



**REQUEST FOR PROPOSALS**  
**REDEVELOPMENT AUTHORITY OF PRINCE**  
**GEORGE'S COUNTY**  
**RFA NO. 2026-01**

***Single-Family Homeowner Occupied***  
***Housing Rehabilitation Program Services***

**ISSUANCE DATE: May 8, 2026**  
**PROPOSAL CLOSING: June 9, 2026 5:00 p.m. EST**

This document is available from the Redevelopment Authority Webpage at:  
<https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/solicitations/invitation-bids>



**REQUEST FOR APPLICATIONS  
REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY**

**RFA NO. 2026-01**

**Single-Family Homeowner Occupied  
Housing Rehabilitation Program Services**

---

**TABLE OF CONTENTS**

**SECTION I: INTRODUCTION**

- 1.1. Summary
- 1.2. Objectives
- 1.3. Eligible Applicants
- 1.4. Application Closing Date
- 1.5. Questions and Inquiries
- 1.6. Proposal Acceptance
- 1.7. Duration of Proposal Offer
- 1.8. Notice to Applicants

**SECTION II: GENERAL INFORMATION**

- 2.1. Economy of Preparation/Incurred Expenses
- 2.2. Addenda to the Request for Applications
- 2.3. Oral Presentations
- 2.4. Confidentiality/Proprietary Information
- 2.5. Allowance of In-House Work
- 2.6. Formation of Agreement/Contract with Successful Contractor
- 2.7. Period of Contract
- 2.8. Affidavits, Certifications and Affirmation

**SECTION III: SCOPE AND REQUIREMENTS**

- 3.1. Scope of Program
- 3.2. Program Functions

**SECTION IV: PROPOSAL CONTENTS**

- 4.1. Certification Statement
- 4.2. Organizational Structure and Capacity

- 4.3 Processing Timeline
- 4.4 Affirmative Marketing Plan
- 4.5 Response and Documentation of Qualifications
- 4.6 Project Delivery Cost Schedule
- 4.7 Insurance Requirements
- 4.8 Exceptions or Restrictions
- 4.9 Conflict of Interest
- 4.10 Pending Litigation
- 4.11 Certificate of Good Standing
- 4.12 Local and Minority Business Participation

## **SECTION V: PROPOSAL SUBMITTAL**

- 5.1 Proposal Format Outline

## **SECTION VI: EVALUATION AND SELECTION PROCESS**

- 6.1 Selection Process
- 6.2 Evaluation and Selection Committee
- 6.3 Qualifying Proposals
- 6.4 Priority/Preferred Requirements
- 6.5 Evaluation Criteria
- 6.6 Final Ranking
- 6.7 Selection
- 6.8 Proposals Property of RDA

## **EXHIBITS**

**Exhibit A:** Application Affidavit

**Exhibit B:** Single Family Homeowner Occupied Housing Rehabilitation Assistance Program Eligible Improvements

**Exhibit C:** Operating Procedures for the Prince George's County Housing Rehabilitation Assistance Program

**Exhibit D:** CDBG Substantial Rehabilitation Standards for Single Family Homes

**Exhibit E:** Vendors Oath and Certification

**Exhibit F:** Statement of Ownership and Bidder Qualification Affidavit

## **SECTION I: INTRODUCTION**

### **1.1 SUMMARY**

The Redevelopment Authority of Prince George's County (RDA) in partnerships with the Prince George's County of Housing and Community Development (DHCD) is seeking applications from eligible applicants to administer the daily operations of the County's Housing Rehabilitation Assistance Program (Program) for owner-occupied single-family properties. Applicants must possess demonstrated experience providing the services described in the RFA, and a working knowledge of the federal funding requirements of the Community Development Block Grant (CDBG) program, governing DHCD's Program.

The Housing Rehabilitation Assistance Program was established to provide a resource to enable single-family, owner-occupied, homeowners to rehabilitate their residence to maintain safe, decent and quality housing. This program commits to upgrading the stock of older homes and neighborhoods, reviving them into safer, economically viable, and more desirable residential structures.

### **1.2 OBJECTIVES**

Provide resources in an effective and efficient manner wherein the County can modernize its housing stock to maintain safe, decent, and quality housing, thereby creating safer, economically viable and more desirable neighborhoods;

Maintain homeownership and sustainability by preserving and improving single family properties;

Allow for the timely and consistent expenditure of funds and completion of the rehabilitation of a set number of homes within a program year cycle;

Competitively seek capable and qualified firms to administer the HRAP Program through a third-party contract; and

### **1.3 ELIGIBLE APPLICANT(S)**

The Applicant must not have caused a government authority to violate any affordability and/or regulatory agreements of any State/County agency, or other housing agencies, nor have a record of discriminatory practices.

The Applicant must have team members with a successful track record in providing the types of services as defined within the Scope and Requirements section contained within this RFA solicitation.

### **1.4 APPLICATION CLOSING DATE**

The Applicant must submit 5 copies of the proposal in response to this RFA, including a statement

of qualifications evidencing the minimum standards required herein and any proposed special conditions regarding this RFA, along with an electronic version on a USB in a sealed package and address to:

Ashlee Green  
Senior Manger  
Redevelopment Authority of Prince George's County  
9200 Basil Court, Suite 504  
Largo, Maryland 20774

Proposals in response to this RFA must be received and time stamped by RDA no later than June 9, 2026 at 5:00 p.m. EST. The submittals must be sealed, and the outside envelope must be clearly marked "**RFA No. 2026-01: Single-Family Homeowner Occupied Housing Rehabilitation Services.**"

**Late proposals will not be considered.** Applicants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by RDA. The Applicants shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

#### **1.5 QUESTIONS AND INQUIRIES**

Questions and inquiries must be submitted via email no later than fifteen business days prior to the Request for Applications closing date to:

angreen@co.pg.md.us

All inquiries must refer to the page and applicable RFA section to which the question relates. Phone calls or faxed questions will not be accepted. All questions and answers will be posted to RDA's website no later than ten business days prior to the closing date. RDA reserves the right to decline to answer specific questions. Responses to questions, in either written or oral form, will not be deemed to amend the RFA unless and until the response is included in a formal addendum to the RFA. All potential respondents are responsible for checking RDA's website for any addendums.

