

# **Request for Proposals**

## **Project-Based Vouchers (PBV)**

### **for**

## **New Construction of**

## **Affordable Housing**

### **in**

## **Spokane County**

Issued: 03/08/2024

**PROPOSALS ARE DUE NO LATER THAN  
4:00PM PST FRIDAY 03/22/2024**

**LATE PROPOSALS WILL NOT BE ACCEPTED**



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25 West Nora Ave, Spokane, WA 99205  
1-509-328-2953  
1-509-327-5246 (Fax)



# REQUEST FOR PROPOSALS AFFORDABLE HOUSING DEVELOPMENT

**Issue Date:** 03/08/2024

**Due Date:** 03/22/2024

## **Proposal Submission**

All proposals must be submitted electronically via email to:

Pamela Parr, Executive Director  
Spokane Housing Authority  
[pparr@spokanehousing.org](mailto:pparr@spokanehousing.org)

## **Questions**

All questions must be submitted in writing to:

Pamela Parr, Executive Director  
Spokane Housing Authority  
[pparr@spokanehousing.org](mailto:pparr@spokanehousing.org)

## **I. Overview and Project Requirements**

Spokane Housing Authority (SHA) is seeking proposals from developers interested in applying for Project Based Vouchers (PBV) to be used in multi-family affordable housing rental project(s) that serve Elderly (62 or older) or Near Elderly (55 or older) very low- or extremely low-income households in Spokane County. SHA is accepting PBV proposals to allocate up to a total of 100 vouchers to projects located in Spokane County that can serve families at or below 50% of the Area Median Income (AMI).

SHA is looking for experienced developers capable of delivering high quality affordable housing for this underserved population. Successful proposals will demonstrate experience with the type, size, scale and complexity of housing proposed to be developed.

As a result of this RFP, awards may be funded to single or multiple projects depending on available resources. SHA reserves the right as the result of our review to determine the best mix of resources for a proposed project. SHA encourages proposals from developers that will increase housing stock and overall availability to affordable housing in Spokane County.

## **II. Project Developer**

SHA is looking for developers with a demonstrated ability to successfully finance, construct and operate projects of comparable type, size, scale and complexity. Developers must demonstrate the ability to:

1. Deliver projects on time and within the forecasted budget;
2. Work with the public sector in public/private real estate development projects;
3. Take on a new project given the developer's other commitments;
4. Successfully utilize PBVs and comply with Fair Housing and all federal regulations;
5. Implement a relocation plan, if applicable, per the necessary rules and regulations based

- on funding requirements;
- 6. Operate the project in compliance with funding requirements throughout the period of affordability; and
- 7. Have positive financial, legal, and organizational standing.

### III. **Description of PBV Program**

Project-Based Vouchers (PBV) are an optional component of the Housing Choice Voucher (HCV) program that Public Housing Authorities may choose to implement. Through the PBV program, SHA will enter a Housing Assistance Payment (HAP) contract with selected property owner(s) for an initial term of no less than one year and up to 20 years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis

Any time before expiration of the HAP contract, SHA may extend the term of the contract for an additional term of up to 15 years if SHA determines an extension is appropriate to continue viding affordable housing for low-income families or to expand housing opportunities.

Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. SHA will maintain the waiting list and refer program participants to the project owner to fill vacant units. SHA occupancy standards will determine the appropriate unit size for the family size and composition.

Certain types of housing units and/or developments are **not eligible** for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- College or other school dormitories;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract.

Additionally, SHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing (24 CFR 983.54):

- A public housing unit;
- A unit subsidized with any other form of HCV 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 a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- Section 202 project for non-elderly 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;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or SHA in accordance with HUD requirements.

#### IV. Site Selection Standards [24 CFR 983.57]

It is goal of the SHA to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, SHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

SHA will grant exceptions to the 20 percent standard where SHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent. Guidelines for qualifying for such an exception are contained in Section IX of this document – (see *Threshold Requirements*).

A site for newly constructed housing must be consistent with SHA's Administrative Plan, Chapter 17, Project-Based Vouchers. The plan is available on-line through our website [by navigating to this link](#).

The PBV project must also be in compliance with the Conduct of Development Work outlined in the applicable Code of Federal Regulations (CFR): [24 CFR 983.154](#).

