

**BROCKTON HOUSING AUTHORITY
SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)
August 2023**

PROPOSAL PACKAGE

**PROGRAM DESCRIPTION, PROPOSAL FORMS, ATTACHMENTS, CHECKLIST
AND SCORING FACTORS FOR OWNER OF EXISTING UNITS SUBMISSION OF
PBV PROPOSALS**

PROPOSALS DUE August 21, 2023, 4:00 PM EST

Submit one original and two copies to:

Bruna Campbell
Brockton Housing Authority
1090 Main Street
Brockton, MA 02301

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BROCKTON HOUSING AUTHORITY
SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)
August 2023

REQUEST FOR PROPOSALS (RFP)

1. INTRODUCTION

The Brockton Housing Authority (BHA) is inviting owners of existing units of Existing rental projects within the city limits of the City of Brockton, to submit proposals for participation in the Section 8 Project Based Voucher Program (PBV). **PBV assistance is available for up to 6 units under this RFP.** Applications will be accepted for projects with “Existing Units” only.

A housing unit is considered an *existing unit* for purposes of the PBV program if, at the time of notice of BHA selection, the units substantially comply with the Housing Quality Standards (HQS) or other standards issued by the U.S. Department of Housing and Urban Development (HUD).¹

The existing units will be leased to eligible families referred by BHA from its waiting list or to eligible tenants in occupancy of the unit at the time of the submission of the proposal. Any unit occupied by tenants that are not eligible for the Section 8 program is not eligible for a Project Based Voucher.

Rents for PBV units cannot exceed the maximum allowable Payment Standard as established by BHA for the PBV Program. In addition, to meet HUD’s requirements for “rent reasonableness,” rents must be comparable to those for similar rental units in the area in which the project is located. Rent reasonableness determinations will be made in accordance with HUD regulations.

2. PROGRAM OVERVIEW AND REQUIREMENTS

A. Purpose

The primary purpose of the PBV Program is to create designated rental units that are decent, safe and sanitary for families earning no more than 50% AMI. For previously and continuously assisted families, earnings can be up to 80% AMI. Units are “created” by attaching PBV assistance to identified rental units

¹ A housing unit will be considered to substantially comply with Housing Quality Standards (HQS) issued by the U.S. Department of Housing and Urban Development (HUD), if any HQS deficiencies noted at the time of inspection can be cured within 30 days at a cost not to exceed \$3,000, including the unit’s prorated share of work to be accomplished on common areas or systems. These deficiencies must be cured before any Housing Assistance Payment can be executed. All financing of project costs and operating expenses will be the responsibility of the owner.

The BHA is **not** accepting rehabilitation or new construction under this RFP.

B. Funding

HUD does not allocate separate or additional funding for PBV units. Instead, funding comes from funds already obligated by HUD to BHA's Housing Choice Voucher Program Annual Contributions Contract (ACC). The BHA may use no more than 20% of its funding allocation for a PBV program.

C. Number of PBV Units Available

BHA will make up to 6 units available in the category identified below:

1. 6 units available for Existing projects that will serve families, the disabled and special needs and/or elderly populations.

D. PBV Program Contract Assistance and Term

Existing Housing Term

Selected existing projects must enter into a HAP contract with BHA before BHA can provide rental assistance. The initial term can be for up to 20 years with potential extension(s). An AHAP (definition) is not required.

Contract Assistance

Rental assistance is provided while eligible families occupy the units. An eligible family's income must not exceed the HUD-established low income limit (80% AMI), adjusted for family size. A family who resides in a PBV unit for at least one year may move with continued rental assistance under the tenant-based Section 8 Program if assistance is available and said family will be placed at the head of the wait list if a voucher is not available. The PBV unit the family occupied must then be rented to an eligible family from BHA's wait list. PBV units must be leased to eligible families for the full term of the HAP contract.

The HAP contract establishes the initial rents for the units and describes the responsibilities of BHA and the owner. The HAP contract renewal may occur at the sole option of BHA for such period as BHA determines appropriate to expand housing opportunities and to achieve long-term affordability of the assisted housing. All HAP contract renewals are contingent upon the future availability of appropriated HUD funds for the Housing Choice Voucher Program.

E. Occupancy and Vacant PBV Units

For existing projects, units that are occupied on the proposal selection date must be occupied by a family eligible for PBV assistance (see income limits listed in Section 4A of the Owner Proposal). If the family is not eligible, the unit cannot be selected for PBV assistance.²

Initial vacancies for any project, as well as all ongoing vacancies, will be filled using BHA’s wait list. Owners may refer applicants to BHA’s waiting list during periodic openings of the list. Both the owner and the tenant of a PBV assisted unit must notify BHA if the tenant will be moving from the PBV unit. BHA will notify appropriately-sized households at the top of its wait list that a unit is available. Once a tenant is approved by the owner, the owner must refer the family back to BHA for final eligibility.

