



**CITY OF  
BIRMINGHAM**

# REQUEST FOR PROPOSALS

## HOME-ARP

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10<sup>th</sup> Floor  
Birmingham, AL 35203

205-254-2309  
<https://cobcd.com>



**City of  
Birmingham**  
PUTTING PEOPLE FIRST

**DEADLINE:**

**FEB 27,  
2026**



# Request For Proposals

**ISSUE DATE:** Jan 8, 2026

**DUE DATE:** Feb 27, 2026

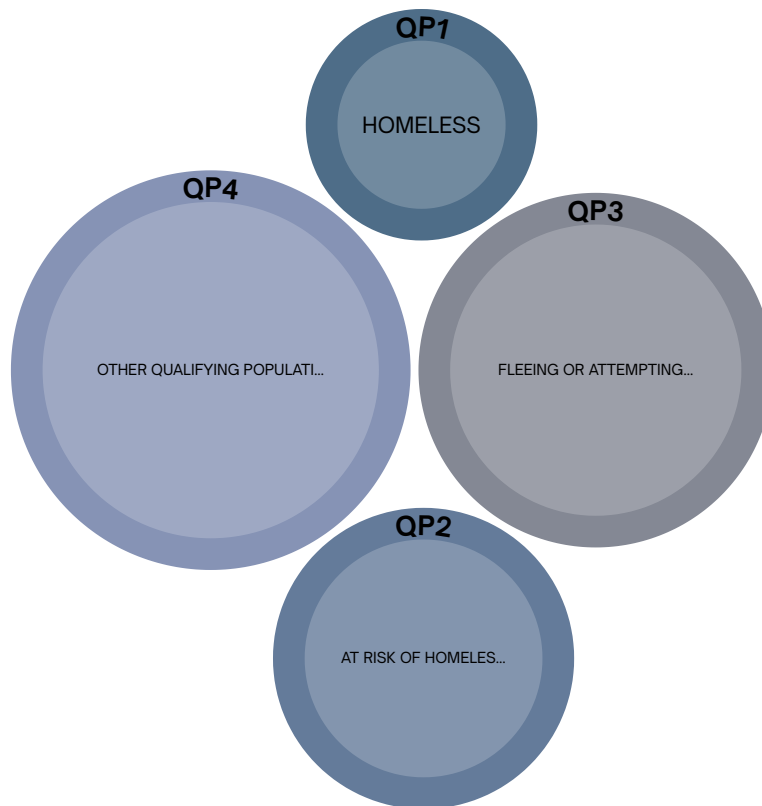
*The City of Birmingham, Alabama, is seeking proposals from developers, non-profits, and housing service providers (Developers) to increase the supply of housing for households experiencing homelessness or other eligible Qualified Populations (QP), as defined by HUD HOME-ARP Notice CPD-21-10.*

## Background

The City of Birmingham’s [Comprehensive Plan](#) (summarized, Attachment A), adopted in 2012, calls for the City to engage stakeholders and foster public/private partnerships that improve neighborhoods, create healthy real estate markets, create sustainability, and provide a broad array of housing options to address the needs of diverse households. The City of Birmingham is an entitlement community in the U.S. Department of Housing and Urban Development (HUD) Home Investment Partnership Program (HOME) and Community Development Block Grant (CDBG). HOME funds assist low-income persons/households in Birmingham by providing much needed affordable housing to various income levels under 80% Median Family Income (MFI). A chart of the 2025-2026 income ranges is included as Attachment B. For the purposes of this RFP, a project is generally considered “affordable” if the majority of units are affordable to persons/households earning at or below 80% of MFI. This is not an indication that the entire project must be affordable to households with incomes at or below 80% of MFI. The City is particularly focused on proposals targeting the creation of a range of housing options, many of which are affordable for Extremely Low Income (< 30% MFI) persons/households. The City utilizes funds from HUD grants and other sources to provide Developers increased financial capacity to cover necessary project costs and seeks to achieve a reasonable return of capital on the available “gap” financing to allow for future investment in affordable housing.

Developers may apply for HOME-American Rescue Plan (HOME-ARP) funding through this RFP. The American Rescue Plan Act (ARPA) provided the City of Birmingham \$5,074,139.00 in HOME-ARP funding. This funding is a one-time allocation and differs from regular HOME allocations due to the populations targeted and the variety of eligible projects and activities. In addition, projects developed with HOME-ARP funding must serve the Qualified Populations (QPs), as defined by the US Department of Housing and Urban Development (HUD).

## Eligible Beneficiaries



*HUD issued guidance for the utilization of the HOME-ARP funds through CPD-Notice 21-10 on September 13, 2021, to ensure the funds are intended to benefit qualifying populations and be used for specific activities not necessarily normally permitted under the HOME Program.*

## Qualifying Populations

### QP1: HOMELESS

Homeless as defined in 24 CFR 91.5, 1, 2, or 3 below:

1. *An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:*
  - a. *An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;*
  - b. *An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or*
  - c. *An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;*
2. *An individual or family who will imminently lose their primary nighttime residence, provided that:*
  - a. *The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;*
  - b. *No subsequent residence has been identified; and*
  - c. *The individual or family lacks the resources or support networks, e.g., family, friends, faith based or other social networks needed to obtain other permanent housing;*
3. *Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:*
  - a. *Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);*
  - b. *Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;*
  - c. *Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and*
  - d. *Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;*

## QP2: AT RISK OF HOMELESSNESS

*At risk of homelessness as defined in 24 CFR 91.5, below*

1. *An individual or family who:*
  - a. *Has an annual income below 30 percent of median family income for the area, as determined by HUD;*
  - b. *Does not have sufficient resources or support networks, e.g., family, friends, faith based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and*
  - c. *Meets one of the following conditions:*
    - i. *Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;*
    - ii. *Is living in the home of another because of economic hardship;*
    - iii. *Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;*
    - iv. *Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low income individuals;*
    - v. *Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;*
    - vi. *Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or*
    - vii. *Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;*
2. *A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or*
3. *A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.*

# QP3: FLEEING OR ATTEMPTING TO FLEE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING

*For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.*

*Domestic violence, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:*

- 1. A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);*
- 2. A person with whom the victim shares a child in common;*
- 3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;*
- 4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or*
- 5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*

**Dating violence** *which is defined in 24 CFR 5.2003 means violence committed by a person:*

- 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim;  
and*
- 2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:*
  - a. The length of the relationship;*
  - b. The type of relationship; and*
  - c. The frequency of interaction between the persons involved in the relationship.*

**Sexual assault** which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's individual safety or the safety of others; or
2. Suffer substantial emotional distress.

