

**DERBY HOUSING AUTHORITY**

**PROJECT BASED VOUCHER PROGRAM (PBV)**

**January 16, 2023**

**PROPOSAL APPLICATION PACKAGE**

**Program Description, Proposal Forms, Attachments, Checklist and Scoring  
Factor for Owner Submission of PBV Proposals**

All proposal application packets must be received by hand delivery, mail or messenger at Imagineers, LLC office 635 Farmington Avenue no later than 4:00 p.m., on February 6, 2023 by 4:00 p.m. Proposal application forms are provided with the RFP. The Derby Housing Authority (DHA) will initially review applications for technical deficiencies and notify the owner/developer of the deficiencies by letter. If an application has technical deficiencies, the owner/developer will have seven (7) calendar days from the date of issuance of the DHA notification letter to submit the missing or corrected information to the DHA. Curable technical deficiencies relate to items that do not improve the substantive quality of the application relative to the rating factors. Only proposals submitted in response to this RFP and within the timeline will be accepted for consideration. Proposals must meet all requirements as outlined in the RFP. Imagineers will date and time stamp all proposals upon receipt. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions in the RFP.

**Submit one original and five copies as well as one (1) PDF version on flash drive to:**

**Derby Housing Authority  
c/o Imagineers, LLC  
Attention: Maria Stoute  
635 Farmington Avenue  
Hartford, CT 06105**

**ATTACHEMENT A**  
**(Proposal Application Package)**

**DERBY HOUSING AUTHORITY**  
**(DHA)**

**PROPOSAL APPLICATION PACKAGE TO ATTACH**  
**PROJECT-BASED VOUCHERS (PBV)**

Owners should fill out **one proposal application package for each non-contiguous building** in which PBV is sought. **One Original and five copies** of the application should be submitted as well as one (1) PDF version on flash drive prepared in the format as outlined below. If applying for PBV units in more than one building where the buildings are located in different census tracts, an application is required for each building (one original with five copies, one PDF version on flash drive, please). The Owner must submit all the required information for each building where the responses would differ at each address. RFP requirements apply to each individual building within the project. Use additional pages to provide any other information that may be necessary to better describe the units. You also may attach photographs of the property. Proposals should be organized as follows:

**Tab 1 – Cover Letter**

The letter should describe the subject property, identify the key players and highlight the respondents' qualifications. It should also be responsive to the material requested in the selection criteria.

**Tab 2 – Proposal Application Package – Attachment A**

Completely fill-out the “Proposal Application Package” attached to this RFP and provide the corresponding requested information.

**Tab 3 – Other Attachments**

- Attachment B - Certification Regarding Debarment, Suspension
- Attachment C - Lead Disclosure Form
- Attachment D - Owner's Rent Reasonableness Checklist and Certification

Submit each application (original and copies) in a 3-ring binder, with a separate tab for each of the application's required components. Applications that are not complete will be returned and will not be reviewed until submitted as requested. A **Definition of Key Terms** is provided at the end of the application along with a **Checklist page** for required documents and attachments and its order. Call Maria Stoute at 860-768-3304 for assistance.

# PROPOSAL APPLICATION TO ATTACH PROJECT-BASED VOUCHERS (PBV)

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

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

Contact Person Info: \_\_\_\_\_

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

City/State/Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

I request Project Based Voucher assistance for a total of \_\_\_\_\_ units with the following bedroom distribution:

0BR: \_\_\_\_\_ 1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_ 5BR: \_\_\_\_\_ Other: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

## 1. General Project Information

A. Total number of units in building and percent of total requested to receive PBV assistance:

**Note:** The greater of 25-units or 25% of a building's unit can receive PBV. Exceptions to this limit are permitted, please see Definitions of Key Terms at end of this application for more information about the 25-unit or 25% cap rule.

*Please use this legend for the following chart*

Utility Codes: <b>GH</b> = gas heat	<b>OH</b> = oil heat	<b>EH</b> = electric heat
<b>GW</b> = gas water heater	<b>OW</b> = oil water heater	<b>EW</b> = electric water heater
<b>GC</b> = gas cooking	<b>EC</b> = electric cooking	<b>O</b> = other Electric (lights, etc)

Bedroom Size	Floor Level	Unit Number	Total Number to Receive PBV	% of Total to Receive PBV	Current Rent	Requested Rent	Utility type (write codes for what tenant pays, see legend)
0 BR							
1 BR							
2 BR							
3 BR							
4 BR							

Please check who is responsible for providing the following appliances: **Stove:**  Owner  Tenant **Refrigerator:**  Owner  Tenant

B. Date of Proposed Housing Payments (HAP) Contract: \_\_\_\_\_  
 (When units are ready for occupancy)

C. Are there any other units in the building receiving Housing Choice Voucher (HCV) subsidy?  Yes  No If yes, how many? \_\_\_\_\_

D. Are the requested units currently vacant?  Yes  No

E. Is there no permanent displacement or temporary relocation required of current residents?  Yes  No

**Note:** If yes, you must submit an explanation of relocation requirements, a detailed relocation plan including a budget with an identified funding source. PBV unit are subject to federal and state relocation laws and guidelines.

