

**EMERGING DEVELOPER PROGRAM
TECHNICAL ASSISTANCE RFQ**

The Emerging Developer Program (EDP) has released a Technical Assistance RFQ for providers of technical assistance in various areas related to the development of affordable housing. This is the response of the applicant below:

Organization Name	Buzz Urban Planning
Doing Business As (If Applicable)	
Street Address	PO Box 38586
City	Dallas
State	TX
Zip Code	75238
Website	www.buzzurbanplanning.com

PRIMARY CONTACT INFORMATION	
First Name	Jennifer
Last Name	Hiramoto
Title	Owner
Phone Number	469-275-2414
Email Address	jennifer@buzzurbanplanning.com
Street Address	PO Box 38586
City	Dallas
State	TX
Zip Code	75238

SECONDARY CONTACT INFORMATION	
First Name	
Last Name	
Title	
Phone Number	
Email Address	
Street Address	
City	
State	
Zip Code	

Please select if your organization meets any of the following federal, state, or local government-issued designations. Check all that apply.	
Native American-Owned	
Minority Business Enterprise	
Disadvantaged Business Enterprise	
Women-Owned Business Enterprise	Selected
Small Business	Selected
Veteran-Owned small business	
Service disabled veteran-owned small business	
SBA certified small disadvantage business	
SBA certified 8(a) firm	
SBA certified HUBZone firm	
None of the Above	

Please indicate the geographic scale that best describes where you currently serve. Check all that apply.	
Local (city, county)	Selected
Regional (multiple counties, state, multiple states in a region)	
National	

Please select your areas of expertise. Check all that apply.	
Business, Organizational, and Financial Stability Plans	
Property Management	
Asset Management	
Finance	
Acquisition and Rehabilitation of Existing Units	
Joint Ventures	
Construction Management	
Organizational Strategy and Development	
Sustainability and Resilience	
Community Land Trusts and Shared Equity	
Resident Relocation and Stability	
Resident Services	
Other	City entitlements and permitting

In a short narrative, please describe your expertise and track record in each of the areas selected above.	I have over 20 years of experience in city planning and related processes. My experience include projects using the MIHDB mixed income housing development bonuses. My clients range from single family developers and infill townhouse developers to national apartment builders.
In a short narrative, please describe how you incorporate racial equity into your content and approach.	My work is technical in nature and I have a diverse client base. I try to be mindful and respectful of neighborhood and cultural context in public hearing projects.
In a short narrative, please describe your availability for consulting over the next six to twelve months and feel free to share specific considerations.	My availability fluctuates depending on my workload, but I am generally available to complete tasks and/or attend meetings within a week notice if not sooner.
Please provide at least two references with the following information: Organization Name, Organization Contact, Title, Email and Phone Number.	Skye Thibodeaux, AICP ENKI Development skye@enkiplan.com 817-657-3259 La'Kisha Girder Manager – Parks Planning City of Dallas Park and Recreation lakisha.girder@dallas.gov O: 214.671.5095
As an option, you may include additional information demonstrating your expertise such as project samples, links, and additional narrative.	

PRICING INFORMATION	
Are your labor rates above average within your field?	No
If you selected "Yes" on the previous question, please provide an explanation of above average rates.	

From: [North Central Texas Regional Certification Agency](#)
To: [Jennifer Hiromoto](#)
Subject: NCTRCA: MBE/WBE/SBE Approval Letter
Date: Monday, December 19, 2022 4:33:11 PM



Jennifer Hiromoto
Buzz Urban Planning LLC DBA Buzz Urban Planning
10465 Sinclair Ave
Dallas, TX 75218

RE: Women Business Enterprise (WBE) Certification Affidavit No. 26449

Dear Hiromoto:

Congratulations! Your firm has been certified by the North Central Texas Regional Certification Agency ("NCTRCA") as a Women Business Enterprise (WBE) in accordance with NCTRCA MBE/WBE/SBE certification eligibility program requirements. Your Certification Identification Number is **WFWB57156N1224**. Your firm is certified as a MBE/WBE/SBE in the following areas;

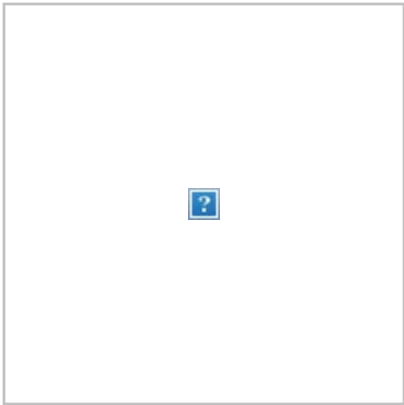
NAICS 925120: ADMINISTRATION OF URBAN PLANNING AND COMMUNITY AND RURAL DEVELOPMENT
NAICS 925120: ZONING BOARDS AND COMMISSIONS

This certification is valid for two years from the date of this letter or, unless and until it has been removed in accordance with NCTRCA MBE/WBE/SBE certification eligibility procedures. In order to remain certified, you must submit every two years, on the anniversary of your certification, a "No Change Affidavit".