Activities under the PBV program are subject to HUD environmental review regulations and may be subject to review under the national Environmental Policy Act by local authorities.

For properties with nine or more proposed PBV units, the owner, the owner's contractors, and subcontractors must pay Davis-Bacon wage rates and follow and Davis Bacon wage rate requirements.

**For a project to be eligible, construction MUST NOT have begun and will not be allowed to proceed until all regulatory conditions have been met and an Agreement to Enter into a Housing Assistance Payments (AHAP) Contract has been executed with the Spokane Housing Authority. This includes site work.**

#### V. Fair Housing

All projects must comply fully with all federal, state and local nondiscrimination laws and rules and regulations governing fair housing and equal opportunity in housing and employment.

#### VI. PBV Contract Rents

For each unit type and size, the proposed contract rent must be provided as well as a breakdown of the utilities to be paid by the tenant and by the owner.

SHA's goal is to provide as many households with vouchers as possible. Given the budget limitations of the program, SHA must implement policies that control its HAP expenditures. It is expected that developers will build units that will fit within the Fair Market Rents (FMRs) for Spokane County.

The rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by SHA, not to exceed 110 percent of FMR. The contract rent is

REQUEST FOR PROJECT BASED VOUCHERS NEW CONSTRUCTION/REHABILITATION	4
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- determined by the applicable FMR minus the applicable utility allowance; and
- The contract rent must be rent reasonable.
- The owner and tenant must adhere to the Washington State Residential Landlord-Tenant Act, RCW 59.18 as it concerns the rights and responsibilities of both parties. The HAP Contract may supersede any conflicting requirements or expectations of the landlord/tenant relationship or lease change requests of material nature.

## **VII. SUBMISSION REQUIREMENTS**

### **Format Requirements**

Proposers must submit one (1) copy of the proposal in an electronic format by the due date. Brevity is strongly encouraged. The reviewers will not consider materials that are not requested below.

The electronic copy should be emailed to: [pparr@spokanehousing.org](mailto:pparr@spokanehousing.org) with the Subject: **RFP for PBV**

The proposals must be typed. To be considered responsive, each submittal should:

- Be presented in an 8.5" X 11" format, either vertical or horizontal; and
- Be typed with a font size no smaller than 10 points.

No facsimile proposals will be accepted. No hard copy proposals will be accepted.

**Once submitted, no additions, deletions, or substitutions may be made to written proposal.**

## **VIII. Proposal Requirements**

To be considered responsive and responsible, each Developer shall respond to the following requirements in the order provided on the required forms. Responses must be specific and complete unto themselves. Each section of the response will be scored independently. Any submittal that, in the opinion of SHA, does not fully and completely address these requirements will not be reviewed. Limit your proposal to the equivalent of 10 pages not including cover letter, required forms or appendices.

### **1. Cover Letter**

Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. All required proposal information **MUST** be contained in the PBV proposal forms. **Proposal information contained in the cover letter but not in the Project Application will NOT be considered.**

### **2. Required Forms**

- Project-Based Voucher Project Application - See Exhibit A
- Request for PBV Threshold Requirement Narrative – See Exhibit B
- Request for PBV Proposal Narrative for Scoring and Ranking – See Exhibit C
- Proposer Certification - See - Exhibit D

## **IX. THRESHOLD REQUIREMENTS FOR PBV UNITS**

Proposals not meeting the RFP Threshold requirements outlined below will not be considered.

### **1. Site Control**

The project applicant must demonstrate evidence of site control.

REQUEST FOR PROJECT BASED VOUCHERS NEW CONSTRUCTION/REHABILITATION	5
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## 2. **Elderly or Near Elderly Designated Housing**

Rental housing that allocates at least 80% of the units for elderly (62 or older) or near elderly (55 or older) households.

- Elderly is defined as an individual who is at least 62 years of age.
- Near Elderly is defined as an individual who is at least 55 years of age.

## 3. **Number of Units**

The number of PBV assisted units in the project cannot exceed the greater of 25 units or 25 percent of the total number of dwelling units in the project, *except*:

- units that are exclusively for elderly families (62 or older), or
- units that are for households eligible for supportive services available to all households receiving PBV assistance in the project (although the household is not required to accept or receive such services).