#### **1.6 PROPOSAL ACCEPTANCE**

RDA reserves the right to accept or reject any and all proposals in response to this RFA, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, RDA reserves the right to make a whole award, partial award, or no award at all.

#### **1.7 DURATION OF PROPOSAL OFFER**

Proposals in response to this RFA are to be held valid for six months following the closing date. This period may be extended by mutual written agreement between the Applicants and RDA.

#### **1.8 NOTICE TO APPLICANTS**

Before submitting a proposal, Applicants are to completely familiarize themselves with the

requirements of this RFA. Failure to do so will **not** relieve the Applicant of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.

## **SECTION II: GENERAL INFORMATION**

### **2.1 ECONOMY OF PREPARATION/INCURRED EXPENSES**

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the Applicant's capabilities and description of the proposal to meet the requirements of this RFA. RDA will not be responsible for any costs incurred by any Applicant in preparing and submitting a response to this RFA.

### **2.2 ADDENDA TO THE REQUEST FOR APPLICATIONS**

If it becomes necessary to revise any part of this RFA, addenda will be provided by email to all entities listed by RDA as receiving a copy of the RFA. Written acknowledgement of receipt of all issued amendments, addenda or changes issued will be required from all Applicants responding to this RFA and in the form required by the solicitation documents.

### **2.3 ORAL PRESENTATIONS**

RDA reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Applicants may be required to provide oral presentations to discuss their proposal, answer questions from RDA's Proposal Advisory Group (PAG), and/or clarify their technical submittal.

### **2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION**

Applicants must specifically identify those portions of their proposals, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by RDA in accordance with the Maryland Freedom of Information Act, 10-601 *et. seq.*, State Government Article, Maryland Annotated Code. Applicants must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).

### **2.5 ALLOWANCE OF IN-HOUSE WORK**

No section or portion of this RFA or the Contract shall be construed or interpreted to preclude RDA from accomplishing any task or undertaking of any operation or project utilizing its own work force.

### **2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR**

The Contract to be negotiated as a result of this RFA (the "Contract") shall be by and between the Applicant as Contractor and RDA, and shall contain provisions included in this RFA. By submitting a proposal in response to the RFA, the Applicant accepts the terms and conditions set forth herein. In addition, the selected Applicant will be a third-party participant in an agreement with RDA and may be subject to an Memorandum of Understanding with Prince George's County Department of Housing and Community Development.

## **2.7 PERIOD OF CONTRACT**

The term of the Contract(s) resulting from this RFA shall commence upon execution of an Operating Agreement and will continue for a one year period with a 4 year renewal option. RDA anticipates the term of the Contract to commence no later than July 2026.

## **2.8 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS**

Applicants are required to submit with their proposal certain certifications, affirmations and affidavits. These forms, which should be completed by all Applicants, are included as Exhibits A, E and F of this RFA.

## **SECTION III: SCOPE AND PROGRAM FUNCTIONS**

### **3.1 SCOPE OF PROGRAM**

The RDA is seeking to execute an Agreement(s) with a third-party administrator to administer its owner-occupied single family Housing Rehabilitation Assistance Program (Program) utilizing Community Development Block Grant Funds (CDBG). Time is of the essence for successful administration of the Program.

The Program provides financial assistance in the form of an amortized loan, deferred payment loan or a grant to qualified homeowners in an amount not to exceed \$60,000. The amount of assistance approved must be sufficient to upgrade the dwelling to contemporary minimal living standards which includes the elimination of County housing, health and fire code violations existing on the premises posing a direct and immediate threat to the health and safety of occupants. Secondary to the aforementioned priorities, general property improvements of modest means, to enhance comfort, convenience and appearance are eligible activities. To be eligible, an applicant's income must not exceed eighty percent (80%) of the area median income (AMI) for areas with "unusually high incomes", as determined by the United States Department of Housing and Urban Development (HUD), with adjustments for family size. These income limits are also referred to as "uncapped limits". The homeowner will be required to sign a Deed of Trust that requires them to maintain the property as their primary residence otherwise the applicable loan balance must be paid back.

### **3.2 PROGRAM FUNCTIONS**

The functions to be administered and implemented will be defined in an executed Contract(s) between the selected applicant and the RDA and will include, but are not limited to:

### ***Determining Homeowner Eligibility***

1. Work with RDA in identifying residential properties and property owners within specified county-wide target areas;
2. Receive and review applications for Program eligibility per Program Guidelines;
3. Collect, analyze and verify all qualifying homeowner documentation including but not limited to documentation verifying household income, occupancy, debt capacity and loan to value ratio in determining Program eligibility;
4. Obtain the assessed value of each property by accessing the State's Department of Assessments and Taxation's website or other applicable means of determining value;
5. Conduct and document an underwriting analysis; and
6. As appropriate, conduct Environmental Review services for the purpose of obtaining environmental review clearance in accordance with 24 CFR Part 58, this body of work may require approval by the Prince George's County's Environmental Review Officer.

### ***Property Evaluation***

1. Inspect eligible properties for existing health, safety and code violations;
2. Determine work needed and ensure the inclusion of eligible improvements permitted under the Program (see Exhibit B);
3. Prepare and complete work write-ups, cost estimates and bid packages for the rehabilitation of each property;
4. Engage the homeowner in the preparation of the initial work write-up and obtain homeowner's signature of acceptance.

### ***Contractor Evaluation and Selection***

1. Confirm through documentation that all participating General Contractors and subcontractors are pre-qualified State licensed contractors;
2. Confirm through documentation that all participating Contractors are certified in lead abatement in accordance with 24 CFR Part 35;
3. Obtain documentation to ensure the General Contractor and subcontractor(s) has the required insurance coverage;
4. Ensure the General Contractor and subcontractor(s) are not on the federal contractor debarment list; and
5. Solicit bids for the rehabilitation work and maintain records for all solicitations including, but no limited to, notice of solicitation, all responses received, documentation of bid opening, record of persons attending bid opening and homeowner's acceptance of contractor.