F. Are any of these units subsidized by any other form of housing assistance e.g. 236, 221d, 202, 811, HOME, HOPE VI, Community Development Block Grant Funds (CDBG), low income housing tax credits (LIHTC), HUD insured/co-insured mortgages, Affordable Housing Trust Funds (AHTF), tenant-based Section 8 Housing Choice Vouchers, tax exempt bonds issued by a state agency or its designee, or other public funds?  Yes  No

If yes, please describe the type(s) of assistance and number of units covered. Use additional pages if necessary

Type of Housing Assistance	Number of Units Covered	Building Address	Application Approved	Application Pending
1.				
2.				
3.				
4.				

**Note:** HUD requires that a subsidy layering review (SLR) be conducted for any PBV project that utilizes more than one source of publicly supported housing funds. If an SLR is required, until HUD completes the SLR review, a HAP cannot be executed. See Definitions of Key Terms at end of this application for more information about HUD’s SLR requirement.

G. Have you applied to the State’s Low-Income Housing Tax Credit Program?  Yes  No

## 2. Units and Community Amenities

### A. Identification of Handicapped Accessible Units

Are there any handicapped accessible units in building?  No  Yes How many? \_\_\_\_\_

### B. Community Amenities

Distance To:	Less than .5 Mile	Approximately 1 Mile	More than 1 Mile
Pharmacy			
Grocery store, supermarket, shopping center or convenience store			
Public Transportation			
Medical Facilities			
Public Schools			
Park, civic facilities			
Senior center			
Public library			

C. Unit Amenities

Check off any amenities that are provided. Add others if not included on this list.

- |   |  |
|---|--|
| <input type="checkbox"/> Features adapted/adaptable for persons with disabilities | <input type="checkbox"/> Play area for children        |
| <input type="checkbox"/> Air conditioning   | <input type="checkbox"/> Recreational facilities       |
| <input type="checkbox"/> Off street parking                                       | <input type="checkbox"/> Common area function rooms(s) |
| <input type="checkbox"/> Laundry facilities                                       | <input type="checkbox"/> School bus stops              |
| <input type="checkbox"/> Porches and/or decks                                     | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Elevator   |  |

**3. Requested Contract Term**

Owner must request a minimum HAP contract term of 2 years up to a maximum term of 20 years that may be negotiated at the end of the initial term for an extended period:

- Length of HAP contract term requested: \_\_\_\_\_

Would you be willing to accept an extension of the contract if it were approved by the DHA?  Yes  No

**4. Owner Experience Managing and Maintaining Subsidized Rental Housing (24 CFR 983.207; 983.208)**

A. Please indicate if you have participated in any of the following rental assistance programs:

Program	Housing Agency Providing Subsidy	No Units Assisted	Building Address (indicate name of owner's affiliate if different from applicant)
Section 8 Vouchers and/or Certificates			
Section 8 Moderate Rehab			
Section 8 Project-Based Assistance			
Shelter Plus Care, etc			
HOME Tenant-Based Rental Assistance			

B. Do you own other subsidized properties?  Yes  No

Please list address(es) and indicate funding source(s). Attach a separate page, if necessary.

Address(es)	Subsidized Funding Source(s)
1.	
2.	
3.	
4.	
5.	
6.	
7.	

C. Have you ever had a unit terminated from a subsidized program?  Yes  No

If yes, please identify the program (s) and state why. List Section 8 terminations first. Please attach narrative page(s) to the application.

