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1. Introduction

The City of Baltimore Mayor’s Office of Homeless Services (“[MOHS](#)”) and Department of Real Estate, through this Request for Proposals (RFP), is seeking written proposals from qualified respondents to rehabilitate and operate dedicated permanent supportive housing (“PSH”) at two hotel properties and possibly develop the adjacent parking lot that MOHS recently acquired. MOHS expects a proposal that rehabilitates the existing hotels and parking lot for permanent supportive housing development on this site with a mix of affordability levels, up to 60% of area median income (AMI), with a 55-year binding affordability covenant. MOHS expects a minimum of 100 units across the Properties with a preference for proposals that have a mix of 1 and 2 bedroom units. MOHS also expects a proposal that provides comprehensive onsite supportive services such as individualized service plans, case management services, medical screenings, mental health assistance, and life management skills. Additionally, the supportive services provider should have and strengthen partnerships with other relevant agencies and programs that serve the project’s target population. It is expected that the selected respondent will provide property management services as well. Therefore, proposals should include a developer, property manager, and service provider, either with a memorandum of understanding(s) (MOU) between two or more organizations or within the same organization.

2. Background

The Mayor’s Office of Homeless Services (“[MOHS](#)”) is the city agency responsible for overseeing the homeless services system across Baltimore. The agency is responsible for implementing federal, state, and local policy and best practices for homeless services, and it administers and monitors approximately \$50 million annually in homeless services grants from a variety of sources. MOHS is also the designated Collaborative Applicant for the Continuum of Care (“CoC”).

The funds administered by MOHS include: the HUD CoC Program, Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Youth Homelessness Demonstration Program (YHDP), State of Maryland Homelessness Solutions Program (HSP), and local general funds.

In response to the COVID-19 pandemic, Congress passed the American Rescue Plan Act of 2021 (ARPA), Public Law 117-2; intended to provide funding for local economic recovery and pandemic response. ARPA funds must be obligated by December 31, 2024, and expended by December 31, 2026. The City of Baltimore received \$641 million in one-time ARPA funding, of which MOHS received \$75 million. Of this allocation, MOHS has committed \$45,015,988 in funding for building more PSH.

Using ARPA funds, the City of Baltimore recently acquired the Sleep Inn and Suites located at 300 N. Front Street; the Holiday Inn Express located at 221 N. Gay Street; and the parking lot located between these two hotels at 320 N. Front Street (collectively known as “the Properties”).

3. Schedule of Events

The timeline is subject to change as needed to meet the goals and priorities of MOHS. Any changes to the competition process or timeline will be posted to the MOHS listserv and MOHS website.

Date	Milestone
July 3, 2024	RFP Released
July 15, 2024 at 3:00 p.m.	Technical Assistance – Bidder’s Conference
July 24-26, 2024 (daily tours at 10:00 a.m. - 3:00 p.m.)	Hotel Site Visits by appointment
July 29, 2024 at 5:00 p.m.	Deadline to Submit Questions to Baltimorepsh@lesardevelopment.com
August 2, 2024	RFP Q&A Addendum Released
August 16, 2024 at 3:00 p.m.	Proposals Submission Deadline
August 19-30, 2024	Review/Scoring of Proposals
September/October 2024	Conditional Award Notices Issued
TBD	Transfer of Ownership
TBD	Construction Start Date

4. Related Information

4.1 Bidder’s Conference

MOHS will host an optional, virtual bidder’s conference on Monday, July 15th at 3:00 p.m. to provide technical assistance to potential respondents. During the conference, staff will be available to answer questions about application requirements, evaluation criteria, program regulations, and eligibility for funding. Attendees will also have the opportunity to discuss the proposed project in further detail.

Registration is required to attend the bidder’s conference. To register for the conference, please [click this link](#). Email baltimorepsh@lesardevelopment.com if there are any questions or concerns regarding the bidder’s conference.