## 4. **Site Location**

Development site must be located in a census tract with a poverty rate of less than 20% or must be determined to be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. SHA will use the following to determine whether a proposed PBV development is consistent with the goal of deconcentrating poverty and expanding economic opportunities:

- a. Whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- b. Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
- c. Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization;
- d. Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
- e. Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area;
- f. Whether there has been an overall decline in the poverty rate over the past five years;
- g. Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

**Each applicant should carefully describe how they will comply with each of the requirements.**

## **X. Proposal Scoring and Ranking**

### **Maximum Points Available = 100**

Proposals that meet all the RFP Threshold Requirements will be evaluated and ranked by the SHA Selection Panel. A SHA ranking list will be prepared according to the points awarded to each proposal. SHA may, at its discretion, select none, one or more of the proposals submitted.

REQUEST FOR PROJECT BASED VOUCHERS NEW CONSTRUCTION/REHABILITATION	6
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Applicant or contracted property management firm has 10 to 19 years of experience in managing and maintaining affordable rental housing.	<b>5 Points</b>
Applicant or contracted property management firm has 20 or more years of experience in managing and maintaining other types of rental housing.	<b>4 Points</b>
Applicant or contracted property management firm has 10 to 19 years of experience in managing and maintaining other types of rental housing.	<b>0 Points</b>
Applicant or contracted property management firm has less than 10 years of management experience	
<b>Supportive Services Plan</b> (residents not required to accept the services)	
Maximum Points: 20	
Supportive Services Plan indicates onsite supportive services are actively offered and provided to residents.	<b>20 Points</b>
Supportive Services Plan indicates residents are actively offered access to offsite services upon request and this plan must identify what agency/agencies are being relied upon once short/medium term subsidy ends (such as RRH)	<b>10 Points</b>
Supportive services not provided	<b>0 Points</b>
<b>TOTAL POINTS</b>	

## **XI. Method of Award**

After selection, a Preliminary Award Letter will be made available to selected proposals to be used in the application of other development finance.

SHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the SHA to be in its best interests. SHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. If a proposal is determined to be non-responsive a notice will be mailed to the applicant identifying the disqualifying factor. SHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. SHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

## **XII. Other Requirements**

Before executing an Agreement with any selected owner, SHA will:

REQUEST FOR PROJECT BASED VOUCHERS NEW CONSTRUCTION/REHABILITATION	8
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- Establish rents in accordance with §983.12.
- Obtain subsidy-layering reviews from HUD, if applicable.
- Complete the required Environmental Review and obtain fully executed HUD Form 7015.15 Request for Release of Funds (RROF) for the local HUD field office.
- Submit a certification to the HUD field office stating that the unit or units were selected in accordance with SHA's approved unit selection policy.

### **XIII. CLARIFICATIONS AND ADDENDA**

#### **1. Questions and Comments**

Any respondent requiring clarification of the information contained within this RFP must submit in writing specific questions or comments to the RFP contact Pamela Parr via email at [pparr@spokanehousing.org](mailto:pparr@spokanehousing.org). **The deadline for submitting such questions is 03/18/2024.** If in SHA's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be posted to the SHA website: [www.spokanehousing.org](http://www.spokanehousing.org)

Such addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions given to prospective respondents by SHA employees or its agents shall not bind SHA. All Addenda shall be issued by SHA not less than five (5) calendar days prior to the qualifications deadline.

#### **2. Specifications Limiting Competition**

Respondents may comment on any specification or requirement contained within this RFP which they feel limits competition. Such comments may be formal or informal and are to be addressed to [pparr@spokanehousing.org](mailto:pparr@spokanehousing.org).

#### **3. Award of Contract; Clarification or Rejection of Proposals**

- SHA will evaluate proposals and will rate proposals using the scoring methodology described in Section X of this RFP.
- SHA reserves the right to seek clarification of the written proposals from respondents.
- SHA reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of SHA.
- SHA reserves the right to reject the proposal of any proposer including those who have previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not able to perform the contract, or who has neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material suppliers, or employees. SHA also reserves the right to reject the proposal of any proposer listed in the current issue of "List of Parties Excluded from Federal Procurement and Non- procurement Programs" U.S. General Services Administration, Office of Acquisition Policy or listed in the HUD Limited Denial of Participation, current edition.