F. Rent Limits

The rent to owner must not exceed the lowest of the following:

- An amount determined by BHA, not to exceed 110 percent of the applicable HUD Fair Market Rent (FMR) (or any HUD-approved exception payment standard) for the unit bedroom size (“BHA Payment Standards”) minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

BROCKTON MASSACHUSETTS 2023 PAYMENT STANDARD SCHEDULE

Zip Code	0-Br	1-Br	2-Br	3-Br	4-Br
Effective 02301	\$1,682	\$1,835	\$2,384	\$3,108	\$3,491
7/1/23 02302	\$1,679	\$1,826	\$2,354	\$3,097	\$3,487

G. Threshold Project Eligibility

In order to be considered under this RFP, a project must meet all of the following:

1. Proposed project must be located in the BHA’s jurisdiction within the City of Brockton Massachusetts.
2. It must be an existing property
3. At the time of BHA selection, property must meet HUD’s HQS.

² In order to minimize displacement of in-place families, if a unit to be placed under contract that is either an existing unit is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the BHA's waiting list (if the family is not already on the list) and, once its continued eligibility is determined, given an absolute selection preference and referred to the project owner for an appropriately sized PBV unit in the project. Admission of such families is not subject to income-targeting and such families must be referred to the owner from the BHA's waiting list. BHA shall give such families priority for admission to the PBV program. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.

H. Ineligible Projects

Ineligible Housing Types (24 CFR 983.53)

BHA may not attach PBV assistance to:

- Shared housing units;
- Units on the grounds of a penal reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities);
- Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- Manufactured homes (mobile homes);
- Cooperative housing; or
- Transitional housing.

In addition, BHA may not attach PBV assistance to a unit occupied by an owner and BHA may not select or enter into a HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

Ineligible Subsidized Housing (24 CFR 983.54)

BHA may not attach PBV assistance to any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that BHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly households with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance; or
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or BHA in accordance with HUD requirements.

I. Site Inspection and Site Selection Standards

Deconcentration of Poverty and Expanding Housing and Economic Opportunities

The BHA may not select a proposal for existing units, on a site or enter into a HAP contract for units on the site unless the applicant and the BHA has determined that PBV assistance for housing at the selected site is consistent with its goal of deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal BHA will select units based upon the standards and scoring system below. In developing the standards and scoring system below, the BHA has considered the following site selection factors:

- The site is in a census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Qualified Census Tract;
- The site is in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
- The site is in a census tract that is undergoing significant revitalization;
- The site is in an area in which state, local, or federal dollars have been invested;
- The site is in a census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- The site is in a census tract where there has been an overall decline in the poverty rate within the past five years; or
- The site is in a census tract where there are meaningful opportunities for educational and economic advancement.

Site and Neighborhood Standards for Existing (24 CFR 983.57(d))

BHA may not enter into a HAP contract for existing housing until it has determined that the site complies with the HUD-required site and neighborhood standards. The site must:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

J. Federal Requirements

Certain other Federal requirements also apply to PBV assistance, including, but not limited to:

1. Fair Housing: Nondiscrimination and equal opportunity. See 24 CFR 5.105(a) and Section 504 of the Rehabilitation Act.
2. Environmental Review: See 24 CFR parts 50 and 58 and 24 CFR part 983.58.
3. Labor Standards: Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 29 CFR part 5, and other federal laws and regulations pertaining to labor standards applicable to an AHAP covering nine or more assisted units.
4. Debarment: Prohibition on use of debarred, suspended, or ineligible contractors. See CFR 5.105(c) and 24 CFR part 24.
5. 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 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.

K. Federal Program Regulations and BHA Program Policies

The information contained in this RFP is a summary overview of the PBV Program. BHA does not warrant that it is exhaustive and bears no responsibility for its accuracy or completeness. All persons submitting proposals are encouraged to read the HUD regulations on the PBV Program for a full description of the Program's requirements. The regulations can be found at: 24 CFR part 983 as revised per Federal Register Notice FR 59913, dated October 13, 2005, unless otherwise noted, and as amended at FR 36166 June 25, 2014 , It is available online at <https://ecfr.federalregister.gov/current/title-24/subtitle-B/chapter-IX/part-983>

For a complete copy of BHA's PBV program policies, please see Section 17 of BHA's Section 8 Administrative Plan. The plan is located on BHA's website at www.brocktonhousingauthority.com :

3. PROPOSAL SUBMITTAL AND PROCESSING

A. Organization of Submitted Materials

All proposals must be legibly typed and neatly organized and presented. Use the forms provided; do not use your own except where the form instructions permit you to do so. **Submit section 4 (Owner Proposal), section 5B (Factors for Scoring and Ranking Proposals – Existing), and section 6 (Document Checklist and Required Attachments) of this Proposal Package.** Submit all attachments in the order shown in section 6. **REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENT CHECKLIST).**

B. Submittal Deadline

Proposals are due by **4:00 p.m. EST on August 21, 2023.** Submit an original and two copies to:
Bruna Campbell
Landlord & Participant Facilitator
Brockton Housing Authority
1090 Main Street
Brockton, MA 02301

Only proposals submitted in response to this RFP will be accepted for consideration. Proposals must respond to all requirements as outlined in the RFP. BHA will date and time stamp all proposals upon receipt. **Proposals submitted after the deadline will not be accepted.** Proposals will **not** be accepted via email and facsimile machine or based on mail postmark. Delays in mail service or other methods of delivery will **not** excuse late proposal delivery.