## 5. Property Revenue and Expenditure

A. Please fill-out the requested information below pertaining to the property for the projected year:

<u>ANNUAL INCOME</u>	Projected 20 _____
Rent @ 100% occupancy	\$ _____
Parking	\$ _____
Other (explain)	\$ _____
<b><u>TOTAL</u></b>	<b>\$ _____</b>

<u>ANNUAL EXPENSES</u>	
Real Estate Taxes	\$ _____
Insurance	\$ _____
Debt Service	\$ _____
Operating Expenses	\$ _____
Utilities	\$ _____
Trash Removal	\$ _____
Snow Removal	\$ _____
Superintendent	\$ _____
Supplies	\$ _____
<b><u>Sub-Total</u></b>	<b>\$ _____</b>

<u>ANNUAL ADMINISTRATIVE EXPENSES</u>	
Management Fee	\$ _____
Legal & Accounting	\$ _____
Advertising	\$ _____
Other	\$ _____
<b><u>Sub-Total</u></b>	<b>\$ _____</b>

<u>ANNUAL REPAIRS AND MAINTENANCE</u>	
Electrical	\$ _____
Plumbing	\$ _____
Heating	\$ _____
Air Conditioning	\$ _____
Elevator	\$ _____
Building Equipment	\$ _____
Painting & Decorating	\$ _____
Reserves	\$ _____
<b><u>Sub-Total</u></b>	<b>\$ _____</b>

<b><u>TOTAL ANNUAL EXPENSES</u></b>	<b>\$ _____</b>
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### B. Mortgage Payments

First: Lender's Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Original Amount: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_

Term: \_\_\_\_\_ Pay-off Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Second: Lender's Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Original Amount: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_

Term: \_\_\_\_\_ Pay-off Date: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

*Attach Separate Sheet for Additional Mortgages and/or Debt Service on this Property.*

TOTAL MORTGAGE AND/OR DEBT SERVICE BALANCE: \$ \_\_\_\_\_

TOTAL ANNUAL MORTGAGE AND/OR DEBT SERVICE ON THIS PROPERTY \$ \_\_\_\_\_

C. Are all mortgages current? Yes  No  If not, attach explanation.

D. Unit Mix and Income

TYPE OF UNIT	SQ. FT	NO. OF UNITS	W/HEAT	W/O HEAT	PROPOSED MONTHLY RENT PER UNIT	GROSS ANNUAL
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*Residential*

Efficiency						
1-Bedroom						
2-Bedrooms						
3-Bedrooms						
4-Bedrooms						

Other Income Source Amount per Year

\_\_\_\_\_

\_\_\_\_\_

**TOTAL GROSS INCOME** **\$** \_\_\_\_\_

**6. Description of Property: (Please attach a separate written response for the following)**

Provide a general description of the property, as it currently exists. Provide a listing of housing code violations that may exist.

**7. Lead Paint Compliance Documentation**

To qualify for PBV assistance the units(s) must comply with HUD and State regulations regarding lead paint. Please fill out the attached Lead Disclosure Form {Attachment D} and attach to the application.

**8. Plan for Management and Maintenance of Units**

A. Briefly describe your experience managing and maintaining rental property. Include dates and number of units. Please attach narrative to the application.

B. Do you have a written plan for the maintenance of the building's 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 routine maintenance security and health and safety related areas. Be sure to identify what personnel will perform the maintenance if units and common areas, note where they are located and hours of operations. Please attach narrative page(s) to the application.

C. Do you have a written management plan for the building's units? Yes  No   
 If yes, please include the management plan with this application. If no, please identify what personnel manages the units, note where they are located, hours of operation and any other descriptive information about their function. Please attach narrative page(s) to the application.

D. Please provide two references who will attest to the quality of your rental property management and maintenance experience.

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

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

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

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

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

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

E. Do you intend to institute a smoke-free policy? Yes  No  If yes please provide a written smoke-free policy with the application.

**9. Environmental Review Requirement**

All PBV projects are subject to HUD environmental regulations. To comply with this requirement, HUD requires that all PBV units comply with HUD environmental regulations stated in 24 CFR parts 50 and 58. HUD or a unit of general local government, county or state (the "responsible entity" [RE]) must ascertain that the building complies with the requirements of the National Environmental Policy Act (NEPA) or is categorically excluded from a federal environmental review.

**10. Provide documentation of ownership**

Please provide the Warranty Deed and Tax Records for your building. *(You must be current on any personal property taxes owed in Derby)*

**11. Non-responsive or non-compliant applications**

If the DHA determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD programs regulations, the application will be returned to the applicant with its deficiencies described. The DHA will give the applicant seven (7) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

Please see attached checklist at back of proposal package to ensure your application is complete.

The DHA reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, error, or omissions of any kind, regardless of the stage in the process that had been achieved.

If necessary, the DHA will request additional information as needed.

