

REQUEST FOR QUALIFICATIONS

Development Services for Affordable Housing Opportunities in Paso Robles, California

RFQ Issued: December 10, 2024

Deadline for Submission: January 3, 2025 by 3:00pm PST

The Housing Authority of the City of Paso Robles (“PRHA”) is soliciting qualifications for a Development Partner for upcoming affordable housing development opportunities in Paso Robles, CA. PRHA's selection process under this Request for Qualifications (“RFQ”) is anticipated to result in the selection of one (1) Partner for development of up to three potential affordable housing projects. Current potential development projects under consideration by PRHA include projects ranging from 22 to 80 units in size, and all are anticipated to be new construction on vacant land and geared toward family affordable housing.

As projects are formalized with site control and deemed appropriate for development, each will be added to the Partner Master Contract through a contract addendum. If one or more projects incorporated into said contract are subsequently deemed infeasible or otherwise do not move forward, PRHA reserves the right to substitute another affordable housing project as a replacement, or may reduce the overall scope to fewer than three (3) projects. PRHA additionally reserves the right to substitute Affordable Housing Paso Robles (“AHP”) into contracts or any future partnership structure in lieu of PRHA. AHP is a qualified 501(c)(3) not for profit organization that has received its Organizational Clearance Certificate for Welfare Organization Exemption.

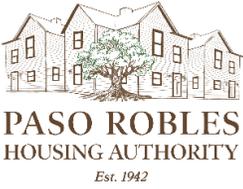
The successful bidder/respondent will prove through its response that it possesses the qualifications necessary to implement a comprehensive affordable housing development project. The selected Partner, working in conjunction with PRHA, shall have expertise in the typical aspects of affordable housing development and operations including, but not limited to: design, zoning, financing, pre-development, construction, lease-up and leasing, property management and compliance activities. Interested firms or entities with successful affordable housing finance development and property management experience in California, including successful LIHTC applications as a General Partner and with Property Management experience that meet California Tax Credit Allocation Committee’s (“CTCAC”) maximum scoring criteria, are encouraged to respond to this RFQ.

This RFQ and supporting documents may be e-mailed by PRHA, accessed online at www.pasoroblesha.org, or obtained at the PRHA office, 901 30th Street, Paso Robles, CA 93446. If you have questions, or if you wish to be notified of changes or amendments to this RFQ, please contact Loni Willey, Executive Director, at 805-238-4015, x105, or lwilley@pasoroblesha.org.

For consideration of a bidder’s submission, all materials requested within the RFQ must be submitted no later than January 3, 2025 at 3:00pm PST. PRHA reserves the right to reject any or all responses and waives any informalities in the response process.

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HOUSING AUTHORITY OF THE CITY PASO ROBLES

Request for Qualifications for Development Services for Affordable Housing Opportunities in Paso Robles, California

INTRODUCTION

The Housing Authority of the City of Paso Robles (“PRHA”) is a public entity that was formed in 1942 to provide federally subsidized housing and housing assistance to low-income families within the Paso Robles, California area. PRHA is headed by an executive director and is governed by a seven-person board of commissioners. PRHA is subject to the requirements of Title 24 of the Code of Federal Regulations and PRHA's Procurement Policy. Though brought into existence by a Resolution of the City of Paso Robles, PRHA is a separate entity from the City of Paso Robles. PRHA is seeking responses to a Request for Qualifications (“RFQ”) from interested development teams for the development and operations of up to three (3) affordable housing projects (collectively, the “Projects”).

PRHA's selection process under this RFQ is anticipated to result in awarding co-development rights for the Projects to one (1) successful bidder/respondent. The successful bidder (the “Partner”) will prove through its submittal that it possesses the qualifications necessary to implement comprehensive affordable housing projects for the proposed developments. The selected Partner, working in conjunction with PRHA, shall have expertise in the typical aspects of affordable housing development and operations including, but not limited to: design, zoning, financing, pre-development, construction, lease-up and leasing, property management and compliance activities. It is the intent of PRHA to negotiate with the selected Partner and to execute a Master Development Contract (the “Contract”) that will serve as the controlling document for implementation of the Projects. Interested individuals, firms or entities with significant, successful mixed-finance, mixed-income rental housing development experience in California are encouraged to respond to this RFQ.

