

# **Request for Proposals for Project-Based Vouchers (PBV)**

## **Lansing Housing Commission**

**Issued: April 25, 2022**

## **LANSING HOUSING COMMISSION REQUEST FOR PROPOSALS**

Lansing Housing Commission (LHC) is requesting proposals from qualified property owners and developers (applicants) to participate in the Project-Based Voucher program.

The Lansing Housing Commission (LHC) is making available Project-Based Vouchers (PBVs) to support the preservation and/or creation of affordable housing opportunities for low income, seniors and/or disabled persons and families. PBVs may be awarded to a construction project or existing housing. PBVs may be awarded to multiple applicants. LHC reserves the right to award all, a portion or none of the vouchers applied for as a result of this RFP.

**Construction Project is defined as:** Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the LHC and the owner for use under the PBV program.

OR

Housing units that exist on the proposal selection date, that are in need of substantial rehabilitation, and are rehabilitated, pursuant to an Agreement between the LHC and owner, for use under the PBV program.

**Existing Housing is defined as:** Housing units that exist on proposal selection date, that support LHC's goals of affordable housing in the community, pursuant to an Agreement between the LHC and owner, for use under the PBV program.

Applying organizations should be aware of the following conditions:

1. All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals from the local governmental agency.
2. Project(s) or Housing Units must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations. For more information see: <http://portal.hud.gov/hudportal/HUD?src=/hudprograms/projectbased>
3. Construction may involve application of the Federal Davis-Bacon construction wage guidelines. Construction costs may be higher if Davis-Bacon applies.
4. Projects must comply with AICUZ requirements.
5. An Environmental Review and/or Assessment may be required. If an Assessment is required, LHC will select an appropriate contractor to complete the review.
6. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of any construction.
7. Execution of an Agreement to enter into a Housing Assistance Payments Contract (HAP) is contingent upon completion of all the above requirements.

LHC may reject for good cause any or all proposals upon a finding of LHC it is in the public interest to do so.

A copy of the Request for Proposal document is posted on the LHC website at [www.lanshc.org](http://www.lanshc.org). Proposal documents can be viewed and downloaded from the LHC website. Applicants are responsible for checking the LHC website for any addendums before submitting their proposals.

LHC Board of Commissioners reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of LHC.

**REQUEST FOR PROPOSALS**  
AFFORDABLE HOUSING DEVELOPMENT

**Issue Date:** April 25, 2022  
**Due Date:** Open

**Proposal Submission**

**Submit Hardcopies of the Proposal to:** Lansing Housing Commission  
Attention: Karen Chase  
419 Cherry Street  
Lansing, MI 48933

**Submit electronic copy via email to:** [Karenc@lanshc.org](mailto:Karenc@lanshc.org)

**Questions**

All questions must be submitted in writing to:  
Karen Chase  
Lansing Housing Commission  
Karenc@lanshc.org

**I. Overview and Project Requirements**

Lansing Housing Commission (LHC) issues this Request for Proposals (RFP) to seek proposals from applicants interested in applying Project Based- Vouchers (PBVs). PBVs specifically made available to provide housing to be used in construction of new units, rehabilitation of existing units, or ownership of existing units supporting community goals for affordable housing project(s) in LHC's jurisdiction that serve low-income, very low-income and extremely low-income households. LHC is looking for experienced applicants capable of delivering high quality affordable housing. Successful proposals will need to demonstrate experience with the type, size, scale and complexity of housing proposed..

As a result of this RFP, awards will be funded to either a single or multiple projects depending on available resources. LHC reserves the right as the result of its review to determine the best mix of resources for a proposed project.

Successful applications will demonstrate how their project can support LHC goals. These include but are not limited to:

1. Increased/Continued Support of opportunities for affordable housing in the Lansing Housing Commission jurisdiction
2. De-concentration of low-income housing
3. Development of housing that increases access to community services (e.g. social services, health care, transportation, youth programs, adult education & job training).
4. Increase in the number of units that would be available to households at or below 30% of Area Median Income (AMI).

**II. Project Applicants**

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

1. Deliver projects on time and within the forecasted budget
2. Work with the public sector in public/private real estate projects
3. Take on a new project given the applicants other commitments
4. Demonstrate ability and plan to successfully utilize PBVs and comply with Fair Housing and all federal regulations
5. Operate the project in compliance with funding requirements throughout the period of affordability
6. Previous experience working with MSHDA, LIHTC and projects located within Michigan.

