



Philadelphia Land Bank

REQUEST FOR PROPOSALS

For

Strategic Planning and Analytical Services

(June 1, 2014 to December 31, 2014)

Published on April 16, 2014

Revised to include additional disclosures on April 22, 2014

RETURN TO:

John Carpenter
Philadelphia Housing Development Corporation
1234 Market Street, 17th Floor
(215) 448-2173
john.carpenter@phila.gov

An unbound original and six (6) copies of the proposal must be submitted by 3:00 PM on Monday, May 12th, 2014. Any proposals arriving after 3:00 PM will be rejected.

PHILADELPHIA HOUSING DEVELOPMENT CORPORATION
&
PHILADELPHIA LAND BANK

REQUEST FOR PROPOSALS FOR
STRATEGIC PLANNING AND ANALYTICAL SERVICES

This Request for Proposals (“RFP”) provides interested firms and individuals (“Consultants”) with the information to prepare and submit proposals for consideration by the Philadelphia Housing Development Corporation (“PHDC”) to provide strategic planning and analytical services (“Services”) in support of the Philadelphia Land Bank. PHDC is managing the startup of the Philadelphia Land Bank at the request of the City of Philadelphia.

I. RESPONSE DATE

In order to be considered, proposals must be received by Philadelphia Housing Development Corporation, 1234 Market Street, 17th Floor, Philadelphia, PA 19107, by no later than 3:00 PM on Monday, May 12th, 2014.

II. PRE-PROPOSAL BRIEFING

Consultants desiring to provide the Services are **strongly urged** to attend the RFP Briefing Session being held on **Wednesday, April 30th, 2014 at 10:00 A.M.** in the PHDC Board Room, 1234 Market Street, 17th Floor, Philadelphia, PA.

Topics covered at the briefing will include:

- A brief overview of the Philadelphia Land Bank
- Review of the RFP package including the timeline and expected deliverables
- Non-discrimination requirements
- Contract preparation steps

III. QUESTIONS

Please review this RFP package and bring your questions to the above-mentioned briefing.

Consultants may submit written questions to John Carpenter (john.carpenter@phila.gov) to resolve RFP preparation questions. Questions will be accepted until May 2nd, 2014. The answers to all questions will be posted on PHDC’s website at www.phdchousing.org.

IV. BACKGROUND AND PROGRAM DESCRIPTION

The Philadelphia Land Bank was created by legislation passed by Philadelphia City Council and signed by Mayor Michael A. Nutter following a campaign by advocates from a wide range of organizations. The Land Bank will consolidate Philadelphia’s 9,500 publicly owned vacant and surplus real properties, the related business processes and staff into a new organization housed at the Philadelphia Housing Development Corporation (PHDC). The Land Bank will take advantage of new authority under the

State's Land Bank Act to achieve its mission: *to return vacant and underutilized property to productive use through a unified, predictable, and transparent process, thereby helping to revitalize neighborhoods, create socially and economically diverse communities, and strengthen the City's tax base.*

Key activities of the Land Bank include:

- Consolidate – Unify the existing publicly owned inventory of vacant and surplus real property currently owned by three City-controlled agencies, each with different regulations that govern their disposition of property, under one ownership structure.
- Acquire - Using new tax foreclosure powers created by the Pennsylvania Land Bank Act of 2012, the Land Bank will strategically acquire vacant and tax delinquent property to assemble larger parcels for redevelopment.
- Manage - With additional resources from the City, the Land Bank gradually will assume responsibility for managing and maintaining the entire inventory.
- Market - Using a broad range of marketing tools the Land Bank will reach out aggressively to all segments of the marketplace (nonprofit, for-profit, public) to engage anyone who can responsibly reuse vacant property as commercial or residential development, side yards, recreational and open space, community gardens, urban agriculture and other uses.
- Dispose - By streamlining the disposition process the Land Bank will make it easier to acquire property from the City.

All of these elements will be guided by a new, five-year strategic plan developed by the Land Bank and the Philadelphia City Planning Commission (PCPC) with the support of the consultant procured through this RFP. This Land Bank Strategic Plan (Plan) will build on existing efforts including data and analysis from the City's Comprehensive Plan, Philadelphia 2035, a market analysis developed by The Reinvestment Fund (TRF), and a number of other data resources. The Land Bank will then update its Plan annually (although updates will not occur as part of this contract).

The creation of the Philadelphia Land Bank is governed by the 2013 Philadelphia Land Bank Ordinance and the 2012 Pennsylvania Land Bank Act. Elements of the Plan are described in the attached local ordinance in section 16-703(3).

The City will provide access to a wide range of datasets that can be used to support this effort. These data are currently being assembled in a data warehouse developed by TRF under its Policymap application. A complete list of these data is attached. The Consultant should, in its proposal, describe the data that it intends to use, including other data not listed, and the rationale for using such data.

During the time that the Plan is being developed, the City will also be reviewing the disposition policies that were published in Spring of 2012 and evaluating its overall approach to the maintenance of vacant properties. These efforts are complimentary to, but not part of, this RFP.

V. SCOPE OF SERVICES

The City of Philadelphia is seeking a consultant to prepare a Land Bank Strategic Plan to guide the acquisition, maintenance and disposition of publicly owned vacant properties in accordance with the requirements of the enabling legislation. This Plan will consist of the following elements: Introduction; Mapping and Analysis to Create Vacancy Typologies; Recommendations for Disposition and Reuse; Acquisition; and Maintenance along with annual goals and five-year targets for these activities. A more detailed description of these elements follows.

It is expected that the Consultant will work closely with and participate in regular meetings with Land Bank and PCPC staff, as well as periodic consultations with stakeholder groups during the development of this Plan.

1. Introduction

The Consultant will prepare an introduction for the Plan to include but not be limited to the following:

- A general description of City's publicly owned properties – total number of lots/properties and map of properties, groupable in City Planning Districts, Council districts, census tracts or other geographic units.
- A description of the methodology used to complete the mapping, analysis, and recommendations for re-use. This will include a description and list of the datasets used in the analysis. It will also describe how typologies will be created and how annual disposition, acquisition and maintenance figures will be estimated.

2. Mapping and Typology Analysis

The Consultant will generate a series of maps and tables of the City's vacant property inventory and determine geographic typologies considering, at a minimum, the following information:

- TRF's Market Valuation Analysis
- Past City-supported housing and community development projects and programs
- *Philadelphia 2035* District Plan recommendations
- *Philadelphia Greenworks*
- *Philadelphia Water Department's Stormwater Management Plan*
- The City's vacant and surplus property inventory
- Privately-owned tax-delinquent properties

The Consultant may also propose the use of other datasets from the City’s Policymap data warehouse, or other data from other sources. The proposal should clearly articulate the reason for including such other data and how it will be obtained if from a source other than the Policymap data warehouse.

The Consultant will develop “vacancy typologies” that consider market conditions, the existing inventory, and potential acquisitions. These typologies will provide the basis for both qualitative and numerical recommendations regarding acquisition, maintenance, and disposition.

The consultant will use these typologies to cluster similar block groups or census tracts into larger areas for analytical purposes.

These typologies are an important element of this plan, and the consultant will use their expertise and judgment to develop them, working closely with the Land Bank and PCPC staff.

The sample matrix below illustrates the concept of vacancy typologies and their relationship to market conditions and property characteristics:

		Property Characteristics		
		Single lots	Small assemblages	Larger parcels
Market Conditions	Strong	Type1	Type 2	Type 3
	Emerging	Type 4	...	
	Weak			

Deliverables for this portion of the Plan include maps, tables, and aggregated data for suggested geographic groupings for further analysis.

3. Recommendations

Once typologies are determined, the Consultant, working with the Land Bank and PCPC staff, will propose recommendations for Disposition & Reuse, Acquisition, and Maintenance for geographic groupings.

A) Disposition and Reuse

The Consultant will identify at least three primary re-use categories: Open Space, Residential, and Commercial, along with specific types of reuse as appropriate and feasible.

Open Space should include a range of possible uses including side and rear yards, recreation uses, community gardens, and urban agriculture.

Residential: should include affordable housing and market-rate housing for both rental and homeownership.

Commercial: should include neighborhood commercial/retail, mixed-use, institutional, and large-scale commercial/retail.

Each re-use category will be examined in the context of the vacancy typologies above, including the number of vacant properties potentially available, the needs and available resources for those re-uses, and the consistency of those re-uses with existing adopted District Plans and other adopted or accepted plans where applicable.

For each re-use category, the Consultant will provide the following:

- A description of the resources required for each re-use and an assessment of the availability of those resources.
- Maps of the census tracts and neighborhoods where vacancy typologies suitable for these uses occur, and the number of vacant properties in those typologies.
- A discussion of consistency with District Plans and other plans where applicable.
- An estimate of how many properties can be disposed of each year for each use given the availability of resources required.

The sample matrix below illustrates conceptually how re-use recommendations will be made according to vacancy typology:

Census Tract/Neighborhood								
	Residential				Commercial/ Industrial/ Institutional	Open Space		
	Rental		For-sale			Side yard	Garden	Farm
	Affordable	Market	Affordable	Market				
Type 1								
Type 2								
Type 3								
...								

B. Acquisition

In the context of the vacancy typology and re-use recommendations, the Consultant will propose a decision-making methodology for identifying properties to be acquired for re-use, and suggest the geographic areas in which the Land Bank will acquire such property.

The proposed decision-making methodology will consider existing District and Neighborhood Plans to ensure consistency, as well as available re-use resources.

C. Maintenance

Consultant will estimate the number of lots and structures the Land Bank is likely to own - through consolidation of publicly owned parcels and acquisition of privately owned, tax delinquent vacant parcels - and the number of privately owned vacant lots that are adjacent to the lots owned by the Land bank. These estimates will be prepared for each year over the first five years of the Land Bank.

D. Summary of Five-Year Goals and Targets

Consultant will develop a summary of goals and quantitative targets based on the re-use and typology analyses and shown in the conceptual matrix below:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Disposition						
Acquisition						
Maintenance						

4) Plan document and supporting materials

The Consultant will prepare a draft strategic plan with the elements described above as well as presentation materials suitable for a public hearing (e.g. display maps, boards, PowerPoint presentations, etc.). The consultant shall also make any recommended revisions for the final plan before it is submitted to City Council for approval. Consultant will provide draft and final versions in a form suitable for electronic and print production and distribution.