C. Proposal Review and Selection

BHA will review, evaluate, rank, and select the proposals according to this RFP. If a BHA-affiliated owner/proposer is from a BHA controlled organization, the local HUD field office must review and approve the selection procedures.

Prior to selecting units, BHA will determine that each proposal is responsive to and in compliance with BHA's written selection criteria as stated in this RFP, and in conformity with HUD program regulations and requirements at 24 CFR part 983 as promulgated by Federal Register Notice FR-4633-F-02, dated October 13, 2005.

Proposals that meet the Project Thresholds outlined in Section 2G above will be evaluated and ranked according to the factors described in Section 5 of this RFP. A Ranking List will be

prepared according to points awarded to each proposal. In order to be considered for award, a proposal for Existing housing must score at least 75 points.

The proposals scoring the highest points within each of the categories will be eligible to be awarded project-based vouchers up to the amount requested and in accordance with the specified limits. If the BHA determines that a proposal is eligible for PBV funding but cannot be fully funded at the amount requested by the applicant, the owner will be given the opportunity to accept partial funding.

The BHA may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted. The BHA reserves the right to postpone or cancel the final award of the proposals at the BHA's convenience.

The BHA will promptly notify the selected owner(s) in writing of their selection for the PBV program. The BHA will also publish a notice in newspapers of general circulation to provide public notice of such selection.

Documents regarding the BHA's basis of selection for PBV proposals will be made available for public inspection, excluding sensitive owner information such as financial statements and similar information about the owner.

D. Incomplete and Non-Responsive/Non-Compliant Proposals

If the BHA determines that a proposal is non-responsive or non-compliant with this RFP, written selection criteria and procedures or HUD program regulations, the proposal will be rejected and returned to the applicant with notification stating the reason for rejection. In cases where the proposal meets the minimum information requirements but is defective through typographical or minor calculation errors the proposal will be processed.

The BHA reserves the right to reject a proposal at any time for misinformation, errors or omissions of any kind, no matter how far such proposal has been processed.

E. Withdrawal of Proposal

Applicants may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to the BHA.

F. Proposal Cost

All costs incurred in the preparation of the proposal are the responsibility of the applicant. All documents submitted as part of the proposal will become property of the BHA. Any material submitted that is confidential must be clearly marked as such but may not be held as confidential pursuant to Federal or Massachusetts Freedom of Information Act laws and regulations.

G. Affirmative Action

The BHA is an Equal Opportunity Business Enterprise which promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, disability, age or sexual orientation.

The BHA encourages Minority, Women- and/or Disabled-owned Business Enterprises to respond to this solicitation.

H. Post Award Conditions

Existing Units

Owners of existing units selected must complete a number of items before BHA can execute the HAP contract. The following represent some, but not all of the items:

1. *Environmental Review:* PBV activities are subject to HUD environmental regulations in 24 CFR parts 50 and 58 and 24 CFR part 983.58. The Owner must allow an Environmental Review by the BHA or its agent on behalf of the City of Brockton. Any project that does not receive a status of **exempt** after the Environmental Review will be deemed ineligible for participation.
2. *Participant Approval:* A determination by the BHA that in place tenants are eligible to participate in the program.
3. *BHA Inspection:* Before the BHA can execute a HAP contract, the BHA will inspect each unit in accordance with 24 CFR 983.103(b) to determine that the unit fully complies with HQS. In the event that a selected project is related entity, each contract unit will be inspected by HUD or a HUD approved entity. If a unit is not in compliance with HQS, then the owner will have 30 days to bring the unit into compliance with HQS at a cost not to exceed \$3,000, including the unit's prorated share of work to be accomplished on common areas or systems. If after re-inspection, the unit is still not in compliance, then the unit will be deemed ineligible for participation.

I. Post Award Costs

All costs for the SLR (subsidiary layering review), environmental review, appraisal (if required for establishment of rent), Davis Bacon monitoring and any and all other costs that may be associated with processing and approval of the proposal are the responsibility of the owner and shall not be paid by BHA. Before any Environmental Review is conducted the owner must pay to the BHA the cost of the Environmental Review. If the owner refuses or neglects to pay the cost of the Environmental Review, no HAP contract will be executed. It is expected that the Environmental Review will cost about \$1,000. If an owner has a recent Environmental Review approved by the Responsible Entity, then that Environmental Review may be used.

**Brockton Housing Authority
August 2023**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)

4. OWNER PROPOSAL

PROPOSAL SECTION A: APPLICANT STATEMENT, CERTIFICATIONS AND NOTARY

APPLICANT:

--

PROJECT NAME:

--

The undersigned applicant hereby submits this proposal to the Brockton Housing Authority (BHA) for a reservation of

_____ Section 8 Project-Based Vouchers (PBV).

I understand that the BHA's entering into the Housing Assistance Payments (HAP) contract is contingent on my providing all required documents and compliance with the U.S. Department of Housing and Urban Development (HUD) project-based regulations at 24 CFR part 983 and other applicable requirements.