Background:

PRHA has developed and serves within the ownership of six (6) affordable housing properties consisting of 449 units. A myriad of supporting programs and activities are also offered to residents. PRHA dedicates itself to providing quality, affordable housing that promotes quality of life through a healthy community. PRHA is committed to enhancing the affordable housing stock in Paso Robles and the northern area of San Luis Obispo County.

Development Strategy:

This RFQ is for the development of up to three (3) new affordable housing rental properties in Paso Robles. The Projects will consist of a range of units and sizes, as well as inclusion of a community facility, office, laundry room, and recreational common areas. The selected Partner will negotiate specific terms with PRHA concerning the details of the Projects.

The Partner will assist PRHA in securing private/ public sector financing including Low Income Housing Tax Credit allocations (“LIHTC”), construction and permanent financing, and/or other innovative public and private financing options for the Projects.

PROJECT SCOPE OF WORK

General Overview:

The Partner selected under this RFQ will be a key partner in the effort to assist PRHA in developing high-quality, energy-efficient, and sustainable affordable housing for families. The Partner will be required to work closely with PRHA and other community stakeholders throughout the development effort.

The Partner is required to have completed multiple successful LIHTC applications/projects with development and property management experience as a developer or co-developer within California. The ability to coordinate such an undertaking must be clear from the qualifications submitted (e.g., must meet CTCAC experience criteria for maximum points on CTCAC application). Once selected, the successful bidder will make a good faith effort to enter quickly into a Contract with PRHA to develop the Projects.

It is envisioned that the partnership between PRHA and the Partner will include the creation of up to three (3) affordable housing multifamily developments ranging from 22-80 affordable units each and renting to a mix of households ranging from 30% to 60% of AMI, or below. PRHA recognizes that each project depends on a number of outside funding sources and innovative financing that include, but may not be limited to, investor equity, LIHTC allocation, construction financing, permanent financing, and other sources of soft financing or investment.

Co-Developer Role:

It is expected that PRHA and the Partner will form a limited partnership for the purpose of ownership for each of the Projects. A non-profit subsidiary affiliate of PRHA may be substituted as the co-general partner with the Partner.

Development Contract:

Once selected, the successful bidder will make a good faith effort to quickly enter into a Contract with PRHA. A MOU may be negotiated as an interim measure as needed to enable the selected Partner to complete all necessary pre-development activities.

All fees and costs to be negotiated under the Contract must comply with all applicable laws. The negotiated development fee shall be a firm, fixed fee arrangement inclusive of all direct and indirect costs of the Partner. The Partner, in response to this RFQ, will propose a fee sharing arrangement between PRHA and itself.

Community Stakeholders:

The Partner, in conjunction with PRHA, will be required to communicate and coordinate development activities with community stakeholders, neighborhood associations, local faith-based organizations, and units of local government in the development area. It is expected that the Partner and PRHA will, if necessary, seek public input by scheduling and coordinating meetings, community workshops, and other open forums to assure that all stakeholders in the development process are continuously kept abreast of ongoing activity.

Market Analysis and Appraisal(s):

A detailed market study shall be required to determine the overall feasibility of each project, and as required by the LIHTC program and lenders. The partners also will be responsible for any additional market analysis and appraisals to develop and obtain financing for the Projects.

Development Activities:

The Partner shall work in conjunction with PRHA to develop a comprehensive financing plan in addition to a development plan to construct affordable housing projects similar to those properties already in PRHA's portfolio. The Projects shall each include: (1) a budget including all proposed sources and uses of funds, (2) proposed CTCAC rent schedule for maximum points, (3) architectural floor and conceptual design elevations, (4) civil requirements and landscaping design elements, (5) a detailed development schedule plus any other requirements set forth by CTCAC, (6) construction budget, (7) operating budget, and (8) any other items specific to the individual project. The Partner, in conjunction with PRHA, also will be responsible for all pre-development activities associated with the Projects, including, but not limited to, (1) appraisal, (2) market studies needed to obtain financing, (3) land and utility location surveys, (4) engineering design of all infrastructure improvements, (5) soil reports, (6) environmental reviews and any other third party studies and reports as required by the City of Paso Robles. The preceding activities are anticipated to be utilized in efforts to secure appropriate zoning and entitlements for the subject project sites.