#### **4. Right to Protest**

Any actual proposer who is adversely affected or aggrieved by SHA's award of the contract to another proposer on the same solicitation shall have fourteen (14) calendar days after notice of

intent to award has been issued to submit a written protest of the award. The written protest shall specify the grounds upon which the protest is based and are to be addressed to the Spokane Housing Authority Board 25 West Nora Avenue. Spokane, WA 99205, ATTN: Pamela Parr or [pparr@spokanehousing.org](mailto:pparr@spokanehousing.org). If addressed via e-mail the subject line of the e-mail must read PBV RFP – Written Protest of Award.

SHA will not entertain protests submitted after the time period established in this rule.

**5. Cancellation**

SHA reserves the right to cancel or reject any or all proposals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in SHA's best interest. In no event shall SHA have any liability for cancellation of award.

**6. Cost of Preparation**

Costs incurred by respondents in preparation of a response to this RFP shall be borne by the respondents.

**7. References**

SHA reserves the right to investigate references of our choice. Investigation may include past performance of any development team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If demanded by SHA, supportive references must be furnished.

**8. Confidentiality**

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the Washington Public Records Act, except such portions of the proposal for which respondent requests exception from disclosure consistent with Washington Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondents shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the SHA as a result of this RFP.

**9. Post Award**

SHA may request additional information to evaluate the viability of the project sponsor and/or the project. This may include, but is not limited to, previous audits, certified financial statements and additional project information.

# EXHIBIT A

## Spokane Housing Authority

### Project-Based Voucher

#### Project Application

SPONSOR INFORMATION				
Name of Organization:		Contact Person:		
Mailing Address:		Phone Number:		
		E-Mail Address:		
PROJECT INFORMATION				
Name of Project:		Address:		
Owner:		Owner Tax I.D. #:		
HOUSING INFORMATION				
Census Tract and Tract Poverty Rate of Proposed Project (please attach ACS Data sheet)				
Total Number of Units				
Proposed Number Units	Bedroom Size	Total # of Units	# PBV Units Requested	
	Studio			
	1-Bedroom			
	2-Bedroom			
	3-Bedroom			
	4-Bedroom			
	Totals			
Proposed PVB Rents	Bedroom Size	Rent		
	Studio	\$		
	1-Bedroom	\$		
	2-Bedroom	\$		
	3-Bedroom	\$		
	4-Bedroom	\$		
Utility Responsibility	Utility	Type (Elec/Gas/Oil)	Owner	Tenant
	Heat			
	General Elec.			
	Hot Water			
	Water			
	Sewer			
	Trash			
ANTICIPATED FUND SOURCES - DEVELOPMENT				
Low-Income Housing Task Credits			\$	
HOME Funds (Circle Source)		City/County/State	\$	
Community Dev. Block Grant (CDBG) (Circle Source)		City/County/State	\$	
Washington State Housing Trust Fund			\$	
Other Lenders or grantors (please specify)			\$	
			\$	
			\$	
<b>Total Development Cost</b>			<b>\$</b>	
<b>Total Cost Per Unit</b> (Total number of units divided by Total Development Cost)			<b>\$</b>	

**Exhibit B**  
**Request for PBV**  
**Threshold Requirement Narrative**

Each applicant should carefully describe how they will comply with each of the threshold requirements. Be specific and provide adequate documentation and/or narrative to support your position.

1. How has site control been established for the project?

- ☐ Deed
- ☐ Lease
- ☐ Lease Option
- ☐ Purchase Contract
- ☐ Purchase Option
- ☐ Other

a. If "other," describe:

2. Is the project at least 80% of the total project units dedicated for:

- ☐ Elderly - defined as an individual who is at least 62 years of age.
- ☐ Near Elderly - defined as an individual who is at least 55 years of age.

3. Are the number of PBV assisted in the greater of 25 units or 25% of the total number of dwelling units?

- ☐ Yes
- ☐ No - If "no," describe how the project meets one of the following exceptions:
  - units that are exclusively for elderly families (62 or older), or
  - units that are for households eligible for supportive services available to all households receiving PBV assistance in the project (although the household is not required to accept or receive such services)

4. Is this proposed development site located in a census tract with a poverty rate of less than 20%?

- ☐ Yes
- ☐ No - If "no," describe how the project is consistent with the goal of deconcentrating poverty and expanding economic opportunities:

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

Provide specific examples and/or provide adequate documentation/data to support your position.

