



**Request for Proposals
(RFP)
for
Project Based Voucher Program
for Existing Units**

PROPOSALS DUE NO LATER THAN:

4:00 P.M. PDT

June 25, 2018

(via e-mail and hard copy)

Address Submissions to:

Housing & Community Development Division, City of Vallejo
ATTN: LaTanya Terrones
200 Georgia St.
Vallejo, CA 94590
Latanya.terrones@cityofvallejo.net

Publication Date: May 8, 2018

I. Introduction

The Vallejo Housing Authority (VHA) has identified an increased need in the City for more affordable housing opportunities.

The VHA will make available up to fifty (50) project-based vouchers (vouchers) in its Housing Choice Voucher Program (HCV) for existing studio, one-, two-, and/or three- bedroom units located in the City of Vallejo. A housing unit is considered an "existing unit" for the purposes of the Project Based Voucher (PBV) Program if, at the time of the notice of VHA selection, the units substantially comply with the Housing Quality Standards (HQS).

The units must be ready for occupancy by August 1, 2018.

In the PBV Program, the assistance is attached to the unit/structure. During the term of the Housing Assistance Payment (HAP) contract, VHA will make housing assistance payments to the owner for units leased and occupied by eligible individuals/families taken from the VHA waitlist.

VHA strongly encourages participation by owners of units located outside of poverty-concentrated areas to participate in the PBV Program. All properties must be located within the Vallejo City Limits.

These vouchers will not be available for units already receiving any other type of rental subsidy from local, state, county or federal sources. However the VHA will consider properties that are receiving Low-Income Tax Credits (LITCS).

The award of the vouchers is subject to approval by the VHA Board of Commissioners (Board). The current schedule anticipates that the vouchers will be awarded by July 30, 2018 with lease-up occurring within ninety (90) days of the award. VHA intends to award 20-year contracts with options to renew.

VHA invites proposers to submit written proposals regarding the property(ies) for which they seek vouchers. An owner with multiple properties interested in the PBV Program must submit a separate proposal for each proposed property.

VHA hereby incorporates HUD regulations found at [24 CFR 983](#) into the requirements of this RFP. Additionally the VHA's Administrative Plan, Chapter 17 Project-Based Vouchers, is incorporated in this proposal and can be reviewed at:

<http://www.cityofvallejo.net/common/pages/DisplayFile.aspx?itemId=11355009>

The Housing Opportunity Through Modernization Act of 2016 (HOTMA), which became law in August 2016, contains a series of amendments to the PBV law. HOTMA provides for HUD implementation of these provisions by notice or regulation. HUD's implementation may impose new requirements that affect PBV owners. For provisions where HUD implementation will allow discretionary action by VHA and the owner, VHA in its sole discretion may decide whether to allow or require such discretionary actions. An owner may request that the VHA consider such actions.

In accordance with 24 Code of Federal Regulations ([CFR](#) [983.255](#)), VHA has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy.

II. Participation in PBV Program - Assistance Requirements

Once the VHA determines that a proposal qualifies for project-based assistance, VHA will inspect the unit(s) to ensure that it substantially complies with HQS. For the purposes of this proposal substantially is defined as less than \$500 of work is needed to bring the unit into compliance. HUD-established HQS specifications are described in [24 CFR 982.401](#). All PBV assisted units must meet HQS and other requirements before rental assistance can commence. If a unit does not substantially comply with HQS, the unit will be deemed ineligible for project-based assistance.

In accordance with [24 CFR 58\(d\)](#), proposers must complete an environmental assessment that demonstrates compliance with the National Environmental Policy Act (NEPA), or identify the appropriate categorical exclusion, if applicable, prior to the award of any vouchers.

Upon completion of a successful HQS Inspection, VHA and the property owner will enter into a HAP contract for specified units for a term of up to 20 years with renewal options. The HAP contract establishes the initial rents for the units and describes the responsibilities of the VHA and the owner. All HAP contracts and subsequent renewals are contingent upon the future availability of appropriated HUD funds for the HCV Program.