5) Schedule of Completion

Activity	Target Date
Advertise RFP	April 15, 2014
RFP briefing	April 30, 2014
Final questions due	May 2, 2014
Written response to final questions	May 6, 2014
Proposals due	May 12, 2014
Consultant interviews (if needed)	May 19, 2014
Consultant selection	May 23, 2014
Contract execution	June 6, 2014
First complete draft	September 1, 2014
Preliminary plan published	October 1, 2014
Public hearing	October 15, 2014
Final plan adopted by Land Bank board	October 31, 2014
Final plan submitted to Council	November 3, 2014

6) Documentation of Planning Process

This is the first year of what will become an annual strategic planning process for the Land Bank. Once City Council approves the Plan, the Consultant will prepare and submit a document that describes the process of developing this plan, including suggestions for improvements, to inform the process in the following year.

7) Ownership of Work Products

Consultant will provide digital and print-ready versions of all datasets, analytical models, and other work products developed for this project. PHDC and the Philadelphia Land Bank shall have the unlimited right to use all work products.

VI. INSURANCE

A. Minimum insurance requirements for selected Consultant(s) are shown on the sample insurance certificate attached hereto. Certificates of insurance showing required coverages must be submitted with the response to this RFP.

B. Consultants may not use subcontractors who do not carry all required insurance at the levels specified herein and name PHDC, The Philadelphia Land Bank, and the City of Philadelphia as additional insureds on all liability insurance policies.

C. PHDC, The Philadelphia Land Bank and the City of Philadelphia must be named as additional insureds on all required liability insurance policies except Workers' Compensation with such coverage provided on a primary and non-contributory basis and endorsements evidencing such coverage must also be submitted before contracts can be finalized.

VII. CONTRACT AWARD

A. PHDC intends to enter into contract(s) with the Consultant(s) recommended by the selection committee.

B. The contract(s) resulting from this RFP will be awarded to those qualified Consultant(s) whose proposal(s) would be the most advantageous to PHDC and the Philadelphia Land Bank.

C. The selected Consultant(s) will be required to execute a contract document prepared by PHDC. The General Terms and Conditions that will be a part of that document will include, but not be limited to:

- a. Administrative Requirements
- b. Conflicts of Interest
- c. Liability indemnification

D. A copy of the General Terms and Conditions will be available at the scheduled Briefing.

VIII. PROPOSAL REQUIREMENTS

A. Proposals must include the following sections, in order:

- a. Cover Page including
 - a) Name of Firm
 - b) Complete Address
 - c) Contact Person
 - d) Telephone Number
 - e) Fax Number
 - f) Website URL
 - g) E-mail Address
- b. Narrative description of the approach the consultant proposes to use to accomplish the work described above.
- c. Description of all datasets that the consultant expects to use for this project, including the source, availability, and cost of any such data that is to be obtained from sources other than the City's Policymap data warehouse.
- d. General Statement of Qualifications that responds to the project background and program description and scope of services.
- e. Personnel and project team members

PHDC anticipates that the successful proposal may include team members or subcontracted services from organizations with different specializations, and encourages teams to submit proposals.

- a) List the professional and support positions and number of personnel in each position
 - b) Provide resumes for all personnel who would be committed to this project, including specific information as to their experience on projects similar to that contemplated under this RFP.
 - c) List any proposed outside consultants or subcontractors and provide for them the same information required in subsection d and a) and b) above.
- f. List of recent projects for which the Consultant performed similar services (references), including
 - a) Name of client
 - b) Client contact person and phone number
 - c) Client's initial budget
 - d) Final project cost

- e) Scheduled completion date
 - f) Actual completion date
 - g) Description of Services performed
- g. Provide information on your current workload and explain how you would accomplish this project within the attached Schedule of Completion.
- h. Explain the circumstances and outcomes of any litigation, arbitration, liens or claims filed against you or your firm or that you or your firm have filed in the past five years.
- i. Completion Schedule and Fees
- a) Provide a schedule completion for each major element of the work product, and a fixed fee price for each of these elements.
 - b) Provide a schedule of hourly rates for each employee classification that will perform any of the Services as well as other related reimbursable costs (i.e., reproduction fees, etc.) These rates will be in effect should supplemental services be used outside of the scope of this RFP.
- j. Attachments
- a) Business Privilege License
 - b) Organizational Chart as applicable to this project
 - c) Tax Status Certification (attached)
 - d) Anti-Lobbying Certification (attached)
 - e) Certification Regarding Debarment (attached)
 - f) Insurance Certificate
 - g) Solicitation & Commitment Form (attached)
 - h) W-9 Taxpayer Identification (attached)
 - i) Statement of No Pending or Threatened Litigation (attached)
 - j) Conflict of Interest (attached)
 - k) Articles of Incorporation and Bylaws; Certificate of Organization or Formation; Operating or Partnership Agreement; or Fictitious Name Registration (as applicable)

IX. PROPOSAL SUBMISSION

- A. The response to this RFP should be double-spaced with font size no smaller than 12 and not exceed 15 pages, excluding attachments.
- B. An unbound original and six (6) copies of the proposal should be submitted to:

John Carpenter
Philadelphia Housing Development Corporation
1234 Market Street, 17th Floor
Philadelphia, PA 19107

C. Proposals will not be accepted by facsimile, internet or other electronic transmission.

D. Proposals must be received by 3:00 P.M. on Monday, May 12th, 2014. PHDC will accept no responsibility for the failure of the US Postal Service or commercial carriers to deliver proposals by the deadline.

E. Any applicant that willingly and knowingly provides false or misleading information, as verified by PHDC, will be immediately disqualified from consideration.

F. Proposals submitted become the property of PHDC.

X. EVALUATION CRITERIA

A. A Proposal Review Committee will review all proposals received and make final recommendations. Responses will be evaluated based upon a number of factors, including, but not limited to,

- a. Relevant experience of staff
- b. Responsiveness and suitability of approach to Land Bank's needs
- c. Knowledge of Philadelphia's real estate markets
- d. Team workload and availability
- e. Pricing
- f. References

B. PHDC's Contract Review Committee will review all recommendations made by the Proposal Review Committee before submitting any contract recommendations to PHDC's and the Land Bank's Boards of Directors.

XI. RESERVATION OF RIGHTS BY PHDC

A. PHDC, in its sole discretion, reserves the right to reject any and all responses to this RFP and is not bound to adopt any proposal submitted in response to this RFP that is contrary to its best interests.

B. PHDC reserves and may exercise the right to accept or reject any and all proposals and/or re-issue this RFP at any time prior to execution of a final contract; issue a new RFP with terms and conditions substantially different from those set forth herein; extend the time period for responding to this RFP; or cancel this RFP with or without another notice of RFP. In addition, PHDC reserves and may exercise the following rights and options with respect to this selection process:

- a. Request supplementation, clarification, confirmation or modification to or of any information in the submission;

- b. Supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more applicants for negotiation, and cancel this RFP with or without issuing another RFP;
- c. Request supplements to proposals based on the review of all proposals;
- d. Negotiate any aspect of the proposal, including fees and costs;
- e. Conduct personal interviews with applicants to assess compliance with the selection criteria;
- f. Terminate any negotiations at any time;
- g. Accept or reject at any time prior to the execution of a contract, all submissions and/or withdraw this RFP without notice;
- h. Expressly waive any defect or technicality in any proposal;
- i. Solicit new proposals;
- j. Rescind a selection prior to contract execution if PHDC determines in its sole discretion that the proposal does not conform to the specifications of this RFP; and/or
- k. Rescind a selection prior to contract execution if PHDC, in its sole discretion, determines that the specifications contained in this RFP are not in conformity with applicable law or that the process in selection of the applicant was not in conformity with applicable law or with the legal obligations of PHDC.

By submitting a proposal in response to this RFP, an applicant affirmatively indicates acceptance of the terms and conditions of this RFP.

XII. NON-DISCRIMINATION

Under the authority of Executive Orders No. 03-12 and 14-05, the Office of Economic Opportunity has established an antidiscrimination policy setting ranges for participation by Disadvantaged Minority (“MBE”), Disadvantaged Women (“WBE”) and Disadvantaged Disabled (“DBE”) Owned Business Enterprises in City contracts. The participation ranges for this Request for Proposals are:

MBE:	8% - 11%
WBE:	7% - 10%
DBE:	Best Efforts

These participation ranges serve exclusively as a guide in determining contractor responsibility. Contractors are expected to make a serious good faith effort to enlist participation from Certified minority, female and disadvantaged disabled owned firms prior to submitting your proposal to PHDC.

Please include information regarding the MBE/WBE/DBE status of Consultant and subcontractors if known.

**PHDC
LAND BANK STRATEGIC PLANNING
REQUEST FOR PROPOSALS
CHECK LIST**

The following attachments must be included as part of your proposal. Submissions with missing documents will be rejected. Use this form as a checklist to aid in the assembly of your proposal. This form does not need to be returned

These are to be completed by all applicants:

1. Cover Sheet ()
2. Proposal Narrative (maximum 15 pages) ()
3. Description of datasets ()
4. Business Privilege License ()
5. Resume for all Consultants (staff and subcontractors) ()
6. MBE/WBE/DBE documentation if applicable ()
7. Organizational Chart as applicable ()
8. Tax Status Certification ()
9. Anti-Lobbying Certification ()
10. Certification Regarding Debarment ()
11. Insurance Certificate ()
12. Solicitation & Commitment Form ()
13. W-9 Taxpayer Identification ()
14. Statement of No Pending or Threatened Litigation ()
15. Conflict of Interest ()
16. Certification Form ()
17. City of Philadelphia Campaign Disclosure Forms ()
18. Articles of Incorporation and Bylaws; Certificate of Organization or Formation;
or Operating or Partnership Agreement; or Fictitious Name Registration ()

TAX STATUS CERTIFICATION REQUEST

Taxpayer Name: _____ Date: _____

Taxpayer Trading As: _____

Home Address: _____

Business Address: _____

1. Are you a Registered Taxpayer? Yes [] No []
If so, Philadelphia A/C #
Social Security Number

2. Identify all of your subsidiaries and affiliates:

3. Are you or any of your subsidiaries or your affiliates presently delinquent in any City of Philadelphia School District Taxes, business taxes and/or others taxes? Yes [] No []
If so, what tax(es) and amount(s) owed:

4. Are you or any of your subsidiaries or affiliates presently delinquent in Water and Sewer Changes and/or Philadelphia Gas Works Payments? Yes [] No []
If so, amount owed:

5. Have you or any of your subsidiaries or affiliates been sued by the City of Philadelphia? Yes [] No []
If so, list nature of law suit(s):

6. Are you or any of your subsidiaries or affiliates involved in any other business activity? If so, list company name and describe activity: Yes [] No []

7. Do you or any of your subsidiaries or affiliates own real estate? Yes [] No []
If so, list address (es) here or back of this form.