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

1. Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
2. Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

## QP4: OTHER QUALIFYING POPULATIONS

HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

1. Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.
2. At Greatest Risk of Housing Instability is defined as household who meets either paragraph (i) or (ii) below:
  - i. has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);
  - ii. has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph of the "At risk of homelessness" definition above, established at 24 CFR 91.5

NOTE: Veterans and Families that include a Veteran Family Member that meet the criteria for one of the Qualifying Populations described above are also eligible to receive HOME-ARP assistance.

# Communications

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following

**City staff person (“City Contact”): LaReisha Britt, Project Manager –  
lareisha.higginbottom@birminghamal.gov**

No contact is permitted with any other City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will respond to all timely questions submitted via e-mail to the City Contact by the question deadline stated above. Questions and the corresponding answers will be posted on the City’s web page for this RFP. The City’s failure to timely respond or provide responses to any questions shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

The City will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP and other information about the RFP will be sent by e- mail to Respondents who have provided an e-mail address to the City Contact and will be posted on the City’s website for this RFP. The City’s failure to provide such information shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

# Pre-Proposal Technical Assistance

The City of Birmingham shall provide an opportunity to discuss the RFP and provide Respondents with an opportunity to ask questions and clarify the RFP by conducting a virtual pre-proposal technical assistance conference at 10:00 AM (CST) on January 21, 2026. All respondents are strongly encouraged to review this Request for Proposals in full and to attend the pre-proposal conference. Respondents will be provided with an opportunity to ask specific questions related to this Request for Proposals and the scope of work solicited during the pre-proposal conference. A link to the Virtual Technical Assistance Workshop will be placed on the City’s website where the RFP Announcement is located. After the Technical Assistance Workshop, all questions regarding the RFP must be submitted in writing to:

lareisha.higginbottom@birminghamal.gov. Questions received via email regarding the RFP will be addressed by the City and answers will be provided by Addendum per the schedule noted below. The City reserves the right to notify the Respondent by Addendum that the City will no longer allow additional questions regarding the RFP.

## Timeline

Description	Date
<i>RFP Issuance</i>	Jan 8, 2026
Pre-Proposal Technical Assistance	Jan 21, 2026
Deadline for Questions	Jan 23, 2026
Responses to Questions	Feb 2, 2026
Proposals Due	Feb 27, 2026
Notification of Interview Selection	Mar 13, 2026

## Selection Procedure

The City follows HUD regulation to define the Qualified Populations (QP), or eligible populations for HOME-ARP funded projects. Applicants providing permanent housing for one or more of the QPs may seek HOME-ARP funding to support the acquisition, rehabilitation, or new construction of those units.

Qualified Population (QP) – HOME-ARP funded activities aim to reduce the frequency, severity, and duration of homelessness in Birmingham and provide additional safe living environments for individuals, couples, and families experiencing homelessness and other QPs:

- Homeless, as defined in 24 CFR 91.5 Homeless (a), (b), or (c);
- At risk of Homelessness, as defined in 24 CFR 91.5 At risk of homelessness;
- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD Notice CPD-21-10; or
- Other Populations, where providing supportive services or assistance under 212(a) of NAHA (42 USC 12742(a)) would prevent the family’s homelessness or would serve those with the

greatest risk of housing instability. Includes households earning no greater than 50% AMI and exhibiting characteristics associated with instability and an increased risk of homelessness, such as high to severe rental housing cost burden (paying more than 30%-50% of gross household income toward housing costs).

## Eligible Activities

Approximately \$3,000,000 of the City's available HOME-ARP funding has been set aside for the acquisition and development of **non-congregate shelters**; approximately \$1,100,000 of the City's available HOME-ARP funding has been set aside for the acquisition, construction, and/or rehabilitation of **affordable rental housing**; and approximately \$275,000 of the City's available HOME-ARP funding has been set aside for **supportive services**.

## Non-congregate Shelters

HOME-ARP funds may be used to acquire and develop non-congregate shelters (HOME-ARP NCS) for individuals and families that meet one of the Qualifying Populations defined in the [CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program](#) ("the Notice"). NCS provides private units or rooms as temporary shelter to individuals and families and do not require occupants to sign a lease or occupancy agreement. The private rooms must also have private restrooms in each unit.

This activity may include the construction of new structures or the acquisition and/or rehabilitation of existing structures (such as motels, nursing homes, or other facilities) to be for use as HOME-ARP NCS. The Notice establishes requirements applicable to HOME-ARP NCS. Please see below and refer to the [HOME-ARP Program Fact Sheet](#) for more information.

- Eligible Activities: HOME-ARP funds may be used to acquire, rehabilitate, or construct NCS units to serve individuals and families Qualifying Populations.
  - Eligible Costs: HOME-ARP funds may be used for:
    - Acquisition Costs: Costs to acquire improved or unimproved real property for use as or development of HOME-ARP NCS.
    - Demolition Costs: Costs to demolish existing structures for the purpose of developing HOME-ARP NCS.
    - Development Hard Costs: Costs to rehabilitate or construct HOME-ARP NCS units to meet the HOME-ARP minimum habitability standards. Costs to make improvements to the project site, including installation of utilities or utility connections, laundry facilities, community facilities, on-site management, or supportive service offices.
    - Related Soft Costs: Reasonable and necessary costs incurred by the PJ, subrecipient, or project owner associated with financing, acquisition, and

development of HOME-ARP NCS projects.

- Replacement Reserve: Costs to capitalize a replacement reserve to cover reasonable and necessary costs of replacing major systems and their components.
- Ineligible Costs: HOME-ARP funds may not be used to pay ongoing costs of operating HOME-ARP NCS or to convert NCS to housing.