4.2 RFP Questions

Respondents may email questions regarding the RFP process, application templates, and instructions to baltimorepsh@lesardevelopment.com. The deadline to submit questions is Monday, July 29th at 5:00 p.m. MOHS will release an RFP Q&A Addendum no later than Friday, August 2nd.

4.3 Hotel Site Visits

The Property is also available for inspection by appointment every day from Wednesday, July 24th to Friday, July 26th at 10:00 a.m. - 3:00 p.m. (meeting in front of the Sleep Inn and Suites located at 300 N. Front Street). It is highly recommended that potential respondents attend the bidder’s conference ahead of the pre-proposal inspection. **Registration is required to tour the Property.** To register, please [click this link](#) by **3 p.m. July 22, 2024**. Email baltimorepsh@lesardevelopment.com if there are any questions or concerns regarding the tour.

5. Property Descriptions

The Properties are in the downtown area of Baltimore, located within Council District 12. The Properties include the Sleep Inn and Suites located at 300 N. Front Street; the Holiday Inn Express located at 221 N. Gay Street and 332 N. Front Street; and the parking lot located between these two hotels at 320 N. Front Street. For aerial and frontal views of the Properties, please see Appendix A. These images are for

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informational purposes only. Respondents are responsible for conducting any and all due diligence to confirm site boundaries and/or relevant parcel(s) dimensions.

Sleep Inn and Suites: 300 N. Front Street

- Year Built: 1920, partially demolished and converted/redeveloped to a hotel in 2010
- Zoning Code: C-5-DC, Downtown District, Downtown Core Subdistrict
- Construction Class: B
- Gross Building Area (GBA): 35,308 square feet
- Site Coverage: 27.9%
- Number of Buildings: 1
- Number of Parking Spaces: 67
- Number of Stories: 4
- Number of Rooms: 62

Holiday Inn Express: 221 N. Gay Street

- Year Built: 1924, converted to a hotel in 2009
- Zoning Code: C-5-DC, Downtown District, Downtown Core Subdistrict
- Construction Class: B
- Gross Building Area (GBA): 43,14 square feet
- Site Coverage: 63.2%
- Number of Buildings: 1
- Number of Parking Spaces: 32
- Number of Stories: 7 plus 1 below-grade level
- Number of Rooms: 68

Parking Lot: 320 N. Front Street

- At grade
- Empty

6. Intent of the RFP

6.1 Project Requirements

With this RFP, MOHS is seeking qualified **non-profits, for-profits** or **joint ventures** that will rehabilitate and operate permanent supportive housing (PSH) at three adjacent City-owned sites (the Sleep Inn and Suites located at 300 N. Front Street; the Holiday Inn Express located at 221 N. Gay Street; and the parking lot located between these two hotels at 320 N. Front Street). One development team will be selected to rehabilitate the buildings and operate the PSH at all the sites. While the RFP expects proposals to include a mix of affordability levels, MOHS will prioritize proposals that maximize the number of PSH units on the site. This RFP expects proposals to include a developer, property manager, and service provider(s). A single organization may play all these roles or separate organizations working

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in partnership must codify their relationship(s) with a memorandum of understanding between the parties.

The selected respondent will enter into an Exclusive Negotiating Privilege (ENP) with the City’s Department of Real Estate which will give the selected respondent 120 days to negotiate a Land Disposition Agreement. The agreement will subsequently be presented to the Board of Estimates of Baltimore City for final approval. Upon award of this RFP, the City will transfer ownership of the Properties to the selected respondent by negotiating a purchase agreement for a nominal amount. The selected respondent will also be responsible for financing the onsite development, rehabilitating the buildings, and providing on-site supportive services and property management services.