**12. Certifications**

A. Please read and complete the attached "Certification Regarding Debarment and Suspension" form {Attachment C}. Please attach the completed and signed form to the application.

B. I certify that I or a principal of the property has not declared bankruptcy in the past seven years.

C. I, \_\_\_\_\_, attest and certify that all of the information herein contained is true and accurate to the best of my knowledge. I understand that by submitting this Project-Based Voucher application there is no promise or guarantee from the Derby Housing Authority (DHA) that my proposal will be accepted. I understand that any existing tenants must be certified as eligible to receive project-based assistance, and if they are not eligible, I may not displace them in order to qualify their unit for PBV. I understand and agree to abide by all federal Section 8 requirements found at 24 CFR Part 983 and the DHA Administrative Plan.

\_\_\_\_\_  
Signature of Owner Phone Number Date

\_\_\_\_\_  
Name of Contact Person Phone Number



## Definition of **Key Terms** for DHA PBV Program

**25-units or 25% CAP:** The greater of 25-units or 25% of the units in a project can receive PBV assistance. Exceptions to this limit are permitted for: units exclusively for elderly families; units for households eligible for supportive services available to all families receiving PBV assistance in the project or units where the project is located in a census tract with a poverty rate of 20 percent or less.

**Affordable Housing Deed Restriction:** A legal document generally referenced in and recorded with the deed for the affected units, which requires that the units be rented or sold to households at or below a particular income level for a specific period of time.

**Assisted Living Projects:** Generally, efficiency or one-bedroom units for individuals who can live independently but need some assistance with certain activities of daily living, where assistance is provided on site by qualified care providers not related to the residents. All facilities must be licensed.

**Census Tract Locator:** Census tracts and their poverty rate can be found at: <http://factfinder.census.gov/servlet/BasicFactsServlet> - by typing in the complete address and **correct** zip code.

**De-Concentration Requirement:** All new assistance under the PBV program must be for units located in census tracts with poverty rate of less than 20%.

**Existing Housing:** These are rental units that may be occupied or ready for occupancy and substantially comply with HUD housing quality standards (HQS).

**HAP Contract:** The Housing Assistance Payment (HAP) contract is an agreement between the owner and DHA that sets forth both parties' responsibilities and obligations to each other and commits to provide PBV subsidy for the approved units during the term of the HAP contract.

**Homeless:** A household that has no permanent residence, including those living in a temporary shelter for the homeless, leaving a transitional housing program, leaving an institution where they have been a resident for more than 30 days with no home to go to, living on the street or in a car.

**HQS:** HUD's housing quality standards for the tenant-based Section 8 Housing Choice Voucher Program (HCVP) and the Project-Based Voucher (PBV) program. All HQS requirements for both the HCVP and the PBV programs can be found on the HUD website.

**HUD-designated Enterprise Zone, Economic community or Renewal Community:** EZ, EC and RC are distressed urban and rural communities where qualifying businesses are eligible for billions of dollars in tax incentives.

**Permanent Supportive Housing:** Supportive housing is a successful, cost-effective combination of affordable housing with services that help people live more stable, productive lives.

**Project-Based Vouchers/PBV Assistance:** Section 8 tenant-based vouchers (from its Housing Choice Voucher Program portfolio) that are committed to a building under a PBV Housing Assistance

Payments (HAP) contract for a specific period of time. Unlike the tenant-based voucher program, project-based vouchers are not mobile. When the tenant vacates the unit, the unit will continue to receive PBV subsidy, provided the PBV contract has not been terminated or expired.

**Uniform Relocation Act:** A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 USC 4201-4655) and implementing regulations at 49 CFR part 24.

**Subsidy Layering Review (SLR):** SLR must be completed and approved by HUD for all “existing” and “development” PBV projects that utilize other publicly supported housing funds. The SLR is “intended to **prevent** excessive public assistance for the housing by combining (layering) housing assistance subsidy under the PBV program with other governmental housing assistance for federal, state, or local agencies, including assistance such as tax concessions or tax credits” (24 CFR 983.55).

**SLR submission process...to be implemented AFTER DHA selects an application**

1. The applicant must submit to DHA all the information required by the HUD mandated SLR checklist that can be found on the HUD website.
2. DHA must review the SLR package prepared by the applicant for completeness and consistency with program requirements.
3. If it appears complete and acceptable, DHA must forward the SLR package to HUD’s Hartford office. This office will also review the material, and if found acceptable, submit it to HUD Headquarters for final review and approval.