## Affordable Rental Housing

HOME-ARP funding has been set aside for the acquisition, construction, and/or rehabilitation of affordable rental housing. Acquisition of vacant land or demolition may be undertaken only with respect to a HOME-ARP project for which construction is expected to start within 12 months of commitment. Please see below and refer to the [HOME-ARP Program Fact Sheet](#) for more information.

- Eligible Costs – HOME-ARP funds can pay up to 100 percent of the eligible costs associated with the HOME-ARP rental units:
  - Development hard costs including the actual cost of constructing and rehabilitating housing to meet applicable property standards;
  - Site improvements;
  - Refinancing of existing debt secured by a HOME-ARP rental project rehabilitated with HOME-ARP funds;
  - Acquisition costs;
  - Related soft costs;
  - Relocation costs; and
  - Operating cost assistance through a capitalized operating reserve.
- Eligible Beneficiaries – HOME-ARP funds must primarily benefit individuals and families that meet one of the definitions of qualifying populations. Not less than 70 percent of the total number of rental units assisted with HOME-ARP funds must be restricted to occupancy by households that are qualifying households at the time of the household’s initial occupancy. Not more than 30 percent of the total number of rental units funded with HOME-ARP funds may be restricted for occupancy by low-income households (at or below 80% AMI). A household that met the definition of one or more qualifying populations at initial occupancy remains a qualifying household throughout their period of occupancy irrespective of changes in income or whether they continue to meet a qualifying population definition.

## Supportive Services

The City has set aside HOME-ARP funds to provide a broad range of supportive services to individuals and families that meet one of the qualifying populations as defined in CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program (“the Notice”).

Supportive services may be provided to individuals and families who are not already receiving the services outlined in the Notice through another program.

Eligible Supportive Services: There are three categories specifically included as supportive services under HOME-ARP:

- McKinney-Vento Supportive Services: McKinney-Vento Supportive Services under HOMEARP are adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (“McKinney-Vento Supportive Services”) (42 U.S.C. 11360(29)).
- Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from certain eligible homelessness prevention services under the Emergency Services Grant (ESG) regulations at 24 CFR Part 576.
- Housing Counseling Services: Housing counseling services under HOME-ARP are those consistent with the definition of housing counseling and housing counseling services defined at 24 CFR 5.100 and 5.111, respectively, except that homeowner assistance and related services are not eligible HOME-ARP activities. Eligible Costs of Supportive Services for Qualifying Individuals and Families: HOME-ARP funds may be used to pay eligible costs associated with the HOME-ARP supportive services activity in accordance with the requirements of the Notice.

Eligible Costs Associated with McKinney-Vento and Homelessness Prevention Supportive Services:

- All qualifying households are eligible to receive supportive services under the HOME-ARP supportive services activity. Eligible costs associated with McKinney-Vento supportive services and homelessness prevention supportive services include:
  - Costs of child care;
  - Costs of improving knowledge and basic educational skills;
  - Costs of establishing and/or operating employment assistance and job training programs
  - Costs of providing meals or groceries
  - Costs of assisting eligible program participants to locate, obtain, and retain housing
  - Costs of certain legal services
  - Costs of teaching critical life management skills
  - Financial assistance costs, including:
    - Rental application fees
    - Security deposits
    - Utility deposits
    - Payment of rental arrears

## Proposal Components

The City of Birmingham is prioritizing the following:

- Proposals that adhere to and expand upon the ideas, concepts, and strategies included in the [2012 City of Birmingham Comprehensive Plan](#), the [City's Five Year Consolidated Plan \(2025-2029\)](#), the [Analysis of Impediments to Fair Housing \(2025\)](#), and the [City of Birmingham City Center Masterplan](#);
- Projects that promote the Mayor's mission of "putting people first";
- Housing inclusive of a wide range of affordability levels, especially those proposals that include rental units affordable to households earning at or below 30% of MFI that are not set aside for special needs populations, and homeownership proposals that include units affordable to households earning at or below 60-80% MFI;
- Unique building designs that enhance and respect the character of the neighborhood;
- Utilization of innovative and new technology for a sustainable development, green construction standards, and energy efficiency;
- Proposals that integrate transportation and accessibility;
- Proposals that include an innovative, robust workforce development plan;
- Proposals and teams that demonstrate a thorough understanding of the Qualified Populations (QPs) served, with a strong track record of developing and managing housing for homeless households and other QPs; and
- Proposals that leverage other sources of Local, State, and Federal funding that prioritizes the development of supportive housing, provides rental assistance/operating subsidy, or supports in-house or on-site wrap-around services to residents, including the QPs.

Eligible Respondents include developers, non-profits, and housing service providers that demonstrate the administrative, financial, and programmatic capacity to manage HOME-ARP funded affordable housing development, affordable housing management, and or wrap-around services. Respondents must have a Unique Entity Identifier (UEI).

Respondents must agree to following all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a). This includes but is not limited to, the Fair Housing Act, Title VI of the Civil Rights Act, section 504 of Rehabilitation Act, HUD's Equal Access Rule, and the Americans with Disabilities Act, as applicable.

HOME-ARP affordable rental housing may be limited to a specific subpopulation of a qualifying population identified previously in this RFP, so long as admission does not discriminate against any protected class under federal nondiscrimination laws in 24 CFR 5.105 (e.g., the housing may be limited to homeless households and at risk of homelessness households). Additionally, non-congregate shelters may be limited to homeless households.

## All Respondents should incorporate the following elements into your proposal:

### 1. General Firm/Company Information

- a. Principle Place of Business
- b. Registered Business Name
- c. Business Telephone Number
- d. Business Email Address
- e. List of Key Staff Members
- f. Resumes of Key Staff Members
- g. Locations of all Offices
- h. Total Number of Employees

## 2. **Experience**

- a. Development Team Experience
  - i. The Respondent must demonstrate ability to undertake and/or identify completed similar projects, as well as sustainable property management strategy, and financial capacity.
  - ii. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.
  - iii. If the Respondent has worked with the City previously, past performance including the application process, the closing process, the construction process, and the property maintenance of the finished project will be taken into consideration.
- b. Service Provider Experience
  - i. Describe your firm/company/agency and its capabilities. In particular, support your capacity to perform the services identified in your Scope of Work.
  - ii. Indicate which key staff members from your firm/company/agency would be involved in providing services to the City of Birmingham. Provide appropriate background information for each person and identify their responsibilities.
  - iii. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.
  - iv. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

## 3. **Budget/Fee Structure**

- a. Development Team
  - i. Please provide a breakdown of other Local, State, and Federal funding being leveraged.
  - ii. Please provide copies of existing funding commitment letters.
- b. Services Provider
  - i. Please provide a cost proposal for providing the Scope of Work.
  - ii. Please provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
  - iii. Please provide any other fee information applicable to the proposal that has not been previously covered that your firm/company/agency wishes to bring to the attention of the City.