6.2 Target Populations

The Project(s) will serve individuals and families currently experiencing homelessness as determined through the Baltimore City’s Coordinated Access System. Participants will be referred and prioritized through Baltimore City’s Coordinated Access System through current policies and procedures and in line with any subsidy requirements. For more information, please visit: [Coordinated Access Policies and Procedures](#)

The Maryland Department of Housing and Community Development’s (MDHCD) Multifamily Rental Financing Program Guidelines, which regulate Low-Income Housing Tax Credits in Maryland, defines PSH target populations as:

MDHCD Multifamily Rental Financing Program Guidelines, Section 4.4.2 Targeted Populations

- Persons experiencing homelessness;
- Persons With Disabilities (PWDs);
- Youth aging out of foster care;
- Survivors of crimes, including domestic and/or intimate abuse, sexual assault, and sex trafficking;
- Veterans;
- Persons transitioning from a correctional facility or other State facility or institution; or
- Persons recovering from substance abuse disorder.

6.3 Operating Subsidy for Rental Assistance

The selected developer will be required to secure sufficient, stable operating subsidies to ensure that tenant rents do not exceed approximately 30% of adjusted household income.

The Housing Authority of Baltimore City (HABC) periodically issues Requests for Proposals (RFP) to competitively award Project Based Voucher (PBV) assistance that provides long-term operating subsidies for low-income families and individuals. MOHS anticipates that the selected respondent will submit a complete proposal in response to HABC’s forthcoming PBVs RFP(s) in accordance with HABC’s published requirements and the U.S. Department of Housing and Urban Development’s (“HUD”) PBV regulations.

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Disclaimer: There are no guarantees that the selected respondent who is awarded the MOHS Properties via this RFP will be allocated PBVs from the HABC’s RFP.

7. Eligible Respondents

To be considered a qualified organization, the respondent must meet all the following mandatory criteria:

- Be a qualified non-profit, for-profit, or joint venture with experience developing at least three (3) multifamily PSH developments in the past ten (10) years.
- Entity(s) should be In Good Standing with the State of Maryland. The Certificate of Status must be dated within 30 days of the submission and can be obtained through the [Department of Taxation](#) website.
- Submit the last 2 years’ single audit or independent financial audits that demonstrate the respondents’ financial and management capacity and experience to carry out the project as detailed in the project application and the capacity to administer federal funds. If no formal audits are available, MOHS will review and consider the agency’s board-approved financial statements.
- Submit a project intent summary highlighting the developer’s interest and plans for developing PSH affordable housing on the subject site (limit to 1 page).
- Commitment to operating the program under the Housing First model that includes principles of harm reduction and low barriers to entry, and compliance with Fair Housing Policies.

Please note: Respondents can submit joint applications in response to this RFP to demonstrate the ability to develop, own, and operate the PSH project, with one as the lead agency and another party(s). Joint applications should submit a Memorandum of Understanding (“MOU”) or letter of agreement reflecting the role of each project partner.

8. Proposal Submission Requirements

Respondents will submit (1) PDF electronic copy of the Proposal and all required supporting documents to baltimorepsh@lesardevelopment.com. All project applications must be received by 3 p.m. on the application deadline stated in the timeline at the beginning of this document. The City of Baltimore may request additional application materials and/or information at a later date.

8.1 Proposal Format

All project proposals must include the following components:

1. Cover Page identifying the Request for Proposals by title and number, firm name and address, telephone number, and e-mail address of the person authorized to make representations for the respondent during negotiations and commit the respondent to a contract.
2. Table of Contents with all proposal pages numbered in sequential order.
3. Threshold requirements
 - a. Background information
 - b. Project intent summary (limit to one page)

4. Proposal content that is responsive to scoring criteria.
5. Copies of respondent’s MBE / WBE Certification, if applicable.
6. Housing First Agreement
7. Fair Housing Policy & Statement of Agreement
8. MOUs with partner organizations to provide services directly related to project proposal.

9. Evaluation Criteria

All submissions will undergo a threshold review for completion and accuracy prior to being scored by the PSH Hotel Conversion Review Panel. Projects that submit incomplete applications or do not submit their application by the stated deadline in the competition timeline document will not be considered for award of the Properties.