### ***Loan Processing***

1. Process applicable loan/grant documents, to include, but not limited to a Deed of Trust (“DOT”), Deed of Trust Note (“Note”), and Request for Notice of Sale, all referred to throughout the rest of this document as “Loan Documents”;
2. Coordinate the execution of Loan Documents; and
3. Confirm all applicable Loan Documents are recorded amongst the Prince George’s County Land Records.

### ***Rehabilitation Monitoring***

1. Conduct and document weekly inspections and monitoring of the rehabilitation work in progress;
2. Ensure the General Contractor and/or subcontractors have obtained all required County permits;
3. Coordinate inspection site visits to ensure that the work is performed properly and in accordance with applicable County codes;
4. Coordinate final inspection and approval to release the contract retention; and
5. Obtain a lien release in the form of a “Contractors and Subcontractors Affidavit for Release of Liens and Warranty of Workmanship for Rehabilitation” from contractors and subcontractors prior to releasing final payment.

### ***Processing Contractor Invoices***

1. Review all contractor invoices and payment requests to ensure satisfactory completion of work in which the Contractor is seeking payment;
2. Obtain homeowner’s signature of all contractor invoices and payment requests; and

### ***Records and Reports***

1. Maintain applicant file to include, but not limited to, all documentation verifying accurate property and homeowner qualifications, scope of work, permit records, Code Enforcement activity, contractor qualifications, payment records, all correspondence, etc. for 7 years;
2. Provide monthly financial and program update reports to RDA and/or DHCD and
3. Make all requested files and documentation available to RDA and/or DHCD for periodic monitoring; and
4. Provide any reports and/or certifications that may be required by RDA and/or DHCD, the County or HUD to evaluate performance.

## *Other*

1. Provide any and all functions, records and reports required by RDA and/or DHCD or its designee, in order to effectively implement and complete the services under this Program.

## **SECTION IV: PROPOSAL CONTENTS**

### **4.1 APPLICATION AFFIDAVIT**

The first page of the proposal in response to this RFA (Proposal) shall be the Application Affidavit attached as Exhibit A. This document needs to be completed and signed by an authorized representative of the applicant who has legal authority to bind the entity into contract with the County.

### **4.2 ORGANIZATIONAL STRUCTURE, CAPACITY AND FINANCIAL STRENGTH**

The Proposal must include an organizational chart to delineate responsibilities and duties of key staff. Resumes for key staff must be included with the submission. The submission must also include the Applicant's audited and/or unaudited financial statements for the last three years.

### **4.3 PROCESSING TIMELINE**

The Proposal must include a detailed timeline for identifying and performing all rehabilitation activities on properties identified within the County. This timeline should cover the period beginning with the eligibility review of an application through the final inspection of the property to be conducted by the homeowner, proposers and County Staff and final disbursement of funds. In addition, the timeline should outline the Applicant's capacity to meet the expenditure milestones as required under a lump sum agreement.

### **4.4 AFFIRMATIVE MARKETING PLAN**

The Proposal must include an affirmative marketing plan to attract eligible homeowners.

### **4.5 RESPONSE AND DOCUMENTATION OF QUALIFICATIONS**

Please be as complete as possible otherwise your response may be considered as non-responsive, in which case, your application may be disqualified.

1. Provide a list of clients, public or private, that you have provided the services described in the Scope of Work and Program Functions for over the last five (5) years.
2. List the number of years your organization has provided rehabilitation services for single family residential properties. Describe your organization's experience, if any, working with CDBG grantees. Include within your description the name of the CDBG grantee.
3. Identify the ability of your organization to locate and analyze residential properties for possible rehabilitation under the Program.
4. Identify projects previously conducted on behalf of other municipalities utilizing the services

included within this RFA. Include within your identification the name of the municipality, dates of service and scope of services performed.

5. List any professional designations or licenses associated with the work being requested. For verification purposes, please include documentation of professional designation and/or a copy of the licenses and contact information of the licensing authority, including a phone number.
6. Describe your experience working , in any capacity, with federal CDBG program funds;
7. Describe your experience in preparing loan documents for single family home owners utilizing federal affordable housing funds such as CDBG Program funds;
8. Provide your understanding and experience of conducting an Environmental Review of owner occupied single family housing in accordance with 24 CFR Part 58;
9. Provide your understanding of rehabilitation work conducted on housing built prior to 1978 and the process needed to adhere to lead based paint safe work practices;
10. Provide your experience in working on rehabilitation projects that imposed a federal Section 3 requirement. If you can report on such experience, describe the project and the outcome; and
11. Specify whether your organization has been involved in any legal actions within the past five (5) years. If so, please provide adequate detail in your response.

#### **4.6 PROJECT DELIVERY COST SCHEDULE**

The Proposal must include a not-to-exceed project delivery cost schedule on a per-unit and/or per application basis associated with services being proposed. This fee schedule must include direct and indirect costs. All project delivery costs must be detailed by account line item. The schedule should detail the cost associated with the delivery of services. Project delivery costs, as permitted under 24 CFR 570.202(b)(9), are in addition to the \$60,000 maximum allowable rehabilitation cost per unit.

#### **4.7 CERTIFICATE OF INSURANCE REQUIREMENTS**

The selected Applicant(s) will be required to obtain and keep in force for the term of the contract the following insurance which must identify Prince George's County, Maryland as a certificate holder and an additional insured on the policy. Applicant(s) should submit original certificates of insurance or documentation from their insurance company verifying such insurances are available to the Applicant should an award be made under this RFA.