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C. S. A. Sec. 4904 relating to unsworn falsifications to authorities.

Name: _____

Signature: _____ Date: _____

ANTI-LOBBYING CERTIFICATION

I, _____, on behalf of _____ (“Applicant”), hereby certify that I have been duly authorized to execute this Certification on behalf of Applicant and that no Federally-appropriated funds have been paid or will be paid by or on behalf of Contractor to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

Applicant will provide immediate written notification to PHDC if Contractor learns that the above certification was erroneous when submitted or has become erroneous because of changed circumstances.

On behalf of Applicant, I also certify that Applicant has required, and will continue to require during the term of this Contract, this same certification from its contractors.

I verify and affirm that the statements made in this certification are true and correct in all material ways. I understand that any false statements contained herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Witness

Name:
Title:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, Commonwealth or City department or agency.

2. Where the prospective participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

BUSINESS NAME:

DATE: _____

BY: _____

Printed Name & Title

Signature

SOLICITATION AND COMMITMENT FORM (BID)

DISADVANTAGED MINORITY (M-DBE) WOMEN (W-DBE) AND DISABLED (DS-DBE) OWNED BUSINESS ENTERPRISES

DEPARTMENT OF COMMERCE

OFFICE OF ECONOMIC OPPORTUNITY

RFP TITLE	NAME OF BIDDER	DATE OF SUBMISSION
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List below ALL M-DBE, W-DBE, DS-DBEs that were solicited regardless of whether a commitment resulted.

Photocopy this form as necessary

<input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE <input type="checkbox"/> DS-DBE	Type of work or material	Date Solicited	Commitment Made	Give Reasons If No Commitment	
Company Name		By Phone	By Mail	if Yes, give Date	No
Address		Quote Received		Amount Committed	
Contact Person Phone		Yes	No	Dollar Amount	
OEO Certification Number				Percentage of Total Bid	
<input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE <input type="checkbox"/> DS-DBE	Type of work or material	Date Solicited	Commitment Made	Give Reasons If No Commitment	
Company Name		By Phone	By Mail	if Yes, give Date	No
Address		Quote Received		Amount Committed	
Contact Person Phone		Yes	No	Dollar Amount	
OEO Certification Number				Percentage of Total Bid	
<input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE <input type="checkbox"/> DS-DBE	Type of work or material	Date Solicited	Commitment Made	Give Reasons If No Commitment	
Company Name		By Phone	By Mail	if Yes, give Date	No
Address		Quote Received		Amount Committed	
Contact Person Phone		Yes	No	Dollar Amount	
OEO Certification Number				Percentage of Total Bid	
<input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE <input type="checkbox"/> DS-DBE	Type of work or material	Date Solicited	Commitment Made	Give Reasons If No Commitment	
Company Name		By Phone	By Mail	if Yes, give Date	No
Address		Quote Received		Amount Committed	
Contact Person Phone		Yes	No	Dollar Amount	
OEO Certification Number				Percentage of Total Bid	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number										
				-			-			
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

STATEMENT OF NO PENDING OR THREATENED LITIGATION

Other than as attached, there is no pending or threatened litigation, claim, consent order, settlement agreement, investigation, challenge or other proceedings being brought by applicant, and/or any affiliate of applicant against the City of Philadelphia or any of its departments, the Philadelphia Housing Development Corporation (“PHDC”), the Philadelphia Redevelopment Authority (“PRA”) or the Philadelphia Industrial Development Corporation (“PIDC”).

An applicant includes its officers, directors, shareholders, partners, employees, agents and representatives Applicants are encouraged to use a broad definition of “affiliates” when completing this and other questions where that term is used, which should include, without limitation, subsidiaries, lenders, lessors, consultants, landlords, sellers of real estate or joing ventures.

On an attached sheet, list the following information regarding any pending or threatened litigation, claim, consent order, settlement agreement, investigation, challenge or other proceeding: name(s) of parties, type of proceeding, claim, etc; status of proceeding, claim, etc.

NAME (print): _____

TITLE:: _____

COMPANY: _____

SIGNATURE: _____

DATE: _____

CONFLICT OF INTEREST

In responding to the questions below, please refer to the following categories:

- a) Employees, consultants and officers of the City of Philadelphia and its quasi-city agencies and departments;
- b) Elected or appointed officials of the City of Philadelphia, the Commonwealth of Pennsylvania or the federal government of the United States; and
- c) Employees, consultants or officers of any firm receiving CDBG program funds.

You must answer the following questions to determine if a conflict of interest exists:

1. Are you now, or have you been within the preceding year in one of the categories (a, b or c) described above?

Yes _____ No _____

2. Is any member of your family or your spouse's family now or have they been within the preceding year in one of the categories (a, b or c) described above? (Family members include spouses, parents, siblings and children.)

Yes _____ No _____

3. Is any business associate (see prior definition) of yours now or have they been within the preceding year in one of the categories (a, b or c) described above?

Yes _____ No _____

SIGNATURE: _____ DATE: _____

TITLE: _____ COMPANY: _____

CERTIFICATION

I hereby declare that I have not used any position of influence to be selected to receive assistance under a city housing program. Further, I do hereby declare that I have filed the foregoing Proposal and do hereby certify that the statements made in the foregoing application as well as in all forms and documents that are attached are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of 18 Pa C.S.A. 4904, relating to unsworn falsification to authorities.

NAME (print): _____

TITLE:: _____

COMPANY: _____

SIGNATURE: _____

DATE: _____

Attachments and Links

- 1) Sample Insurance Certificate
- 2) Certified copy of Local Ordinance 130156-A authorizing the Philadelphia Land Bank
- 3) List of available datasets
- 4) Philadelphia's 2012 Disposition Policies
- 5) The 2012 Pennsylvania Land Bank Act can be found online at <http://www.legis.state.pa.us/CFDOCS/Legis/PN/Public/btCheck.cfm?txtType=PDF&sessYr=2011&sessInd=0&billBody=H&billTyp=B&billNbr=1682&pn=4185>
- 6) Further background information can be found online at www.PhillyLandBank.org
- 7) Background on the The Reinvestment Fund's Market Valuation Analysis can be found at <http://www.huduser.org/portal/periodicals/em/winter14/highlight2.html> and <http://www.federalreserve.gov/publications/putting-data-to-work-market-value-analysis.htm>
- 8) City of Philadelphia Campaign Disclosure Forms

SAMPLE INSURANCE CERTIFICATE

CERTIFICATE OF INSURANCE

Issue Date (MM/DD/YY)

PRODUCER		This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.
Broker		
COMPANIES AFFORDING COVERAGE		
	Company Letter A	Name of Contractor
INSURED	Company Letter B	B, C & D filled out only if there is more than one insurance company
	Company Letter C	
Contractor	Company Letter D	
	Company Letter E	

This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or conditions of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.

Type of Insurance	Policy Number	Pol. Effective Date (MM/DD/YY)	Pol. Expire Date (MM/DD/YY)	Limits	
General Liability	ABC XXX	XX/XX/2012	XX/XX/2014	General Aggregate	\$1,000,000
<input checked="" type="checkbox"/> Commercial Gen Lia				Prod-Comps/Ops Aggregate	\$1,000,000
<input checked="" type="checkbox"/> Occurrence				Personal & Advertising Injury	\$1,000,000
Claims Made				Each Occurrence	\$1,000,000
Owner's Protective				Fire Damage (Any one fire)	\$50,000
				Medical (Any one person)	\$5,000
Auto Liability				CSL	\$1,000,000
Any auto		XX/XX/2012	XX/XX/2014	Bodily Injury	
<input checked="" type="checkbox"/> All owned autos				Per Person	
Hired autos				Bodily Injury	
<input checked="" type="checkbox"/> Non-owned autos				Per Accident	
				Property Damage	
Excess Liability				Each Occurrence	
				Aggregate	
Worker's Comp and Employer's Liability				Each Accident	\$100,000
		XX/XX/2012	XX/XX/2014	Disease-Policy Limit	\$500,000
				Disease-Each Employee	\$100,000
Professional Liability				Individuals and professional corporations:	
		XX/XX/2012	XX/XX/2014	\$1,000,000, with at deductible not to exceed \$50,000	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

PHDC and the City of Philadelphia are included as additional insureds

CERTIFICATE HOLDER

CANCELLATION

Philadelphia Housing Development Corp.
1234 Market Street
17th Floor
Philadelphia, PA 19107

Attention: Compliance Department

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail ___ days notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative:

Disclosure Forms

Directions:

1. Please read the following information regarding the completion of these disclosure forms. Please review the definitions prior to completing any form.
2. Date and initial the top of each form after you have completed it and sign the form on the last page.
3. NOTE: There are two different types of campaign contribution disclosure forms: one for those who are applying as individuals and one for those applying as businesses. Only fill out one type of form. (If you have used a consultant with respect to applying for this non-competitively bid contract you will have to fill out a campaign contribution disclosure form for them as well.)

Getting Started

There are five sets of disclosure forms enclosed in this packet. You must provide information for each disclosure form. The information you must disclose includes:

1. Any contributions (defined as a provision of money, in-kind assistance, discounts, forbearance or any other valuable thing) made during the two years prior to the application submission date for this non-competitively bid contract opportunity;
2. The name of any consultant(s) you used to help in obtaining this non-competitively bid contract and any campaign contributions they have made;
3. Any subcontractors you are planning to use if awarded non-competitively bid contract;
4. Whether a City or Agency employee or official asked you to give money, services, or any other thing of value to any individual or entity; and
5. Whether a City or Agency employee or official gave you any advice on how to satisfy any minority, women, disabled or disadvantaged business participation goals.

More information on Disclosing Campaign Contributions

Applicants for non-competitively bid contracts must disclose any contributions they made to:

- A candidate for nomination or election in any public office in the Commonwealth of Pennsylvania
- An incumbent in any public office in the Commonwealth of Pennsylvania
- A political committee or state party in the Commonwealth of Pennsylvania
- A group, committee, or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth of Pennsylvania

The types of contributions that must be disclosed include:

- Any advance or deposit of money, gift, or any other valuable thing given to a candidate or political committee for the purpose of influencing any election in the Commonwealth of Pennsylvania
- The purchase of tickets for events such as dinners, luncheons, rallies and all other fund-raising events
- Granting of rebates or discounts not available to the general public or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates
- Any payments made on behalf of the candidate not made by either the candidate or their committee

Attribution Rules. In addition to disclosing contributions made directly by the applicant, the applicant will be asked to supply information on other types of contributions. The campaign contribution disclosure forms will include questions that specifically ask for information on these other types of contributions. These contributions will be attributed to the individual or business and will be used to determine the applicant's eligibility to receive a non-competitively bid contract.