Rental assistance (which is based on each household's income) is provided while the units are occupied by eligible individuals or families referred from VHA's waiting list. In determining an appropriate rental assistance payment for units assisted under the PBV Program, VHA will examine only those costs associated with the housing component of the unit. The gross rent for the units is the amount of assistance for rent and tenant provided utilities. The rent to the owner must not exceed the lowest of the following amounts:

- The gross rent shall not exceed 110% of the applicable fair market rent (or any HUD-approved exception payment standards for the unit size minus any utility allowance);
- Reasonable rent; or
- The rent requested by the owner

The current Fair Market Rents for determining rents are:

Unit Size (#of bedrooms)	HUD's FY 2018 Fair Market Rent	VHA'S Payment Standards
1	\$1087	\$1102
2	\$1341	\$1412
3	\$1951	\$2005

III. Cap on Number of PBV Units Per Project

HUD regulations place a cap on the number of PBV units a project may have. The cap is the greater of twenty-five (25) units or twenty-five percent (25%) of a property's units. Units in one of the following categories are excluded from this cap;

- That are exclusively serving elderly families (as defined in 24 CFR 5.403)

- Households eligible for supportive services available to all families receiving PBV assistance. The project must make supportive services available to all assisted families in the project (but the family does not have to actually accept or receive the supportive service for the exception to apply to the units).

IV. Allocation of Vouchers

The VHA reserves the right to modify the available allocation of 50 vouchers. The VHA also reserves the right to determine the number of vouchers to award to a proposer. The VHA may award vouchers for some, but not all, units contained in a proposal, and/or split the 50 PBV among more than one proposer.

Designated and existing PBV units that are occupied on the proposal selection date must be occupied by a family eligible for Section 8 PBV assistance (see income limits) for the term of the HAP contract. If the family is not eligible, the unit cannot be selected for PBV assistance. To the extent practicable, the owner shall provide VHA information regarding the likely eligibility of any families in occupancy for Section 8 assistance. VHA reserves the right not to enter into a HAP contract with an owner for any units if a significant number or proportion of originally-proposed units cannot be assisted because current families in occupancy are ineligible for Section 8 assistance. Owners shall take no action to require or encourage families to move in advance of selection for PBV assistance, and such action may be the basis for rejecting the allocation of any PBV.

HUD ESTABLISHED INCOME LIMITS 2018								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% Of median income	\$17,600	\$20,100	\$22,600	\$25,100	\$29,420	\$33,740	\$38,060	\$42,380
50% of Median income	\$29,300	\$33,500	\$37,700	\$41,850	\$45,200	\$48,550	\$51,900	\$55,250

V. Application Requirements

Applications will be reviewed and ranked based upon the selection criteria described below. The following procedures will be followed by the VHA in accepting and screening owner applications for the PBV program.

a. Application submission deadline

Applications and supporting documentation must be submitted by June 25, 2018 at 4:00pm PDT to:

Vallejo Housing and Community Development Division
Attn: LaTanya Terrones
200 Georgia St.
Vallejo, Ca 94590

b. Inquiries

For inquiries or questions please contact:

LaTanya Terrones, 200 Georgia St. Vallejo, CA 94590

latanya.terrones@cityofvallejo.net 707-648-4359

City's responses to questions will be included in an Addendum to this RFP, if necessary, which will be issued and posted to the Bids & Proposals page on the City website:

http://www.ci.vallejo.ca.us/doing_business/bids_proposals

c. Application format

Owner proposals must be submitted on the form and in the format provided by the VHA. Applications can be obtained at:

<http://www.ci.vallejo.ca.us/common/pages/DisplayFile.aspx?itemId=12927672>

d. Application content

The application will ask for information including the following topics:

- Applicant information
- Property Description
- Number and size of units
- Other forms of Assistance received
- Requested contract term (cannot exceed 20 years)
- Owner experience with affordable housing
- Units and neighborhood amenities
- Intended resident population example families or seniors
- Onsite services including providers if applicable
- Qualifications, experience and capacity