**WORKER'S COMPENSATION INSURANCE** covering the applicant's employees as required by Maryland Law and employers liability limits of not less than:

- \$100,000 per accident;
- \$100,000 per disease; and
- \$500,000 disease aggregate

COMMERCIAL GENERAL LIABILITY INSURANCE to include off-premises activities where applicable. Limits of not less than:

- \$1,000,000 bodily injury and property damage per occurrence;
- \$1,000,000 personal and advertising injury;
- \$2,000,000 general aggregate, per project (applicable to this RFA)

BUSINESS AUTOMOBILE LIABILITY INSURANCE covering bodily injury and property damage in the minimum combined single limit of:

- \$1,000,000 per accident

PHYSICAL AND SEXUAL ABUSE LIABILITY INSURANCE covering the Applicant's employees with liability limits of not less than:

- \$100,000 per individual/\$300,000 per occurrence
- 

CYBER INSURANCE covering claims arising from actual or alleged data breaches, privacy violations, and network security failures. Coverage shall remain in effect for the duration of the contract and any applicable warranty or extended reporting periods covering applicants:

- \$1,000,000 per claim and aggregate

MISCELLANEOUS PROFESSIONAL (Errors and Omissions) LIABILITY INSURANCE covering payment of all costs the applicant shall become legally obligated to pay for damages due to any claim caused by any negligent act, error or omission of the Applicant or any other person for whose acts the Applicant is legally liable with liability limits of not less than:

- \$1,000,000 per claim and aggregate

During the performance of services called for under this RFA, the selected applicant shall ensure that all contractors and/or subcontractors that perform work related to this RFA shall maintain throughout the period of the respective contractor's performance (1) General Liability insurance in the amount of \$1,000,000 at a minimum, (2) Workers' Compensation insurance meeting the Statutory Limits for Maryland and Employers' Liability limits of \$500,000 and (3) business automobile liability insurance in the amount of \$1,000,000 if applicable. All contractors and subcontractors shall designate Prince George's County, Maryland as an Additional Insured and Certificate Holder on each Certificate of Liability Insurance. The selected applicant shall maintain copies of the Certificates of Liability Insurance from each contractor.

RDA reserves the right to request insurance coverage above what is listed based on final review by the County's Office of Risk Management

#### **4.8 EXCEPTIONS OR RESTRICTIONS**

Should the Applicant take exception to any provision or requirement of this RFA, it must be indicated in writing and included with the Proposal submission.

#### **4.9 NO CONFLICTS OF INTEREST**

The Applicant is required to make a statement of no knowledge of any potential conflicts of interests with RDA or Prince George’s County.

**4.10 NO PENDING LITIGATION**

The Applicant must affirm that they are not party to any pending litigation against RDA or Prince George’s County.

**4.11 CERTIFICATE OF GOOD STANDING**

The Applicant must provide a Certificate of Good Standing from the State of Maryland.

**4.12 LOCAL AND MINORITY BUSINESS PARTICIPATION**

RDA seeks to have local and minority business participation. Applicants should identify and provide supporting documentation if it is a certified Minority Business Enterprises and/or local business. Further, any plans for local and minority contracting and hiring should be submitted.

**SECTION V: PROPOSAL SUBMITTALS**

**5.1 PROPOSAL FORMAT OUTLINE**

Each proposal shall have the following sections prominently displayed:

Section	Contents
I	Title
II	Table of Contents
III	Application Affidavit (Exhibit A)
IV	Organizational Structure, Capacity & Financial Strength
	a. Organizational Chart
	b. Resumes of Key Staff
	c. Audited and/or unaudited financial statements for the last three years
V	Documentation of Qualifications
	a. Responses to Section 4.5 of this RFA
VI	Processing Timeline
VII	Marketing Plan
VIII	Delivery Cost Schedule
IX	Local & MBE Participation
X	Certificate of Insurance
XI	Statement of Conflict of Interest
XII	Statement of Pending or Threatening Litigation
XIII	Certificate of Good Standing
XIV	Exceptions or Restrictions
XV	Vendors Oath and Certification (Exhibit E)
XVI	Statement of Ownership and Bidder Qualification Affidavit (Exhibit F)

**SECTION VI: EVALUATION AND SELECTION PROCESS**

**6.1 SELECTION PROCESS**

The response to this RFA that best meets RDA’s requirements and the objectives will be selected.

**6.2 EVALUATION AND SELECTION COMMITTEE**

The Proposal Advisory Group (PAG) will evaluate all proposals received by the closing deadline. The PAG may request additional technical assistance from any resource at its discretion.

**6.3 QUALIFYING PROPOSALS**

The PAG shall first review each Proposal for compliance with the requirements of this RFA as set forth in Section IV. Failure to comply with any requirements of this procurement may disqualify an Applicant’s Proposal. RDA reserves the right to waive a requirement and/or minor irregularities when it is in RDA’s best interest to do so. Proposals will not be opened publicly. RDA also reserves the right to request supplemental information from Applicants during the evaluation period.

**6.4 PRIORITY/PREFERRED REQUIREMENTS**

All proposals will be reviewed for the priority and preferred requirements detailed below. RDA reserves the discretionary right to make exceptions to these requirements.

*Priority Requirements*

1. Have a minimum of five (5) years of experience working with government agencies;
2. Be familiar with procedural and auditing requirements of the CDBG Entitlement Program;
3. Must not have violated affordability/regulatory agreements of the COUNTY or other housing agencies, nor have a record of discriminatory practices for at least the past five (5) years; and
4. Experience in the last five (5) years in working with local governments in rehabilitating single-family residential properties. This experience includes having an understanding of government regulations in administering the various programs and their funding sources.

**6.5 EVALUATION CRITERIA**

After determining compliance with the requirements listed above the PAG shall conduct its evaluation of the technical and cost merit of the proposals. Each proposal received as a result of this RFA shall be subject to the same review and evaluation process. The following criteria will be used in the evaluation of submitted proposals:

Demonstrated experience and qualifications managing a single-family rehabilitation loan program.	35 Points
--	-----------

<ul style="list-style-type: none"> <li>• Organizational Capacity</li> <li>• Experience with single family rehabilitation</li> <li>• Financial Strength</li> <li>• In-place Established Systems</li> <li>•</li> </ul>	
<p>Demonstrated experience working with federally funded programs, especially the following:</p> <ul style="list-style-type: none"> <li>• CDBG</li> <li>• HOME</li> <li>• ESG</li> <li>• HOPWA</li> <li>• Other HUD programs</li> </ul>	25 Points
<ul style="list-style-type: none"> <li>•</li> </ul>	
<p>Cost Competitiveness of Project Delivery Fees</p> <ul style="list-style-type: none"> <li>• Direct Cost</li> <li>• Indirect Cost</li> <li>• Cost Allocation Plan</li> </ul>	15 Points
<p>Responsiveness to the RFA</p> <ul style="list-style-type: none"> <li>• Level of Clarity</li> <li>• Ability Meet Objectives</li> <li>• Proposal Contents</li> </ul>	15 Points
<p>Local and Minority Business Involvement</p> <ul style="list-style-type: none"> <li>• The higher the level of local and minority business participation, the higher the score in this category.</li> </ul>	10 Points
<b>TOTAL POSSIBLE</b>	<b>100 Points</b>

## 6.6 FINAL RANKING

The evaluation criteria contained herein shall be scored by the PAG based upon the stated weight factors for each evaluation criteria. The PAG will make recommendations to the Director for award of the exclusive right to negotiate a Contract with RDA based on the terms of the Applicant's submission.