9.1 Threshold Requirements

- a. Respondents Background Information: Provide copies of the following for the Lead Developer, and Co-Developer/Joint Respondent if applicable.
 - i. Certificate of Good Standing from State of Maryland dated within 30 days of application deadline
 - ii. Evidence of 501(c)(3) status
 - iii. Previous 2 years audited financial statements, including all Schedules and Management Letter as approved and signed by the Respondent or CPA certified. Respondents shall submit the status of the correction of any identified Findings or Concerns. Partnerships shall include the General Partner, if applicable. If audited financial statements are not available, a Board approved financial statement is acceptable.
- b. Project Intent Summary: highlight the developer’s interest and plans for developing PSH affordable housing on the subject site (limit to 1 page)

We encourage potential respondents to seek technical assistance if they are unsure of their ability to meet any of these expectations.

9.2 Proposal Content and Technical Scoring

In addition to passing the threshold requirements outlined above, respondents must score a **minimum of 60 points** to be eligible for project selection. Scores will be based on the following:

1. **Respondent Qualification and Experience (30 points)**

- a. Technical Capacity and Experience: To demonstrate technical capacity and experience to successfully undertake the proposed project, provide:
 - i. Project Development Team organization chart including:
 1. Each organization’s name
 2. Names of the organization’s Director or equivalent position
 3. Primary contact persons’ names, phone numbers and email addresses
 4. Name, phone numbers and email addresses for each of the following:
 - a. Developer

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- b. Property Manager
- c. Supportive Services Provider(s)
- ii. Provide a concise narrative to summarize the organizational structure of the Respondent, including the roles of the developer, the property manager, the service provider, and other team members relevant to the proposed project. (One page maximum).
- iii. Provide a concise narrative to summarize key staff qualifications and relevant experience. (One-page maximum).
- iv. Provide descriptions of at least three (3) qualified Multifamily Permanent Supportive Housing Rental Developments built and/or operated during the past ten (10) years. This applies to the developer, property manager, and service provider.
- v. Provide a narrative demonstrating the respondent’s detailed approach or methodology to complete the Project (i.e., development plan)
- vi. Provide a narrative demonstrating the service provider’s experience helping persons of the target population (i.e., supportive services plan)

2. Project Proposal and Design (35 points)

- a. Provide complete and thorough property management, tenant selection, and supportive services plans. (30 points)
- b. Provide a concise narrative of the proposal for developing the Properties, including a unit mix, onsite and nearby offsite amenities, and sustainability features. (5 points)

Note: Proposals are not required to submit but may include preliminary design sketches.

3. Project Schedule and Financial Feasibility (25 points)

- a. Estimated Project Timeline
 - i. Respondents shall provide a detailed and realistic project development schedule, including all phases of the project, such as funding application schedules, entitlements, planning, construction, and occupancy.
- b. Conceptual Proforma:

Applicant must submit a 20-year project financial feasibility proforma for the development of the Properties. Use of the Maryland Department of Housing and Community Development’s (DHCD) Multifamily Rental Financing Application is acceptable. Upon award of the Properties, the selected Respondent must submit application(s) to DHCD for 9%, 4% or “twinned” LIHTC executions. Therefore, in this project budget, the Applicant must demonstrate that the project is feasible under the 9% or 4% LIHTC program. Applicant proformas must include the following details:

 - a. Acquisition and predevelopment sources and uses of funds
 - b. Construction and permanent sources and uses of funds
 - c. 20-year cash flow analysis
 - d. Proposed Unit Mix
 - e. Proposed Construction Budget that includes per unit costs. Project cost calculations should be exclusive of supportive service costs or any commercial costs.

4. Minority Business Enterprises and Women Owned Business Enterprises (5 points)

City certified minority business enterprises (“MBEs”) and women owned business enterprises (“WBEs”) will be awarded points. Qualified entities may register for and provide proof of MBE or WBE certification from the City’s Mayor’s Office of Small and Minority Business Advocacy & Development [website](#). If applicable, a certificate should be submitted with the proposal.

5. Submission Quality (5 points)

The quality of response to proposal requirements, organization, and completeness will be assessed.