VI. Application Review

Once proposals have been received, a panel will evaluate and rank each proposal meeting the minimum acceptable qualifications with the following criteria:

	CRITERIA	POINTS
1.	PROPERTY’S AND UNIT’S PHYSICAL CONDITION	Maximum 15 Points
	Good: The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in good physical condition.	15
	Fair: The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in fair physical condition.	10
	Poor: The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in poor physical condition.	5
2.	HOUSING SITE AND NEIGHBORHOOD STANDARDS Proximity of Services (Retail shopping stores, including grocery or pharmacy) and Transportation (Bus or Rail Line) Education	Maximum 15 Points
	Good: The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are good.	15
	Fair: The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are fair.	10
	Poor: The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are poor.	5
3.	SUPPORTIVE SERVICES FOR SPECIAL POPULATIONS Extent to which and experience providing supportive housing services to population of proposed project and services planned for occupants. If not providing services directly; services made for occupants.	Maximum 15 Points
4.	PREVIOUS EXPERIENCE IN THE TENANT-BASED VOUCHER PROGRAM AND COMPLIANCE WITH OWNER’S OBLIGATIONS UNDER THE TENANT-BASED VOUCHER PROGRAM VHA will consider size of affordable housing portfolio and evidence of financial stability	Maximum 25
	Excellent (20 or more years)	25
	Good (19-10 years)	17
	Fair (1-9 years)	9
	Poor (1 Year or less)	0
5.	De-Concentration of Poverty and Expanding Housing and Economic opportunities	Maximum 25
	Excellent: Poverty concentration census tract <20%	20
	Fair: Poverty concentration census tract more than 20%, but less than 75%	15
	POOR: Poverty concentration census tract >75%	0
6.	Responsiveness to RFP Requirements	Maximum 5
	TOTAL POSSIBLE POINTS	Maximum 100

VII. Right of the City to Reject Proposals

The City of Vallejo reserves the right to reject any or all proposals based on its sole discretion, or to waive any minor defects or irregularities in any proposal or in the proposal process, or to solicit new proposals on the same project or on a modified project which may include portions of the original proposed project as in the best interest of the City. The City may, in its discretion, elect to waive any requirements(s), either for all proposals or for a specific proposal which the City, in its sole discretion, deems non-material.

The City may reject or disqualify a proposal under any of the following circumstances:

- The Proposer misstates or conceals any material fact in the proposal.
- The proposal does not strictly conform to applicable laws or any requirements of this RFP.
- The proposal does not include documents, certificates, affidavits, acknowledgements, initial deposit or other information required by the RFP.
- The proposal has not been executed by the Proposer through or by an authorized officer or representative of the Proposer or Proposer's team.
- The Proposer fails to comply with all provisions, requirements and prohibitions binding on all Proposers as herein set forth or fails to comply with applicable law.
- The Proposer fails to acknowledge receipt of any formal addenda.
- For any other reason deemed in the best interests of the City.

VIII. Selection and Negotiation Schedule

Schedule for selection and negotiation process is as follows:

<u>Activity</u>	<u>Date</u>
City issues RFP:	May 8, 2018
Submission deadline:	June 25, 2018
Staff review:	June 28, 2018
Possible Unit Inspections (tentative date):	July 12, 2018
Selection of Developer and Approval of Agreements by Housing Authority	August 1, 2018

The City reserves the right to amend this schedule at its sole discretion.

IX. Award of Agreement

The City reserves the right to negotiate the terms of the Agreement for this project with one or more proposers. Upon completion of the review/evaluation, the City shall notify those proposers who will be considered for further evaluation and negotiation. All proposers so notified shall negotiate in good faith in accordance with direction from the City. Any delay caused by proposer's failure to respond to direction from the City may lead to rejection of the proposal.

No proposal shall be binding upon the City until the Agreement is signed by duly authorized representatives of the selected proposer and the City.