Financing:

The Partner will have primary responsibility for arranging equity and debt financing to leverage all traditional and non-traditional funds that may be necessary for successful project completion (hard and soft costs). The Partner must also work with PRHA in the preparation of documents necessary to provide all evidentiary material, financial guarantees, bonding requirements and assurances as required by investors and lenders.

The partners will be responsible for the preparation of applications to obtain LIHTC allocations from the California Tax Credit Allocation Committee (CTCAC) in accordance with the current Qualified Allocation Project (QAP) and Uniform Multifamily Rules, with the Partner providing the experience certificate needed to meet the threshold requirement. The Partner, in conjunction with PRHA, will be responsible for soliciting up to five (5) or more LIHTC investors /syndicators and lenders to bid on LIHTCs received for each project. PRHA shall have the right to approve the identity of the LIHTC investor(s) and lender(s) selected and the terms of the letters of intent.

Design/Approvals/Construction:

The Partner, in conjunction with PRHA, will be responsible for the development of design and construction documents. The selected Partner will be expected to utilize design principles that are compatible with the neighborhood and community surrounding each project. As part of PRHA's application, PRHA is committed to pursuing the National Green Building Standard (NGBS), LEED-H certification or its equivalent, and/or Green Building program certification for the new construction. Determinations about the component materials and scope of the construction must be made with these certifications in mind. The design of each project shall be subject to PRHA's review, comment, and approval. The partners will also be responsible for obtaining all necessary permits and any required approvals.

The Partner, in conjunction with PRHA, will be responsible for securing a General Contractor for each project, and both parties will participate accordingly in an RFQ or RFP procurement process.

The General Contractor will construct, or procure construction, of all units of housing identified in the project or subsequent revisions agreed upon by PRHA. PRHA shall have the right to review and approve any construction contract relating to each project. The partners will collectively oversee construction, ensure completion in a timely and cost-effective manner, and ensure that all required occupancy permits and other necessary approvals are obtained after construction completion for occupancy and operation of each project.

General contractors may be required to pay Davis Bacon Wage Rates (DBWR) and/or California state prevailing wage rates as determined by the Department of Industrial Relations (DIR) depending on financing, and to submit any/all required documentation in compliance with DBWR and/or DIR. This requires that wages be paid at a rate not less than wage rates for corresponding classes of employees on construction of similar character in the locality in which the work is performed, as determined by the US Secretary of Labor and or California’s DIR.

The construction contract shall set forth either a fixed price or a guaranteed maximum price, must be pre-approved by PRHA, and shall provide for assignment to PRHA or its affiliate or designee in the event of termination of the relationship with the Partner.

Marketing Project:

The Partner shall have expertise in this area and demonstrate an effective lease-up strategy to obtain the initial occupancy and maintain said occupancy in conjunction with property management.

Property Management: PRHA, or its designee, reserves the right, from the onset, to manage the Project on a day-to-day basis, subject to entering into a co-management agreement with the project’s limited partnership on terms and conditions customary in the industry and acceptable to the lenders and the limited partners. This shall include development of operational policies and procedures, marketing and lease-up of rental units, and the provision of all day-to-day management and maintenance services as required. Further discussion of optimal property management structure for the Projects will occur with the Partner.

SUBMISSION REQUIREMENTS

Method of Solicitation:

It is the intent of PRHA to select a Partner based on qualifications and enter into contract negotiations with the selected Partner. All bidders shall follow the RFQ schedule provided below. It should be noted that the dates listed are estimated and may be changed based on the needs of PRHA. Changes in dates will be issued via an addendum to this solicitation.

SELECTION SCHEDULE	ESTIMATED DATE
Availability of RFQ Package	December 10, 2024
Deadline for Submission of RFQ Questions to PRHA	December 17, 2024 by 5:00pm
Issuance of Response to RFQ Questions	December 24, 2024 by 12:00pm
Proposal Due Date and Time	January 3, 2025 by 3:00pm PST
Preliminary PRHA Evaluation Completed	January 6, 2025
Interviews of Shortlist Firms	January 9 & 10, 2025
Recommendation to PRHA Board	January 14, 2025

CONTENT OF SUBMISSION

Respondents shall submit the Statements of Qualifications below in the order listed. If a respondent has submitted a similar development services proposal to PRHA within the last five (5) years, the Respondent may elect to re-submit the previous proposal with a cover letter noting any substantive changes to the components listed below. A prior respondent electing to do so must ensure that all information outlined below was included in the prior submission or is included in the cover letter stating any changes or additions.