9.3 Selection Process

A PSH Hotel Conversion Review Panel will be selected by MOHS and the Department of Real Estate. The review committee will make recommendations that will be approved by MOHS and the Department of Real Estate, which has the authority to approve or reject recommendations. Respondents may be asked to provide oral presentations to the Review Panel, or the MOHS Board of Directors or staff (or any committee thereof), for the purpose of clarifying their proposal.

MOHS has the right to consult and negotiate with selected provider(s) to amend any proposals to meet the full need and scope of work of this RFP.

The following rating criteria will be used to evaluate the proposals:

SELECTION CRITERIA POINTS	MAXIMUM POINTS
1. Respondent Qualification and Experience	30
2. Project Proposal and Design	35
3. Project Schedule, Financial Feasibility	25
4. Minority Business Enterprises and Women Owned Business Enterprises	5
5. Submission Quality	5
TOTAL	100

10. Contract Terms and Conditions

By submitting this application and accepting an award, respondents agree to the following. We encourage potential respondents to seek technical assistance from MOHS if they are unsure of their ability to meet any of these requirements.

10.1 Laws and Program Requirements

- a. The laws of the State of Maryland shall govern the contract.

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- b. The selected respondent shall be located or provide services in Baltimore City and serve individuals and families experiencing homelessness.
- c. The selected respondent shall comply with program requirements per the Baltimore City CoC Policies and Procedures and ARPA Rules and Regulations.
- d. All projects must agree to utilize Baltimore’s City Coordinated Access System, comply with all program reporting and evaluation requirements, and participate in Baltimore City’s HMIS and provide accurate reporting to help measure progress and project performance.
- e. Adhere to MOHS’ program compliance and monitoring as detailed in the final executed contract.
- f. Work in collaboration with the CoC’s Lived Experience Advisory Committee, Youth Action Board, and other committees, as needed.
- g. Incorporate individuals with lived experience of homelessness throughout project planning, design, and implementation.
- h. Adhere to Housing First practices in serving individuals experiencing homelessness.
- i. Fair Housing Compliance: The selected respondent awarded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, MOHS may give corrective action up to and including termination of funds. MOHS reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

10.2 Liability

- a. All Respondents are independent contractors. During inspections of the properties prior to the RFP submission and award, MOHS assumes no liability for the injury to the contractor’s agents or employees, unless MOHS, MOHS’s agents or employees cause such injury by gross negligence or intentional acts. The contractor will be liable for any damage caused by the negligence of the contractor, its agents or employees. Neither party shall be liable to the other for any incidental or consequential damages arising from the Contract.

11. Award Procedures

- a. MOHS will not be limited solely to the information provided by the Respondent but may utilize other sources of information useful in evaluating Respondent’s ability to perform. All proposals submitted in response to this RFP must be emailed to baltimorepsh@lesardevelopment.com no later than Friday, August 16th at 3pm. No

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mailed or faxed proposals will be accepted. Proposals arriving after the deadline may not be accepted. Unsolicited amendments to proposals arriving after the Closing Date and time will not be accepted.