X. Cost of Preparation of Proposal

The City will not pay costs incurred by the proposer in the proposal preparation, printing or negotiation process. All such costs shall be borne by the proposer.

XI. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn at any time prior to the date and time specified for proposal submission by an authorized representative of the proposal and by formal written notice. Proposals

submitted will become the property of the City after the proposal submission deadline.

XII. Prevailing Wage

In accordance with the provisions of Section 1770 of the Labor Code of the State of California, the Director of the Department of Industrial Relations has determined the general prevailing rate of per diem wages applicable, and a current copy of said prevailing wages is on file with the City Clerk. Should the minimum Federal Wage Rate be higher than the rate determined by the Director of the Department of Industrial Relations, then the Federal Wage Rate Determination shall govern.

In addition, the City Charter requires that use of any public funds over \$1,000 shall require prevailing wage rates paid by any contractor, partner, operator, or other entity that is party to an agreement with the City, and all his/her subcontractors shall pay their employees on said work a salary or wage at least equal to the prevailing salary or wage for work of similar character in the locality in which the public work is performed.

XIII. Public Record and Non-Disclosure Agreements

Each proposer is hereby informed that, upon submittal of its proposal to the City in accordance with this RFP, the proposal is the property of the City.

- A. Unless otherwise compelled by a court order, the City will not disclose any proposal while the City conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the City either awards an agreement to a successful proposer, or the City rejects all proposals, the City shall consider each proposal subject to the public disclosure requirements of the California Public Records Act (California Government Code Sections 6250, *et seq.*) unless there is a legal exception to public disclosure.
- B. If a proposer believes any portion of its proposal is subject to a legal exception to public disclosure, the proposer shall: (1) clearly mark the relevant portions of its proposal “Confidential”; (2) upon request from the City, identify the legal basis for exception from disclosure under the Public Records Act; and (3) the proposer shall defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the proposal.

XIV. Conflict of Interest

Proposer and any agents, sub-consultants or subcontractors, agree to indefinitely hold confidential any sensitive information provided by the City during the proposal process such as required for a complete and accurate proposal.

XV. Term of Agreement

The term of the written agreement shall commence on the date last signed by the successful proposer and City and shall continue in accordance with the agreed-upon project timeline described in the written agreement.

XVI. Conflict of Interest

Proposers should disclose any past, ongoing or potential conflicts of interest which the proposer may have as a result of performing the work described in this RFP.

XVII. Insurance

The awarded Proposer shall procure and maintain for the life of this contract agreement, insurance coverage obtained and written in the State of California of the following types and amounts, with a

maximum deductible of \$25,000 per occurrence:

General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate annually

Property Damage \$1,000,000 per occurrence / \$2,000,000 aggregate annually

Worker's Compensation: Worker's Compensation and Employer's Liability Insurance with limits as required by Chapter 440, California Statutes.

A current copy of an insurance certificate, or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits) shall be submitted with the RFP.

The successful proposer shall submit a Certificate of Insurance (with endorsements) that names the City and the VHA as additional insured to the City concurrently with the execution of the written agreement and prior to the commencement of any services.

XVIII. Indemnification

Proposer shall indemnify, hold harmless, and defend City, its officers, officials, directors, employees, agents, volunteers and affiliates and each of them from any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, consultant's fees, expert fees, losses or liability, in law or in equity, of every kind and nature operations, to be performed under this proposal and future agreement for Proposer's or contractor's tort negligence including active or passive, or strict negligence, including but not limited to personal injury, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons and/or damage to property of anyone, including loss of use thereof, caused or alleged to be caused by any act or omission of the Proposer, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for the full period of time allowed by the law, regardless to any limitation by insurance, with the exception of the sole negligence or willful misconduct of the City.

XIX. Business License

The successful proposer must either possess a current, valid Vallejo business license or must have submitted a Vallejo business license application and fee at the time of agreement award.

