

Raleigh Housing Authority

Project- Based Voucher Program

Request for Proposals and Owner PBV Proposal form

November 13, 2023



Raleigh Housing Authority



Project-Based Voucher Program Request for Proposal

The U.S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 20% of its Consolidated Annual Contributions Contract authorized units. An additional 10% of its program may be project-based for housing serving special populations. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

This request for proposals (RFP) is established pursuant to the Project-Based Voucher Program Final Rule published on October 13, 2005, Federal Regulations at 24 CFR Part 983 as modified by the Housing and Economic Recovery Act of 2008 (Federal Register Notice 73 FR 71037), other applicable Notices from the Department of Housing and Urban Development, the implementing provisions of the Housing Opportunity Through Modernization Act of 2016 (Federal Register Notices 82 FR 2458 and 82 FR 32461). It is the responsibility of the owner/developer to become familiar with these regulations and requirements.

Pursuant to 24 CFR Part 983.51(b)1), the Raleigh Housing Authority (the Agency) is requesting your proposal for the Project-Based Voucher Program (PBV) for rental housing rehabilitation, new construction, or existing units that already substantially meet the HUD Housing Choice Voucher Housing Quality Standards for multi-family buildings within the jurisdictional limits of the City of Raleigh, NC. The PBV program provides rental subsidies to Owners for units occupied by eligible singles, or families whose income does not exceed the very low-income level. Through this solicitation, RHA is making 200 Project-Based Vouchers available to property owners and developers through a competitive process.

RHA will execute a Housing Assistance Payment Contract with the successful property owner(s) for a period of up to 20 years with one optional extension for up to 20 years. Benefits to the Property Owner include stabilized rental income and occupancy for the contract period.

This Request for Proposals provides prospective PBV property owners with the basic information concerning RHA's implementation of the Project Based Voucher program.

All proposals submitted in response to this solicitation must conform to all of the required specifications outlined in this document.

Before officially selecting any project-based voucher proposal, the RHA will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project-based vouchers, that the proposal complies with the cap on the percentage or number of project-based units per project, and that the proposal meets HUD's site selection standards.

Proposals are due on December 18 by 5:00 PM EST. Proposals may be e-mailed to PBVRFPresponse@rhaonline.com or a flash drive may be mailed to:

Raleigh Housing Authority
PBV RFP Proposal Response
900 Haynes St.
Raleigh, NC 27604

Written questions must be submitted via e-mail to PBVRFPresponse@rhaonline.com by 5:00 on November 29, 2023. All respondents must register their interest at PBVRFPresponse@rhaonline.com.

Description of the Project-Based Voucher Program

Goals of the PBV

The Agency's Project-Based Voucher Program has the following goals:

1. Achieve 100% utilization in the voucher program.
2. Create relocation opportunities for RHA's income-eligible residents that may be displaced due to redevelopment.
3. Facilitate and incentivize additional affordable housing with a preference to those that serve households making 30% AMI or less.
4. Support and collaborate with other affordable housing providers to serve extremely low-income households.
5. Support other housing providers that serve households that RHA does not have the capacity to serve such as homeless residents or those that need supportive services.
6. Deconcentrate poverty by increasing housing in areas that provide access to critical services, grocery stores and jobs.
7. Provide additional housing opportunities for the elderly and disabled.

What is the Project-Based Voucher Program?

The Project Based Voucher Program is a federal rental assistance program for very low and extremely low-income renters. Property Owners are provided with a rental subsidy that remains with the unit.

Benefits to the Property Owner

- Stabilized occupancy
- Stabilized income
- Housing Assistance Payment Contract may assist the developer/owner in meeting lender-underwriting criteria to obtain loan approval for rehabilitation or new construction.
- Inspections using HUD PBV standards to maintain the property's value.

Cap on the Number of Assisted Units in a Project

The regulations provide for a cap on the number of assisted units in a project, with some exclusions.

The project cap limit per project is the greater of 25 units or 25% of the units in the project. However, if the property is in a census tract in which the poverty rate is 20% or less, the project cap is 40% of the units in the project. The number of PBVs awarded per property may be limited due to the availability of vouchers or the goals of the program at the time of the issuance of the RFP.

Units that are excluded from this cap include units that serve exclusively elderly and / or disabled tenants, (age 62 or older) or units housing households eligible for supportive services available to all families receiving PBV assistance in the project.

Proposal Evaluation Factors

Raleigh Housing Authority will evaluate proposals based on the factors shown in Exhibit B of this Request for Proposals. These factors will be considered as a whole. The evaluation team will document the extent to which the proposal meets each factor.