Based on the PAG's initial review of proposals, RDA reserves the right to invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. RDA reserves the right to make an award with or without negotiations or to request best and final offers. Only those Applicants who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process. RDA also reserves the right to request supplemental information.

## 6.7 SELECTION

Prior to the execution of a Contract, the selected Applicant(s) will be responsible for the following:

1. Review the Operating Procedures for the administration of the Program attached as Exhibit C and prepare concerns/questions for further discussion;
2. Review the CDBG Rehabilitation Standards document attached as Exhibit D to this RFA,

and prepare concerns/questions for further discussion; and

3. Review all County Loan Documents which will be completed by the selected firm on behalf of the County. Once signed by the property owner these documents would be forwarded to the County for final execution and recordation. Upon execution of a Contract(s) between RDA and the chosen applicant, a complete homeowner loan packet will be provided and training on their proper use and completion will be offered by RDA staff.
4. Knowledge of the Prince George's County Housing Code.
5. Marketing information and any direct marketing materials.

## **6.8 PROPOSALS PROPERTY OF RDA**

All proposals submitted in response to this Request for Applicants become the property of RDA and may be appended to any formal documentation which would further define or expand the contractual relationship between RDA and the successful Applicant(s).

**APPLICATION AFFIDAVIT**

(to be completed by all Applicants on their letterhead)

RFA No. and Title: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I [name] \_\_\_\_\_ am the [title] \_\_\_\_\_  
and the duly authorized representative of [business] \_\_\_\_\_ and I  
possess the legal authority to make this Application on behalf of myself and the business for  
which I am acting. I hereby certify that the statements contained in this proposal submission  
package are true and complete to the best of the Applicant's knowledge, and further,  
understands that this is a public document open to public inspection.

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

Name (Print): \_\_\_\_\_

Title (Print): \_\_\_\_\_

Company Name (Print): \_\_\_\_\_

Address (Print): \_\_\_\_\_

Date (Print): \_\_\_\_\_

**Single Family Home Owner Occupied  
Housing Rehabilitation Assistance Program  
Eligible Improvements**

Eligible Improvements Permitted Under the Program

The following types of improvements are permitted; work conducted to be primarily for the correction of health and safety code violations and related habitability issues:

- Repair/Replacement of major systems (heating/air conditioning, plumbing, electrical)
- Repair/Replacement of exterior deficiencies (painting, siding, roofing, windows);
- Repair/Replacement of interior deficiencies (painting, flooring/carpeting, doors, kitchen and bathroom upgrades);
- Lead paint remediation and/or abatement;
- Sewer repair or sewer installation;
- Termite repairs;
- Onsite exterior concrete flatwork such as sidewalks, driveways, curbs, gutters, hand railings or ramps;
- Foundation or structural repairs;
- Fencing and/or retaining walls.;
- Any repairs/replacements necessary to eliminate health and safety code violations;
- Weatherization and energy conservation improvements;
- Accessibility improvements and/or modifications; and
- Secondary to the above, priorities, general property improvements of modest means, to enhance comfort, convenience and appearance.

**Operating Procedures  
for the  
Prince George's County Housing Rehabilitation Assistance Program**

**TABLE OF CONTENTS**

- I. Program Background
- II. Establishment of the Housing Rehabilitation Assistance Program
- III. Program Objectives for the Housing Rehabilitation Assistance Program
- IV. Scope of Operating Procedures
- V. Forms of Financial Assistance
- VI. Basic Eligibility Criteria
- VII. Income Eligibility Criteria
- VIII. Terms and Conditions of Financial Assistance
- IX. Use of Proceeds and Rehabilitation Standards
- X. Secured Loans
- XI. Limitations on Assistance
- XII. Revolving Loan Funds
- XIII. Program Innovation and Flexibility
- XIV. Amendments

## **I. Program Background**

The County Council and County Executive of Prince George's County established a Rehabilitation Loan Fund in CB-89-1973 for the purpose of providing financial assistance for the rehabilitation of single-family homes to persons of limited financial means. Rehabilitation assistance was provided for general repairs and improvements to the homes of low- and moderate-income persons through the Rehabilitation Loan and Grant Program. The administrative regulations of the Rehabilitation Loan and Grant Program that were adopted in CR-70-1975 and subsequently amended, identified the Department of Housing and Community Development (DHCD) as the administering agency and established fixed income eligibility criteria and standardized terms and conditions for the form and amount of assistance that beneficiaries could receive. In administering the Rehabilitation Loan and Grant Program over a period of time, it was determined the use of the original predetermined eligibility criteria and standardized terms and conditions could result in the denial of assistance to persons in genuine need or insufficient assistance to eliminate all of the major deficiencies existing in a dwelling.

## **II. Housing and Rehabilitation Assistance Program**

The County Executive and County Council of Prince George's County concluded that the conditions and terms of housing rehabilitation assistance for general repairs and improvements needed to be tailored to meet the financial means of individual applicants and the scope of rehabilitation necessary to permanently upgrade their dwelling.

In order to improve the effectiveness of the County's housing rehabilitation activities, the Prince George's County Housing Rehabilitation Assistance Program was established and adopted in CR-104-1981. This Program replaced and superseded the Rehabilitation Loan and Grant Program and provided administrative regulations and guidelines for the consistent and fair administration of the Housing Rehabilitation Assistance Program.

