

**Shallow Rent Program RFP: Questions & Answers**  
**Posted May 5, 2025**

1. May Respondents complete a single Tax Status Certification Request form that includes all subsidiaries, or is a separate form required for each entity?
  - a. The form is to be completed for the entity that is responding to the RFP. The information for any subsidiaries should be provided in that one response and within the context of whatever the particular question may ask. If additional space is necessary, please attach additional pages and provide the section reference and question number for tracking purposes.
2. Is there a corrected version of High Opportunity Area Table? The entire table only list 42101 and 421010 from the FIPS Code for the census tracts.
  - a. Yes, a corrected version has been posted: <https://phdcphila.org/rfps-rfqs-sales/funding-opportunities/>.
3. Can Respondents include new LIHTC buildings which will open, lease up, and be occupied by tenants by the end of 2025?
  - a. No, buildings must be open and occupied at the time of the Response.
4. Is there a form or example that PHDC can provide, related to Attachment D?
  - a. PHDC does not have a sample Certificate of Insurance for the Shallow Rent Program. Please provide your certificate of insurance that evidences the required coverages.
5. Should PRA or PHDC be listed as additional insured on insurance documents?
  - a. PHDC should be listed as additional insured. The insurance requirements will indicate any applicable required additional insureds.
6. Will there be a minimum amount for assistance per tenant?
  - a. There is no minimum amount of assistance per eligible tenant.
7. Are tenants required to report increases in income between annual Shallow Rent Program recerts?
  - a. No, tenants are not required to report increases in income between recertifications.
8. Are we required to re-apply for tenants currently receiving Shallow Rent, and if so, are new recertifications required or will the most recent recertification they completed be accepted?
  - a. Respondents that are currently receiving Shallow Rent are required to re-apply for enrolled tenants. Please see Attachment A, "Property" worksheet column J and "Units" worksheet column W. If a tenant's most recent recertification occurred in May 2024 or later, it will be accepted. The scoring rubric for Responses includes priority weighting for Respondents with tenants already receiving Shallow Rent.
9. The Department of Revenue's system is undergoing improvements, and we aren't able to pull a tax compliance certificate. Is a letter from the Department of Revenue acceptable?

- a. A tax clearance letter provided by the City Department of Revenue is acceptable while their system is down.
10. What does properties "built or substantially renovated with federal, state, or local subsidies" mean exactly?
  - a. Properties "built or substantially renovated with federal, state, or local subsidies" include those where rents are restricted at or below a certain percent of the Area Median Income (AMI) due to construction or rehab financing from a public source, including but not limited to:
    - HOME Investment Partnerships Program (HOME)
    - The Low-Income Housing Tax Credit (LIHTC)
    - HUD Section 202
    - HUD Section 811
    - HUD Project-Based Vouchers
    - City of Philadelphia Housing Trust Fund
11. Does this program pay a \$500 voucher for each qualified tenant as a direct offset to their monthly rent?
  - a. The program pays a voucher calculated to eliminate each qualified tenant's rent burden up to a maximum of \$500 per tenant. Shallow Rent vouchers are paid directly to the housing provider each month. The provider applies voucher payments to each qualified tenant's rent ledger to reduce the tenant-paid portion of rent each month.
12. Does participation in the program require a rent cap? For example, does the program require the rent not to exceed a specified amount?
  - a. Rents must be affordable to tenants earning 60% or less of the Area Median Income (AMI) for the Philadelphia Metro Area at the time of the Response. Participation does limit rent increases to those authorized by PHFA for monitored projects. For projects that are not monitored by PHFA, rent increases are capped at 3% per year while Respondent receives Shallow Rent.
13. Is this only applicable to existing tenants or can it be used for future tenants?
  - a. If a Response is approved, voucher payments will be awarded for each qualified tenant. If a qualified tenant moves out or becomes no longer eligible to receive a Shallow Rent voucher, that voucher can be ported to another qualified tenant (subject to approval by PHDC).
14. For the campaign contribution disclosures, should the forms be completed on behalf of the LLC or LP that owns the property, or the entity that controls the LLC or LP?
  - a. If Respondent is a business entity then the "business" campaign disclosure form should be used, but note that the business will have to disclose on that form any contributions made by officers, directors, or controlling shareholders of the entity.
15. What regulations govern the Shallow Rent Program?

- a. The Shallow Rent Program is funded by the Housing Trust Fund, which is governed by the relevant language in [The Philadelphia Code Chapter 21-1600. Housing Trust Fund](#).
16. There are certain types of insurance that we don't have; where should we provide justification for not carrying those coverages? Additionally, should the property manager also submit the coverages that they carry?
- a. The respondent should explain any instances where they cannot comply with PHDC's insurance requirements. For example, a respondent that does not own any cars should provide that reasoning for not having auto coverage. Additionally, the respondent is required to review their COIs to ensure their contractors and subcontractors comply with PHDC's required insurance coverages.
17. Our restrictive covenants do not require us to have a financial audit. Where do we state this in our application?
- a. Respondents may include additional pertinent information in the cover letter. Please see pages 6-7 of the RFP.
18. We are not required to have HQS inspections for non PHA units. Where do we note this on our application?
- a. Respondents must specify the most recent HQS inspection date in Attachment A. If there has never been an HQS inspection for a unit, Respondents may enter "NA" in that field. Please see Attachment A, "Units" worksheet column H.
19. Do existing Shallow Rent providers need to complete Attachment A?
- a. Yes. All Respondents must submit complete Responses with all requested information.