CONTACT:

Please contact LaTanya Terrones at 707-648-4359 or latanya.terrones@cityofvallejo.net if you have any questions.

Attachments:

1. Project Based Voucher Program Application
2. U.S. Department of Housing and Urban Development form-2530
3. Certification of Equal Opportunity
4. Disclosure of Lobbying Activities HUD Form-SF-LLL
5. Certification of Census Tract
6. Certification of Payments to Influence Federal Transactions HUD-Form 50071
7. Certification Regarding Debarment and Suspension HUD-Form 2992
8. Applicant/ Recipient Disclosure/Update Report HUD- Form 2880
9. Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards



**OWNER/DEVELOPER PROPOSAL for the
PROJECT BASED VOUCHER PROGRAM (Existing units)**

INSTRUCTIONS:

Please fill out the attached form completely. If you fail to give complete information or documentation in the format as required, your proposal may not be considered. Since we will process applications on a first-come, first served basis, it is very important that you submit your proposal fully completed.

Members of the public may review all proposals submitted, but all private confidential information will be redacted. Please submit one application for each project for which you are seeking vouchers. Please submit one (1) paper copy of the fully completed proposal and one (1) electronic copy to: latanya.terrones@cityofvallejo.net at your earliest convenience to the following address:

Vallejo Housing Authority
200 Georgia St.
Vallejo, Ca 94590
Attn: LaTanya Terrones

Applications and supporting documentation will be accepted until Monday, June 25, 2018 at 4:00 PDT.

Inquiries/Clarification Requests

All inquiries and requests for clarification should be submitted in writing to:

LaTanya Terrones at latanya.terrones@cityofvallejo.net





A. IDENTITY OF APPLICANT

1. Name and Address of Applicant:

Name

City State Zip Code

Work Phone Message Phone

2. Name and Address of owner of property, if different from above:

Name

Street Address

City State Zip Code

Work Phone Message Phone





B. DESCRIPTION OF Property

1. Address of property (Existing) to which assistance will be attached:

Address of Property	Total # of Units By BR Size – List all		Building Type. (i.e. Low Rise, Walk Up, Single Family, Twnhse)
i.e. - 1234 Main Street, Vallejo, CA	3 4	Studios 1BR/1BA	Apartment

2. Complete the following for each unit that you propose to designate for the PBV Program.

BEDROOM SIZE	Total # of Units	# of Units to be Assisted with PBV
SRO		
0 Bdrm		
1 Bdrm		
2 Bdrm		
3 Bdrm		
4 Bdrm		
5 Bdrm		





3. If you are requesting more than 25 percent of units on the property to be considered for award for PBV assistance, are these units going to be designated for the elderly, disabled, or families receiving supportive services?
 _____Yes _____No

If Yes, please specify the target population:

- Elderly (62 Yrs. Or Older)
- Disabled
- Families Receiving Supportive Services

4. How many units of the total requested for PBV assistance are accessible to persons with disabilities? Describe number and type of accessible features.

<u>Bedroom Size/Number</u>	<u>Accessible Features</u>
_____	_____
_____	_____
_____	_____

5. Has this property been assisted under any federal housing program at any time during the last 12 months (e.g., CDBG, 202, 811, 221 (d) (3), HOME, 236 Programs)?

_____Yes _____No

If Yes, please list the additional subsidy programs applicable to this property and provide the project and operating subsidy contract number (if applicable):





6. Is there a housing affordability restriction in the deed or other document?
Yes _____ No _____

If Yes, please indicate the name of the program and the jurisdiction requiring it as well as the expiration date of the restriction: _____





7. Please indicate the proposed distribution of the utilities.

Utility Type	Paid by Owner	Paid by Tenant
Cooking – Gas		
Cooking - Electric		
Heating – Gas		
Heating - Electric		
Electric (Lights, etc.)		
Water		
Heating of Hot Water - Electric		
Heating of Hot Water – Natural Gas		
Sewer		
Garbage		

8. Is the tenant providing either the range or refrigerator? Yes___ No___
 If yes, which one(s)? range refrigerator

9. Provide a brief narrative of the services available near the property. Be sure to include information about the distance to a public transit stop, public park, public library, supermarket or Farmer’s Market (minimum of weekly frequency), pharmacy, public medical clinic or hospital, public school (if family project) or senior center (if senior project).