CB-110-1981 established the Housing Rehabilitation Fund for the purpose of providing financial assistance to low- and moderate-income persons, based upon need, for the rehabilitation of residential properties and the elimination of unsafe housing conditions. CB-110-1981 empowered and authorized the County Executive to provide housing rehabilitation assistance and to develop operating procedures governing the administration and maintenance of the Housing Rehabilitation Fund to be transmitted to the County Council for adoption by resolution

CR-104-1981 and CR-91-1982 amended the administrative regulations for the Prince George's County Housing Rehabilitation Assistance Program to further improve the Program's goal of revitalizing neighborhoods by providing decent, safe and sanitary housing.

### **III. Program Objectives for the Housing Rehabilitation Assistance Program**

The objectives of the Housing Rehabilitation Assistance Program are:

- A. The provision of decent, safe and sanitary housing for the County's low- and moderate-income residents who could not otherwise afford it.
- B. The provision of housing rehabilitation assistance for the purpose of upgrading the quality of deteriorated dwellings to contemporary minimum property standards including the elimination of housing code violations. Correction of items reflecting code or potential code requirements is required as part of the scope for all housing rehabilitation projects. Removal of architectural barriers for handicapped persons and the installation of wells and septic systems, other self-contained water and sewer systems approved by the County's Health Department, and the installation of public water sewer service from lines directly abutting the subject property are eligible activities, even when not done in conjunction with any other housing rehabilitation work.

To assure all properties rehabilitated under the Program are raised to a minimum level of safe and sanitary conditions in accordance with the Prince George's County Housing Code and Program rehabilitation standards, the Program gives priority to the following activities:

- Health and safety code violations (Including structural defects);
- Major system deficiencies (heating/air conditioning, plumbing, electrical);
- Exterior deficiencies (painting, siding, roofing, windows);
- Interior deficiencies (painting, flooring, kitchen and bathroom upgrades);
- Lead paint remediation and/or abatement
- Weatherization and energy conservation;
- Accessibility improvements and/or modifications

Secondary to the above priorities, general property improvements of modest means, to enhance comfort, convenience and appearance are additional eligible Program activities.

- C. The timely response to emergencies, such as the loss of heat or cooling source during inclement conditions, plumbing or roof leaks, or other emergency situations as defined by the operating procedures.
- D. The elimination of conditions of slum and blight which are detrimental to occupants' health, safety and welfare.

- E. The rehabilitation of housing as part of a comprehensive program of public activities to physically revitalize declining neighborhoods and communities.
- F. The creation of demonstrational pilot programs to encourage private reinvestment in the County's low and moderate income and declining neighborhoods and communities.

**IV. Scope of Operating Procedures**

These operating procedures shall apply to the use of all County Community Development Block Grant (CDBG) funds budgeted for housing rehabilitation assistance to homeowners in the County's Consolidated Plan and Annual Action Plan (AAP) and any program income received from program loan repayment proceeds. The proceeds resulting from the repayment of loans shall be used in accordance with the operating procedures of the Housing Rehabilitation Assistance Program and will be distributed as such: (1) 90 percent of the program income will be used to fund future assistance under the Program; and (2) 10 percent will be used to supplement the administrative costs associated with the implementation of the Program.

**V. Forms of Financial Assistance**

Three forms of financial assistance may be provided under the program which are defined below, including: (1) amortized loans, (2) deferred payment loans, and (3) grants. An applicant may receive any of these forms of assistance depending upon documented financial need.

- A. An amortized loan is secured by a recorded lien against the applicant's property, with a term of not more than twenty years that is repaid in equal monthly installments at a fixed interest rate depending upon the applicant's ability to repay.
- B. A deferred payment loan is secured by a recorded lien against the applicant's property which is given a fixed term and is not repayable until the applicant's dwelling is transferred, leased, sold, or ceases to be the primary residence and may be discounted at a fixed percentage rate per year during the term of the loan.
- C. An unsecured grant requiring no repayment.

**VI. Basic Eligibility Criteria**

In order to be eligible for housing rehabilitation assistance,

- A. An applicant must:
1. Be a full-time resident of Prince George's County continuously for at least nine (9) months prior to the date of application. A full-time resident is one who maintains his or her primary living quarters in the County.
  2. Be the owner(s) and occupant(s) of record of the property to be rehabilitated, continuously for at least nine (9) months prior to the date of application.
  3. Have a total annual household income that does not exceed the income guidelines described in Section VII of these operating procedures. Total household income includes the gross income of all adult household members. Income is calculated using HUD's Part 5 definition of income as described in 24 CFR Part 5.609.
  4. Qualify for housing rehabilitation assistance as described in 24 CFR 570.202.
  5. Not possess substantial assets other than the subject house that would enable the applicant to obtain assistance from other sources.
- B. The total cost of rehabilitating an applicant's house shall not exceed \$60,000. The ratio of total mortgage indebtedness to the projected fair market value of land improvements after rehabilitation cannot exceed 110 percent. The property must be otherwise amenable to being brought into compliance with the minimum property standards of the Prince George's County Housing Code. The rehabilitation must significantly increase the economic life of the house and enable it to serve as a permanent source of maintainable decent, safe, and sanitary housing. Program staff and the applicant will prioritize those items that are posing an immediate threat to the health and safety of the occupants in accordance with the Program's operating procedures.
- C. Funds may be used to correct existing or potential code deficiencies, structural deficiencies, major system deficiencies, interior and exterior deficiencies, weatherize the dwelling, make accessibility modifications and general improvements. Properties requiring standard maintenance do not qualify for the Program. All lead paint issues are considered "code deficiencies" and must be addressed.
- D. In the event of an emergency situation, as defined in the operating procedures, the applicant must submit an application for rehabilitation assistance, meet all of the above criteria and agree to all the terms and conditions of these procedures.

- E. Applications are reviewed on a first-come, first-serve basis but as appropriate, applications will be processed under the following priority system. First priority will be given to emergency assistance. Second priority will be given to very low-income households with a large number of improvements needed to meet housing codes. Third priority will be other qualifying applicants.