- b. MOHS may convene a Review Panel to evaluate the Proposals. The Review Panel may include members of the Housing Authority of Baltimore City (HABC), representatives from other City departments and community stakeholders.
- c. All Requests for Information (RFI) related to the RFP process, the preparation of the Proposal, or the Property shall be made in writing. All responses to the RFI shall be provided by MOHS and shall be in writing and delivered to all registered Respondents, or alternatively may be issued as an Addendum to the RFP by MOHS. The deadline for receipt of all RFI shall be at least ten (10) days prior to the Closing Date. MOHS shall issue all written responses to the RFI or shall issue an Addendum at least seven (7) days prior to the Closing Date.
- d. MOHS or another appropriate designee of the City will issue an Exclusive Negotiating Privilege (ENP) to the selected Respondent. The term of the ENP shall be determined by MOHS. The ENP will specify the terms and conditions under which the City will negotiate with the selected Respondent, the requirements, and the deadlines for commencing and completing said negotiations, and the terms and conditions under which the City will consider entering into a Land Disposition Agreement (LDA) for the sale of the Property. If negotiations have not been completed prior to the termination of the ENP, then the ENP shall expire. MOHS may extend the ENP time period if it finds that negotiations are proceeding satisfactorily. Should the parties fail to agree upon the terms and conditions for the sale of the Properties within the time frame specified in the ENP including any extensions thereof, MOHS may cancel negotiations with the first selected Respondent and proceed to negotiate with the next acceptable Respondent, re-solicit for new proposals, or abandon the RFP process.
- e. The Properties are currently owned by the City of Baltimore. Once awarded, the selected respondent(s) will be responsible for obtaining all necessary entitlements. The developer(s) will also be asked to provide updates and any documentation evidencing necessary permits, due diligence, and other predevelopment activities for the project.
- f. MOHS or another appropriate designee of the City, shall issue a Right-of-Entry (ROE) to the selected Respondent setting forth the terms and conditions by which the Respondent may access the Properties during the ENP period. MOHS may extend the ROE time period if MOHS, in its sole discretion, finds that negotiations are proceeding satisfactorily. Pursuant to the ROE, the selected Respondent, its employees, agents, and representatives, shall be granted entry into the Properties for the purposes of generating information on the Properties to include, but not be limited to:
 - i. Environmental analysis.
 - ii. Parcel surveys, plats, and subdivisions, as applicable.
 - iii. Architecture and engineering studies.

- g. Upon the successful completion of negotiations pursuant to the ENP, the Department of Real Estate will present the Land Disposition Agreement to the City’s Board of Estimates (BOE) setting forth the terms and conditions of the sale of the Properties. Decisions regarding the award and sale of the Properties shall be made by MOHS, or another appropriate designee of the City, and recommended to the Board of Estimates for the City’s official approval. Final acceptance of any proposal and disposition of the Properties is subject to the approval of the Board of Estimates of Baltimore City in its sole discretion.

12. Rights Reserved and Administrative Information

- a. Should it become necessary to revise any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP, MOHS reserves the right to issue an Addendum to RFP registrants by posting such Addendum on its web site.
- b. MOHS reserves the right to extend any dates in this RFP by a reasonable time period.
- c. MOHS reserves the right, in its sole discretion, to recommend the award of a contract related to this RFP based upon the written proposals received by MOHS without prior discussion or negotiation with respect to those proposals. All portions of this RFP will be considered to be part of any contract awarded in connection with this RFP and will be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by City law, including the final approval by the Board of Estimates of Baltimore City.
- d. MOHS reserves the right to accept or reject any and all proposals, at its sole discretion, received as a result of this RFP, to waive minor irregularities, and to conduct discussions with any or all responsive Respondents, to serve the best interests of the City of Baltimore.
- e. MOHS reserves the right to request additional information from any or all Respondents, if necessary, to clarify that which is contained in the Proposal.
- f. MOHS reserves the right to require verbal inquiries to be provided in writing.
- g. Proposals will not be open to the public.
- h. Neither the City of Baltimore, nor MOHS shall be responsible for any cost incurred by any Respondent in preparing and submitting a Proposal or by submitting requested supplemental information in response to the RFP.
- i. The Respondent selected for award agrees that it will comply with all Federal, State and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP and the contract.
- j. MOHS reserves the right to request a plan for the uses of the building and corresponding sources and uses for the proposed improvements to the property.