Any respondent who has not submitted a comparable Statement of Qualifications to PRHA within the last five (5) years must submit a full Statement of Qualifications as listed below.

To be included in the **Statement of Qualifications**:

1. A description of the scope and nature of affordable housing development experience.
2. A listing of all new development projects awarded and/or constructed over the past ten (10) years with the following information:
 - a. name and location of development;
 - b. number of residential units, including AMI ranges and mix;
 - c. total development cost, and whether project was completed under-, on-, or over-budget as included in the project's Limited Partnership Agreement;
 - d. financing methods and funding sources secured;
 - e. date project commenced and date completed, whether it was completed on time under the schedules included in the project's Limited Partnership Agreement, and whether any upward or downward equity adjusters were experienced by the project;
 - f. Name, organization, email address and telephone number of the client/owner; the names of all major development team members; and the LIHTC investor/syndicator.
3. Experience with CTCAC regulations and other affordable housing programs, including LIHTC Tax Exempt Bonds, FHLB AHP, CDBG, HOME, USDA, HUD, California State Housing Finance Programs and Housing Trust Funds, and any other sources of funding. Experience working with community stakeholders during the development/re-development process.
4. A minimum listing of the five (5) most recently completed CTCAC multifamily affordable development projects placed in service by the respondent in the State of California, including year the project was placed in service.
5. A description of the respondent's knowledge of real estate financing methods. The respondent will describe its past use of funding tools for new-construction multi-family developments, such as LIHTC, Tax Exempt Bonds, HOME funds, Housing Trust Funds, soft debt, and mortgages. The respondent shall include identification of all successful financing secured from competitive application processes for residential development projects over the past five (5) years within the State of California.
6. Names, roles and resumes of key personnel who will constitute the development team and property management company, whether an included division of the respondent or a separate entity. This section shall include an organizational chart identifying identity-of-interest corporations that will participate in the development projects, and the address of the principal office of each entity of the team.
7. Minimum of five (5) corporate references. These references shall include a banking reference, tax credit investor, and current or recent client reference for development projects the respondent has successfully completed within the past ten (10) years.

In a discrete submission separate from the Statement of Qualifications, the respondent will submit a *Fee-Sharing Proposal*.

To be included in the Fee-Sharing Proposal (denoting percent-share for each of PRHA and Partner):

1. Proposed sharing of developer fee;
2. Proposed sharing of lease-up and/or other incentive fees;
3. Proposed sharing of residual receipts/waterfall payments;
4. Proposed sharing of pre-development costs;
5. Proposed sharing of financing and other guarantees.

DIRECTIONS FOR SUBMISSION

Responses to this RFQ shall be in the form of two submissions: (1) **Statement of Qualifications**, which shall be submitted electronically, and (2) **Fee-Sharing Proposal**, which shall be submitted by mail in a sealed envelope.

For submission of the Statement of Qualifications:

Please create a single PDF to include the seven (7) components listed previously. The seven (7) components shall be bookmarked as would be done in a printed and tabbed submission.

The Statement of Qualifications package shall be emailed to PRHA’s executive director no later than January 3, 2025 by 3:00pm PST, without exception. Any submissions received after that date and time will not be considered. Direct the electronic submission with “RFQ Response – Development Services” in the subject line to:

Loni Willey, Executive Director
Housing Authority of the City of Paso Robles
lwilley@pasoroblesha.org

An email response confirming receipt will be sent to the respondent. If the respondent has not received said email after submission and prior to the deadline, the respondent should contact PRHA at (805) 238-4015, x105.

For submission of the Fee-Sharing Proposal:

Please print a single copy of the respondent’s fee-sharing proposal including the five (5) categories listed previously, and place within a sealed envelope with the following stated on the outside of the envelope:

RFQ Response - Development Services”
Your company name and address
Due Date: January 3, 2025

The sealed envelope shall then be placed in a mailing envelope and mailed/delivered to:

Housing Authority of the City of Paso Robles
Attention: Loni Willey, Executive Director
901 30th Street
Paso Robles, CA 93446

The sealed Fee-Sharing Proposal must be **RECEIVED** by PRHA by the RFQ deadline of January 3, 2025 at 3:00pm.