Because of the multiple reviews involved in completing an SLR review (HUD Hartford and HUD headquarters), DHA will immediately advise applicants that a final award of PBV cannot be made until this review is completed and approved by HUD.

## CHECK LIST

### REQUIRED ATTACHMENTS AND DOCUMENTS FOR PBV PROPOSAL PACKAGE

Please attach all forms, attachments, and documents in the order shown below and section separately for each application's components. Attach only those items applicable to your proposal.

Check if provided	If N/A	TAB	SECTION	NAME OF DOCUMENT/ATTACHMENT
<input type="checkbox"/>		<b>1</b>	<b>Cover Letter</b>	<b>Cover Letter</b>
<input type="checkbox"/>		<b>2</b>	<b>Proposal (Attachment A)</b>	<b>Proposal to attach Project- Based Voucher (PBV))</b>
<input type="checkbox"/>	<input type="checkbox"/>		1. E	Relocation Plan (outlining details, including budget with identified funding source and explanation of relocation requirements) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>		4. B	Separate page listing subsidized properties
<input type="checkbox"/>	<input type="checkbox"/>		4. C	Narrative page listing any terminated unit from a subsidized program
<input type="checkbox"/>	<input type="checkbox"/>		5. B	Additional mortgages / debt on property information
<input type="checkbox"/>	<input type="checkbox"/>		5. C	Explanation for mortgage(s) not being current
<input type="checkbox"/>			6. A	General description of property as it exists. Include list of violations, if applicable
<input type="checkbox"/>	<input type="checkbox"/>		8. A	Owner's experience documentation for managing and maintaining rental property with dates and number of units
<input type="checkbox"/>	<input type="checkbox"/>		8. B	Owner's Maintenance Plan
<input type="checkbox"/>	<input type="checkbox"/>		8. C	Owner's Management Plan
<input type="checkbox"/>	<input type="checkbox"/>		8.E	Smoke-free Policy
<input type="checkbox"/>	<input type="checkbox"/>		10.	Warranty Deed and Tax Records for building
		<b>3</b>	<b>Required</b>	<b>Required Attachments</b>
<input type="checkbox"/>			<b>Attachment B</b>	Certification Regarding Debarment, Suspension
<input type="checkbox"/>			<b>Attachment C</b>	Lead Disclosure Form
<input type="checkbox"/>			<b>Attachment D</b>	Owner's Rent Reasonableness Checklist and Certification
<input type="checkbox"/>			<b>Attachment E</b>	Other attachments as needed (if applicable)

## 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 principles;
  - 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 transaction, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection this 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 transaction, 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.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department 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, the department 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 section 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 that 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 entering into this transaction.
7. The prospective primary participant further agrees that 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 Non-procurement List.

### INSTRUCTIONS FOR CERTIFICATION (A)

1. By signing and submitting this form, 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'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 participant from participation in this transaction.

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 participant 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 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 form, the prospective primary 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 section of the 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 that 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 that it will include this clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntarily 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 the 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 Non-procurement 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 tier 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

**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND 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 taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.*

**Property Address of Unit:**

**Unit Number:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Was this property constructed prior to 1978? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Property Owner's Disclosure**

A. You must initial ① or ② below; whichever applies to your property:

\_\_\_\_\_ ① Property owner has knowledge of lead-based paint and/or lead-based paint hazards in the housing (explain): \_\_\_\_\_

\_\_\_\_\_ ② Property owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

B. You must initial ① or ② below; whichever applies to your property:

\_\_\_\_\_ ① Property owner has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below): \_\_\_\_\_

\_\_\_\_\_ ② Property owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards 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 provided by the signatory is true and accurate.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

**FOR MORE INFORMATION**

- For a copy of *Protect Your Family From Lead in Your Home*, the sample disclosure forms, or the rule, call the National Lead Information Clearinghouse (NLIC) at (800)424-LEAD, or TDD (800)526-5456 for the hearing impaired.
- You may also send your request by fax to (202)659-1192 or by Internet E-mail to ehc@cais.com. Visit the NLIC on the Internet at <http://www.nsc.org/nsc/ehc/ehc.html>.
- Bulk copies of the pamphlet are available from the Government Printing Office (GPO) at (202) 512-1800. Refer to the complete title or GPO stock number 055-000-00507-9. The price is \$26.00 for a pack of 50 copies. Alternatively, persons may reproduce the pamphlet, for use or distribution, if the text and graphics are reproduced in full. Camera-ready copies of the pamphlet are available from the National Lead Information Clearinghouse.
- For specific questions about lead-based paint and lead-based paint hazards, call the National Lead Information Clearinghouse at (800)424-LEAD, or TDD(800)526-5456 for the hearing impaired.
- The EPA pamphlet and rule are available electronically and may be accessed through the Internet.  
**Electronic Access: Gopher:** [gopher.epa.gov:70/11/Offices/PestPreventToxic/Toxic/lead\\_pm](http://gopher.epa.gov:70/11/Offices/PestPreventToxic/Toxic/lead_pm)  
**WWW:** [http://www.epa.gov/docs/lead\\_pm](http://www.epa.gov/docs/lead_pm)  
<http://www.hud.gov>  
**Dial up:** (919)558-0335  
**FTP:** [ftp.epa.gov](ftp://ftp.epa.gov) (to login, type "anonymous." Your password is your Internet E-mail address.)