## **VII. Income Eligibility Criteria**

An applicant's total household income as defined in Section VI (A)(3) of these operating procedures shall not exceed 80 percent of the area median income for areas with "unusually high incomes," as determined by HUD, with adjustments for family size. The income limits are calculated using the same methodology that HUD uses for calculating the income limits for the Section 8 program, in accordance with Section 3(b)(2) of the U.S. Housing Act of 1937, as amended.

## **VIII. Terms and Conditions of Financial Assistance**

The following criteria shall be used to determine an applicant's form of assistance.

- A. The ability of applicants to afford an amortized loan and the terms for which they may qualify shall be assessed based upon the guidelines below. The maximum term of an amortized loan shall be twenty years. Interest rates may vary from zero percent to an amount not greater than the "federal long-term rate" published each month by the Internal Revenue Service in accordance with Section 1274(d) of the Internal Revenue Code depending upon financial need. The rate shall be fixed at the time of application.
  1. Applicants shall, in general, be required to pay at least 25 percent, but not more than 40 percent of their gross monthly household income for housing related principal and interest payments, real property taxes, mortgage insurance and hazard insurance.
  2. Total monthly fixed obligations, including housing expenditures, should not exceed 45 percent of gross family income. A fixed obligation is a debt with a term greater than twelve months.
  3. Notwithstanding the minimum housing payment guideline in Subsection 1 above, the ability of the applicant to afford food, clothing, medical services and materials, utilities, education and meet other basic needs shall be weighed to arrive at a reasonable and affordable monthly rehabilitation loan installment.
  4. Applicants must be creditworthy as defined in the Program's

operating procedures.

- B. If an applicant is unable to repay in monthly installment payments all or part of the financial assistance necessary to rehabilitate the property, the applicant is eligible for a deferred loan for the amount they are unable to afford. A deferred payment loan is a loan which is given a fixed term and is not repayable until the applicant's dwelling is transferred, leased, sold, or ceases to be the primary residence and may be discounted at a fixed annual percentage rate during the term of the loan.

**IX. Use of Loan/Grant Proceeds**

A. The amount of assistance approved must be sufficient to upgrade the dwelling to contemporary minimal living standards which includes the elimination of County housing, health and fire code violations existing on the premises posing a direct and immediate threat to the health and safety of the occupants. When financial resources are not available to eliminate all housing deficiencies, program staff and the homeowner will prioritize those items that are posing an immediate threat to the health and safety of the occupants in accordance with the Program's operating procedures and rehabilitation standards. Secondary to the aforementioned priorities, general property improvements of modest means, to enhance comfort, convenience and appearance are eligible Program activities. Even when not done in conjunction with any other housing rehabilitation work, the following are considered eligible activities under the Program and proceeds may be used for: (1) the installation of wells and septic systems, other self-contained water and sewer systems approved by the County Health Department, and the installation of public water sewer service from lines directly abutting the subject property; and (2) the removal of architectural barriers and installation of accessibility modifications for handicapped persons.

All local, state and federal laws and regulations pertaining to historic preservation and environmental reviews must be observed in the conduct of the Program in accordance with 24 CFR Part 58. Loan proceeds cannot be used for any purpose other than those stated herein.

- B. Upon written request of the applicant or their heirs, the DHCD Director is authorized to renegotiate the terms and conditions of financial assistance provided to a Program beneficiary if either the applicant or their heirs cannot make loan payments when due for justifiable reasons beyond their control. The terms and conditions of such agreements shall be based upon considerations of equity and the ability of the liable parties to repay the loan. This provision shall also apply to assistance provided under the Housing Rehabilitation Assistance Program adopted in CR-104-1981 and subsequently amended in CR-91-1982.

**X. Secured Loans**

All loans made pursuant to these procedures shall be secured by recording a deed of trust or similar security instrument in the amount of the loan made to the property owner. The security documents shall not allow for any subordination or assumption of the loan without prior written approval from the County's loan servicer.

**XI. Limitations on Assistance**

Assistance may be denied to any applicant who is not current in their monthly mortgage payments, pre-paid items or real property taxes or has a personal history that demonstrates a lack of good faith in repaying just and reasonable debts. The cumulative amount of assistance may not exceed the maximum loan included in Section VI (B). An applicant may receive a simultaneous combination of emergency assistance and a rehabilitation loan, or a grant described in Section V in an amount not to exceed the maximum loan of \$60,000 pursuant to Section VI (B). Assistance under this Program shall not be provided to any applicant that has a current Program loan outstanding or defaulted on a County loan.

**XII. Revolving Loan Funds**

All payments of principal and interest received under the former Rehabilitation Loan and Grant Program and the Housing Rehabilitation Assistance Program shall be treated as program income for the Housing Rehabilitation Assistance Program fund. Such program income shall be paid into a revolving Housing Rehabilitation Fund established and maintained by the County Executive or his/her designee in accordance with applicable Federal, State and Local law. The proceeds from the Fund shall be used in accordance with the operating procedures of the Housing Rehabilitation Assistance Program and will be distributed as such: (1) 90 percent of the program income will be used to fund future assistance under the Program; and (2) 10 percent will be used to supplement the administrative costs associated with the implementation of the Program.

**XIII. Program Innovation and Flexibility**

The County Executive or his designee is authorized to amend or waive any provision of these procedures, if in his judgment they hinder the effective delivery of assistance to low- and moderate-income persons. Such action shall be taken only after notifying in writing the Chair of the County Council. The waivers or amendments shall have duration of not more than 60 days after their effective date. Thereafter, the subject waivers or amendments must be approved by County Council resolution.