A No Change Affidavit is a sworn affidavit affirming that there have been no changes in the firm's circumstances affecting its ownership or control, or any material change in the information provided in its application for MBE/WBE/SBE certification, including the support documentation. Any changes to contact information, ownership, and/or expansion of services must be communicated to the NCTRCA within thirty (30) days of the change. Failure to provide these changes could result in your firm being removed from the certified vendor database. The NCTRCA reserves the right to re-evaluate a firm's certification status at anytime that it determines such re-evaluation is warranted.

Thank you for your participation in the NCTRCA MBE/WBE/SBE Certification Program. Please contact me at 817-640-0606 if you have any questions or if I can be of assistance to you.

Sincerely,



Sherman Powers

This message was sent to: jennifer@buzzurbanplanning.com
Sent on: 12/19/2022 4:33:05 PM
System ReferenceID: 181373563

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Buzz Urban Planning LLC		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶		
	5 Address (number, street, and apt. or suite no.) See instructions. P.O. Box 38586		Requester's name and address (optional)
	6 City, state, and ZIP code Dallas, TX 75238		
	7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

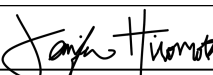
Social security number									
				-			-		
or									
Employer identification number									
8	8	-	3	3	4	1	3	8	7

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); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 1/8/2024
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

JENNIFER HIROMOTO

P 469-275-2414

E jennifer.hiromoto@gmail.com

EXPERIENCE

Owner/Principal, Buzz Urban Planning, Dallas, Texas, 2022 to present.

- Assisting clients and other design professionals with zoning applications, permitting applications, and city compliance issues.

Principal, Baldwin Associates, Dallas, Texas, 2014 to 2022.

- Assisted clients and other design professionals with zoning applications, permit troubleshooting, and city compliance issues.
- Implemented project tracking and managed over 750 projects in eight years for obtaining zoning approvals and other entitlements.
- Led zoning, variance, and abandonment applications in municipalities and ensured projects made timely progress.
- Analyzed proposed developments for zoning compliance and facilitated predevelopment solutions with clients and city staff.

Senior Planner, City of Dallas, Current Planning Division, Dallas, Texas, 2005 to 2008 and 2010 to 2014.

- Administered zoning applications, variances, special exceptions, and approval of development plans.
- Led, researched, and supported code amendments including form-based districts, gas drilling, and alcohol spacing variances.
- Presented zoning recommendations to the Board of Adjustment, City Planning Commission, and Zoning Ordinance Advisory Committee.

Chief Zoning Planner, City of Dallas Building Inspection Division, Dallas, Texas, 2008 to 2010.

- Supervised zoning, arborist, and sign inspector staff in the issuance of building permits and established policies, procedures, and interpretations of zoning regulations.
- Interacted with the public, permit applicants, boards, other city departments, and city management on zoning and permitting issues.
- Coordinated workflow transition due to a 45% reduction in staffing.

Planner, City of Winter Garden, Winter Garden, FL, 2002 to 2004.

- Administered zoning applications, annexation, site development plans, and subdivision plats.
- Served as the city representative to the county emergency management team and prepared applications grants.
- Developed, implemented, and maintained a Microsoft Access database for project tracking.

EDUCATION

- Georgia Institute of Technology,
--Bachelor of Science in
Public Policy
--Certificate in Land Use
Development
- Florida Institute of Technology,
--Master of Public Administration

SIGNIFICANT PROJECTS

- Code amendment for Article XIII form districts
- Code amendment for parking ordinance, 2014
- Code amendment for breweries, wineries, and distilleries
- Authorized hearing for Victory Park planned development district and special provision sign district
- Rezoning for Bishop Arts Village
- Rezoning for Paul Quinn College
- Rezoning for Red Bird Mall
- Rezoning for Pegasus Park office & biotech mixed use campus
- Rezoning of transit-oriented developments including Lake Highlands Town Center, The Central, Resource Center