#### **4. Financial Information**

- a. Please provide 2 years of financial statements or the most recent financial audit.
- b. Summary for any financial support needed to assist with program administration.

#### **5. Plan for Program Administration**

- a. Explanation of tenant/participant prequalification, application, and acceptance rules and procedures;
- b. Outline of layered financial supports and additional partner contributions, if any;
- c. Plan for recordkeeping and compliance monitoring;
- d. Outline of support services to be provided (housing, employment, financial, etc), if applicable; and
- e. Any other relevant information and/or procedures

#### **6. Fair Housing Goals**

- a. All affordable housing submissions must include an Affirmative Marketing plan and support and advance fair housing choices in the City of Birmingham. Please refer to the [Analysis of Impediments to Fair Housing Choice 2025](#) for more information.

#### **7. Minority and Women Owned Business Enterprises (M/WBE)**

- a. The City of Birmingham encourages the participation of persons of color, women, persons with disabilities, and members of other federally and State-protected classes. Describe your firm/company/agency's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on any and all projects outlined in your proposal.
- b. If applicable, attach a copy of your Minority- or Women-Owned Business Enterprise state certification.

#### **8. Certifications**

- a. All Respondents must respond to and provide a complete copy of the Transparency in City Government Disclosure (Attachment C).

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Maximum Points
Qualifications and Experience	Up to 25 Points
Ability to Leverage Funds	Up to 10 Points
Financial Feasibility	Up to 15 Points
Fair Housing Compliance	Up to 5 Points
Prior QP Experience	Up to 20 Points
Overall Project Scope	Up to 25 Points
	<b>100 Maximum Points</b>

## Submission Requirements

A Developer interested in becoming a HOME-ARP Services Provider must submit a Proposal in response to the public Request for Proposals issued by the City of Birmingham. Respondents seeking technical assistance should contact LaReisha Britt at [lareisha.higginbottom@birminghamal.gov](mailto:lareisha.higginbottom@birminghamal.gov).

Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein, shall not be accepted or considered by the City of Birmingham.

Proposals should be concise, typed, and clearly organized. Proposals must be presented on business letterhead and include all attachments, certifications (if required), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP will deem the submission incomplete and the submission will not be reviewed or considered by the City of Birmingham.

The City of Birmingham may invite one or more finalists to make presentations.

Updates, amendments, and Q&As related to this RFP may be posted from time to time at <https://cobcd.com>.

This RFP is designed to facilitate the evaluation and selection of Developers' proposals best able to achieve the City's objectives. The proposal submitted shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. In order to enable the City to effectively review the information contained in the proposals, proposals shall reference the numbered and lettered components of the proposals referenced above.

Each proposal shall be signed by an individual representative of the firm/company authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the City of Birmingham to contact Respondent's references, if applicable. Evaluation of proposals will be conducted by the City based on information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and/or may involve the use of a third-party consultant.

Proposals will be reviewed by representatives of the City of Birmingham, where applicable. Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor, where applicable. The City reserves the right to invite any or all Respondents to an interview to discuss their proposal(s). Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the Respondents' submitted proposals, or to select any or all of the project types described herein. The City may amend or withdraw the RFP at any time, within its sole discretion. The City shall have no liability for any costs incurred in preparing a proposal or responding to the City's requests with respect to the proposal.



*For more information about this proposal, reach out to*

**LaReisha Britt, JD, MPA, MS**  
Project Manager



205-254-2309  
<https://cobcd.com>



# Attachment A

## CITY OF BIRMINGHAM COMPREHENSIVE PLAN: People, Prosperity, Place, Partnership, Performance

### WHY WE DEVELOPED THIS PLAN

This is the City of Birmingham's first full comprehensive plan since 1961 and the first comprehensive plan based on a community process. With community consensus behind it, the 2012 City of Birmingham Comprehensive Plan puts the city on a new strategic path for the 21st century towards a renaissance of city neighborhoods, a strong economy with more jobs, and more opportunity and quality of life for all.

### HOW WE DEVELOPED THIS PLAN

The City of Birmingham Comprehensive Plan was developed through a process of broad public participation by citizens, business owners and other stakeholders. The planning process touched over 2,300 people whether through citywide forums, workshops in different parts of the city, topical workshops, or open house events. Stakeholders from all walks of life gave many hours of their time to serve on the Steering Committee that helped shape the plan.