I agree it is my responsibility to provide the BHA with an original and three (3) copies of a complete proposal. I agree that it is also my responsibility to provide such other information as the BHA requests as necessary to evaluate my proposal. I represent that if an award is made as a result of this proposal, I will furnish promptly such other supporting information and documents as may be requested. I understand that the BHA may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate my proposal. I recognize that I have an affirmative duty to inform the BHA when any information in the proposal or supplemental materials is no longer true and to supply the BHA with the latest and accurate information.

I acknowledge that the determination of completeness, compliance with all thresholds, and the point total of the proposal shall be based entirely on the documents contained in the proposal as of the date of submission. No additional documents in support of the basic thresholds or points shall be accepted beyond the proposal filing deadline, unless the Executive Director, at his or her sole discretion, determines that the deficiency is a clear reproduction or application assembly error, an obviously transposed number, or other minor error. In such cases, applicants shall be given up to five (5) business days from the date of receipt of staff notification to submit said documents.

I acknowledge that all materials and requirements are subject to change by enactment of federal legislation or promulgation of regulations.

I acknowledge that the information submitted to the BHA in this proposal or supplemental thereto, other than financial statements, may be subject to the Public Records Act or other disclosure. I understand that BHA may make such information public.

In carrying out the development and operation of my project, I agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all applicable PBV Program requirements, rules, and regulations.

I agree that the BHA in no way warrants the feasibility or viability of the project to anyone for any purpose.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth and can be operated in the manner proposed within the operating budget set forth.

I acknowledge that if I obtain a PBV award, I will be required to enter into a HAP contract, which will contain, among other things, all the conditions under which the rental subsidy payments will be made.

I acknowledge that if a Subsidy Layering Review (SLR) is required that such SLR is performed by HUD, not the BHA, and that the BHA has no control over the amount of time HUD takes to perform such SLR. I further acknowledge that if I obtain a PBV award that additional documents will be required including, but not limited to, appraisal reports, environmental reports and finance commitment letters.

I agree to hold the BHA, its commissioners, members, officers, agents, and employees harmless from any matters arising out of or related to the PBV Program.

I declare under penalty of perjury that the information contained in my proposal, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of my knowledge and belief. I understand that misrepresentation may result in cancellation of my PBV award.

Signature of
Owner

Dated this _____ day of _____, 2023 at

_____, Massachusetts

ACKNOWLEDGEMENT

COMMONWEALTH OF MASSACHUSETTS

County of

On this _____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____, and proved to me through satisfactory evidence of identification, which is driver's license, to be the person whose name is signed on the preceding, and acknowledged to me that he signed it voluntarily for its stated purpose.

My commission expires on _____

(Notary may substitute its own form of Acknowledgement as long as such Acknowledgement contains the language above)

**Brockton Housing Authority
August 2023**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)

SECTION 1: GENERAL AND SUMMARY INFORMATION

A. Basic Proposal

1. Number of PBVs requested:

_____ PBVs

2. If there are insufficient PBVs to fill your request are you willing to accept fewer?

Yes No If YES, how many? _____ PBVs

3. Indicate the term you prefer for the Housing Assistance (HAP) contract if you get funded, minimum 5 years, maximum 20 years:

_____ Years

B. Project Location

Project Name: _____

Site Address: _____

City: _____ County: _____

Zip Code: _____ Census Tract: _____

SECTION 2: APPLICANT INFORMATION

A. Identify Applicant

Applicant is the current owner and will retain ownership

B. Applicant Contact Information

Applicant Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Ext.: _____ Fax: _____
Email: _____

C. Legal Status of Applicant: _____

D. List all persons with a beneficial interest in the Applicant

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Ext.: _____ Fax: _____
Email: _____

General Partner name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Ext.: _____ Fax: _____
Email: _____

E. Principal Owner(s) Type

F. Contact Person During Application Process

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Ext.: _____ Fax: _____
Email: _____

SECTION 3 : PROJECT INFORMATION

A. Site Control

(Please check the appropriate response and attach one of the following documents as evidence of site control.)

- Owner (Deed)
- Contract of Sale
- Option to Purchase
- Long-term Lease Agreement
- Other (Describe): _____

B. Purchase Information, if applicable

Name of Seller: _____ Phone: _____
Purchase Price: _____ Date of Purchase Contract or Option: _____
Purchased from Affiliate: Yes No Expiration Date of Option: _____
If yes, broker fee amount to affiliate? _____ Special Assessment(s): _____
Holding costs per month: _____ Real Estate Tax Rate: _____
Total Projected Holding Costs: _____ Historical Site: Yes No

C. Building Information

Year built _____
Type of Construction _____
Total Square Footage of Living Area in Building _____
City Water or Well _____
Sewer or Septic System _____
Type of Fire Alarm and/or Suppression System _____
Paved Street Yes No

D. Site Information

Lot Size _____

Lot Frontage: _____

Zoning District: _____

Is site in a locally designated redevelopment project area, HUD-designed Enterprise Zone, Economic Community, or Renewal Qualified Census Tract ?