10. Briefly describe the need for project-based assistance in this community. Address factors such as anticipated vacancy rates and rent affordability for very-low income households.

11. Will the project be located in:

- A low poverty census tract (less than 20%)
- A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community
- A census tract that is undergoing significant revitalization
- The area where State, local, or federal dollars have been invested that has assisted in the achievement of the statutory requirement
- The same census tract where new market rate units are being developed and such market rate units will positively impact the poverty rate in the area
- An area where the poverty rate is greater than 20 percent and in the past five years there has been an overall decline in the poverty rate.
- A census tract where there are meaningful opportunities for educational and economic advancement

12. Type of ownership of property or site control (Check one):

- Mortgage
- Option
- Other (please explain): _____
- Own free and clear
- Lease

13. Site Control. Please attach evidence of ownership or site control (e.g., grant deed, option, deposit receipt, lease). Or, for new construction or rehabilitation, attach a detailed explanation of timeline and process to obtain site control prior to AHAP execution and within the funding time limits (site control prior to November 2018).

14. Please indicate the Requested Contract Term _____

Note: HAP Contracts must be for a minimum of 1 year and a maximum of 20 years





15. Please indicate if the owner is willing to accept an extension of the HAP Contract and the number of years they would be willing to extend the HAP (20 year maximum extension).

C. EXPERIENCE

1. Does the applicant have experience owning and operating affordable housing?

Yes No Specify how many years of experience: _____

2. Does the applicant have experience owning and operating supportive housing?

Yes No Specify how many years of experience: _____

3. How many units of affordable housing does the applicant own and operate?

Number of units: _____

4. How many affordable housing properties does the applicant own and operate?

Number of properties: _____

Provide the most recent audit or unaudited financial statement for a successful project of similar size.





D. FINANCIAL INFORMATION

1. Indicate the monthly contract rent expected under the Project-Based Voucher Program. Include a proposed 15-year operating budget.

Size of Units	Number of Units	Unit Rent Expected
Studio	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 Bedroom	_____	_____
4 Bedroom	_____	_____
5 Bedroom	_____	_____

NOTE: Proposed contract rents must not exceed the lower of 110% of the established Fair Market Rents as published by HUD or the Housing Authority payment standard, including any area wide exception Payment Standard if applicable.

2. Describe your experience, if any, with HUD/FHA housing programs.

HUD PROGRAM	Number of units owned/managed
_____	_____
_____	_____

3. Attach evidence of ownership or site control (e.g., grant deed, option, deposit, receipt, lease)





E. TENANTS

1. Please attach your written tenant selection criteria and plan to fill the PBV assisted units. Please note that criteria for screening both assisted and unassisted tenants must be consistent.

F. SUPPORT SERVICES

1. Please indicate the population to be served:

- Single Person Elderly (62 Yrs. Or Older)
- Families Disabled

2. Describe the Support Services to be Provided, if any

Type of Service	FTE	Service Provider	Term of Service Commitment	Financial Commitment For Services
Case Manager				
Services Coordinator/Other Service Specialist				
Adult educational, health and wellness or skill building classes				
Licensed child care or after school program for school age children				
Health or behavioral health services provided by an appropriately-licensed organization or individual				

Provide documentation of funding source for services for duration of contract (maybe through operating budget).