The application of the above criteria will be dependent on the type of PBV request construction project or existing housing.

All applicants must be in good financial, legal and organizational standing.

### **III. Project-Based Voucher Program**

#### **PBV Eligibility**

PBVs are an optional component of the Housing Choice Voucher (HCV) program that Public Housing Authorities may choose to implement. LHC is accepting PBV Proposals for PBVs in order to support the affordable housing stock available to those who reside with the Lansing Housing Commission jurisdiction:

1. Serve families at or below 80% of the Area Median Income (AMI):
2. Increase the affordability of housing currently not affordable to households below 30% of AMI and support the affordability of existing housing
3. Demonstrate evidence of site control.

Through the PBV program, LHC will enter into a housing assistance payment (HAP) contract with selected property owner(s) for an initial term of no less than one year and no more than 20 years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis

Any time before expiration of the HAP contract, LHC may extend the term of the contract for an additional term of up to 20 years.

Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. LHC subsidy standards will determine the appropriate unit size for the family size and composition.

Certain types of housing units and/or developments are **not eligible** for PBV assistance [24 CFR 983.53] including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract.

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

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

For apartment complex projects the number of PBV assisted units are limited to 25% of the units in a project, with the following exceptions, which have no limit: projects serving elderly persons (age 62+) and projects serving households receiving supportive services. Additionally single family home programs do not have unit restrictions.

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

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

LHC will grant exceptions to the 20 percent standard where LHC determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

- A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;

- A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement

A site for newly constructed housing must be consistent with LHC's Administrative Plan. The plan is available on-line at [http://mid-columbiahousingauthority.org/about-us/admin-plan/Section 21.0, PROJECT-BASING HOUSING VOUCHERS](http://mid-columbiahousingauthority.org/about-us/admin-plan/Section%2021.0,%20PROJECT-BASING%20HOUSING%20VOUCHERS).

The PBV project must also be in compliance with the Conduct of Development Work [24 CFR 983.154].

#### **V. Fair Housing**

All Projects must comply fully with all federal, state and local nondiscrimination laws and rules and regulations governing fair housing and equal opportunity in housing and employment. LHC is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. LHC requires affirmative advertising and marketing in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. All projects must have completed and submitted to LHC an Affirmative Fair Housing Marketing Plan (AFHMP) (HUD-935.2A) prior to award of PBV.

#### **VI. Wait List**

The project will maintain its own waiting list.

#### **VII. PBV Rents**

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

LHC's goal is to provide as many families with vouchers as possible. Given the budget limitations of the program, LHC must implement policies that control its HAP expenditures. It is expected that applicants will build/maintain units that meet specific AMI affordability thresholds and have set its rents accordingly.

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

- An amount determined by LHC
  - For general PBV's with HOME funds an amount not to exceed the High HOME Rent Limit; or
  - For all other PBV's not to exceed LHC's payment standards
- The reasonable rent; or
- The rent requested by the owner.

Current Lansing Housing Commission Payment Standards are:

Unit Size (# of Bedrooms)	Gross Rents*
0	\$855
1	\$895
2	\$1093
3	\$1404
4	\$1482
5	\$1705

\*The Gross Rents include all utilities paid by owner, the rent decreases if utilities are moved to resident responsibilities.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may renew the lease; refuse to renew the lease for good cause; or refuse to renew the lease without good cause.

## **VIII. SUBMISSION REQUIREMENTS**

### **Application Review Panel**

LHC Executive Director will appoint a PBV Selection Panel to review, evaluate, and rank the applications according to the selection criteria. This panel will, at a minimum, consist of the Director of the HCV program and at least 2 other staff members.

In the event that LHC-owned units\* are recommended for project basing, applications and the recommendation of the panel will be forwarded to the HUD field office for review. (\*includes tax credit units with ownership interest by LHC, as well as units owned by LHC instrumentalities.)

## **IX. Minimum Requirements**

LHC will review all applications and is solely responsible for determining that each application is responsive to and in compliance with LHC's written selection criteria and procedures, and in conformity with HUD program regulations and requirements. This includes the following items:

- Evidence of site control.
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents do not exceed the LHC PBV Payment Standards above including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and LHC-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).