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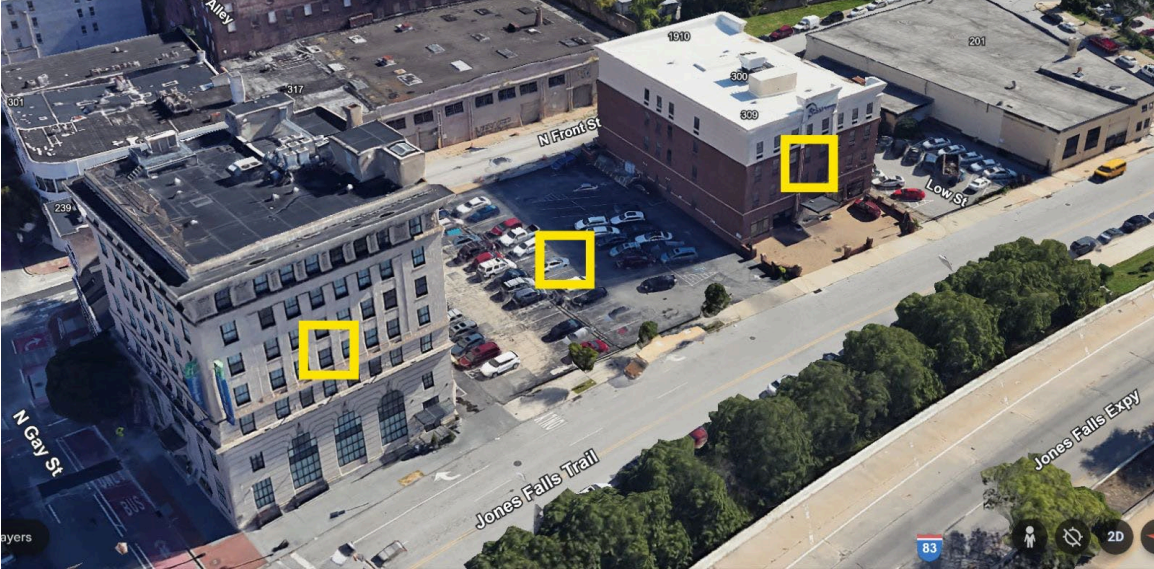
- k. The developer should not rely on the City for due diligence with regards to the site. The Developer shall complete the following due diligence items as deemed necessary: zoning and general plan designations, soils/geotechnical, environmental, hazardous materials, title review, boundary/ATLA survey, traffic study (as needed), utility study, off-site study, acoustics, NEPA review, retail study, residential market study, development fee study, other studies as needed.

13. Appendices

- Appendix A: Site Map. *Please note that this map is for informational purposes only.*
- Appendix B: Housing First Agreement
- Appendix C: Fair Housing Policy & Statement of Agreement
- Appendix D: RFP/Community Engagement Timeline

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13.1 Appendix A: Site Map



13.2 Appendix B: Housing First Agreement

Housing First is an approach that offers permanent, affordable housing as quickly as possible for individuals and families experiencing homelessness, and then provides the supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness.

The Housing First approach is rooted in these basic principles:

- Homelessness is first and foremost a housing problem and should be treated as such.
- Housing is a right to which all are entitled.
- Issues that may have contributed to a household’s homelessness can best be addressed once they are housed.
- People who are homeless or on the verge of homelessness should be returned to or stabilized in permanent housing as quickly as possible without preconditions of treatment acceptance or compliance for issues such as mental health and substance use.
- The service provider working with the individual should connect the client to robust resources necessary to sustain that housing, and participation is achieved through assertive engagement, not coercion.

To be considered “Housing First,” the program must meet the following minimum expectations:

1. The program must focus on quickly moving residents to permanent housing.

2. The program may not screen out clients for:

- Having too little or no income
- Active or history of substance abuse
- Having a criminal record
- History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)

3. The program may not terminate clients for:

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Being a victim of domestic violence

By completing and signing this agreement, I (full name), as the authorized representative for (project), agree that our project will utilize a housing first approach for this grant. I understand that if the project is found to be in non-compliance with housing first, that the Mayor’s Office of Homeless Services will take corrective action up to and including termination of funding.

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Name of Agency: _____

Name of Applicant’s Authorized Representative: _____

Authorized Representative’s Title: _____

Signature of Authorized Representative:

13.3 Appendix C: Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their program to comply with all federal, state and local laws dealing with Fair Housing. The Mayor’s Office of Homeless Services (MOHS) complies with these laws as applicable, and wishes to underscore the importance of bringing all programs into compliance. All programs funded by MOHS must comply with these regulations:

The Fair Housing Act of 1968 ensures equal access to housing and guarantees equal opportunity without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

The City of Baltimore ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

The Age Discrimination Act of 1975 ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

The Equal Access Rule requires equal access to HUD programs without regard to a person’s actual or perceived sexual orientation, gender identity, or marital status.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

MOHS reserves the right to impose additional requirements and conditions on projects to ensure that all programs and services are easily accessible to clients, reduce barriers to housing whenever possible, and do not unnecessarily screen out potential participants.