H. PROPOSED SITE AMENITIES

Please indicate what amenities the owner plans to provide for the units and property and briefly describe how these amenities are appropriate to the tenant population:





CERTIFICATIONS

The Owner/Applicant Certifies that:

- a. The owner has not required any tenant to move without cause during the 12 months prior to the date of application.
- b. The owner is willing to comply with all the temporary relocation requirements of the Agency and will compensate, as required, a temporarily relocated tenant for the costs of such relocation.
- c. The date and exhibits contained in this application and proposal are true, correct, and complete; and
- d. The owner will not require any tenant to move without cause during the period of time following submittal of this application until the date on which he/she signs an agreement to enter into a Housing Assistance Payments Contract whenever that may occur.

Owner Signature	Date	Phone No.
-----------------	------	-----------

Owner email address	Owner Address
---------------------	---------------

Name of Contact	Email address of Contact	Phone No.
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In addition to fully completing this application form, all applicants must include the following attachments:

- A. The owner's plan for managing and maintaining the units.
- B. Identification and description of the proposed site and evidence of site control;
- C. Identification and description of Fair Housing and Equal Opportunity
- D. Certificate(s) of Previous Participation (HUD form 2530) (The identity of the owner, developer, builder, architect, management agent (and other participants), the names of officers and principal members, shareholders, investors and other parties having a substantial interest; the previous participation of each in HUD Programs on the prescribed HUD Form No. 2530 and a disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract; and information on the qualifications and experience of the principle participants); (Add additional pages if necessary);
- E. Financial Statement (Income and Expense Statement – Audited Financial Statement Preferred) for property's most recent operating year;
- F. Statement regarding the proposed term of contract and any interest in extension of the term;
- G. If applicable, copies of Code Enforcement Inspection Reports, and correspondence;
- H. Evidence of commitments for services funding, if not funded from operating budget.
- I. Tenant selection criteria and plan for filling PBV units.
- J. Disclosure of Lobbying Activities.
- K. Eligible Census Tract Certification
- L. Certification of Payments to Influence Federal Transactions





M. Certification Regarding Debarment and Suspension

N. Additional Government Funding - Form 2880

O. Disclosure of Lead-Based Paint/Hazards

P. A statement from the owner certifying the number of persons, businesses, non-profit corporations occupying the property on the date of submission of the application; the number of persons displaced, temporarily relocated or moved permanently within the building complex; estimated cost of relocation payments and services; the funding source of relocation activities; and the name of the organization that will carry out the relocation activities. A certification of compliance with the Uniform Relocation Act.





ATTACHMENT A

PLANS FOR MANAGING AND MAINTAINING UNITS AFTER ATTACHMENT OF PBV ASSISTANCE

OWNER OR MANAGEMENT AGENT

NAME _____

ADDRESS _____

How long have you managed assisted properties? _____

PROPERTY MANAGEMENT STAFFING:

	No. of Staff	Working Hours
OFFICE STAFF:	_____	_____
MAINTENANCE:	_____	_____

MANAGEMENT PLAN

Do you have a written plan for management of the units?

Yes _____ No _____

If Yes, please include the management plan with this application. If No, please identify what personnel will manage the units, their location, hours of operation and any other duties and responsibilities.

MAINTENANCE AND REPAIR PLAN

Do you have a written plan for maintenance of the units?

Yes _____ No _____

If Yes, please include the maintenance plan with this application. If No, please prepare a description of how units will be maintained, both on an on-going and long-term basis, focusing on preventive and routine maintenance, emergency repairs, security, health and safety areas. Please identify what personnel will perform the maintenance of units and common areas, their location and hours of operation.



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

US Department of Agriculture
Farmers Home Administration

Part I to be completed by Principals of Multifamily Projects (See instructions)		For HUD HQ/FmHA use only	
Reason for submission:			
1. Agency name and City where the application is filed		2. Project Name, Project Number, City and Zip Code	
3. Loan or Contract amount \$	4. Number of Units or Beds	5. Section of Act	6. Type of Project (check one) <input type="checkbox"/> Existing <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Proposed (New)

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

Name and address of Principals and Affiliates (Name: Last, First, Middle Initial) proposing to participate	8 Role of Each Principal in Project	9. SSN or IRS Employer Number

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

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

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

Previous Participation Certification

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

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

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

Part II- For HUD Internal Processing Only

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

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

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

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

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

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

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

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

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

Who Must Sign and File Form HUD-2530:

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

Principals include all individuals, joint ventures,

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

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

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

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

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

Where and When Form HUD-2530 Must Be Filed:

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

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

Handicapped).