- Requested PBV assistance is in accordance with HUD subsidy layering regulations [24 CFR 4.13] and other requirements.
- Property will be constructed with funding other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
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- The number of PBV assisted units are limited to the greater of 25 units in a project or 25% of the units in a project, with the following exceptions, which have no limit: projects serving elderly persons (age 62+) and projects serving households receiving supportive services.

The application of the above criteria will be dependent on the type of PBV request construction project or existing housing.

### **Format Requirements**

Proposers must submit one (1) copy of the proposal, either as a hard copy or an electronic version. Brevity is strongly encouraged. Respond only to items listed below and include only relevant information. The reviewers may not consider materials that are not requested below.

Hard copies can either be mailed or hand delivered.

**Mail to:** Lansing Housing Commission  
Attention: Karen Chase  
**419 Cherry Street**  
Lansing, MI 48933

**Hand deliver to:** Lansing Housing Commission  
Attention: Karen Chase  
419 Cherry Street  
Lansing, MI 48933

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

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

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

No facsimile proposals will be accepted.

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

### **II. Proposal Requirements and Scoring**

To be considered responsive and responsible, each applicant shall respond to the following requirements. Responses must be specific and complete unto themselves. Any submittal that, in the opinion of LHC, does not fully and completely address these requirements will not be reviewed. Limit your proposal to the equivalent of 20 pages not including Cover letter, Required Forms or Appendices.



**A. Cover Letter**

Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. The cover letter should include a brief overview of the project; the number of PBV units requested; projected population; and amount of Disposition funds if any, being requested as part of this RFP.

**B. Required Forms**

1. Project Summary Sheet - See Exhibit A.
2. Proposer Certification – See Exhibit B.

**C. Project and Property – Total 50 points**

1. Describe the scope, purpose, and need for the project.
2. Describe the need for and number of Project-Based Voucher assistance requested.
3. Describe the general population the project will target including; income level, household composition and any special needs.
4. Describe the proposed site(s) and the status of site control.
5. Describe the unit rents, comparable unit market rents and tenant income range. Indicate which utilities the tenant will pay and which will be included in the unit rent. (Use LHC's current utility allowances.)
6. Describe unit and neighborhood amenities.
7. If the project involves existing structure(s), describe the existing site improvements including year built, current condition and use and if any major improvements have been completed. (for construction projects only)
8. Provide a project schedule including all phases of the development. (for construction projects only)
9. Describe how the project is consistent with the LHC Administrative Plan and LHC's Goals
10. Describe applicant experience with previous LIHTC, MSHDA financed projects, HUD involved projects and/or Michigan based projects.

**D. Financial Feasibility- Total 20 points**

1. Discuss project's readiness to proceed based on the level of funds committed and the other resources yet to be secured.
2. Describe the financial assumptions used to develop the operating budget. Include rents and other sources of income, operating and maintenance expenses and inflationary factors.

**E. Property Management - Total 30 points**

1. Indicate how your organization can carry out this project and its ability to manage the project over time.
2. Describe the operating structure and staffing of the project. Provide management and maintenance information.
3. Describe tenant selection criteria and screening plan.
4. Describe the Fair Housing Marketing Plan.
5. Describe how the property will maintain leasing.

6. Describe owner's experience in the tenant-based or project-based voucher program and owner compliance with the owner's obligations under the Housing Assistance Payment plan.

## **X. EVALUATION PROCESS**

### **Method of Award**

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

After selection, the successful applicant and LHC lead staff will begin a period of contract discussions. During the discussions the selected applicant and LHC staff will work toward agreement on a memorandum of understanding (MOU) or other similar document. The MOU will lay out the basic terms of the project, including financing, resident programs, and building design (for construction projects). The MOU will form the basis of an agreement which will bind both parties to specific deal terms.

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

## **XI. CLARIFICATIONS AND ADDENDA**

### **A. Questions and Comments**

Any respondent requiring clarification of the information contained within this RFP must submit in writing specific questions or comments to the RFP contact Karen Chase via email at [Karenc@lanshc.org](mailto:Karenc@lanshc.org). If in LHC's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be posted to the LHC website: [www.lanshc.org](http://www.lanshc.org)

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

**B. Required Information**

The successful applicant(s) must be licensed to do business in the State of Michigan.