City of Baltimore – Mayor’s Office of Homeless Services
Request for Proposals: Permanent Supportive Housing (PSH) Hotels Conversion
300 N. Front Street, 221 N. Gay Street, and 320 N. Front Street

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

Statement of Agreement

By signing this policy, I _____ (Authorized Representative), as the authorized representative for _____ (Project), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, that the Mayor’s Office of Human Services will take corrective action up to and including termination of funding.

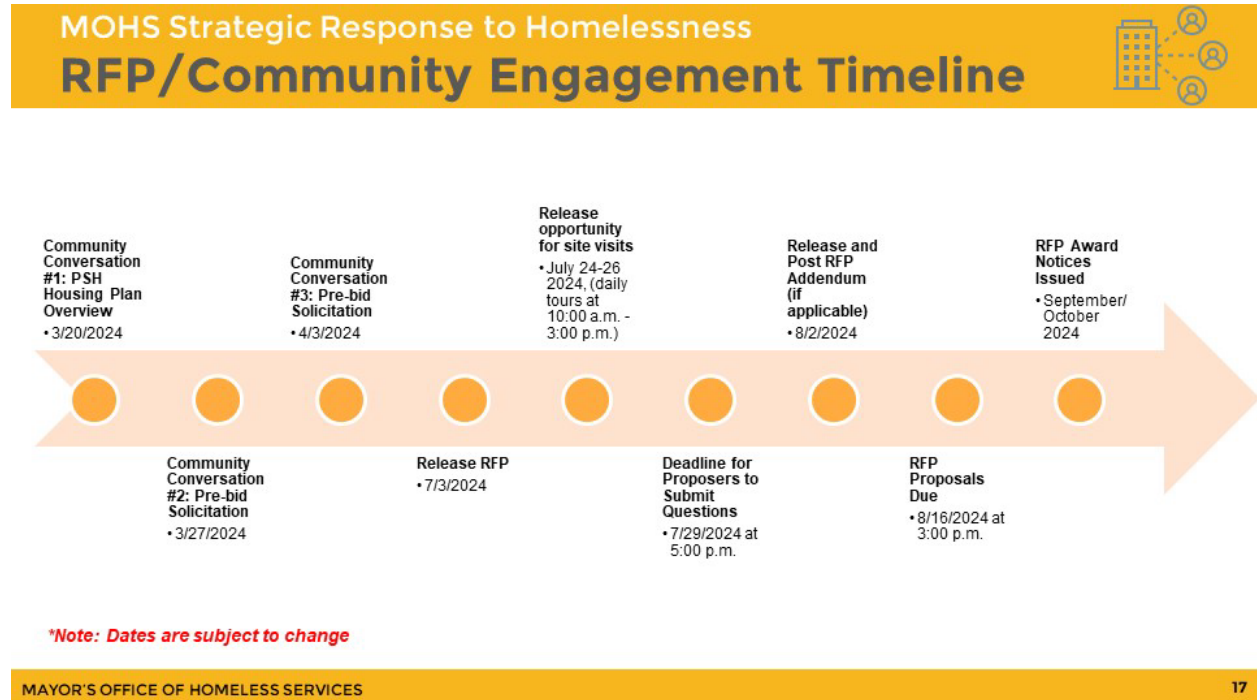
Name of Agency: _____

Name of Applicant’s Authorized Representative: _____

Authorized Representative’s Title: _____

Signature of Authorized Representative: _____

13.4 Appendix D: RFP/Community Engagement Timeline



Follow the link for more information on the [RFP and Community Engagement Timeline](#).