Businesses (i.e. corporation, limited liability company, partnership association, joint venture, or any other legal entity) have to disclose contributions made by the following:

- Applicant business
- Parent, subsidiary, or otherwise affiliated entity of the applicant business ("affiliate")
- An individual or business that is then reimbursed by the applicant business or affiliate

- Officers, directors, controlling shareholders, or partners of the for-profit applicant business or for-profit affiliate
- Political action committee controlled by applicant business or affiliate
- Political action committee controlled by officer, director, controlling shareholder, or partner of the for-profit applicant business or for-profit affiliate

Individuals have to disclose contributions made by the following:

- Applicant individual
- Member of individual's immediate family (i.e., spouse, life partner, or dependent child living at home), when contributions are in excess of \$2900

In addition to direct contributions to candidates, incumbents, or political committees in the Commonwealth of Pennsylvania, applicants are also required to disclose:

1. Contributions not directly given to a candidate, incumbent, or political committee but made with the intent that the contribution will benefit the candidate, incumbent, or political committee;
2. Solicitation of contributions on behalf of a candidate, incumbent, or political committee, including the hosting of or solicitation at fundraising events (required to disclose details regarding the date of event and amount raised); and
3. Contributions not made directly by the individual/business to a candidate, incumbent, or political committee but furnished by the individual / business (as an "intermediary").

Eligibility Restrictions

Effective as of January 1, 2012, if an individual makes contributions totaling over \$2,900 in one calendar year to a candidate for City elective office or to an incumbent, the individual is not eligible to receive a Non-Competitively Bid Contract in excess of \$10,000, nor shall said individual be eligible to be a sub-contractor (at any tier) of any such contract during that candidate's or incumbent's term of office. The monetary limits in effect for individuals prior to January 1, 2012 remain in effect for purposes of determining an individual's eligibility during the two-year disclosure period prior to the date an individual's application for a non-competitively bid contract is filed or for determining an individual's continuing compliance during the term of the contract and for one year thereafter. For the period February 1, 2006 through December 31, 2007, the contribution limit amount is \$2,500; for the period January 1, 2008 through December 31, 2011, the contribution limit amount is \$2,600.

Effective as of January 1, 2012, if a business makes contributions totaling over \$11,500 in one calendar year to a candidate for City elective office or to an incumbent, the business is not eligible to receive a any Non-Competitively Bid Contract in excess of \$25,000 during that candidate's or incumbent's term of office. The monetary limits in effect for a business prior to January 1, 2012 remain in effect for purposes of determining the business' eligibility during the two-year disclosure period prior to the date a business' application for a non-competitively bid contract is filed or for determining a business' continuing compliance during life of the contract and for one year thereafter. For the period February 1, 2006 through December 31, 2007, the contribution limit amount is \$10,000; for the period January 1, 2008 through December 31, 2011, the contribution limit amount is \$10,600.

→ Note on Eligibility: If a candidate for any City elective office contributes \$250,000 or more from his or her personal resources to his or her campaign, then the eligibility thresholds for individuals and businesses shall double with respect to contributions to all candidates for that same elective office (i.e. \$5,800 for individuals and \$23,000 for businesses).

Definitions

Affiliate	A parent, subsidiary, or otherwise affiliated entity of a business
Applicant	An individual or business who has filed an application to be awarded a non-competitively bid contract or financial assistance
Business	A corporation, limited liability company, partnership, association, joint venture or any other legal entity (including non-profit organizations) other than an Individual
Candidate	Any individual who seeks nomination or election to public office, other than a judge of elections or inspector of elections, whether or not such individual is nominated or elected. An individual shall be deemed to be seeking nomination or election to such office if he or she has (1) received a contribution or made an expenditure or has given his consent for any other person or committee to receive a contribution or make an expenditure, for the purpose of influencing his or her nomination or election to such office, whether or not the individual has made known the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or (2) taken the action necessary under the laws of the Commonwealth of Pennsylvania to qualify himself or herself for nomination or election to such office.
Consultant	A person used by an applicant to assist in obtaining the non-competitively bid contract through direct or indirect communication by such individual or business with any City agency or the organization providing the non-competitively bid contract or any City officer or City employee, if the communication is undertaken by such individual or business in exchange for, or with the understanding of receiving, payment from the applicant; provided, however, that "Consultant" shall not include a full-time employee of the applicant.
Contributions	The provision of money, in-kind assistance, discounts, forbearance or any other valuable thing, during the two years prior to the deadline for the filing of the application for the contract opportunity or financial assistance, to any of the following: <ul style="list-style-type: none"> – a candidate for nomination or election to any public office in the Commonwealth of Pennsylvania; – an incumbent in any public office in the Commonwealth; – a political committee or state party in the Commonwealth; or – a group, committee or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth.
Financial Assistance	Any grant, loan, tax incentive, bond financing subsidy for land purchase or otherwise, or other form of assistance that is realized by or provided to a person in the amount of fifty thousand dollars (\$50,000) or more through the authority or approval of the City, including, but not limited to, Tax Increment Financing (TIF) aid, industrial development bonds, use of the power of eminent domain, Community Development Block Grant (CDBG) aid or loans, airport revenue bonds, and Enterprise Zone or similar economic development zone designations (such as Keystone Opportunity Zones, Keystone Opportunity Expansion Zones, Keystone Opportunity Improvement Zones, and Economic Development District Zones), but not including any assistance to which a person is entitled under a law enacted before the individual or business applied for or requested such assistance.
Immediate family	A spouse or life partner residing in the individual's household or minor dependent children
Incumbent	An individual who holds elective office

Intermediary	A person, who, other than in the regular course of business as a postal, delivery or messenger service, delivers a contribution from another individual or business to the recipient of such contribution
Person	An individual, corporation, limited liability company, partnership, association, joint venture, or any other legal entity
Political committee	Any committee, club, association or other group of persons which receives money or makes expenditures for purposes of influencing any election
Solicit a Contribution	Requesting or suggesting that a person make a contribution. The sponsoring or hosting of a fundraising event is considered soliciting a contribution from the attendees of the event. Any contributions raised at such event are counted as a contribution made by the host of the event.

Date: _____

Initials: _____

If Applying as an Individual:
Campaign Contribution Disclosure Form

Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Note that you must provide information for the two years prior to the application deadline.

	Yes	No
Have you made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family made any contributions over and above \$2,900?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family solicited or served as an intermediary for contributions over and above \$2,900?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here to certify that no contributions were made.</i>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed.
Please use the table provided on the next page.

Date: _____

Initials: _____

If Applying as a Business:
Campaign Contribution Disclosure Form

Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Where “non-profit” is an option, indicate whether the business is a non-profit; non-profits are not required to disclose contribution information on these questions. Note that you must provide information for the two years prior to the application deadline.

	Yes	No	Non-Profit
Has the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of the business made any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an officer, director, controlling shareholder, or partner of the business solicited or served as an intermediary for any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an affiliate of the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business made any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business solicited or served as an intermediary for any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business or an affiliate of the business reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit business, or of a for-profit affiliate of the business, reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by the business or by an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by an officer, director, controlling shareholder, or partner of the for-profit business, or of a for-profit affiliate of the business, made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check here to certify that no contributions were made.</i>		<input type="checkbox"/>	

Note: Applicants must disclose all contributions to candidates or incumbents which are attributed to an immediate family member of an officer, director, controlling shareholder or partner of the for-profit Applicant or the for-profit affiliate of the Applicant. Please disclose the full amount of the contribution, although only the amount above \$2900 will be attributed to the officer, director, controlling shareholder or partner (and, by extension, the Applicant business).

Additional information on every contribution must be disclosed.
Please use the table provided on the next page.

Date: _____

Initials: _____

If Applying as a Business:
Campaign Contribution Disclosure Form

For relationship, indicate whether the contributor was the Business, Affiliate, Controlled Political Committee, Controlling Shareholder, Director, Officer, Parent, Partner, Reimbursed Contributor, Solicited Contributor, Subsidiary, or Other.

Name of Contributor	Relationship <small>(to individual or business completing this form)</small>	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Date: _____

Initials: _____

Use of Consultant Disclosure Form

Please list all consultant(s) used in the year prior to the application deadline and the corresponding information for that consultant in the space provided below.

Please note that a Consultant, for the purposes of the required disclosures, is defined as an individual or business used by an applicant or contractor to assist in obtaining the non-competitively bid contract through direct or indirect communication by such individual or business with any City agency, the organization providing the non-competitively bid contract, any City officer/employee, or any officer/employee of the organization providing the non-competitively bid contract, if the communication is undertaken in exchange for, or with the understanding of receiving, payment from the applicant or contractor or any other individual or business (however, "Consultant" shall not include a full-time employee of the Applicant or Contractor).

Check here to certify that no consultant(s) was used in the year prior to the application deadline.	<input type="checkbox"/>
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	
Consultant Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid	

Date: _____

Initials: _____

Consultant: Individual Campaign Contribution Disclosure Form

Use this form if the Consultant used is an Individual. Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Note that you must provide information for the two years prior to the application deadline.

	Yes	No
Has the Consultant made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Consultant solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of the Consultant's immediate family made any contributions over and above \$2,900?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of the Consultant's immediate family solicited or served as an intermediary for contributions over and above \$2,900?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here to certify that no contributions were made.</i>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed.
Please use the table provided on the next page.

Date: _____

Initials: _____

Consultant: Individual Campaign Contribution Disclosure Form

Use this form if the Consultant used is an Individual. For relationship, indicate whether the contributor was the Individual or Family Member.

Name of Contributor	Relationship to Consultant	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Date: _____

Initials: _____

Consultant: Business Campaign Contribution Disclosure Form

Use this form if the Consultant used is a Business. Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Where “non-profit” is an option, indicate whether the business is a non-profit; non-profits are not required to disclose contribution information on these questions. Note that you must provide information for the two years prior to the application deadline.

