**REQUEST FOR PROPOSALS**

**For York City ARPA SLFRFA Rental Housing Construction/Rehabilitation Project**

# YORK CITY Bureau of Housing Services

**Bureau of Housing Services**

# 101 S. George Street, 2nd Floor

**York, PA 17401**

**717/849-2264**

**ISSUE DATE: February 21, 2024**

**RESPONSE DEADLINE: April 5, 2024 4:00 PM Eastern Time**

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# PART 1 SCOPE OF THIS REQUEST

## 1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The York City Bureau of Housing Services (BHS) is seeking to select development teams to utilize City ARPA SLFRFA SLFRF funds (ALN) 21 027 for the construction or rehabilitation of rental housing to serve low-moderate income York City resident with an emphasis on housing veterans. At a minimum 25% of the units developed must be set aside for veterans. Eligible residents must meet the ARPA SLFRFA SLFRF low-income requirement (at or below 300% FPG).

**2.** **ABOUT THE YORK CITY BUREAU OF HOUSING SERVICES**

## MISSION STATEMENT

## 

The York City Bureau of Housing Services (BHS) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this the BHS will:

* Promote place-based initiatives that will allow City residents opportunities to improve their quality of life.
* Create and preserve housing for York city’s most vulnerable populations;
* Enhance self-sufficiency initiatives in existing programs; and
* Promote a value-driven culture of continuous improvement.

## VISION

BHS envisions a York city with a sustainable quality of life for all City residents in the community of their choice. We believe that growing York City’s economy starts at home and that all City residents should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of BHS's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from developing rental units to homeownership.

BHS work is done in partnership with developers and nonprofit organizations that use our financing to serve low and moderate-income City residents. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. BHS's work is truly a vehicle for economic growth, and it all starts at home.

### OVERVIEW

### The Bureau of Housing Services (BHS) is the steward of the Community Development Block Grant and

### HOME Investment Partnership Act allocations the City of York receives from the United States Department of

### Housing and Urban Development. The City of York/Bureau of Housing Services has been a Participating

### Jurisdiction since 1994 which enabled the city to receive HUD funding directly through formula allocation.

BHS is entirely self-funded and receives no funds from the City general fund. BHS's housing programs are successful in large part because of the growing network of partnerships BHS has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include banks, mortgage lenders, developers, and realtors. Not-for-profit partners include community housing development organizations, community-based organizations, and not-for-profit developers.

### 3. SCOPE OF SERVICES

The Respondents should submit applications for City ARPA SLFRF funding for rental construction or rehabilitation financing that will serve the ARPA SLFRF qualifying populations. The City has identified the following as qualified:

1. **Low-Moderate Income** as defined by the Treasury Department as at or below 300% FPG.
2. **Veterans as defined at 38 U.S.C 101** meaning a person who has served in the United States Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, or Reserve Component (National Guard and Reserve) who meet the following criteria:

* Received a discharge or release under conditions other than dishonorable (see 38 U.S. C 101(18); and
* At least one day of active duty (see 38 U.S.C. 101 (21) to include time spent in basic training for active-duty members; or
* Federal active duty for National Guard and Reserve members (not including inactive duty and active duty for training, see 38 U.S. C 101(22), (23); or
* Any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability resulting from a disease or injury incurred or aggravated in line of duty (see 38 U.S.C 101(24).
* Meet the ARPA SLFRF income requirement (at or below 300% FPG) or any of the definitions mentioned above to be considered eligible.

**Veterans and Families that include a Veteran Family Member** that meets the criteria for one of the qualifying populations described above are eligible to receive ARPA SLFRF assistance.

#### Eligible Rental Housing Development

To be eligible to apply the Respondent’s development team must propose a rental housing development in which all units in the development will serve households considered eligible under ARPA SLFRF Qualifying Population #1and #2. Respondent may not propose to limit occupancy to certain Qualifying Populations. **Veteran’s housing must make up at a minimum 25% of the total units developed**. If selected, any such preferences will be contingent upon BHS’s approval of a written tenant selection plan. Any occupancy limitations or preferences must comply with regulations governing Fair Housing, and all other applicable nondiscrimination requirements.

Referral Methods. Rental housing developments may use a Continuum of Care’s Coordinated Entry system, and other referral sources, or a project-specific waitlist, to select qualifying households for ARPA SLFRF units restricted for occupancy by qualifying populations. BHS will make this determination on a project-by-project basis.

Preference will be given in the RFP ranking system for responses proposing to develop supportive housing for Qualifying Population #1 or #2, as identified through the local Coordinated Entry system.