Yes No *(If yes, please specify)*

E. Project Unit Number

Unit 1

Size of Units in Project	Square Footage	Number of Units in Project	Number for which PBV Assistance is Sought	Target Population (e.g. Elderly, Disabled, Family, etc.)	Number of Accessible Units for which PBV Assistance is Sought	Type of Accessibility Features (e.g. Vision, Hearing, Mobility)	Number of Units Now Vacant (Existing Only)
Studio							
1 BR							
2 BR							
3 BR							
4 BR							
Totals							

Unit 2

Size of Units in Project	Square Footage	Number of Units in Project	Number for which PBV Assistance is Sought	Target Population (e.g. Elderly, Disabled, Family, etc.)	Number of Accessible Units for which PBV Assistance is Sought	Type of Accessibility Features (e.g. Vision, Hearing, Mobility)	Number of Units Now Vacant (Existing Only)
Studio							
1 BR							
2 BR							
3 BR							
4 BR							
Totals							

E. Project Unit Number (cont'd)

Unit 3

	Square Footage	Number of Units in Project	Number for which PBV Assistance is Sought	Target Population (e.g. Elderly, Disabled, Family, etc.)	Number of Accessible Units for which PBV Assistance is Sought	Type of Accessibility Features (e.g. Vision, Hearing, Mobility)	Number of Units Now Vacant (Existing Only)
Studio							
1 BR							
2 BR							
3 BR							
4 BR							
Totals							

Unit 4

	Square Footage	Number of Units in Project	Number for which PBV Assistance is Sought	Target Population (e.g. Elderly, Disabled, Family, etc.)	Number of Accessible Units for which PBV Assistance is Sought	Type of Accessibility Features (e.g. Vision, Hearing, Mobility)	Number of Units Now Vacant (Existing Only)
Studio							
1 BR							
2 BR							
3 BR							
4 BR							
Totals							

SECTION 3 : PROJECT INFORMATION (Continued)

F. Neighborhood Amenities

Check all site amenities that apply. Indicate the name of the amenity and its distance from the project. The amenities must be appropriate to the population served and must be in place at the time of PBV proposal submission. If the project is located on scattered sites, complete one schedule below for each site.

Amenity	Name of Amenity (e.g., Shaws, Brockton Area Transit)	Distance in miles from the project
<input type="checkbox"/> Health facility (e.g., medical clinic or hospital; not a private doctor’s office)		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile
<input type="checkbox"/> Bus stop or station or rail station		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile
<input type="checkbox"/> Grocery store, supermarket or convenience store		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile
<input type="checkbox"/> Pharmacy		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile
<input type="checkbox"/> Public park or community center accessible to the general public		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile
<input type="checkbox"/> Public Library		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile
<input type="checkbox"/> Elementary, middle, or high school (if the project is a family project)		<input type="checkbox"/> 1 mile or less <input type="checkbox"/> more than 1 mile

SECTION 3 : PROJECT INFORMATION (Continued)

G. Utilities

1. Indicate those utilities that will be paid by the owner and those by the tenant.

<u>Utility</u>	<u>Type</u> (e.g. Gas or Electric)	<u>Paid By</u>	
Heating	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Cooking	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Hot Water	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Air Conditioning	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Other Electric	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Refrigerator (tenant supplied)	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Stove (tenant supplied)	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Sewer / Water	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Garbage	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant

H. Existing Projects

1. Will any household presently living in the units be temporarily displaced because of any work required to make the unit meet HQS and local building codes?

Yes No

If yes, how long? _____ How many households? _____

2. Will the work required to make the unit meet HQS and local building codes and/or the income and rent restrictions cause permanent relocation of existing tenants?

Yes No

If yes to either 1. or 2., applicants must submit an explanation of relocation requirements, a detailed relocation plan including a budget with an identified funding source. PBV units are subject to federal and state relocation laws and guidelines.

SECTION 4: EXISTING

A. Household and Units Characteristics

1. To the best of your knowledge, the following number of tenants (households) currently occupying the property have incomes at or below the following limits:

<u>Number of Persons in household</u>	<u>Annual Gross Income – 50% of Median</u>	<u>Number of Households</u>	<u>Annual Gross Income – 60% of Median</u>	<u>Number of Households</u>	<u>Annual Gross Income – 80% of Median</u>	<u>Number of Households</u>
1	\$41,450		\$49,740		\$66,250	
2	\$47,350		\$56,820		\$75,700	
3	\$53,250		\$63,900		\$85,150	
4	\$59,150		\$70,980		\$94,600	
5	\$63,900		\$76,680		\$102,200	
6	\$68,650		\$82,380		\$109,750	
7	\$73,350		\$88,020		\$117,350	
8	\$78,100		\$93,720		\$124,900	

2. Vacant Units

<u>Type</u>	<u>Number Vacant</u>
Studio	_____
1 Bedroom	_____
2 Bedroom	_____
3 Bedroom	_____
4 Bedroom	_____

3. What is the current monthly rent?

Unit 1

Unit Size	Number of Units	Monthly Rent Amount	Total Rent Received
Studio			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
Total:			
Total 12 months:			