	Yes	No	Non-Profit
Has the Consultant business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Consultant business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of the Consultant business made any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an officer, director, controlling shareholder, or partner of the Consultant business solicited or served as an intermediary for any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an affiliate of the Consultant business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an affiliate of the Consultant business solicited or served as an intermediary for any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the Consultant business made any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the Consultant business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Consultant business or an affiliate of the business reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of the for-profit Consultant business, or of a for-profit affiliate of the Consultant business, reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by the Consultant business or by an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by an officer, director, controlling shareholder, or partner of the for-profit Consultant business, or of a for-profit affiliate of the Consultant business, made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check here to certify that no contributions were made.</i>		<input type="checkbox"/>	

Note: Consultants must disclose all contributions to candidates or incumbents which are attributed to an immediate family member of an officer, director, controlling shareholder or partner of the for-profit Consultant or the for-profit affiliate of the Consultant. Please disclose the full amount of the contribution, although only the amount above \$2900 will be attributed to the officer, director, controlling shareholder or partner (and, by extension, the Consultant business).

Additional information on every contribution must be disclosed.
Please use the table provided on the next page.

Date: _____

Initials: _____

Use of Subcontractor Disclosure Form

Please list all subcontractor(s) you are planning to use if awarded this non-competitively bid contract by filling out the appropriate information in the space provided below.

Check here to certify that no subcontractor(s) are to be used.	<input type="checkbox"/>
Subcontractor 1	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	
Subcontractor 2	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	
Subcontractor 3	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	
Subcontractor 4	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	

Date: _____

Initials: _____

Employee Request Form

Please list any City employees or officers or employees/officers of the organization providing the non-competitively bid contract who have asked you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant to give money, services, or any other thing of value (other than contributions as defined above) during the two years prior to the application deadline.

Check here to certify that no City employees/officers or employees/officers of the organization providing the non-competitively bid contract have asked you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant to give money, services, or any other thing of value (other than contributions as defined above) during the two years prior to the application deadline.	<input type="checkbox"/>
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	

Date: _____

Initials: _____

Employee Participation Advice Disclosure Form

Please list any City employees or officers employees/officers of the organization providing the non-competitively bid contract who gave you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract or financial assistance agreement for the participation of minority, women, disabled, or disadvantaged business enterprises during the two years prior to the application deadline.

Check here to certify that no City employees/officers or employees/officers of the organization providing the non-competitively bid contract gave you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract or financial assistance agreement for the participation of minority, women, disabled, or disadvantaged business enterprises during the two years prior to the application deadline.	<input type="checkbox"/>
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	

Date: _____

Initials: _____

Signature

In order for the disclosure forms to be considered valid, they must be properly signed by the Applicant. The forms may not be signed by anyone other than the Applicant or an authorized officer or employee of the Applicant. **Disclosure forms that are not signed will be rejected.** By signing your name and title in the signature space below, you, as the applicant, signify your intent to sign these disclosure forms. **Someone other than the proper signatory may not provide another's signature.** All signatories hereby declare and certify that they are the Applicant or are employees or officers of the Applicant duly authorized to make disclosures on the Applicant's behalf; and represent and covenant that, to the best of their knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.

If the disclosure forms are being submitted by an INDIVIDUAL, SOLE PROPRIETOR, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY COMPANY, or any other legally formed entity except a corporation (see below) sign the disclosure forms here, with a signature by either the Individual, Owner, Partner, Member or Manager. If the disclosure forms are not signed by the above mentioned, by signing in as the Authorized Signatory below, you hereby certify that you are authorized to sign in place of such officers:

Signature

Date

Name

Individual/Owner/Partner/Member or Manager. If other, please specify.

If these disclosure forms are being submitted by a CORPORATION, sign the forms here, with signatures by (a) President or Vice-President of the corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the corporation. If the disclosure forms are not signed by the above mentioned, you hereby certify that you are authorized pursuant to a certified corporate resolution to sign in place of such officers.

Signature

Date

Name
specify

President/Vice President, if other, please

Signature

Date

Name

Secretary/Asst. Secretary/Treasurer/Asst. Treasurer. If other, please specify.

City of Philadelphia



(Bill No. 130156-A)

AN ORDINANCE

Repealing Chapter 16-500 of The Philadelphia Code, entitled “Councilmanic District Development Program,” and replacing it with a new Chapter 16-500, entitled “Philadelphia Land Bank,” that authorizes the creation of a land bank and provides for its appointment, powers, and duties, all under certain terms and conditions.

WHEREAS, Evidence demonstrates that a persistently high rate of vacant lots and structures harms the safety and economic strength of individual blocks and neighborhoods, as well as the City of Philadelphia as a whole; and

WHEREAS, A municipal land bank would ensure clear, transparent, and efficient operations by serving as a single entity to acquire, hold, and dispose of vacant property with the participation and approval of City Council; and

WHEREAS, The consolidation of ownership of all publicly-owned surplus property in a municipal land bank is expected to increase efficiency, and allow a greater proportion of public funds to be invested directly into community revitalization; and

WHEREAS, Extensive grassroots community planning over the last decade by local Community Development Corporations and advocacy groups, with the support of the private sector, has found that creation of a municipal land bank is necessary for the strategic redevelopment of Philadelphia; and

WHEREAS, A municipal land bank should prioritize long-term community and economic development, promote the economic vitality of communities and Philadelphia as a whole, and should adopt disposition policies that encourage a range of beneficial uses by permitting nominal or reduced price disposition of property for development of: affordable or mixed-income housing that is accessible or visitable; economic development that create jobs for community residents; community facilities that provide needed services and enrichment opportunities; side- and rear-yards; urban agriculture; and community open space; and

WHEREAS, A municipal land bank should ensure that communities affected by vacant land have substantial and meaningful involvement in its decisions relating to those communities, with this goal strongly informing the land bank’s governance, structure, and operations; and

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BILL NO. 130156-A continued

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WHEREAS, A municipal land bank should seek to promote development that ensures permanent or long-term affordability and socioeconomic diversity within all neighborhoods; and

WHEREAS, The City of Philadelphia recognizes housing preservation as an integral part of neighborhood stabilization and development, and seeks to balance the use of powerful new tools to acquire tax-delinquent properties with protections for low-income owner-occupants of tax-delinquent property; and

WHEREAS, A process of deliberate and sustained public discussion should precede any actions to define the policies of a municipal land bank, given that issues related to the City's acquisition and disposition of vacant properties vary according to the needs and characteristics of different neighborhoods, and significant interests are at stake; and

WHEREAS, The Commonwealth of Pennsylvania has enacted 68 Pa. C.S. § 2101, *et seq.* authorizing the creation of municipal land banks and granting to them certain powers; now, therefore

THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:

SECTION 1. A new Chapter 16-700 is added, to read as follows:

CHAPTER 16-700. PHILADELPHIA LAND BANK.

§ 16-701. Preliminary Provision.

(1) *This Chapter is in accordance with the provisions of Act 153 of 2012, codified at 68 Pa. C.S. § 2101, et seq.*

(2) *The Philadelphia Land Bank, hereinafter the "Land Bank", shall possess all powers and duties permitted to it under state law, except where expressly limited in this Chapter.*

§ 16-702. Creation.

(1) *Council finds and declares that there is a need for a land bank to function within the territorial limits of the City and County of Philadelphia.*

(2) *Accordingly, pursuant to 68 Pa. C.S. § 2104, the Council of the City of Philadelphia hereby authorizes the creation of a public body corporate and politic, to be named the "Philadelphia Land Bank."*

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§ 16-703. Mission. The mission of the Land Bank is to return vacant and underutilized property to productive use through a unified, predictable, and transparent process, thereby to assist in revitalizing neighborhoods, creating socially and economically diverse communities, and strengthening the City's tax base.

§ 16-704. Board of Directors.

(1) Permanent Board. The Land Bank shall be governed by a Board of Directors, comprised of eleven (11) members. Five (5) members of the Board shall be appointed by the Mayor; five (5) members of the Board shall be appointed by majority vote of all the members of City Council; one (1) member shall be appointed by majority vote of the other members. All members shall serve terms concurrent with the appointing authority, and shall serve at the pleasure of their appointing authority. Members shall continue to serve until their successors have been appointed. Any individual or organization may submit recommendations for board membership to be considered in making appointments.

(2) Qualifications. Members shall include individuals with expertise in relevant areas, including but not limited to planning, real estate development, open space, and architecture; may not be elected public officials; and shall live or have a primary office in the City of Philadelphia.

At least four (4) members of the Board must be employees, members, or board members of nonprofit or advocacy organizations working in the field of housing or community development, or of civic associations, with each appointing authority to appoint two (2) such members. These members shall have particular knowledge of conditions and needs in neighborhoods with significant rates of vacant and/or publicly-owned properties.

(3) The Board of the Land Bank shall hold monthly public meetings, shall make each meeting's agenda available on the Land Bank's website at least ten (10) days in advance of such a meeting, and shall allow for public comment on matters under deliberation at each such public meeting.

§ 16-705. Acquisition.

(1) A primary purpose of the Land Bank is to acquire and consolidate surplus property of the City of Philadelphia, the Philadelphia Redevelopment Authority, and the Philadelphia Housing Development Corporation, which it shall endeavor to accomplish with due speed and diligence.

(2) The Land Bank is authorized to acquire real property or interests in real property through donation, gift, purchase, or any other legal means, provided that, with

City of Philadelphia

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respect to the acquisition of tax delinquent properties, the Land Bank shall follow the procedures and limits set forth in subsection (3).

(3) *Acquisition of tax delinquent properties.*

(a) *Tax Sale Actions initiated by the Land Bank.*

(.1) *Assignment of liens and claims to the Land Bank. The Land Bank is authorized to enter into agreements with the City of Philadelphia and the School District of Philadelphia to assign and transfer a lien or pre-judgment claim to the Land Bank, and to exercise the rights, privileges, and remedies of an assignee as stated in 53 P.S. § 7101 et seq., provided that the Land Bank shall not accept assignment of any liens or pre-judgment claims against an owner-occupied property.*

(.2) *Certifications for tax sale actions requested by the Land Bank. The Land Bank is authorized to request the City of Philadelphia certify for upset or judicial sale a property that is both vacant and delinquent as to municipal taxes or claims, provided that the Land Bank determines that the acquisition is consistent with its mission and policies. Application for such certification may be made to the Land Bank by an individual or organization, and such applicants shall be entitled to explanation in writing if denied.*

(b) *Tax sale actions initiated by the City of Philadelphia. The City of Philadelphia shall provide to the Land Bank notice of potential upset and judicial sales listing properties by address. Before any upset or judicial sale of real property initiated by the City of Philadelphia, the Land Bank shall elect whether to seek acquisition of the property. The Land Bank shall not seek to acquire such owner-occupied properties without first confirming that an appropriate payment plan has been offered for any municipal taxes or claims, including evaluation for an income-based payment agreement.*

(4) *Subject to the prior approval of the Finance Director, the Land Bank is authorized to discharge liens and other municipal claims, charges, or fines against the properties it acquires to the extent permitted by law.*

(5) *For the duration of the time a property is held by the Land Bank, the Land Bank is authorized to exempt such property from all real estate taxes, water and sewer charges, and other municipal charges to the extent permitted by law.*

(6) *The Board shall maintain a preference, wherever feasible, for keeping former owner-occupants in any residences acquired by the Land Bank, in addition to any other policies the Board may adopt in this regard.*

§ 16-706. Inventory.