The developer selected through this RFP will be eligible to receive **$3,000,000** in ARPA SLFRF funds to complete development. Developers are encouraged to seek other funding sources if necessary. **BHS will consider applications that propose to develop 10-15 housing units. Of those units 25% or 3-4 units will be designated veteran units.**

If selected, the Respondent must submit a completed ARPA SLFRF funding application no later than Friday, April 26, 2024. Funding is contingent upon: (1) the application meeting all established application and BHS threshold criteria of the applicable funding programs, (2) experience developing this type of project and (3) passing an underwriting and subsidy layering review.

#### Requirements for all Developments

The following requirements will apply to each project developed through this Initiative:

* Must comply with all applicable ARPA SLFRF regulations and guidance issued by the Treasury Department and/or BHS, as amended from time to time.
* Housing is permanent, not transitional or with time limits.
* Cannot terminate tenancy or refuse to renew lease of tenant of ARPA SLFRF unit except for serious or repeated violations of lease terms/conditions, applicable Federal, State or local laws, other good cause.
* Management agent must implement low-barrier tenant screening procedures and tenant selection plans. Tenants may not be screened out for active or a history of substance use, limited or no previous rental history, prior evictions, or a history of victimization (e.g., domestic violence, dating violence, sexual assault or abuse, stalking, or human trafficking). Any criminal background screening must be low-barrier and approved by BHS.

o If the development will have project-based rental assistance, the management agent may not implement screening criteria based on credit history or a minimum income standard.

* Must implement an eviction prevention plan and utilize eviction only as a last resort. Eviction prevention plans must be approved by BHS.

### 4. RFP TIMELINE

February 24, 2024 RFP released to the general public

April 5, 2024 Responses due to BHS by 4:00 PM Eastern Time

April 19, 2024 Proposal review and funding recommendation

May 3, 2024 Application submitted.

The units developed using ARPA SLFRFA funding must be completed within one (1) year of signing the agreement for funding. If the project is not completed within the agreed upon time frame outlined in the agreement, the developer may request an extension that must be agreed upon by the Bureau of Housing Services.

# PART 2 RFP PROCESS

## 1. SELECTION PROCESS

Evaluation of all proposals will be completed by a selection committee consisting of staff from the City of York. Respondent must be responsive and responsible as described in Part 2 Sections 2 and 3 below. Selection is at the sole discretion of the selection committee and based on the respondent demonstrating the ability to provide the best value to the City. The City reserves the right to reject all proposals.

## 2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

### Complete Compliant Proposal

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Section 4 of Part 2 and includes the submission and receipt by BHS of all items enumerated in Section 6 of Part 2 of this RFP. The City may reject any application that it deems non-responsive or incomplete.

### Financial Capacity

Respondent must demonstrate financial capacity to administer the program through the submission of their most recent financial statement. Financial statements must be submitted for the developer, owner, management company, and primary supportive service provider.

### Past Award Performance (if applicable)

Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks, and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by BHS or in default with BHS will be disqualified. Applicants are not required to submit documentation to attest to past award performance. BHS will review documentation from previous awards to evaluate Respondent’s past award performance, if applicable.

### Commitment

By submitting a proposal, Respondent agrees to participate in all meetings, if selected.

## 3. RESPONSIBLE RESPONDENT REQUIREMENTS

BHS shall not award any funds until the selected Respondent has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent’s existing commercial and governmental business commitments;
3. Have a satisfactory performance record;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have supplied all requested information;
7. Be legally qualified to contract in the Commonwealth of Pennsylvania;
8. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred.

If a Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP and the Respondent shall be advised of the reasons for the determination.

## 4. EVALUATION CRITERIA

The following factors will be BHS’s primary consideration in the selection process. Therefore, Respondent must comply with the following requirements.

## Respondent must meet each requirement enumerated in Part 2 Section 2 “Minimum Requirements” and Part 2 Section 3 “Responsible Respondent Requirements” and must submit all documentation listed in Part 2 Section 6 “Submission Items” to receive consideration in the selection process.