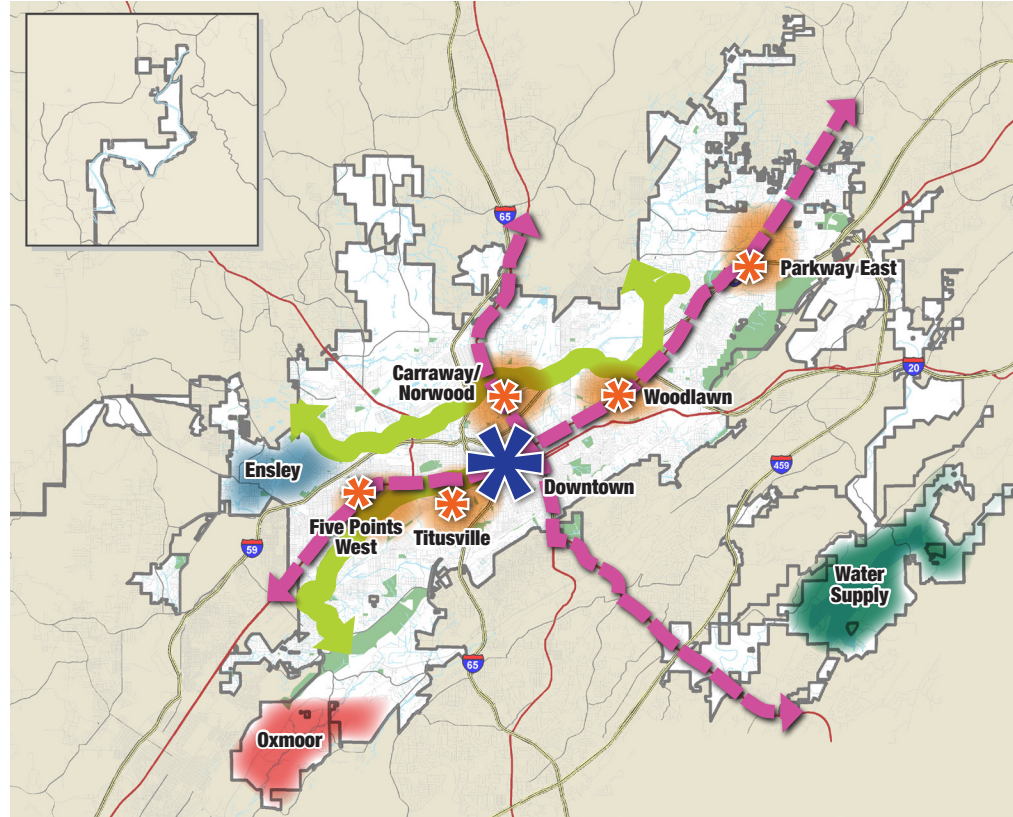
### HOW WE'LL PUT THE PLAN TO WORK

The purpose of planning is to get to action. The Comprehensive Plan includes a detailed implementation plan setting out the What, How, Who, and When for specific actions to achieve the goals of the plan. A Comprehensive Plan Implementation Committee made up of planning commissioners and citizens will serve as the stewards of the plan, advising government and other partners, and monitoring progress. Annual public hearings will

ACTIONS	RESPONSIBLE PARTY
Establish working group to develop sports tourism development plan.	Lead: GBOVB. Support: Mayor's Office of Economic Development; venue owners and events organizers
Conduct market study on increasing cargo service at Birmingham-Shuttlesworth International Airport.	Lead: Birmingham Airport Authority
Organize advocacy efforts related to life sciences research funding.	Lead: BBA. Support: Mayor, UAB, SRI
Inaugurate local funding campaign to support expansion of life sciences research.	Lead: UAB. Support: local entrepreneurial support community
Initiate strategic planning for expanding the applied research capacities of UAB school of engineering.	Lead: UAB. Support: BBA bringing relevant industry representatives to the table
Capitalize Innovation Fund.	Lead: BBA. Support: UAB, private philanthropic investors; city
Capitalize proof-of-concept fund.	Lead: BBA. Support: private investors; city
Develop Entrepreneurial District Master Plan.	Lead: ONB and City Planning Division. Support: input from entrepreneurial support community

give citizens a report on implementation and the plan will be used in capital improvement planning, work plans, and to guide land use decision making. Partnerships with residents, businesses, medical and educational institutions, and nonprofits will be critical to success.

### BIRMINGHAM COMPREHENSIVE PLAN STRATEGIC POLICY MAP



#### STRATEGIC MIXED-USE CENTERS

- Downtown Core
- Urban Villages

#### STRATEGIC OPPORTUNITY AREAS

- Neighborhood revitalization
- Urban Agriculture Innovation District
- Planned Development Area

#### ROBUST GREEN CONNECTIONS

- Major greenways
- Parks and open space
- Conservation

#### TRANSPORTATION CHOICE

- Enhanced transit



### Fifty years after 1963: FULFILLING THE PROMISE FOR 21ST-CENTURY BIRMINGHAM

Honor our *past*  
Meet the challenges  
of our *present*  
Build on assets for a  
*future* of opportunity

### TEN GAME-CHANGING STRATEGIES FOR THE CITY'S FUTURE:

#### PEOPLE

- Prepare students and workers for 21st century jobs through high quality career education and a coordinated and responsive workforce development system.
- Reinvigorate the citizen participation process.

#### PROSPERITY

- Cultivate innovation: strengthen and promote Birmingham's entrepreneurial ecosystem.
- Capitalize on the city's economic drivers by targeting life science, advanced manufacturing, and entrepreneurship.

#### PLACE

- Create transit-ready urban villages through investment in strategic neighborhood areas to make a visible difference.
- Invest in quality of life: design excellence, complete streets, marked bicycle routes, well maintained parks.
- Create and implement a Downtown Connections Plan to link all the attractions and neighborhoods in downtown.

#### PARTNERSHIP

- End working in "silos:" cooperate, coordinate and collaborate across municipalities, communities, constituencies, institutions, agencies, and departments.

#### PERFORMANCE

- Accelerate revitalization through a city redevelopment authority and land bank and a comprehensive property information system.
- Prepare an annual public report on progress implementing the comprehensive plan.

### Birmingham's Vision for the 21st Century

In 2032, the City of Birmingham leads the South as a community of choice and opportunity: diverse, prosperous, sustainable, and beautiful.

- > **People choose the City of Birmingham as a place to live.** Our neighborhoods are attractive, walkable, well maintained, and safe. The blighted properties of the past have been transformed into new or renovated housing, greenways and green open spaces, or other community assets. Across the city, there are appealing housing choices for all kinds of households: young singles and couples, families with children, empty nesters, and retirees.
- > **Birmingham has a connected network of walkable urban places.** Our compact, mixed use, pedestrian-friendly neighborhood centers support an enhanced and efficient

transit system, and a network of safe and attractive pedestrian and bicycle routes links neighborhoods with city destinations.

- > **Birmingham is innovative and prosperous, with a diversified and sustainable economy.** Education, innovation and investment have grown the economy and reduced poverty by creating new economic opportunities. As a community of learning, Birmingham offers excellent educational options for all age levels and interests, creating well-educated citizens and a modern workforce qualified for 21st century jobs. Vacant or underutilized industrial sites are finding new uses that benefit the city and its economy. Because our culture of opportunity supports innovation and creativity, our diversified economy supports entrepreneurial start-ups and creates new jobs, ranging from businesses that emerge from the interdisciplinary research of UAB to

our acclaimed food culture and arts scene.