Questions regarding the RFQ:

Questions may be emailed to lwilley@pasoroblesha.org, and must reference the RFQ as "Request for Qualifications – Development Services question". Questions will be accepted until 5:00pm on December 17, 2024. Responses to submitted questions will be posted on PRHA’s website no later than 12:00pm on December 24, 2024. Questions will not be accepted after December 17, 2024.

SELECTION PROCESS

PRHA will select a minimum of a three-person committee including the executive director to evaluate each of the Statement of Qualifications proposals submitted in response to this RFQ. PLEASE NOTE: No respondent shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member except the executive director. If a respondent does, by chance, become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ, except the executive director. The executive director is the only person at PRHA that respondents may contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such respondent to be eliminated from consideration.

Evaluation Criteria:

The Evaluation Committee will review all submissions received by the deadline and award points in accordance with the following criteria:

Number	Maximum Point Value	Factor Type	Description
1	20	Subjective	AFFORDABLE HOUSING DEVELOPMENT EXPERIENCE: Demonstrated Experience in performing similar development work and the proposer’s demonstrated successful past performance (including meeting cost, schedule, and performance requirements) of contract work substantially similar to that required by this solicitation and as verified by reference checks or other means. Knowledge of affordable housing development. Minimum of seven (7) developments in operations for a minimum of three (3) years.
2	15	Subjective	CONSTRUCTION EXPERIENCE: The respondent’s demonstrated experience in performing similar general contractor/construction management work and the proposer’s demonstrated successful past performance (including meeting cost, schedule, and performance requirements) of contract work substantially similar to that required by this solicitation and as verified by reference checks or other means. Including demonstrated experience obtaining the National Green Building Standard (NGBS), Green Point rated program or

			LEED certifications to meet CTCAC sustainable building methods for new construction projects. Minimum of seven (7) years of experience constructing projects of similar size and scope.
3	15	Subjective	PROJECT FINANCING EXPERIENCE: Demonstrated record of financing projects through a variety of funding sources, and knowledge and experience working with the funding providers identified in this RFQ. In particular, successful syndication of both 9% and 4% LIHTC and Tax Exempt Bond financing.
4	15	Subjective	FINANCIAL CAPACITY AND ACCESS TO FUNDING: Financial stability of the proposed development team as demonstrated through prior success in obtaining funding for development projects, and as demonstrated through submitted audited financial statements for the most recent three (3) years.
5	15	Subjective	OVERALL PRESENTATION: General quality of the presentation; design quality of existing properties presented in the video interview; and overall response to interview questions.
6	20	Objective	COST: The costs and fees the respondent proposes to charge for all services.
Total	100 Points		

SELECTION

The Evaluation Committee will score each proposal in accordance with the stated criteria prior to the interviews. A minimum of the two highest-scoring respondents will be shortlisted.

Video Interviews: The Evaluation Committee will conduct video interviews with the shortlisted respondents on January 9 & 10, 2025.

Site Visits: PRHA reserves the right to conduct site visits of the shortlisted respondent(s) place of business and/or projects completed. The purpose of the site visits will be to confirm information provided in the proposal package or presented at the video interview. The site visit will not be scored independently from the stated evaluation factors, but such factors may be adjusted if the evaluation committee determines that information previously provided is not consistent with information or observations gathered during the site visit.

Final Recommendation: The Recommended Partner will be selected based on the highest total score for all evaluation factors combining the individual scores of each member of the evaluation committee. The Evaluation Committee will provide the final recommendations to the PRHA Board of Commissioners and will be responsible for final approval of the Partner.

GENERAL INFORMATION

Conflict of Interest:

The respondent warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of the work under this solicitation and the firm's organizational, financial, and contractual or other interests are such that the respondent may have an unfair competitive advantage.

PRHA reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this section.

Cost of Proposal:

All costs incurred, directly or indirectly, in response to this RFQ shall be the sole responsibility of and shall be borne by the respondent.