1. Identification of Team Members: Submit a narrative (not to exceed 1 page) describing the composition of the development team. Team must consist, at a minimum, of a developer, a management company, and if proposing supportive housing a supportive service provider. Include the following information:
   1. Identification of developer.
   2. Identification of owner (if different than developer).
   3. Identification of management company. If developer/owner will self-manage, Respondent must specifically state this information.
   4. Identification of a primary supportive service provider. (Only applicable if proposing supportive housing.)
2. Experience of Respondent: Submit a narrative (not to exceed 1 page per organization) describing the relevant experience of the developer, owner, management company, and supportive service provider. Respondent must include the following information for each team member.
   1. Experience administering federal programs, specifically any experience administering a HOME grant for affordable rental housing development and any experience managing a project with Project Based Vouchers
   2. Experience providing services to low-moderate income populations and veterans. Operating affordable housing and, if applicable, permanent supportive housing
   3. Experience serving persons experiencing homelessness and at risk of homelessness.
   4. Summary of any previous collaboration, if applicable, between team members
3. Program Description: Submit a narrative (not to exceed 5 pages) describing the overall project concept. Respondent must include the following information. **NOTE: Priority will be given to Respondents that propose supportive housing for Qualifying Populations. See bonus points in Part 2.5 below.**
   1. Proposed project location, number of units, and design, including if the proposed development will operate as supportive housing. Note: site control and architectural plans are not required at this phase.
   2. Identification of which Population(s) will be served. If Respondent proposes to preference or limit occupancy to any subpopulations, identify such preferences/limitations.
   3. Preliminary development and supportive services budget, include sources and uses. A supportive services budget is only required if the proposed development is supportive housing. Final budgets will be submitted by selected Respondents with their ARPA SLFRF funding application.
   4. If developing supportive housing, description of scope of supportive services to be provided by the primary service provider and, if applicable, other complementary supportive service providers. Include a proposed plan on which services will be offered onsite to residents and a proposed staffing model for supportive services.
   5. Plan to solicit feedback from persons with lived experience and to incorporate feedback to make program improvements.
   6. Description of how tenant selection and supportive service delivery will support diversity, inclusion, and equity to ensure that housing stability services are being provided equitably to persons of color, persons with disabilities, etc.
   7. Proposed program implementation timeline.
4. Key Staff: For each team member (developer, owner, management company, and supportive service provider), identify key staff who will implement the program.
   1. For each person identified, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected and their anticipated role in the program.
   2. Provide a current organizational chart for each organization.
5. Problem Statement/Unmet Need: Submit a narrative (not to exceed 5 pages) describing the unmet need in the community which the proposed development will address. Respondent should provide relevant data which may include data about available housing, housing concerns, demographic or economics factors, homelessness, etc. in the community. Respondent should define the extent to which the unmet need impacts the community and how current resources do not address the unmet need.

## 5. SCORING CRITERIA

Proposals will be scored according to the point system described in this section. BHS will select one Respondent to deliver 10-15 housing units as a result of this RFP. Proposals which fail the minimum threshold criteria will not be scored.

**Scoring Criteria: Maximum 120 points (including bonus points).** The following criteria are further defined in Part 2 Section 4 above.

1. Identification of Team Members (10 points)
2. Experience of Respondent (20 points, plus possible +15 bonus points)
   1. +10 bonus points if development team has completed a project in the last 5 years in the City of York; OR
   2. +5 bonus points if the development team has completed a project in York County

1. Program Description (20 points, plus possible +20 bonus points)
   1. +20 bonus points if supportive housing for Qualifying Populations #1 and #3
2. Key Staff (10 points)
3. Problem Statement/Unmet Need (20 points)
4. Development occurs in an RDA owned vacant lot or vacant building (+5 bonus points).

**Not selecting an RDA owned lot or property will not disqualify the Respondent from consideration.**

**\*Please find RDA vacant lots and a property list attached.**

## 6. RFP SUBMISSION ITEMS

Respondents must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in **Sections 2, 4, and 5 of Part 2** **of this RFP**. Therefore, Respondent must review **Sections 2, 4, and 5 of Part 2** of this RFPcarefully before submitting its response. The Respondent must also submit the Proposal Coversheet and the Certification of Company using the templates located at the end of the RFP document.

Checklist of Submission Requirements

1. Proposal Coversheet. Qualifications Coversheet (required template included at end of this RFP packet).
2. Certification of Respondent. Certification of Respondent (required template included at end of this RFP packet.

1. Financial Capacity. Most recent financial statements for developer, owner, management company, and primary supportive service provider.
2. Narratives addressing all applicable questions in Section 4 of Part 2 of this RFP:
   * Experience of Respondent
   * Program Description
   * Identification of Team Members
   * Description of Key Staff
   * Problem Statement/Unmet Need
3. Key Staff. Identification of key program staff, resumes, narratives, and organizational chart.
4. Local Commitment: Respondents proposing a development in a local HOME Participating Jurisdiction must provide a commitment of local funds to complete the project.

## 7. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email to the contact below. All documents must be in PDF format.

James Crosby

Deputy Director

Bureau of Housing Services

[jcrosby@yorkcity.org](mailto:jcrosby@yorkcity.org)

**The deadline for submission is April 5, 2024, 4:00 PM Eastern Time.** Applications that do not contain all required forms/documents as listed in this RFP may be determined ineligible for further consideration.