- > **Birmingham is the most sustainable, "greenest" city in the South.** The city has become cleaner, healthier, more energy- and resource-efficient, and more attractive as a place to live. We have worked within the city and through regional partnerships to improve air quality, preserve sensitive lands, and protect and enjoy our excellent water resources. Our parks and greenways provide convenient, safe environments for all residents to play and exercise. Everyone has access to our city's premier health services, healthy food choices, and healthy lifestyles.
- > **Birmingham's success is built on local and regional partnerships.** We created strong partnerships encompassing citizens, the business community, institutions, nonprofits, and governments to transform Birmingham into the best place to live, work, study, and play in the South.



# CITY OF BIRMINGHAM COMPREHENSIVE PLAN: People, Prosperity, Place, Partnership, Performance

## WHAT'S IN THE 2012 CITY OF BIRMINGHAM COMPREHENSIVE PLAN? IMAGINE ► PLAN ► ACT

The Comprehensive Plan covers a broad range of topics in 15 chapters about current trends, the planning process and all aspects of community life that affect the way our city can develop in the future.

### IMAGINE

#### What kind of place do we want to be in the 21st century?

- **Part I: Setting the Stage.** Our vision for the future, guiding principles for planning, the public process, and where we are starting from today.

### PLAN

#### How do we get there?

##### Strategies to achieve the vision.

- **Part II: Green Systems.** Nature and environment, parks and recreation, and sustainability and green practices.
- **Part III: Neighborhoods, Housing and Community Renewal.** Sustaining, enhancing and renewing neighborhoods to provide a good quality of life.
- **Part IV: Prosperity and Opportunity.** Supporting and growing the industries that drive the city's economy, while reinforcing the economy's building blocks—education, workforce development, entrepreneurship, and quality of life to retain and attract talent—and continuing the downtown renaissance.
- **Part V: Strengthening City Systems and Networks.** Expanding transportation choice based on land use strategies and providing excellent city services.

### ACT

#### How do we get started?

- **Part IV: From Plan to Action.** A new development framework of land use, regulation and urban design, with step-by-step actions to achieve the vision and monitor progress.

### BIRMINGHAM'S POWER OF PLACE

High quality of life—resident satisfaction in daily living—is the foundation of successful 21st century communities. Businesses locate where people want to be, and good neighborhoods, along with a great open space system and a vibrant cultural life are among the key attractions that any city and metropolitan area can offer.

With its ridge and valley topography, lush greenery, historic downtown, and neighborhoods that emerged from small towns, Birmingham has the pedestrian-friendly street grid, neighborhood centers, and local parks that people increasingly seek in a place to live. At the same time, the city's large nature parks and emerging greenway system will make it possible for Birmingham residents to experience nature without leaving the city limits. This combination of urban lifestyles with access to nature creates a powerful mix for quality of life.

## the big picture

Birmingham has many assets—economic, cultural, historic—but it also has to grapple with many challenges. The city needs better tools, better systems, more internal and external communication, and enhanced partnerships to achieve Birmingham citizens' vision for the future.

### Raise the city's "information quotient" for data and evidence-based decision making

- A comprehensive property information database, a real estate market analysis on a block to block basis, detailed data on city jobs and enterprises, and an asset management system—result in

more informed decision making and effective use of taxpayer dollars.

### Use the right tools for each job

- A professionally-run Birmingham Redevelopment Authority and Land Bank along with a high profile system of coordinated code enforcement will deploy a variety of tools to eliminate blight and redevelop neighborhoods.

### Be strategic, focused, and systematic to create visible success

- Target coordinated investments in housing, infrastructure, transportation, parks, facilities, and workforce and social services to areas with assets, so that visible

successes can create confidence and increasingly leverage private investment.

- Target incentives to support emerging industries, entrepreneurship and microbusiness, and revitalization in designated Urban Villages and Strategic Opportunity Areas.

### No more silos: coordinate, cooperate, collaborate

- Create a Housing Policy Advisory Council that includes government, the housing authority, neighborhoods, housing developers, realtors, and economic development specialists.

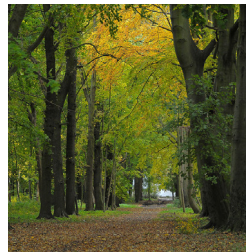
### GREEN SYSTEMS

#### Natural Resources and Environmental Constraints

- Work with partners to protect and enhance water quality.

#### Parks and Recreation

- Work towards a goal of a park within walking distance of every resident.
- Update the 1996 Park and Recreation Plan, and include a section on management and maintenance of the system.
- Implement the Red Rock Ridge and Valley Trail System.



#### Sustainability and Green Practices

- Make City government a model of resource-efficient and green practices.
- Develop incentives for green building and stormwater management.
- Use natural drainage systems where possible.
- Promote white roofs as an easy way to mitigate the urban heat island.

### NEIGHBORHOODS, HOUSING, HISTORIC PRESERVATION, AND COMMUNITY RENEWAL

Good neighborhoods are the foundation of successful cities. Regardless of household income level, neighborhoods should provide safety, decent and sanitary housing, well-maintained infrastructure, environmental and aesthetic amenities such as street trees, and easy access to parks, public spaces, and neighborhood retail and services.

- Create a **community-based Housing Policy Advisory Council** including representatives of government staff, neighborhood organizations, for-profit and non-profit housing developers, realtors, and representatives of economic development organizations.
- Create a **Public Facilities Working Group** to meet regularly on city, county, state, federal, and school facilities decisions in order to ensure they further city goals for development.
- Establish a **rental housing code** to ensure that rental properties are fit for habitation.
- Create a set of **Framework Plans** for the 23 Communities in order to provide guidance on desired development.
- Create a **historic preservation ranking system** to guide decision making about programs and incentives.



### COMMUNITY RENEWAL

Many of Birmingham's traditional neighborhoods have experienced decades of disinvestment, with the large number of abandoned houses and stores, tax delinquent properties, and vacant lots bearing witness to this reality. In addition, there are "environmental justice" neighborhoods affected by the legacy of industrial pollution and residential segregation.

