorecity.gov](mailto:Kathleen.Byrne@baltimorecity.gov) for additional information regarding the City's Green Building requirements.

### **14. 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.

## **15. 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.

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.

## **16. 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

## **17. 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 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.

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.

## **18. SITE CONTROL**

Applicants must be able to demonstrate at the time of submission that they have a reasonable expectation of obtaining site control prior to closing on City funding. Documentation can include 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 the review committee.

At the time of submission, applicants 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 pre-development 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 [eric.tiso@baltimorecity.gov](mailto: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 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.

## 19. COMMUNITY ENGAGEMENT AND 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,
- Provide 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 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 an range of stakeholders to provide meaningful input into the project	10

## 20. ACHIEVING EQUITY (15 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 supporting and building 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) areas eligible for Impact Investments Fund, (c) other major revitalization areas 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

## 21. BONUS POINTS

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

- **Long Term Affordability. (up to 10 points).** Ten points will be awarded to projects that agree to maintain their affordability restrictions 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 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.
- **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 identifying the qualified entity committing to provide the supportive services as well as the specific services to 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 with the provider.
- **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.
- **Developer Fee deferral (10 points).** Bonus points will be awarded to projects that defer 10% or more of the development fee

## **22. REVIEWING AND AWARDING FUNDS**

Applications will be reviewed by an inter- agency committee with experience in affordable housing, 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 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:

[DHCD.AHTFNOFA@baltimorecity.gov](mailto:DHCD.AHTFNOFA@baltimorecity.gov) applicants are prohibited from contacting specific members of the committee or the Affordable Housing Commission. Those who do, will be disqualified for review.

The committee 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 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 trust funds awarded.



## 23. 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.

## 24. 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.

## 25. ADMINISTRATIVE INFORMATION

### Obtaining the Application and Guidelines

The application and guidelines are available on DHCD's website at: <https://dhcd.baltimorecity.gov/nd/affordable-housing-trust-fund>

### 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/affordable-housing-trust-fund>

### **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.



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COMMUNITY DEVELOPMENT

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**AFFORDABLE HOUSING TRUST FUND**

**NOTICE OF FUNDING AVAILABILITY APPLICATION**

**APPLICANT INFORMATION:** Applicants requesting funds for multiple projects are required to submit individual information. Please read each item 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.

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Total Project Cost \$ \_\_\_\_\_

Amount Trust Funds requested (please refer to Item 3 Funding Limits) \_\_\_\_\_

Describe the project for which funding has been requested including:

- Number of Units at specific AMI levels and specific bedroom sizes
- Unit square footage for each bedroom size
- Services that will be provided
- Ability to leverage additional funds or 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.
- Include a list of other investments that will be supported by this effort.
- Provide a description of how the project would proceed if the award is less than the amount of funds requested.

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

**1. PROJECT FEASIBILITY (78 maximum Points)**

**A. DEVELOPMENT TEAM CAPACITY**

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.

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

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? List all projects are underway or have been completed in the last 5 years indicating type of project? What is the status of these projects and their total development costs?

**B. 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 and Operating Pro Forma 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 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.

The below Links for the Operating Proforma and the budget worksheet can be accessed by simultaneously holding down the control key and a left click with the computer mouse:

- [https://cels.baltimorehousing.org/pdf/projects/AHTF\\_BUDGET\\_WORKSHEET.htm](https://cels.baltimorehousing.org/pdf/projects/AHTF_BUDGET_WORKSHEET.htm)
- [https://cels.baltimorehousing.org/pdf/projects/Capital\\_Pro\\_Forma.htm](https://cels.baltimorehousing.org/pdf/projects/Capital_Pro_Forma.htm)

**C. 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)

#### D. PROPERTY MANAGEMENT COMPANY

Name	Number of Affordable Units under Management	Location of Affordable Units under Management	Supportive Services Available in Units under Management

#### E. SITE CONTROL (Attach Documentation)

#### F. STATUS OF DEVELOPMENT APPROVALS AS APPLICABLE (Attach documentation)

Development Approval	Status
Zoning	
Site Plan Review	
Street and Alley Closing	

PRE-DEVELOPMENT MEETING WITH DEPARTMENT OF PLANNING (Attach documentation)

## 2. COMMUNITY ENGAGEMENT AND PARTICIPATION (25 maximum points)

- A. Attach Community Revitalization Plan and indicate how the project is compatible with the Plan
- B. Describe how the project is compatible with the Framework for Community Development
- C. Attach the Community Engagement Plan indicating organizations and individuals that have provided input and dates of meetings with these organizations and individuals
- D. Describe the role of residents 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



### **3. ACHIEVING EQUITY (35 maximum points)**

- A. Indicate if project is located in a Community of Opportunity as defined by the Maryland State QAP for Low-Income Housing Tax Credits, (b) an area eligible for Impact Investments Fund, (c) other major revitalization areas designated by Baltimore City, or (d) involves a state-registered affordable housing land trust.
- B. Attach a copy of affirmative marketing plan to former residents of the neighborhood if applicable
- C. Describe how projects eliminates blight and/or other dangerous or unsafe hazards in the neighborhood if applicable

### **4. BONUS POINTS (Complete as applicable)**

- A. Long Term Affordability. (Up to 10 points). Indicate length of affordability restrictions for the project
- B. Supports & Grows Local Businesses. (4 points). Specify local vendors who will be used, how efforts will be tracked and monitored and attach documentation evidencing agreements to utilize local establishments.
- C. Serves Households at or below 30% AMI. (4 points). Indicate number of units restricted to serve households with incomes at or below 30% AMI.
- D. Provides Services for Permanent Supportive Housing. (5 points). Attach a detailed plan identifying the qualified entity committing to provide the supportive services as well as the specific services to be offered to fully support households that have been homeless or require other significant accommodations. Indicate number of units to be provided such services
- E. Takes Advantage of Apprenticeships and Training programs. (4 points). Attach a plan for utilizing training and apprenticeship programs and include a letter of intent from the provider.
- F. Collaboration Across Multiple Neighborhoods. (2 points). Attach documentation that the

project impacts multiple neighborhoods, how this helps to achieve economies of scale, and how multiple stakeholders are working collaboratively to achieve outcomes.

- G. **Local Hiring Criteria-Select One Option Only. (Up to 10 points).** Attach a local hiring certification with their submission that has been approved by DHCD or its designee. Attach a strategy detailing how selected goals will be achieved.
- H. **Environmental Sustainability. (3 points).** Attach a 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. Attach 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.
- I. **Developer Fee deferral. (10 points).** Indicate on the Development Budget that applicant will defer 10% or more of the development fee

## **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.

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Signature

Date

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Name and Title

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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 Requirements under the Maryland Lead Law (Maryland Code: Environment § 6-801 - 6-852; Article 48A §734-737; Real Property § 8 - 208.2) \_\_\_\_\_ Yes No\_\_\_\_\_

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"/> <b>Yes</b> <input type="checkbox"/> <b>NO</b> <b>Year Sold:</b>
		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>NO</b> <b>Year Sold:</b>
		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>NO</b> <b>Year Sold:</b>
		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>NO</b> <b>Year Sold:</b>
		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>NO</b> <b>Year Sold:</b>

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: \_\_\_\_\_