**XIV. Amendments**

In order to improve the effectiveness of the County's housing rehabilitation activities, the following amendments to the Prince George's County Housing Rehabilitation Assistance Program have been approved by County Council resolution:

1. Section I is amended to clarify the Program as it was originally established, approved and amended.
2. Section II is added to incorporate County Council Resolution (CR-104-1981) which approved the former Administrative Regulations and established the Housing Rehabilitation Assistance Program. It further incorporates Council Bill (CB-110-1981) which established the Housing Rehabilitation Fund and provides for the County Executive to develop operating procedures governing the administration and maintenance of the Fund to be transmitted to the Council and adopted by resolution.
3. Section III is amended to further define the program objectives and add provisions to handle various emergencies.
4. Section IV is amended so that the operating procedures cover the use of any proceeds generated by the program.
5. Section V is amended to further describe the available forms of financial assistance and to add a third form of financial assistance, which includes a provision to provide grants to applicants based on need.
6. Section VI is amended to further describe basic program eligibility criteria, state the method used for calculating annual income (24 CFR Part 5), add credit worthiness as an eligibility criteria and increase the total cost of rehabilitation from \$30,000 to \$60,000, the loan to value ratio from 97% to 110%, clarify program priorities, add procedures for emergencies and create a priority system to handle applications.
7. Deleted Section 6 of the previous Administrative Regulations to eliminate the rehabilitation of renter occupied dwellings.
8. Section VII is amended to include current income limitation guidelines and define the income definition used in calculating income eligibility.
9. Section VIII is amended to reduce the maximum interest rate for amortized loans, allow for flexibility in determining the period over which deferred loans are forgiven and the rate at which the loan is discounted, and require repayment of deferred loans when the property ceases to be the primary residence of the borrower. Also, the definition of a fixed obligation is further defined as debt with a term greater than twelve (12) months instead of nine months.

10. Section IX is amended to further define program priorities and provide for the installation of accessibility modifications for handicapped persons and wells and septic systems, other self-contained water and sewer systems approved by the County Health Department, and the installation of public water sewer service from lines directly abutting the subject property even when not done in conjunction with any other housing rehabilitation.
11. Section X is amended to clarify that security documents may not allow for any subordination or assumption of the loan without written approval from the County's loan servicer.
12. Section XI is amended to clarify assistance may not be in an amount that exceeds the maximum loan amount. A combination of grants and loans that does not exceed the maximum loan amount may be given. A provision was added to deny applicants with an existing program loan and/or applicants that have defaulted on a County loan.
13. Section XII is amended to further clarify the use of program income.
14. Deleted Section 12 of the previous Administrative Regulations as a Historic Preservation Fund no longer exists.
15. Section XIV is added in order to provide details for amendments to the Operating Procedures (formerly Administrative Regulations) governing the Housing Rehabilitation Assistance Program.

**EXHIBIT D**

**CDBG Substantial Rehabilitation Standards  
for Single Family Homes**

**AVAILABLE UPON REQUEST**

**VENDORS OATH AND CERTIFICATION**

Pursuant to Subtitle 10, Section 10A-110 of the Prince George's County Code, the Purchasing Agent requests as a matter of law that any contractor receiving a contract or award from Prince George's County, Maryland, shall affirm under oath as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

"I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no officer or employee of the County whether elected or appointed, is in any manner whatsoever interested in, or will receive or has been promised any benefit from, the profits or emoluments of this contract, unless such interest, ownership or benefit has been specifically authorized by resolution of the Board of Ethics pursuant to Section 1002 of the Charter of Prince George's County, Maryland; and

I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no member of the elected governing body of Prince George's County, Maryland, or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing this contract, unless such officer or employee has been exempted by Section 1002 of the Charter of Prince George's County, Maryland.

Signature of Authorized Representative:

\_\_\_\_\_

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

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

**STATEMENT OF OWNERSHIP AND BIDDER QUALIFICATION AFFIDAVIT**

Part A below requires a business entity, when responding to a bid or proposal solicitation, to provide a statement of ownership as a condition of eligibility to receive a contract from Prince George's County.

Part B is an affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe, and is required under Section 16-311 of the Maryland State Finance and Procurement Article.

**NOTE:** Submission of completed document is prerequisite to award.

**PART "A" - OWNERSHIP**                      **Date:** \_\_\_\_\_

1. Full name and address of business

City and State	Zip	Bus. Phone w/area code
----------------	-----	------------------------

2. Is the business incorporated?    \_\_\_yes    \_\_\_no

3. Other names used by business i.e., T/A

**Non-Corporate Business**

If response to Item #2 above is No, list the name and business and residence address of each individual having a ten percent (10%) or greater financial interest in the business.

Name	Business Address	Residence Address
------	------------------	-------------------

**Corporate Business Entities**

Is the corporation listed on a National Securities Exchange? \_\_\_yes \_\_\_no

4. List the names of all officers of the corporation, their business and residence addresses and the date they assumed their respective offices.

Residence Name	Office	Date Office Business/Address	Assumed
-------------------	--------	---------------------------------	---------

5. List the names of all members of the current Board of Directors, their business and residence addresses, the date each member assumed office and the date his/her term as a Director shall expire (if any).

Name	Business/Address	Date Office Assumed	Date Term of Office Expires
------	------------------	------------------------	--------------------------------

6. List the names and residence addresses of all individuals owning at least ten percent (10%) of the shares of any class of corporate security, including but not limited to stocks of any type or class and serial maturity bonds of any type or class.

Name

Residence Address

This Financial Disclosure Statement has been prepared by \_\_\_\_\_

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_.

\_\_\_\_\_  
Signed by Preparer

**PART "B" - AFFIDAVIT (BIDDER'S QUALIFICATION STATEMENT)**

1. I am the \_\_\_\_\_ of \_\_\_\_\_ a party interested in obtaining a contract with Prince George's County under conditions set forth in documents for Bid No. \_\_\_\_\_.
2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);
3. I have been authorized to make this statement on behalf of the aforementioned party.

\_\_\_\_\_  
(Signature)

**ACKNOWLEDGMENT (Corporate)**

I, \_\_\_\_\_ certify that  
Name (Printed)

I am the \_\_\_\_\_ of \_\_\_\_\_ and that  
Title and Business Entity

\_\_\_\_\_ who signed the above Affidavit/  
Name (Printed)

is \_\_\_\_\_ of said entity; that  
Title

I know his/her signature, and his/her signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for in behalf of said entity by authority of its governing body. Further, under penalty of perjury I solemnly affirm that the contents of the foregoing Affidavit and Statement of Ownership are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
(Name Printed) (SEAL)

\_\_\_\_\_  
(Signature) (SEAL)

\_\_\_\_\_  
Corporate Seal (as applicable) (SEAL)