A responsive proposal shall include:

1. A complete response to RFP questions
2. A signed copy of Project Summary Sheet (Exhibit A)
3. A signed copy of the Propose Certification (Exhibit B)

**C. Specifications Limiting Competition**

Applicants may comment on any specification or requirement contained within this RFP which they feel limits competition. Such comments may be formal or informal and are to be addressed to the Lansing Housing Commission Executive Director, 419 Cherry Street, Lansing, MI 48933.

**D. Award of Contract: Clarification or Rejection of Proposals**

LHC will evaluate proposals and will rate proposals using the scoring methodology described in Section IIX of this RFP.

LHC reserves the right to seek clarification of the written Proposals from applicants.

LHC reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of LHC.

LHC reserves the right to reject the proposal of any proposer including those who have previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material suppliers, or employees. LHC also reserves the right to reject the proposal of any proposer listed in the current issue of "List of Parties Excluded from Federal Procurement and Non-procurement Programs" U.S. General Services Administration, Office of Acquisition Policy or listed in the HUD Limited Denial of Participation, current edition.

**E. Right to Protest**

Any actual applicant who is adversely affected or aggrieved by LHC's award of the contract to another applicant on the same solicitation shall have fourteen (14) calendar days after notice of intent to award has been issued to submit a written protest of the award. The written protest shall specify the grounds upon which the protest is based and are to be addressed to the Lansing Housing Commission Board of Directors, 419 Cherry Street, Lansing, MI 48933. LHC will not entertain protests submitted after the time period established in this rule.

**F. Cancellation**

LHC reserves the right to cancel or reject any or all proposals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is

deemed to be in LHC's best interest. In no event shall LHC have any liability for cancellation of award.

**G. Cost of Preparation**

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

**H. References**

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

**I. Confidentiality**

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

**J. Post Award**

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

## EXHIBIT A

### Project Summary Sheet LHC PROJECT-BASED VOUCHER PROGRAM

SPONSOR INFORMATION	
Name of Organization:	Contact Person:
Mailing Address:	Phone Number:
	E-Mail Address:
PROJECT INFORMATION	
Name of Project:	Address:
Owner:	Tax I.D. #:
HOUSING INFORMATION	
Census Tract Proposed Project	
# of Total Units:	#
# of Proposed PBV Units by Bed and Bath Size:	#
Proposed Amenities in units and on site: (E.g. Washer and Dryer, Community Room, Wi-Fi, etc.)	
Proposed Rents:	
Utility Responsibility for Tenants	Electric
	Gas
	Water
	Sewer
	Garbage
# of Proposed Units Below 30% MFI:	#
Proposed Completion Date:	
Proposed PBV Contract Term:	
Average Cost/Unit:	
ANTICIPATED FUND SOURCES	
Disposition Funds	\$
HOME Funds	\$
LIHTC Tax Credits	\$
Other Sources:	\$
	\$
	\$

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

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

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

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

## **Exhibit B**

### **PROPOSER CERTIFICATION**

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

1. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.
2. This RFP is not a solicitation of competitive bids. LHC by this request for proposals specifically reserves the right in its sole discretion to determine which proposals best serve the public good, and to:
  - A. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting any Projects.
  - B. Waive informalities and irregularities in the proposals received in response to this RFP.
  - C. Disqualify without recourse or appeal any or all proposals.
  - D. Reject any or all proposals with or without cause.
  - E. Determine the timing, arrangement and method of any presentation throughout the process.
  - F. Verify and investigate the qualifications and financial capacity of the Project Sponsor, and any of the information provided in the proposal.
3. Every effort has been made to provide current and correct information; however, unless citing a specific LHC approved resolution or plan, LHC makes no representation or warranty with respect thereto.
4. Proposer agrees to make the proposal a binding offer to the LHC for a period of one (1) calendar year from the date proposals are due.
5. Proposer agrees to bring all required reporting to LHC current as of the date of official selection.
6. Proposer further certifies:
  - A. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over LHC.
  - B. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the LHC employees.
  - C. The undersigned warrants that s/he is an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.

Signature of Proposer's duly authorized representative:

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

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

Legal Name of Proposer/Firm:

\_\_\_\_\_

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