- Pursue a **comprehensive and coordinated system to eliminate blight, assemble land and redevelop neighborhoods** in disinvested areas.
- Create a **comprehensive property information system**.
- Understand the details of neighborhood real estate markets by commissioning a **real estate market study at the block level**.
- Establish a **professional Redevelopment Authority and Land Bank** to take charge of blight elimination and redevelopment activities to create mixed-income neighborhoods.
- **Focus redevelopment activities strategically** on compact urban villages and their surrounding neighborhoods to create transit-ready centers and a visible difference to create confidence. Target coordinated housing, infrastructure, transportation, park, and service investments to create a successful mixed-income neighborhood.
- **Create an Urban Agriculture Innovation District in Ensley** to develop a for-profit district of intensive food production through hydroponics and aquaponics in buildings and land-based agriculture.



### PROSPERITY AND OPPORTUNITY: ECONOMIC DEVELOPMENT

Economic development recommendations for Birmingham revolve around four key priorities: supporting established and emerging industries; improving the



education system for all; supporting entrepreneurship and the city's role as a center of innovation; and continuing robust support for creating a live-work-play downtown.

### Established and emerging industries

- Cultivate entrepreneurs and make it easy for them to stay in the City.
- Target a portion of money incentives to emerging industries.

### Developing human capital

- Proceed with public school programs to improve student progress across the system
- Coordinate the workforce development system.

### Sustaining Downtown

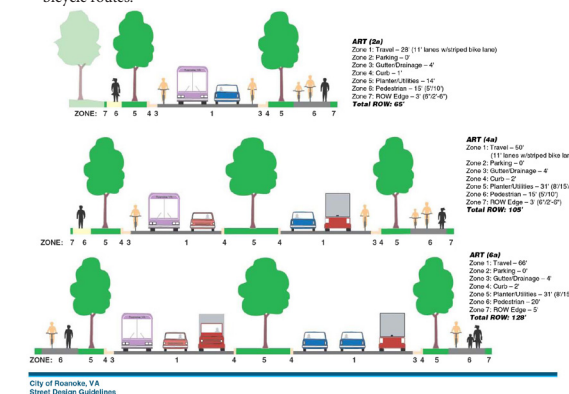
- Develop and implement a plan for the Entrepreneurial District and strengthen the entrepreneurial ecosystem.
- Develop and implement a Downtown Connections Plan to link downtown's activity centers and residential areas with streetscape improvements, ground floor activities, popup events, public art, and transit.
- Create a Contemporary Culture Furnace District from Railroad Park to Sloss Furnace to showcase Alabama fine crafts.
- Develop and implement a plan for the southeast quadrant of downtown.

### STRENGTHENING CITY SYSTEMS: TRANSPORTATION, INFRASTRUCTURE AND PUBLIC FACILITIES AND SERVICES

Offering more transportation choice—through better transit, bicycle facilities, and sidewalks—was at or near the top of Birmingham residents' desires for the city at every public meeting. While the city belongs to regional water and sewer systems, it controls the local road and drainage infrastructure. City facilities suffer from deferred maintenance.

### Transportation

- **Integrate transportation and land use planning** to build up centers of density that can support enhanced transit systems such as bus rapid transit.
- Expand opportunities to walk and bike safely: implement the **"complete streets" policy** adopted by the Planning Commission, and the Red Rock Trail system pedestrian and bicycle routes.



### THE COMPREHENSIVE PLAN AS A LIVING DOCUMENT

- Designate a position in the City's Planning Division as the long-range planner to be the in-house expert on the Comprehensive Plan and implementation coordinator.
- Create a Comprehensive Plan Implementation Committee to monitor progress.
- Review implementation progress in annual public hearings at the Planning Commission and City Council.
- Use the Comprehensive Plan in creating departmental work plans, the budget and the capital improvement program, required planning documents for federal funding programs, and grant proposals.
- Schedule a public process every five years to review implementation progress on the Comprehensive Plan and to confirm or revise the Vision, Principles, and Goals.
- Update the Comprehensive Plan thoroughly at least every 20 years.

**Mayor William A. Bell, Sr.**  
**Andre Bittas**  
DIRECTOR OF PLANNING, ENGINEERING AND PERMITS  
**Tom Magee**  
CHIEF PLANNER  
**Doug Hale**  
PRINCIPAL PLANNER  
**David Fleming**  
CHAIR, BIRMINGHAM PLANNING COMMISSION

Consultant Team  
**Goody Clancy**  
LEAD CONSULTANT  
**Kittelson & Associates**  
**KPS Group**  
**Mt Auburn Associates**  
**NHB Group**

**KHAFRA**  
**BLOC Global**  
**Enclave**

THANKS TO ALL THE CITIZENS WHO GAVE THEIR TIME TO BE ON THE STEERING COMMITTEE AND WORKING GROUPS AND TO ATTEND PUBLIC MEETINGS.