OWNER'S RENT REASONABLENESS CHECKLIST AND CERTIFICATION

I, \_\_\_\_\_, certify that the rent that I am charging for the following property address: \_\_\_\_\_ is reasonable in relation to rents currently being charged for comparable units in the private unassisted market. I also certify that I am not charging a higher rent for a tenant that is receiving Federal or State rental assistance than for a tenant who is not. I can support the rent I am charging based on the following information:

(Please check one)

- 1. \_\_\_ I am currently charging the same rent for a similar unit to a tenant that is not receiving Federal or State rental assistance.
2. \_\_\_ This unit was recently rented for the same amount to a tenant who was not receiving Federal or State rental assistance.
3. \_\_\_ I am charging this rent based on rents being charged for a comparable property located at the following address: \_\_\_\_\_.
4. \_\_\_ There are a total of \_\_\_\_\_ units in the building.

The owner must give the PHA information requested on rents charged by the owner for other units in the premises or elsewhere.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE FILL OUT THE BOTTOM HALF OF THIS FORM COMPLETELY. THANK YOU.

Number of Bedrooms: \_\_\_ Number of Rooms: \_\_\_ Year Constructed: \_\_\_ Proposed Rent: \_\_\_

Owner Supplied Utilities: \_\_\_ No \_\_\_ Yes: Specify: \_\_\_\_\_

Tenant Supplied Utilities: \_\_\_ No \_\_\_ Yes: Specify: \_\_\_\_\_

Square feet of unit: \_\_\_\_\_

HOUSING TYPE: (check as appropriate) [ ] Single Family [ ] Multi-Family (i.e. 2/3 three family, condo, row house & garden apts) [ ] High Rise; 5 or More Stories

Check as many items as are found in the unit

A. LIVINGROOM

- [ ] High quality floors or wall coverings
[ ] Balcony, patio, deck, porch
[ ] Special windows or doors
[ ] Exceptional size relative to needs of family
[ ] Other: \_\_\_\_\_

B. KITCHEN

- [ ] Dishwasher
[ ] Separate freezer
[ ] Garbage disposal
[ ] Eating counter/breakfast nook
[ ] Pantry or abundant shelving or cabinets
[ ] High quality cabinets
[ ] Abundant counter-top space
[ ] Modern appliance(s)
[ ] Exceptional size relative to needs of family

C. OTHER ROOMS USED FOR LIVING

- [ ] High quality floors or wall coverings
[ ] Balcony, patio, deck, porch
[ ] Special windows or doors
[ ] Exceptional size relative to needs of family
[ ] Other: \_\_\_\_\_

D. BATH

- [ ] Built-in heat lamp
[ ] Large mirrors
[ ] Glass door on shower/tub
[ ] Separate dressing room
[ ] Double sink or special lavatory
[ ] Exceptional size relative to needs of family
[ ] Other: \_\_\_\_\_

E. OVERALL CHARACTERISTICS

- [ ] Storm windows [ ] Storm doors
[ ] Other forms of weatherization (e.g. insulation, weather stripping)
[ ] Screen doors [ ] Screen windows
[ ] Good upkeep of grounds (i.e. site cleanliness, landscaping, condition of lawn)
[ ] Garage or parking facilities
[ ] Driveway
[ ] Large yard
[ ] Good maintenance of building exterior
[ ] Other: \_\_\_\_\_

F. DISABLED ACCESSIBILITY

Unit is accessible to a particular disability. [ ] Yes [ ] No

PHA CERTIFICATION: to be filled out by PHA

Based upon a comparison with rents for comparable unassisted units, I have determined that the proposed rent for the unit \_\_\_ (is) \_\_\_ (is not) reasonable.

PHA: DHA \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_