Awards:

Contract(s) shall be awarded in accordance with the terms and conditions of this RFQ. PRHA reserves the right to negotiate and award any element of this RFQ.

Proposal Tabulations/Notification:

PRHA will notify the winning applicant verbally and in writing after the award is made. Each unsuccessful respondent will be notified in writing promptly upon award.

Assignment or Transfer:

The successful respondent shall not assign or transfer any interest in the contract, in whole or in part, without written approval of PRHA. Claims for sums of money due, or to become due, from PRHA pursuant to the contract may be assigned to a bank, trust company or other financial institution. PRHA is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the Partner obtaining PRHA's prior written consent.

Insurance:

The successful respondent shall maintain a professional liability insurance policy in the amount of at least \$5,000,000.

Workers' Compensation insurance shall be in accordance with the State of CA rules and regulations.

General Liability insurance with a single limit for bodily injury of \$2,000,000 per occurrence and property damage limit of no less than \$2,000,000 per occurrence. The insurance may have a combined aggregate of coverage amounting to no less than \$2,000,000. Such insurance shall protect respondent against claims of bodily injury or Death and property damage of others.

Automotive liability on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than \$2,000,000 per occurrence.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of California. Respondent shall not permit the required insurance policies to

lapse during the period for which the Contract is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty (30) day's prior written notice has been given to PRHA.

The successful respondent shall furnish to PRHA a certified copy of the policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the duration of the contract and for at least one year thereafter.

Standards of Conduct:

The successful respondent shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty and integrity. It shall be responsible for taking disciplinary action against any of its employees as may be necessary.

Supervision:

The successful respondent shall provide adequate competent supervision at all times during the performance of the Contract. The Partner or their designated representative(s) shall be readily available to meet with PRHA personnel. The successful respondent shall provide the telephone numbers and email addresses where its representative(s) may be reached.

Nondiscrimination:

The Partner agrees that they will abide by Federal, State and local laws, including City ordinances incorporated by reference herein.

Section 3 Clause:

Every applicant, recipient, contracting party, contractor and subcontractor shall incorporate or cause to be incorporated a "Section 3 Clause" in all contracts for work in connection with a Section 3 covered development.

Cancellation:

PRHA reserves the right to cancel this RFQ, or to reject, in whole or in part, any and all proposals received in response to this RFQ, upon its documentation that such cancellation or rejection is in the best interest of PRHA. PRHA further reserves the right to waive any minor informalities or the failure of any responder to comply therewith if it is in the public interest to do so. No contractual right shall arise out of the process of negotiation until such time as PRHA and the selected respondent have signed an agreement.

Laws:

The laws of the State of California and applicable federal law shall govern the contract.

Contract Documents:

Written contract documents will be prepared by PRHA legal counsel. Modifications may be adopted based on final negotiations and specific requirements of the contract under this RFQ.

Travel:

All travel and miscellaneous expenses will be borne by the respondent.

Contract Award:

The Partner's contract as described in this document shall be subject to the approval of PRHA's Board of Commissioners.

CERTIFICATION

(to be included in Statement of Qualifications response)

Respondent hereby represents, warrants, agrees, acknowledges and certifies to PRHA that:

The individual whose name and signature is subscribed hereto, in his or her individual capacity, expressly represents, warrants, and certifies that the information contained in this certification and in this response, including any and all supplements, additions, clarifications, or other materials or information submitted to PRHA in connection therewith are true and correct and the Respondent has undergone sufficient investigation to affirm the validity of the statements made. Further, the Respondent hereby expressly represents, warrants, and certifies that the individual whose name is subscribed hereto has read and understands all the regulations referenced in this form, including the current QAP, Uniform Multifamily Rules, §42 of the Internal Revenue Code, California Government Code, Chapter 2306 and applicable governing regulations of HUD, the County of San Luis Obispo and the City of Paso Robles. By signing this document, the undersigned, in their individual capacity, is affirming under penalty of local, state or federal laws regarding the making of false statements to governmental bodies or the false statements or the providing of false information in connection with the procurement of allocations or awards, that all materials relating thereto are true, correct, and complete in all material respects.

By *(signature)*: _____ Date: _____

Printed Name and Title: _____

On behalf of *(organization)*: _____