# Attachment B

FY2025 ADJUSTED HOME INCOME LIMITS

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
<b>Anniston-Oxford, AL MSA</b>								
30% LIMITS	15550	17800	20000	22200	24000	25800	27550	29350
VERY LOW INCOME	25900	29600	33300	37000	40000	42950	45900	48850
60% LIMITS	31080	35520	39960	44400	48000	51540	55080	58620
LOW INCOME	41450	47400	53300	59200	63950	68700	73450	78150
<b>Auburn-Opelika, AL HUD Metro FMR Area</b>								
30% LIMITS	20050	22900	25750	28600	30900	33200	35500	37800
VERY LOW INCOME	33400	38150	42900	47650	51500	55300	59100	62900
60% LIMITS	40080	45780	51480	57180	61800	66360	70920	75480
LOW INCOME	53400	61000	68650	76250	82350	88450	94550	100650
<b>Macon County, AL HUD Metro FMR Area</b>								
30% LIMITS	15200	17350	19500	21650	23400	25150	26850	28600
VERY LOW INCOME	25250	28850	32450	36100	38950	41850	44750	47650
60% LIMITS	30300	34620	38940	43320	46740	50220	53700	57180
LOW INCOME	40450	46200	52000	57750	62400	67000	71650	76250
<b>Birmingham-Hoover, AL HUD Metro FMR Area</b>								
30% LIMITS	20150	23000	25900	28750	31050	33350	35650	37950
VERY LOW INCOME	33600	38400	43200	47950	51800	55650	59500	63300
60% LIMITS	40320	46080	51840	57540	62160	66780	71400	75960
LOW INCOME	53700	61400	69050	76700	82850	89000	95150	101250
<b>Chilton County, AL HUD Metro FMR Area</b>								
30% LIMITS	16850	19250	21650	24050	26000	27900	29850	31750
VERY LOW INCOME	28050	32050	36050	40050	43300	46500	49700	52900
60% LIMITS	33660	38460	43260	48060	51960	55800	59640	63480
LOW INCOME	44900	51300	57700	64100	69250	74400	79500	84650
<b>Walker County, AL HUD Metro FMR Area</b>								
30% LIMITS	16350	18700	21050	23350	25250	27100	29000	30850
VERY LOW INCOME	27300	31200	35100	38950	42100	45200	48300	51450
60% LIMITS	32760	37440	42120	46740	50520	54240	57960	61740
LOW INCOME	43650	49850	56100	62300	67300	72300	77300	82250
<b>Columbus, GA-AL HUD Metro FMR Area</b>								
30% LIMITS	16200	18500	20800	23100	24950	26800	28650	30500
VERY LOW INCOME	26950	30800	34650	38500	41600	44650	47750	50800
60% LIMITS	32340	36960	41580	46200	49920	53580	57300	60960
LOW INCOME	43150	49300	55450	61600	66550	71500	76400	81350
<b>Daphne-Fairhope-Foley, AL MSA</b>								
30% LIMITS	19550	22350	25150	27900	30150	32400	34600	36850
VERY LOW INCOME	32550	37200	41850	46500	50250	53950	57700	61400
60% LIMITS	39060	44640	50220	55800	60300	64740	69240	73680
LOW INCOME	52100	59550	67000	74400	80400	86350	92300	98250

Effective: June 1, 2025

# Attachment C

City of Birmingham Transparency in City Government Disclosure and Certification Form

## **TRANSPARENCY IN CITY GOVERNMENT DISCLOSURE AND CERTIFICATION FORM**

### **INSTRUCTIONS:**

This form must be fully completed by any individual or entity (hereinafter referred to as “Vendor”) seeking to enter into a contract or appointment, provide services, obtain funding or otherwise do business with the City of Birmingham with the express exclusion of persons or entities exclusively providing grant funding to the City, General Services Administration (GSA) vendors, national cooperatives approved by the Alabama Department of Examiners of Public Accounts and governmental entities to include City boards and agencies.

Submit completed forms to the appropriate City Department. All questions must be answered. Respond “Not applicable” or “NA” if a question does not apply. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council or the appropriate Council Committee along with the Applicant’s proposed contract, appointment and/or funding request.

For purposes of this Form, the following definitions apply:

**Family Member of a Public Employee.** The spouse, domestic partner or a dependent of the public employee.

**Family Member of a Public Official.** A spouse, domestic partner, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of the public official.

**Public Employee.** Any person employed by the City of Birmingham or its instrumentalities, including governmental corporations and authorities.

**Public Official.** Any person elected to public office of the City of Birmingham, whether or not that person has taken office, by the vote of the people, and any person appointed to a position at the City of Birmingham or its instrumentalities, including governmental corporations and authorities.

---

This Form is a:

**New Submission**

**Update to a Previous Submission**

### **Section 1: VENDOR NAME AND CONTACT:**

Vendor’s Legal Name:

Physical Street Address:

*City of Birmingham Transparency in City Government Disclosure and Certification Form*

Mailing Address:

Phone Number:

Contact Person:

**Section 2: DISCLOSURES**

- (a) Identify all officers, directors, owners, members, partners and executive management of the Vendor.

- (b) (PUBLIC OFFICIAL)

Are any of the persons identified in paragraph (a) above a Family Member of a Public Official of the City of Birmingham or do they have an employment or other business relationship with a Public Official of the City of Birmingham or a Family Member of a Public Official? If "yes", describe any family, employment or business relationship with the Public Official.

Yes       Not Applicable

(c) (PUBLIC EMPLOYEE)

Are any of the persons identified in paragraph (a) above a Family Member of a Public Employee of the City of Birmingham or do they have an employment or other business relationship with a Public Employee of the City of Birmingham or a Family Member of a Public Employee? If "yes", describe any family, employment or business relationship with the Public Employee.

Yes       Not Applicable

**SECTION 3. LOBBYISTS, CONSULTANTS & ATTORNEYS:**

During the past three (3) years, has Vendor retained, hired or paid any person or entity including, but not limited to, a lobbyist, consultant or attorney, to assist Vendor in obtaining a City contract, appointment or funding? If "yes", identify by individual name, firm name, address and telephone number any such person or entity.

Yes       Not Applicable

**SECTION 4: DISCLOSURE OF CONTRIBUTIONS:**

During the past three (3) years, has the Vendor provided a campaign contribution, a contribution to a political action committee that provides funding to a Public Official's campaign or other funding to or performed services for a Public Official, or provided funding to or performed services for an individual or entity, including a charitable entity, at the request of a Public Official or Public Employee? If yes, identify the amount, date and recipient of any campaign contribution or other funding and/or the date, contract amount and nature of services performed.

Yes       Not Applicable

*City of Birmingham Transparency in City Government Disclosure and Certification Form*

**SECTION 5: CONTRACTS WITH THE CITY OF BIRMINGHAM:**

Does the Vendor have any existing contracts with the City of Birmingham or contracts which have expired or been terminated within the past three (3) years?

Yes       No

**SECTION 6: CLAIMS AGAINST THE CITY OF BIRMINGHAM:**

Does the Vendor have any pending claims against the City of Birmingham.

Yes       No

**SECTION 7: GOOD STANDING:**

By signing this *Transparency in City Government Disclosure and Certification Form* Vendor affirms that it is current in regard to all required federal, state, and local business, tax and other filing requirements and licensure.

**CERTIFICATION:**

I, the undersigned, certify that I am authorized to execute this *Transparency in City Government Disclosure and Certification Form* on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the City of Birmingham is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the City to notify the City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the City, permitting the City to declare any contract(s) resulting from this certification void and unenforceable.

**VENDOR SIGNATURE:**

\_\_\_\_\_

**NAME:**

**DATE:**