**Exhibit C**  
**Request for PBV**  
**Proposal Narrative for Scoring and Ranking**  
**(Must not Exceed 10 Pages)**

**1. MINORITY CONCENTRATION – Up to 25 Points**

What is the Minority Concentration in the project's Census Tract?

**2. TERM OF CONTRACT REQUESTED – Up to 10 Points**

What is the Term of the Contract you are Requesting?

**3. ACCESSIBILITY – Up to 15 Points**

In accordance with the Americans with Disabilities Act and 504 Accessibility requirements:

a. What percentage of the total project units will be targeted for physically disabled persons?

b. What percentage of the total project units will be targeted for visually impaired?

c. What percentage of the total project will be targeted for the hearing impaired?

**4. OWNER EXPERIENCE – Up to 15 Points**

Please describe your organization's experience owning affordable rental Housing. Please include key staff members' relevant experience.

**5. PROPERTY MANAGEMENT EXPERIENCE – Up to 15 Points**

Please describe the experience of applicant or contracted property management firm in managing and maintaining affordable rental housing.

**6. SUPPORTIVE SERVICES PLAN – Up to 20 Points**

Please describe the Supportive Services Plan for the proposed project (if applicable).

**REPRESENTATION**

By submitting a proposal, a proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.

The undersigned certify that the information provided herein, to the best of their knowledge, is true, complete, and accurately describes the proposal.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

## Exhibit D

### PROPOSER CERTIFICATION

**Each Proposer must read and sign this section.  
Failure to do so may mean the proposal is deemed non-responsive.**

1. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.
2. This RFP is not a solicitation of competitive bids. SHA by this request for proposals specifically reserves the right in its sole discretion to determine which proposals best serve the public good, and to:
  - A. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting any Projects.
  - B. Waive informalities and irregularities in the proposals received in response to this RFP.
  - C. Disqualify without recourse or appeal any or all proposals.
  - D. Reject any or all proposals with or without cause.
  - E. Determine the timing, arrangement and method of any presentation throughout the process.
  - F. Verify and investigate the qualifications and financial capacity of the Project Sponsor, and any of the information provided in the proposal.
3. Every effort has been made to provide current and correct information; however, unless citing a specific SHA approved resolution or plan, SHA makes no representation or warranty with respect thereto.
4. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this RFP. However, in the event additional information is desired, please adhere to the following:
  - A. During the course of this RFP, development teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of SHA-authorized presentations; or to make any direct or indirect (through others) contact with members of the Board, staff review committee members (if named) or SHA staff members not identified in this RFP as a contact for specific information.
  - B. SHA will not hold “one-on-one” meetings with any development teams during the evaluation process except as part of a scheduled interview or presentation process involving all or a “short list” of development teams. SHA may, however, ask individual development teams clarifying questions or obtain additional information about some specific point of a proposal.
  - C. Failure to abide by these restrictions is grounds for disqualification. This RFP does not commit SHA to enter into an agreement.
5. Respondents to this RFP are prohibited from employing or retaining a former SHA employee to assist in the preparation of a proposal to this RFP if the former SHA employee has been separated from SHA for less than one year and was associated with the Property or related project while employed by SHA.



6. The selected development team is further prohibited from employing or retaining a former SHA employee who has been separated from SHA for less than one year and was associated with this Project while employed by SHA.
  - A. To work on or receive any financial gain related to the Project; or
  - B. To work in a capacity responsible for influencing or trying to influence the actions of SHA other than through public testimony.
7. Proposer agrees to make the proposal a binding offer to the SHA for a period of one (1) calendar year from the date proposals are due.
8. Proposer agrees to bring all required reporting to SHA current as of the date of official selection.
9. Proposer further certifies:
  - A. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over SHA.
  - B. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the SHA employees.
  - C. The undersigned warrants that s/he is an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.

**SIGNATURE BLOCK**

Signature of Proposer's duly authorized representative:

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

Printed Name and Title: \_\_\_\_\_

Legal Name of Proposer/Firm:

\_\_\_\_\_

(Mandatory) Federal Tax Identification Number (FEIN or SSN): \_\_\_\_\_