SECTION 4: EXISTING

A. Household and Units Characteristics (Continued)

Unit 2 (if applicable)

Unit Size	Number of Units	Monthly Rent Amount	Total Rent Received
Studio			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
Total:			
Total 12 months:			

Unit 3 (if applicable)

Unit Size	Number of Units	Monthly Rent Amount	Total Rent Received
Studio			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
Total:			
Total 12 months:			

Unit 4 (if applicable)

Unit Size	Number of Units	Monthly Rent Amount	Total Rent Received
Studio			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
Total:			
Total 12 months:			

4. Indicate the monthly contract rent expected under the PBV Program:

Unit 1

Unit Size	Number of Units	Proposed PBV Rent
Studio		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

Unit 2 (if applicable)

Unit Size	Number of Units	Proposed PBV Rent
Studio		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

Unit 3 (if applicable)

Unit Size	Number of Units	Proposed PBV Rent
Studio		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

Unit 4 (if applicable)

Unit Size	Number of Units	Proposed PBV Rent
Studio		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

5. FACTORS FOR SCORING AND RANKING PROPOSALS (EXISTING)

For each category, please check the box next to the number of points for which the project qualifies and attach any verification requested. Any inaccurate information will result in reduced points. The Brockton Housing Authority has determined that most census tracts in the City of Brockton have a poverty rate less than or equal to 20%. PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities, such as:

- A census tract, in which the proposed PBV development will be located, is a HUD-designated Enterprise Zone, Economic Community, or Renewal Qualified Census Tracts;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A census tract, in which the proposed PBV development will be located, is undergoing significant revitalization, under an approved regulatory agreement, as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement.

Total Possible Points: 120, Minimum Points Required: 75

Do not submit a proposal if you do not have the minimum points required.

A. Neighborhood Amenities

Maximum 20 Points

The project is within 1 mile of the following, which must be in existence at the time of PBV proposal submission:

1. Health facility (e.g., medical clinic or hospital; not a private doctor’s office)
2. Bus route or station or rail station
3. Grocery store, supermarket or convenience store
4. Pharmacy
5. Public park or community center accessible to the general public
6. Public library
7. Elementary, middle or high school (if the project is a family project)

Indicate how many of the listed amenities are within 1 mile of the project and enter the total points received in the box below (select one):

- | | | |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Project is within 1 mile of <u>six or more</u> of the listed amenities | 20 Points |
| <input type="checkbox"/> | Project is within 1 mile of <u>four or five</u> of the listed amenities | 15 Points |
| <input type="checkbox"/> | Project is within 1 mile of <u>two or three</u> of the listed amenities | 10 Points |
| <input type="checkbox"/> | Project is within 1 mile of <u>one</u> of the listed amenities | 5 Points |
| <input type="checkbox"/> | Project is within 1 mile of <u>none</u> of the listed amenities | 0 Points |

To receive points in this section, the amenities you claim in section 3.F. Neighborhood Amenities of the proposal that are within 1 mile of the project will be used to calculate your score. Submit a scaled for distance map showing all site amenities; a single map may be submitted. A proposal for a project located on scattered sites shall be scored proportionately in the site amenities based upon (i) each site’s score, and (ii) the percentage of units represented by each site. Additionally, the amenities must be appropriate to the tenant population served and must be in place at the time of PBV proposal submission.

Total Points for Site Amenities:	
---	--

B. Owner Experience / Compliance with HCVP

Maximum 30 Points

B (1) Owner’s Previous Experience in Section 8 Tenant-Based or Project-Based Voucher Program

Indicate the level of the Owner’s previous experience in the Section 8 project-based or tenant-based voucher program and enter the total points received in the box below (select one):

- Seven or more years experience in the Section 8 tenant-based or project-based voucher program 15 Points
- More than two and less than seven years experience in the Section 8 tenant-based or project-based voucher program 10 Points
- Some experience and less than two years experience in the Section 8 tenant-based or project-based voucher program. 5 Points
- No experience in the Section 8 tenant-based or project-based voucher program 0 Points

To receive points in this section, you must provide documentation of your experience for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).

B (2) Owner’s Compliance with the Owner’s Obligations Under the Section 8 Tenant-Based or Project-Based Voucher Program

Indicate the level of the Owner’s compliance with the owner’s obligations under the Section 8 project-based or tenant-based voucher program and enter the total points received in the box below (select one):

- Owner has been fully compliant with the owner’s obligations under the Section 8 tenant-based or project-based voucher program 15 Points
- Owner has been primarily compliant with the owner’s obligations under the Section 8 tenant-based or project-based voucher program 7 Points
- Owner has had some compliance problems under the Section 8 tenant-based or project-based voucher program or has no experience in the Section 8 tenant-based voucher program 0 Points

To receive points in this section, submit Form B-2 to substantiate the Owner’s compliance with the owner’s obligations under the Section 8 tenant-based or project-based voucher program.