City of Philadelphia

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(1) *The Land Bank shall maintain and make publicly accessible on its website, and at its offices during normal business hours, the following information:*

(a) *An up-to-date inventory of property owned by the Land Bank;*

(b) *A map showing the properties in the Land Bank's inventory, as well as other relevant information about land use conditions within the City of Philadelphia including vacancy and tax delinquency to the extent reasonably available;*

(c) *A record of all property conveyed by the Land Bank to other parties, including, but not limited to: the sale price for which the property was conveyed; the party to whom the property was conveyed; a summary of any terms or conditions of the conveyance, including the intended use of the property; and the approximate income of the households that will benefit from the intended use, if the sale price was less than fair market value; and*

(d) *Copies of its Policies, Strategic Plans, and Performance Reports.*

(2) *The Land Bank shall provide a mechanism through which individuals may request and receive ongoing notifications as to changes in the status of any property owned by the Land Bank.*

(3) *The Land Bank shall provide to members of the interagency Vacant Property Review Committee and City Council electronic access to relevant information maintained by the Land Bank regarding all properties owned by the Land Bank. The Land Bank shall additionally provide to these members a mechanism to receive according to their preference either periodic aggregate reports or ongoing notifications as to changes in the status of those properties or of a subset thereof, such as an individual Planning District or Council District.*

§ 16-707. Disposition of Property.

(1) *The Land Bank is authorized to convey, exchange, sell, transfer, lease, grant, or mortgage interests in real property of the Land Bank in the form and by the method determined to be in the best interests of the Land Bank, subject to approval by the Vacant Property Review Committee and City Council by Resolution, under the following terms and conditions:*

(a) *Certification of compliance. Applicants for properties must provide the Land Bank with certification from the Department of Revenue that the applicant has no tax or water delinquencies, and from the Department of Licenses and Inspections that all other properties owned by the applicant are in compliance with the provisions of The*

City of Philadelphia

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Philadelphia Code or under agreement to come into compliance, which certifications shall not be untimely withheld.

(.1) The certification shall additionally record if the applicant has a significant history of tax or water delinquencies, or of owning property maintained in a condition that violates The Philadelphia Code.

(.2) Certification shall not be denied when a property with tax or water delinquency was acquired by the applicant from the City of Philadelphia or other local public agency and the delinquency predates the transfer of title to the applicant.

(b) Consistency with planning provisions. The Land Bank shall strongly consider the Philadelphia Comprehensive Plan and any applicable community plans accepted by the Philadelphia Planning Commission, as well as any recommendation provided by the Commission, when the Land Bank disposes property.

(c) Public notice and opportunity to comment. The Land Bank shall provide public notice of proposed dispositions as early as practicable and at least ten (10) days before any final action will be taken, which shall include posting a notice conspicuously on the subject property. Final action for the purposes of this Section shall include approval by City Council, review by the Vacant Property Review Committee and the Land Bank board, or a decision by staff who have been delegated board disposition authority. The Land Bank shall also provide notice to those registered community organizations as defined in Section 14-303(12)(a) whose registered geographic area of concern contains a property proposed for disposition.

(.1) Any individual or organization may submit comment in writing to the Land Bank regarding a proposed disposition. The Land Bank shall transmit, or otherwise make available, all such comments to the interagency Vacant Property Review Committee.

(d) Approval by Vacant Property Review Committee. Proposed transfers of interest in real property owned by the Land Bank shall be scheduled for review at a public hearing of the interagency Vacant Property Review Committee, as set forth in Section 16-404(1). The Vacant Property Review Committee shall provide at least ten (10) days prior notice of the public hearing by posting on the City Council and Land Bank websites the time, date, location and agenda for the public hearing. In addition, the Vacant Property Review Committee shall make publicly accessible on the City Council and Land Bank websites a list of all regularly scheduled hearings and the transcript for all completed hearings.

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(2) *Monitoring.* The Land Bank shall set goals for time frames applicable to each stage of the disposition process, and shall develop processes to monitor its performance.

(3) *The Board of Directors may delegate its disposition authority to the staff of the Land Bank except in the following circumstances:*

(a) *The proposed terms of the transaction conflict with the Land Bank's published policies or procedures;*

(b) *The transferee has a significant history of: tax or water delinquencies; owning property maintained in a condition that violates The Philadelphia Code; or failing to redevelop properties previously acquired from the City of Philadelphia or other local public agencies;*

(c) *The value of the property is in excess of \$50,000 (fifty thousand dollars); or*

(d) *When otherwise required by state law.*

(4) *The Land Bank shall make available an appeals process wherein an individual or an organization may request reconsideration of a decision made by the Land Bank and submit evidence relevant to determinations made by the Land Bank on matters including: general eligibility; eligibility for reduced or nominal pricing; the value of a property; and compliance with terms or conditions of sale.*

(5) *The Land Bank shall coordinate with the Philadelphia Redevelopment Authority where a project involves properties acquired by the Philadelphia Redevelopment Authority through eminent domain as well as properties acquired and/or owned by the Land Bank, and shall strive to ensure a synchronized disposition process.*

§ 16-708. Pricing.

(1) *The Land Bank shall use the most current data reasonably available to determine different neighborhood market conditions and property market values. In determining market values for individual properties the Land Bank shall use the valuation method that it deems most appropriate given the particular conditions of the property and surrounding market, as well as the cost of redevelopment. Applicants may submit information that is relevant to the value of a property for consideration by the Land Bank.*

(2) *The Land Bank may offer properties at less than fair market value where the Land Bank finds that the proposed use would create beneficial community impact, such as affordable or mixed-income housing that is accessible or visitable; economic*

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development that creates jobs for community residents; community facilities that provide needed services to residents; side and rear-yards; innovation in design and sustainability; urban agriculture; community open space; and any goals established under § 16-710. The Land Bank shall allow applications for less than fair market value, including nominal disposition, for any property owned by the Land Bank.

(a) *In calculating a reduced sales price, the Land Bank shall consider the benefit provided by the proposed use and, if applicable, the amount of discount needed to make the project both initially financially feasible and continually sustainable.*

(b) *To encourage mixed-income housing projects, the Land Bank may count the number of very low-, low- and moderate-income households served and provide partial discounting.*

(3) *The Land Bank shall develop policies regarding employment of legal mechanisms to make land and buildings accessible to those applicants who cannot afford immediate payment in full.*

(4) *Conditions of sale between the transferee and the Land Bank shall be imposed using legally binding mechanisms, including but not limited to deed restrictions, restrictive covenants, and mortgages. The Land Bank shall monitor compliance with such provisions, including by requiring periodic reporting by transferees.*

§ 16-709. Policies, Strategic Plan, and Performance Report.

(1) *The Land Bank shall develop policies consistent with the requirements of this Ordinance. These policies shall be guided by the Land Bank's mission and purposes as set forth in this Ordinance.*

(2) *Ethics and Conflicts of Interest. The Land Bank shall be governed by the State Adverse Interest Act of July 19, 1957 (P.L.1017, No.451) and 65 Pa.C.S. Ch. 11 (relating to ethics standards and financial disclosure). The Land Bank shall also be governed by § 20-600 (Philadelphia's "Standards of Conduct and Ethics") and § 20-1200 ("Lobbying"). As part of its policies, the Land Bank shall adopt strict ethical guidelines for Land Bank board members and employees, and promulgate rules addressing and protecting against potential conflicts of interest. These guidelines and rules shall supplement any applicable state and local laws.*

(3) *Strategic Plan. Within one year following the effective date of this legislation, and annually thereafter, the Land Bank shall develop a Strategic Plan to guide its acquisition, maintenance, and disposition of property. The Strategic Plan shall address the following elements, and be developed in coordination with the Philadelphia City Planning Commission:*

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(a) *An analysis to determine market conditions and trends in neighborhoods where the Land Bank holds or is likely to hold property, according to census tract or grouping of census tracts that are determined by the Land Bank to have similar characteristics. To the extent feasible, this analysis shall specifically evaluate the relative need and availability for affordable or mixed-income housing that is accessible or visitable; economic development that creates jobs for community residents; community facilities that provide needed services to residents; side and rear-yards; food-producing urban agriculture; community open space; and any additional core beneficial land uses that may be identified by the Land Bank.*

(b) *An inventory and mapping of vacant properties in each census tract or grouping of census tracts, including properties that are owned by the Land Bank and properties that are privately owned and delinquent as to municipal taxes or claims.*

(c) *Proposed goals for the five-year period following adoption or revision of this plan for acquisition, maintenance, and conveyance of properties that support the City's Comprehensive Plan and the goals of community plans accepted by the Philadelphia City Planning Commission, and which encourage equitable redevelopment. This shall include, but is not limited to, items such as defined targets for the share of future housing units to be built on public properties affordable to different income ranges of very low-, low-, and moderate-income households, as well as economic development/job creation projects, urban agriculture, open space, and additional core beneficial land use needs that were identified pursuant to (a) of this subsection. These goals shall be based on the analysis of each census tract or grouping of census tracts that were identified pursuant to (a) of this subsection, taking into account the existing inventory of the Land Bank as well as the universe of vacant and tax delinquent or City-liened properties, and demand for land based on requests received in the previous year. The Land Bank may also consider the anticipated availability of funding, and the feasibility of inclusionary housing requirements if applicable.*

(d) *Recommendations for uses of properties in each census tract or grouping of census tracts that advance the Land Bank's goals.*

(e) *Defined annual targets for the overall number of properties transferred.*

(f) *Defined annual goals for acquisition including identifying the geographic areas where the Land Bank would seek to acquire properties and for what purpose.*

(4) *Performance Reports. On an annual basis, the Land Bank shall prepare a performance report that will include at a minimum the following items:*

(a) *A list of all properties acquired by the Land Bank;*

City of Philadelphia

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(b) A list of all properties conveyed by the Land Bank that includes: the price; name of the buyer; proposed use; a summary of any special terms and conditions of the conveyance; and the approximate income of the households that will benefit from the intended use, if the sale price was less than fair market value;

(c) A list of all properties held or reserved for an applicant, including the term of the hold period;

(d) An aggregated analysis of all maintenance activities;

(e) An aggregated analysis of all requests received including their proposed use, duration and status, and reason for termination if applicable, with reference to the monitoring set forth in Section 16-707(2);

(f) An aggregated analysis of any efforts related to monitoring and enforcing compliance with provisions agreed upon as conditions of past sales; and

(g) An aggregated analysis demonstrating the Land Bank's yearly progress towards fulfilling the goals set forth in its Strategic Plan, and if achievement or reasonable progress towards such goals is not achieved, a revised plan to be executed during the following year.