# PART 3 TERMS AND CONDITIONS

## 1. FEDERAL REQUIREMENTS

Respondent understands that it must comply with the federal requirements described in the RFP and listed below and must have knowledge of the HOME requirements related to CHDOs and Rental housing, including but not limited to the requirements listed below:

1. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
2. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
3. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
4. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Respondents that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. Certificate included for completion.
5. 24 CFR 92, the HOME Investment Partnerships Program
6. CPD-21-10, Requirements for the Use of Funds in the HOME-American Rescue Plan Program
7. EO 13166, signed on August 11, 2000, directs all federal agencies, including the Department of Housing and Urban Development (HUD), to work to ensure that programs receiving federal financial assistance provide meaningful access to Limited English Proficient (“LEP”) persons.
8. The Violence Against Women Act (VAWA) requirements as modified by 24 CFR 92.359 (b) and

(c).

1. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at 24 CFR part 35 subparts A, B, J, K, M and R.
2. 31 U.S.C. 1352, Byrd Anti-Lobbying Amendment.
3. Applicable Portions of 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:
   1. 2 CFR 200.501, Audit requirements.
   2. 2 CFR 200.113, Mandatory Disclosures. iii. 2 CFR, 200.62, Internal Controls. iv. 2 CFR, 200.318, General Procurement Standards and Conflict of Interests.
   3. Federal Funding Accountability and Transparency Act of 2006 or Transparency Act— Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Sub-award and Executive Compensation Information.
   4. 2 CFR 200.326, Bonding Requirements
4. 24 CFR 92.351, Affirmative Fair Housing Marketing Plan for rental projects containing five (5) or more HOME-assisted housing units.
5. 24 CFR 92.219 and 24 CFR 92.220, Matching Contributions.
6. 24 CFR 92.206 (d)(5), Rent-Up Reserve.
7. 24 CFR 92.356(f), Conflict of Interest.
8. 24 CFR 92.251, Property Standards.
9. 24 CFR 92.252, Affordability Period Requirements.
10. The Davis-Bacon Act requirements. If the total costs will be over 10 million, Davis Bacon Act (DBA) Requirements will apply and clauses from 29 CFR 5.5 will be needed. Workers on certain Federally assisted developments receive no less than the prevailing wages being paid for similar work. Prevailing wages are computed by the U.S. Department of Labor and are issued in the form of a federal wage decision for each classification of work.
11. 24 CFR 92.300(a)(2), Use of CHDO proceeds.
12. 24 CFR 92.503(b), Requirements related to recaptured funds.
13. 24 CFR 252(f)(2) and (f)(3), Rent limits and occupancy levels, changes in rent.
14. 24 CFR 92.2, Definition of CHDO
15. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.
16. 24 CFR 92.253 (a) and (b), Lease and Prohibited Lease Provisions
17. 24 CFR 300, CHDO requirements aa. 24 CFR 353, 92.353 Displacement, relocation, and acquisition.
18. 2CFR200.323 Procurement of recovered materials
19. 2 CFR200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
20. 2 CFR 200.322 Domestic preferences for procurement.
21. The developer is required to procure bid bonds of 5% and performance and payment bonds of of 100% the prime contractor when awarded.
22. For awards over $250,000, an independent estimate needs to be done before proposals are received by the City.
23. Debarment/Certification Certificate. Executive Order 12549, Debarment and Suspension, 13 CFR Part 145.
24. Conflict of Interest disclosures for both proposers and City of York selection committee.
25. Proof of UEI and Sam. Gov Registration.

## 2. RFP TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

1. This RFP is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.
2. BHS expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
3. BHS reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
4. BHS reserves the right to reject any or all respondents, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
5. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, BHS may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
6. In no event shall any obligations of any kind be enforceable against BHS unless and until a written agreement is entered into.
7. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
8. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
9. BHS reserves the right not to award a contract pursuant to the RFP.
10. All items become the property of BHS upon submission and will not be returned to the Respondent.
11. BHS reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
12. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
13. If the Respondent is selected pursuant to this RFP it will be required to enter into BHS’s grant agreement for the HOME ARPA SLFRF program, the terms of which are non-negotiable.

### PROPOSAL COVERSHEET

Name of Individual, Firm, or Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Signatory Authority Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**YORK CITY BUREAU OF HOUSING SERVICES AUTHORITY**

## CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFP and agree to abide by the terms and conditions contained herein.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the York City Bureau of Housing Services Authority on behalf of said organization.

18 U.S.C. § 1001, “Fraud and False Statements,” provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Firm name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_