Total Points for Owner Experience / Compliance with the HCV Program:

C. Property Management Experience

Maximum 30 Points

Indicate the level of the owner’s successful previous experience in project development/management and enter the total points received in the box below (select one):

- Eleven or more projects in service over three years 30 Points
- Six to ten projects in service over three years 20 Points
- Two to five projects in service over three years 20 Points
- Eleven or more projects in service under three years 15 Points
- Six to ten projects in service under three years 10 Points
- Two to five projects in service under three years 5 Points
- No projects in service 0 Points

To receive points in this section, you must provide documentation of your experience or the experience of the entity contracted to manage your property for the projects for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST). Property management experience points may be given based on the experience of the principals involved or on the experience of a paid property management entity.

Total Points for Property Management Experience:	
---	--

D. Energy Star Rated Home

Maximum 15 Points

Indicate below if the existing housing is Energy star rated.

- Project is Energy Star certified 15 Points

- Project has one or more of the listed energy conservation features, total points for all energy conservation features (possible 10 points)
 - 1. Energy Star rated heating system 4 Points
 - 2. Energy star rated hot water system 3 Points
 - 3. Thermal pane windows 2 Points
 - 4. Energy star rated appliance(s) 1 Points

To receive points in this section, the PBV proposal must include an Energy Star Certifications or documentation regarding heating system, hot water system or thermal pane windows for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).

Total Points for Energy Conservation Features (Maximum 15 Points):

E. Continuity of Affordability

Maximum 25 Points

Indicate if the project is currently a subsidized project and one of the purposes of attaching PBV assistance is to continue to offer affordable housing opportunities.

- Project continues to offer affordable housing opportunities and the willingness to accept contract renewals, or the ability to accomplish deeper income targeting 25 Points
- Project is not currently subsidized 0 Points

To receive points in this section, the PBV proposal must include documentation of the existing subsidy for which you are claiming points as part of section 6. **REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).**

Total Points for Continuity of Affordability:

POINT SYSTEM SUMMARY

<u>FACTORS FOR SCORING AND RANKING PROPOSALS</u> <u>(EXISTING)</u>	Maximum Possible Points	Your Proposal Points
A. Neighborhood Amenities	20	
B. Owner Experience / Compliance with HCVP		
B-(1) Owner's Previous Experience in the Section 8 Tenant-Based Voucher Program	15	
B-(2) Owner's Compliance with the Owner's Obligations Under the Tenant-Based or Project-Based Voucher Program	15	
C. Property Management Experience	30	
D. Energy Star	15	
E. Continuity of Affordability	25	
<i>Total</i>	120	

6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)

Please attach all Attachments in the order shown below and tab by categories A through G. Attach only those items applicable to your proposal.

THRESHOLD PROJECT ELIGIBILITY

- A. **Neighborhood Amenities**
 - A-1. Scaled for distance map of site amenities

- B. **Owner Experience/Compliance with HCVP**
 - B -1. Owner Section 8 Experience Form (attached)
 - B -2. Owner Section 8 Compliance Form (attached)

- C. **Property Management Experience**
 - Property Management Experience Form (attached)

- D. **Energy Star**
 - Energy Star Certification or Features (form attached)

- E. **Continuity of Affordability**
 - Documentation of project's existing affordable housing restriction

- F. **Tenant Relocation (if applicable) –**
 - F-1. Explanation of relocation requirements
 - F-2. Relocation plan along with a budget and identification of the funding source
 - F-3. Certification Regarding Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (form attached)

- G. **Additional Certifications**
 - G-1. Disclosure Questionnaire (form attached)
 - G-2. Certification Regarding Debarment and Suspension (link provided)
 - G-3. Equal Opportunity Certification (form attached)
 - G-4. Disclosure of Lobbying Activities (link provided)
 - G-5. Certification of Payments to Influence Federal Transactions (link provided)
 - G-6. Lead-Based Paint/Hazards
 - G-7. Environmental Assessment

ATTACHMENT A

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program Neighborhood Amenities

Applicant Name:

Project Name:

Project Address:

Please attach a scaled for distance map of site amenities

ATTACHMENT B-1

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Owner Experience

Applicant Name:

Project Name:

Project Address:

OWNER EXPERIENCE

	Project Name & Address	Number of Units	Month & Year Project was Placed-In-Service
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Signature

Date

Organization

*NOTE: Experience cannot start accumulating until after the project is placed-in-service. In addition, do NOT round up the amount of time/experience. For example, 2 years, 11 months of experience is only 2 full years of experience, not 3 years.

ATTACHMENT B-2

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Owner Compliance with HCVP

Applicant Name/Management Company:

Project Name:

Project Address:

Indicate the level of the Owner's compliance with the owner's obligations under the Section 8 project-based or tenant-based voucher program and sign below.

- Owner has been fully compliant with the owner's obligations under the Section 8 tenant-based or project-based voucher program.
- Owner has been primarily compliant with the owner's obligations under the Section 8 tenant-based or project-based voucher program.
- Owner has had some compliance problems under the Section 8 tenant-based or project-based voucher program or has no experience in the Section 8 tenant-based voucher program.

As Administrator of the Section 8 program in which the Owner has participated, I certify that the information entered above is true, complete and accurate to the best of my knowledge.