(5) Public Comment, Review, and Approval. The Land Bank shall hold a public hearing prior to the adoption of its Strategic Plan and Policies. The Strategic Plan and Policies shall be reviewed and adopted annually by the Land Bank board, and approved by resolution of City Council. A prior Strategic Plan and prior Policies shall remain in force until a successor plan is approved. The Strategic Plan, Policies, and annual Performance Report shall be published on the Land Bank's website.

§ 16-710. Financial provisions.

(1) To the extent allowed by law, the Land Bank shall retain proceeds from the sale of any properties to cover operating costs, maintenance of inventory, and to support additional strategic property acquisition, up to whatever amount shall be approved by Council.

(2) The Land Bank may also be financed through any other means authorized in 68 Pa. C.S. § 2101 et seq.

§ 16-711. Dissolution; distribution of assets in case of dissolution.

(1) The Land Bank may be dissolved according to the requirements of 68 Pa. C.S. § 2114.

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BILL NO. 130156-A continued

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SECTION 2. Initial Board of Directors. The Land Bank shall initially be governed by a Board of Directors comprised of the following members, who shall serve terms of three (3) months, or until all the members of the Permanent Board have been appointed pursuant to Section 16-704: Michael Koonce, Brian Abernathy, Herbert Wetzel, Jennifer Kates, Courtney Voss, Rick Sauer, Bill Salas, Majeedah Rasheed, Ken Scott, Don McGrogan, and Paul Badger.

SECTION 3. This Ordinance shall become effective immediately.

Explanation:

Italics indicate new matter added.

City of Philadelphia

BILL NO. 130156-A continued

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CERTIFICATION: This is a true and correct copy of the original Bill, Passed by the City Council on December 12, 2013. The Bill was Signed by the Mayor on December 18, 2013.



Michael A. Decker
Chief Clerk of the City Council

Dataset	Geography to be Displayed on City Site License
Adaptive Modifications Program (AMP)	address
Age	block group
Anchor institutions (other than Colleges/Universities)	address
Basic Systems Repair Program (BSRP)	address
Blumberg	address
Building permits	address
Bus routes	lines
Catchment areas	shapes
Choice Neighborhood (North Central)	Census Tract
Choice Neighborhood boundary	shapes
City assets/buildings/facilities	address
City boundary	shapes
City lien data	
Colleges/Universities	shapes
Commercial corridor data/Storefront Improvement	
Commercial corridors	lines
Community Gardens	shapes
Community organizations (RCOs)	shapes
Confirmed brownfield sites	
Council districts	shapes
District Plan Boundaries	
Early learning programs	address
Economic development Community Analyst data	
Employment	block group
Empowerment Zones	
Enrollment numbers	address
Enterprise Zones	shapes
Fairmount Park	shapes
Farmers Markets	address
Federal Trade Zones	
Federally Qualified Health Centers	address
Health Clinics	address
Healthy Corner Stores	address
Hospitals	address
Housing counseling agencies	address
Housing Stock: Age of housing	block group
Housing Stock: Condition	group
PLA)	address
Housing Stock: Foreclosure rates	
Housing Stock: Home ownership	block group
Housing Stock: Property values	group
Housing Stock: Rentals	block group
Housing Stock: Rents	block group
Housing Stock: Sales prices	group
Income	block group
Keystone Innovation Zones	shapes
Keystone Opportunity Zones	shapes
Land use - strategic efforts; see comprehensive plan?	shapes
Land use: Open space	shapes
Libraries	address level
Licenses	address
Market residential sales per square foot	

MVA	
Neighborhood advisory committees (NAC)	Census Tract
Neighborhood energy centers	address
Neighborhood Stabilization Program target areas	shapes
Neighborhoods	shapes
NSP2 census tracts	Tract
PAL centers	address
Parcels	parcel
Performance	address
Permits	address
PHA properties	shapes
Philly Rising areas	shapes
PIDC Financing Transactions	
PIDC's current real estate inventory and industrial land	
Playgrounds	address level
Police Precincts / Districts	shapes
Population (total)	block group
Poverty/Extremely low income (ELI)	block group
Promise Zone boundary	shapes
Proposed public uses	
Public property	address
Race	block group
Rail stations	address level
Recreation Centers	address level
Renewal Communities	
Rental/Homeowner development projects	address
SBA HUBZones	
Schools	address level
Streets: Arterials/Major Roads	lines
Tax accounts / Tax Delinquency	group
Tax Increment Financing districts	shapes
census information	group
University City District boundary	shapes
Vacancy: Long-term rates	address
Vacancy: Rates	block group
Vacancy: Rates	block group
Vacancy: Vacant land	address
Vacancy: Vacant lots cleaned (CLIP)	address
Vacancy: Vacant lots cleaned/greened/maintained	address
Violations	address
Water bodies	shapes
Water usage/shut-offs	
Welcome Fund Targeted Employment areas	
ZBA applications/variance & special exception	
Zoning	shapes

City of Philadelphia

POLICIES FOR THE SALE AND REUSE OF CITY OWNED PROPERTY

**April 20, 2012
Final Version**

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Guiding Principles

This policy shall be used to promote and regulate the sale and reuse of City properties.

The sale and reuse of City properties shall at all times be consistent with the following guiding principles.

- Encourage the development and reuse of vacant properties consistent with the City of Philadelphia's Comprehensive Plan (Philadelphia2035), and other City-approved and accepted plans.
- Eliminate blight and revitalize neighborhoods.
- Strengthen the City's tax base.
- Sell, at market value, properties without an adopted public purpose, and discount properties that provide significant community benefits.
- Convey land in a unified, predictable, timely and transparent process.

Applicability

These policies apply to the real property inventories owned by the Philadelphia Redevelopment Authority, the Philadelphia Housing Development Corporation, and the surplus inventory held by the City of Philadelphia's Department of Public Property. These agencies are collectively referred to as "The City" throughout this document, and are each responsible for decision-making during the disposition process and adherence to these policies.

All expressions of interest for property will be made through the Philadelphia Redevelopment Authority (PRA).

During the review of requests for property under these policies, the City may, at its discretion, elect not to convey the requested property. Under such circumstances, the City will provide a reason for this decision.

Qualified Purchasers & Bids

All purchasers of City-owned property must fulfill their commitments to the City and to their neighbors, which includes paying property taxes and maintaining properties in accordance with all municipal codes and ordinances.

A Qualified Purchaser is defined as one who is in good standing on all municipal obligations; and

- Does not own any property that is subject to any significant unremediated violation of City codes and ordinances; and
- Has not been an owner in a completed Philadelphia tax foreclosure proceeding within the previous five years; and
- Does not appear as the owner of record on the Philadelphia District Attorney's list of land that has been confiscated due to criminal activity.

All purchasers must submit disclosures as required by the City.

A Qualified Bid is defined as one that includes:

- 1) Adequate plans for development; and
- 2) Demonstrated capacity to complete work proposed; and
- 3) Proven financial resources; and
- 4) Demonstrated ongoing operating capacity, and
- 5) Is submitted by a Qualified Purchaser

Appropriate & Timely Development of Properties

The City expects that properties will be developed in an appropriate and timely manner according to a written agreement. To ensure that these expectations are met, the City will place conditions on land it conveys to achieve the agreed upon outcome and will follow up with a systematic review of these agreements after property has been conveyed.

Applicants will be expected to develop and use property acquired under these policies in a timely manner. This requirement will be enforced either through reverter provisions in the deed, or by requiring that property be conveyed simultaneously with construction financing closing. New owners will:

- Ensure consistency with the City of Philadelphia’s Comprehensive Plan (Philadelphia2035) and other City-approved and accepted plans
- Comply with fair housing and marketing regulations
- Conform with current zoning requirements, or obtain the appropriate zoning permit
- Maintain the property in accordance with all City codes and ordinances

Note: The City reserves the right to decline any offer to purchase City-owned property if the sale does not advance the City's goals or comport with its policies for property disposition. If an offer is rejected, a reason will be provided for the objection upon request in a timely manner.

Site Control: Options and Holds

The City recognizes that developers often require legally recognizable site control as part of the development process. The City may at times execute contingent agreements of sale or option agreements to allow developers to pursue financing and other approvals necessary for development.

Agreements or contracts for this purpose must meet the following conditions:

- The applicant must be a Qualified Purchaser
- The applicant will be responsible for property maintenance, insurance, and utilities
- The timeframe must be limited to one year or less and may be renewed solely at the City’s discretion

- The proposed use must be consistent with the City of Philadelphia’s Comprehensive Plan (Philadelphia2035) and other City-approved and accepted plans.
- The applicant may not use or move into the property
- An option fee will be due upon execution
- Not-for-profits and city-subsidized projects may be exempt from a fee
- The contract terms will be public information in accordance with applicable law.
- Applicant must have a letter of support from the District Council Member.

Requests for Proposals/Qualifications

If the City has a specific planned use for a parcel, a Request for Proposals (RFP) or Request for Qualifications (RFQ) will be issued to identify and select a potential developer. The RFP format allows the City to explain the planned use and any further restrictions that might be placed on the developer or successive owners of the property.

- RFP will be widely advertised to encourage broad participation.
- Selection criteria will include factors such as developer capacity and proposed development outcomes as well as the price.
- The price established through this process will be considered the market value of the property, and it must be acceptable to the City.
- The RFP may be developed in consultation with City Council, the City Planning Commission, and other stakeholders as appropriate.

Approaches to the Sale of Property

The sale of City property is intended to promote the greatest possible active reuse of parcels in the City's inventory, and will be accomplished through one of the following means:

Note: *In accordance with City Ordinance 110848, all properties 10,000 square feet or larger will be subject to public notice posting on the property that will include pertinent information concerning the potential sale and potential buyer. All sales transactions will be made available for public review via the website.*

Open and Competitive Market Sales

Open Market Sales such as broker listings, the use of the Multiple Listing Service, web sites or other recognized method of advertising may be used to encourage broad participation in the sale of selected properties.