- Projects in which 20 percent or more of the units are to receive a subsidy as described in 24 C.F.R. 200.213.
- Purchase of a project subject to a mortgage insured or held by the Secretary of HUD.
- Purchase of a Secretary-owned project.
- Proposed substitution or addition of a principal or principal participation in a different capacity from that previously approved for the same project.
- Proposed acquisition by an existing limited partner of an additional interest in a project resulting in a total interest of 25 percent or more or proposed acquisition by a corporate stockholder of an additional interest in a project resulting in a total interest of 10 percent or more.
- Projects with U.S.D.A., Farmers Home Administration, or with state or local government housing finance agencies that include rental assistance under Section 8 of the Housing Act of 1937. For projects of this type, form HUD-2530 should be filed with the appropriate applications directly to those agencies.

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

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

Specific Line Instructions:

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

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

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

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

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

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

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

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

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

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

Instructions for Completing Schedule A:

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

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

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

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

Column 5. Explain any project defaults during your participation.

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

Certification: After you have completed all other parts of

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

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

If you cannot certify and sign the certification as it is printed because some statements do not correctly describe your record, use a pen to strike through those parts that differ with your record, and then sign and certify.

Attach a signed statement of explanation of the items you have struck out on the certification. Item 2e. relates to felony convictions within the past 10 years. If you are convicted of

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

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

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

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

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



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CERTIFICATION OF EQUAL OPPORTUNITY

I certify that _____ as the authorized owner for the project located at

_____, shall comply with Title VI of the Civil Rights Act of 1966, Title VIII

of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements

listed in 24 CFR 983.4 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction/rehabilitation of the project.

Signature

Date

Print Name

Title

It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800) 735-2922 without TTY/TDD or (800) 735-2929 with TTY/TDD. LaTanya Terrones is the Section 504 Coordinator. Please contact Ms. Terrones, Housing Operations Supervisor, at 707 648-4359 for further information.

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



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CERTIFICATION OF CENSUS TRACT

Please complete the items below. For assistance, go to <http://censtats.census.gov> for information regarding your project's census tract.

Project Address: _____

Census Tract: _____

Poverty Rate: _____

I certify that the information entered above is true, complete and accurate to the best of my knowledge.

Signature

Print name and title

Date

It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800) 735-2922 without TTY/TDD or (800) 735-2929 with TTY/TDD. LaTanya Terrones is the Section 504 Coordinator. Please contact Ms. Terrones, Housing Operations Supervisor, at 707 648-4359 for further information.

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Program/Activity Receiving Federal Grant Funding

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

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

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

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

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

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

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

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

Certification Regarding Debarment and Suspension

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

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

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

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

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

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

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

Instructions for Certification (A)

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

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

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

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

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

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

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

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

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

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

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant		Date
Signature of Authorized Certifying Official		Title

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

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

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

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

(Note: Use Additional pages if necessary.)

Certification

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

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
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Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

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

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

Instructions

Overview.

A. Coverage. You must complete this report if:

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

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

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

Line-by-Line Instructions.

Applicant/Recipient Information.

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

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

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

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

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

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

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

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

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

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

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.



Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before Rehabilitating pre-1978 housing, owners must disclose the presence of known lead-based paint and/or lead-based paint hazards at the property or site.

Owner's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check(i)or (ii)below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing

(b) Records and reports available to the Owner (check (i) or (ii)below):

(i) _____ Owner has provided the PHA with available records and reports pertaining to lead-based paint and/or lead-based hazards in the housing (list documents below).

(ii) _____ Owner has no reports or record pertaining to lead-based paint and/or lead-based paint hazard in the housing.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Owner (Print)

Signature

Date