Signature

Date

Print Name

Title/Agency

ATTACHMENT C

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Property Management Experience

Applicant Name/Management Company:

Project Name:

Project Address:

PROPERTY MANAGEMENT EXPERIENCE

	Project Name & Address	Number of Units	Month & Year Project was Placed-In-Service
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Signature

Date

Management Organization

*NOTE: Property Management experience cannot start accumulating until after the project is placed-in-service. In addition, do NOT round up the amount of time/experience. For example, 2 years, 11 months of Property Management experience is only 2 full years of experience, not 3 years.

ATTACHMENT D

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Documentation of Project's Energy Star Rating or Components

Applicant Name:

Project Name:

Project Address:

The project contains the following Energy Efficient Components:

- Energy Star Certified
- Energy Star Heating System
- Energy Star Hot Water System
- Energy Star Appliance(s)
- Thermal Pane Windows

Please attach documentation of project's Energy Star Certification or list of Project's Energy Star components with documentation including the model number of all heating systems, hot water systems and appliances. With regard to Thermal pane windows, please submit a photograph of a typical installed window for each unit in a project.

Certification of Accuracy

Owner certifies that the above information and the attached documents and photographs are true and correct.

Signature

Print Name

Title

Date

ATTACHMENT E

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Documentation of Project's Existing Affordable Housing Restriction

Applicant Name:

Project Name:

Project Address:

Please attach documentation of project's existing affordable housing restriction.

ATTACHMENT F-1

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Explanation of Relocation Requirements (if applicable)

Applicant Name:

Project Name:

Project Address:

Please attach an explanation of relocation requirements

ATTACHMENT F-2

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Relocation Plan

Applicant Name:

Project Name:

Project Address:

Please attach a relocation plan including a budget with an identified funding source. PBV units are subject to federal and state relocation laws and guidelines.

ATTACHMENT F-3

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Certification Regarding Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act

Applicant Name:

Project Name:

Project Address:

This is to certify that the above Applicant will comply with the applicable requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and its implementing regulations at 49 CFR, Part 24.

Signature

Print Name

Title

Date

ATTACHMENT G-1

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Applicant's Disclosure Questionnaire

Applicant Name:

Project Name:

Project Address:

1. Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/project sponsor including any loan or mortgage delinquencies or real estate tax delinquencies related to the owner or the project. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/project sponsor that is involved in the management, operation, or development of the project.
2. Disclose any civil, criminal, or regulatory action in which the applicant/project sponsor, or any current board members, partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past 10 years involving fraud or corruption, or matters involving health and safety where there are allegations of serious harm to employees, the public, or the environment.

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies, notices regarding loan or mortgage delinquencies or real estate tax delinquencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome. For a publicly-traded company, the relevant sections of the company's 10K, 8K, and 10Q most recently filed with the Securities and Exchange Commission may be attached in response to question #1. With respect to a response for question #2, previous 10K, 8K, and 10Q filings of the company may be attached if applicable.

Nothing to Disclose

Signature (Applicant/Project Sponsor)

Date

Printed Name of Signatory

Printed Title of Signatory

ATTACHMENT G-2

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Certification Regarding Debarment and Suspension

Applicant Name:

Project Name:

Project Address:

Please complete and attach the enclosed HUD-2992

ATTACHMENT G-3

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Equal Opportunity Certification

Applicant Name:

Project Name:

Project Address:

I certify that I, _____, as the authorized owner for the project named _____

shall comply with the Title VI of the Civil Rights Act of 1996, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment, if applicable, of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction/rehabilitation of the project.

Signature

Print Name

Title

Date

ATTACHMENT G-4

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Disclosure of Lobbying Activities

Applicant Name:

Project Name:

Project Address:

Please attach a completed copy of SF-LLL (07/1997). The form can be found at <https://eca.state.gov/files/bureau/sflll.pdf>

ATTACHMENT G-5

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Certification of Payments to Influence Federal Transactions

Applicant Name:

Project Name:

Project Address:

Please attach a completed copy of HUD-50071 (01/2014). The form can be found at <https://www.hud.gov/sites/documents/50071.PDF>.

ATTACHMENT G-6

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Lead-Based Paint/Hazards Certification

Applicant Name:

Project Name:

Project Address:

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

Presence of lead-based paint and/or lead-based paint hazards (check one below):

- Project constructed after 1978
Attach copy of one of the following; Assessors property card, building permit or certificate of occupancy

- I have supplied a Certificate of Lead Compliance issued by a Lead Inspector Licensed by the Commonwealth of Massachusetts.

Certification of Accuracy

Owner certifies that the above information is true and correct.

Signature

Print Name

Title

Date

ATTACHMENT G-7

Brockton Housing Authority

2023 Owner Proposal for the Section 8 Project-Based Voucher (PBV) Program

Environmental Review

Applicant Name:

Project Name:

Project Address:

1. This is to certify that the above Applicant, if selected for a PBV, will comply with the applicable requirements of the Environmental Review as required by 24 CFR parts 50 and 58 and 24 CFR part 983.58 and will cooperate with and pay for the Environmental Review to be completed by an experienced environmental firm or person assigned by the BHA on behalf of the City of Brockton.

Signature

Print Name

Title

Date