- Asking prices may be established using appraisal, competitive market analysis, or Automated Valuation Model (AVM).
- Properties will be placed on the market for a duration that will allow for broad engagement by potential buyers.
- The City retains its rights to approve or reject the best Qualified Offer, based on clear criteria, including price.

Listed Direct Sales

Available properties will be published on a designated City website with an asking price. Individual requests for properties will be accepted and reviewed on an ongoing basis through the Philadelphia Redevelopment Authority.

- Qualified Applicants will be allowed to purchase property at the listed price.
- When a purchaser offers less than the asking price for a property, or more than one person wishes to purchase the property, the City will use the Open Market Sales approach to obtain the best offer for the property.

Discounted Sales

The City may convey a property for a discounted price to support public purposes such as affordable housing, economic development, community development, or side yards. If a property is identified for one of the following uses, the City will evaluate the proposal and property request to determine if the proposed project provides significant, visible community benefits that would merit the proposed reduction in sales proceeds.

Discounted Sales

The following programs qualify for discounted pricing:

Affordable Housing

Developments that provide affordable housing as defined under federal guidelines may acquire property for a discount. Affordable housing projects do not have to be directly subsidized by the City to qualify for discounted pricing. Preference may be given to affordable and mixed-income housing developments that are consistent with major goals of the City of Philadelphia's Comprehensive Plan (Philadelphia2035) and other City-approved and accepted plans including providing housing in locations that connect residents directly to a) employment opportunities, b) public transit, and c) basic services.

Economic Development Projects

Developments that advance the City's economic development goals as articulated in the City's Comprehensive Plan (Philadelphia2035) and other City-approved and accepted plans to promote economic development may be eligible for discounted pricing at the discretion of the City. Criteria include but are not limited to:

- Leveraging of previous public investments in infrastructure, job creation, and economic development
- Catalytic projects with the potential to spur additional private investment in underperforming commercial corridors, neighborhood centers, and areas of regional economic significance as identified in the City's Comprehensive Plan (Philadelphia2035) and other City-approved and accepted plans Projects that return industrial land to productive use in areas identified as appropriate for industrial development
- Projects that share costs or make investments related to significant public improvements, including but not limited to the upgrading of public utilities and the rehabilitation or provision of new public infrastructure;

Community Development Projects

A Qualified Bid that proposes significant incremental community benefits may be eligible for discounted pricing at the discretion of the City. Community benefits can include but are not limited to:

- Support for existing community facilities or provision of space for new community facilities such as libraries, recreation centers, health centers, computing centers, and playgrounds;
- Significant improvements to community infrastructure including the greening of schoolyards or recreation center yards to achieve stormwater management, public recreation, or community gardening goals as identified the City of Philadelphia's Comprehensive Plan (Philadelphia2035) and other City-approved and accepted plans Creation of new infrastructure or support for existing infrastructure to improve

safety and mobility for children, seniors, and other pedestrians, including sidewalk improvements, pedestrian plazas, traffic medians, or easements for trails

Self-amortizing Second Mortgage

For properties conveyed for a discounted price, a self-amortizing mortgage for the difference between the value and the discounted price will be executed by the purchaser to ensure that if the property is re-sold to another party within a specific time frame, the buyer will not benefit unfairly from the discounted price offered by the City. The Self-Amortizing Mortgage will not require any payments by the purchaser of the property if the property is used in conformance with the originally agreed upon terms for the duration of the mortgage.

- The length of the mortgage will be 10 years from the date of purchase
- The amount of the obligation will decrease by 10% every year for 10 years
- Upon completion of the ten year time frame the City will satisfy the mortgage
- If the purchaser wants to sell the property before the 10 year expiration date of the mortgage, the City must receive the amount owed on the mortgage before the mortgage will be satisfied.
- The market value may be established through any suitable method at the City's discretion.
- This mortgage may be assumed by heirs and successors to the original purchaser.

Community Gardens

Community gardens that have a sustained track record of excellent maintenance, broad community involvement and support and financial capacity may be conveyed to an institution that promises to maintain and care for the property for this purpose subject to a right of reversion by the City. A deed restriction will ensure compliance with this goal.

Side Yards

Property may be transferred to individuals for nominal consideration in accordance with the following:

- Must be vacant land adjacent to the applicant's residential property, with a common boundary line on either side or behind the property.
- Must be located on a block that is predominantly occupied.
- In the event that multiple adjacent property owners desire to acquire the same side lot, the lot may be transferred to the highest bidder for the property, or subdivided upon mutual agreement by both adjoining property owners.
- Maximum combined Lot Value: \$15,000
- Maximum combined Lot Size: 3000 sq ft
- Associated costs will be paid by the applicant, including all relevant taxes, fees, and title insurance.

Eligibility Requirements for Applicants for Side Yards:

- The applicant must be the owner of an adjacent property and using that property as his/her primary residence.
- An applicant may buy up to two (2) adjacent lots, as long as one of those lots must be adjacent to the applicant's property.
- The applicant must be a Qualified Purchaser, as defined above.

Note: Written notice to adjacent property will be sent via U.S. mail, and/or other such notice, will be given to all adjacent owner-occupants when an application is filed to acquire a side yard. If more than one party is interested in purchasing the property, the City will sell the property to the highest bidder.

Discontinued Programs

At the City's discretion, property may be conveyed under the terms of discontinued programs for those applicants who applied for and were awarded property under previous program guidelines, and can demonstrate continuous effort and completion of their obligations under the original program terms. Applicants will be subject to the *Qualified Purchaser & Bid* provisions, in addition to the *Ethics* provisions of these policies.

Urban Agriculture

The City supports the use of vacant land for urban agriculture that improves the quality of life in the City's neighborhoods.

Individual Garden Licenses

An individual garden is defined as a publicly-owned property for which a person is given temporary access to farm or garden and maintains for their personal use. The intent is to provide an interim use for the land to eliminate blight and improve safety until development is possible. The City expects that the majority of individual gardens will be temporary, and the land will still be available for development.

The Individual Garden Agreement (IGA) will last for one year, and may begin and end at any time throughout the year. IGAs are time-limited agreements that both the City and gardener may terminate at any time, with or without cause, upon prior written notice to the other party. The City will use reasonable efforts to avoid terminating the urban garden agreement between April 1 and November 1. IGAs may be renewed annually at the discretion of the City.

The City expects that individual gardens will be maintained throughout the term of the IGA. Maintenance standards will be provided in writing to all applicants.

Acceptable Uses

The gardener may enter and use the property only for the following non-commercial, gardening purposes:

- To grow food, flowers, ornamental plants, and other landscaping.
- To compost in rodent-resistant containers.
- Certain construction improvements as allowed by the City and agreed to in writing.

Community Garden Licenses

A community garden is defined as an area managed and maintained by a group of individuals to grow and harvest food crops or non-food crops (such as flowers) for personal or group consumption, for donation, or for sale that is incidental in nature. A community garden area may be divided into separate garden plots or orchard areas for cultivation by one or more individuals or may be farmed collectively by members of the group. A community garden may include common areas (such as hand tool storage sheds) maintained and used by the group. Community gardens may be used for recreational purposes, and improvements to facilitate such purposes may be allowed on a case by case basis upon review by the City and with community support.

Community Gardens must be sponsored by a local organization and are eligible for up to five year Community Garden Agreements (CGA), to be administered by the City and may be renewed at the discretion of the City and as authorized by the respective district Councilperson.

Additional Requirements for Community Gardens:

- Secure and maintain insurance acceptable to the City
- Provide maintenance plan and description of community benefits / programming

Acceptable Uses

The gardeners may enter and use the property only for the following non-commercial, gardening purposes:

- To grow food, flowers, ornamental plants, and other landscaping.
- To compost in rodent-resistant containers.
- Certain construction improvements as allowed by the City and agreed to in writing

Market and Community-Supported Farms

A market farm is defined as an area managed and maintained by an individual or group of individuals to grow and harvest food crops or non-food crops (such as flowers) for sale or distribution that is not incidental in nature.

Lease terms are variable and will be established by the City on an individual basis.

Additional Requirements for Market and Community-Supported Farms:

- Secure and maintain insurance acceptable to the City
- Submit a business plan / feasibility study
- Provide the applicable neighborhood/district councilperson letter of support Any additional constructed improvements must meet the terms of the City of Philadelphia's Zoning Code and must be approved by the City in writing.

Other Uses

The City reserves the right to license the use of property for a temporary use such as a community event, pop-up activity, farmers market or other such use. The terms of such a license will be determined on a case by case basis, and may require insurance coverage and other costs.

Citizen-Initiated Tax Sales

To facilitate the reuse of privately owned tax delinquent properties, the City will allow citizens to initiate a tax sale proceeding by posting a deposit with the City. When such a deposit is received the City will prioritize and process the subject property for an upcoming tax sale. This deposit will be considered the opening bid at the sale, and will be returned to the individual if that person is not the successful bidder at the sale.

Ethics

Home Rule Charter and Philadelphia Code requirements

The City of Philadelphia is committed to ethical and transparent processes for the administration of vacant land. All real estate transactions are governed by City and State laws and rules that generally prohibit, among other things, conflicts of interest, the disclosure of confidential information, and the representation of another by a City official or employee in a transaction with the City.

Financial Assistance

Any grant, loan, tax incentive, bond financing subsidy for land purchase or otherwise, or other form of assistance that is realized by or provided to a person in the amount of \$50,000 or more through the authority or approval of the City, is by law considered Financial Assistance under Chapter 17-1400 of the Philadelphia Code. Financial Assistance recipients must meet eligibility requirements by disclosing their political contributions. Financial Assistance includes the transfer of City property for less than market value. Recipients of Financial Assistance must comply with campaign contribution limits and must disclose campaign contributions for five years after receiving Financial Assistance. They must also disclose solicitations for any reason from any City official.

For more information on these requirements, please see www.phila.gov/integrityworks. Any person inside or outside of City government with a concern that the disposition or administration of City property is unethical or violates the City's Financial Assistance requirements should contact the City's Chief Integrity Officer at 215.686.2178 or Inspector General at 215.686.1770.

The City shall maintain and make available for public review and inspection:

- An inventory of real property owned by the City of Philadelphia
- A record of all real property conveyed to other parties, including the price for which the property was conveyed, the party to which the property was conveyed, and the use to which the property was/will be put.
- Reports shall be prepared and posted for public review on an annual basis.