Contract Rent

Sections 983.301, 302, and 303 relate to the contract rent that can be approved. Unless the property is a certain type of tax credit property, the approvable rent is the lowest of:

- 110% of the FMR or approved exception Payment Standard, minus the Utility Allowance;
- Reasonable Rent per the PHA's determination; or
- The owner's requested rent.

Owner Proposal Review and Selection Process

The following are the primary steps. Additional steps may be required.

1. Prospective PBV Owner submits Proposal to Raleigh Housing Authority (RHA).

2. RHA reviews proposal(s) for completeness and adherence to regulatory requirements as explained herein.
3. Proposals are then evaluated per the evaluation factors listed below.
4. The Proposal(s) are tentatively selected pending completion of additional required regulatory actions as explained herein. After the proposal passes an Environmental Review, Subsidy Layering Review and HUD Housing Choice Voucher property Standards inspection, as needed, the final selection will be made.
5. The Owner is notified concerning the results of the review.
6. A resolution to select a proposal may be provided to the RHA Board of Commissioners.
7. For Existing units that do not need rehabilitation, RHA and the property owner will execute a PBV Housing Assistance Payment Contract after the property passes the Housing Choice Voucher property standards inspection.
8. For properties undergoing rehabilitation or new construction, the RHA and owner sign the Agreement to Enter into a Housing Assistance Payment Contract (AHAP) **before any work concerning rehabilitation or new construction begins including excavation or site preparation (including clearing of the land)**. The AHAP is not needed for Existing projects.
9. After the rehabilitation or new construction passes local government and RHA inspections, and after the requirements in the AHAP are met, the Owner and the RHA execute the Housing Assistance Payments Contract.
10. RHA refers prospective tenants to Owner.
11. Owner screens and selects tenants.
12. RHA calculates the tenant rent share and the RHA rent share, called Housing Assistance Payment (HAP).
13. The owner and tenant sign the Lease and provide a copy to the RHA.
14. The RHA provides the HAP to the owner each month and the tenants provide their share of the rent to the owner each month.

Format of Response

The Proposal for this project should be organized and presented in the following order:

1. Owner Proposal Form (Exhibit A)
2. Evidence of site control. If site control is pending, please provide an explanation as to why and the expected timing for obtaining control of the property.
3. Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs
4. For new construction, the estimated dates for the commencement and completion of construction. For rehabilitation projects, the estimated date for completion of rehabilitation.
5. For new construction or rehabilitation, certification that no rehabilitation or construction has commenced including clearing of the land pursuant to 24 CFR Part 983.52c.

6. The proposed number of units to be project-based. The proposed number of units to be project-based per property should follow the information in the Cap on the Number of Assisted Units in a Project section above.
7. Documentation of the poverty rate of the area in which the site/project is located.
8. For new construction provide site plan and floor plans. Include a list of all accessible units and amenities. For rehabilitation, provide documentation and description of proposed rehabilitation. For existing housing, provide an occupancy report.
9. A description of the area in which the project is located, including a list of all employment centers, schools or colleges, public transportation, health facilities, and parks and recreational areas that are in the general area of the site/project and the distance of each from the site.
10. For new construction or rehabilitation, provide documentation that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project.
11. Market study to support the contract rents being proposed for the property. Provide comparable units with similar size, quality, utility arrangement, and number of bedrooms as the project in question.
12. If applicable, a detailed description of the supportive services provided (or to be provided) for the residents. Include information on the type of services, the frequency the services are offered, whether the services are provided on-site. Include the number of years in which the supportive services will be provided. Provide evidence of partnerships in which the supportive services will be provided.
13. Detailed 20-year proforma for the property.
14. Detailed sources and uses for the property including documentation as to the status of the funding commitments and any subordinate financing.
15. For rehabilitation provide a statement identifying the number of persons to be displaced, temporarily relocated or moved permanently within the building or complex and the organization that will carry out these activities. The estimated cost of relocation payments and services, and the sources of funding.
16. Disclose and describe any litigation or investigation conducted by the Department of Housing and Urban Development, the Internal Revenue Service, Housing Finance Agency, or any other federal, state or local governmental agency
17. Disclose any late or delinquent payments on any debt associated with any property development or ownership. Explain the reason for the late or delinquent payment and the timing of resolution.

Proposed projects must be able to meet all HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to evidence of site control, applicable environmental review, prevailing wage requirements and subsidy layering review. Respondents will be expected to supply any additional information requested to complete the application process

Agency Rights

The RHA reserves the right to either make no awards, or to issue multiple awards. The RHA reserves the right to reject the proposal for reasons beyond the control of the RHA or due to misinformation, errors, or omissions of any kind regardless of the stage in the proposal review process that has been achieved.

The RHA reserves the right to request additional information during the evaluation process from any Respondent that is deemed necessary to determine the Respondent's ability to construct and manage the proposed units. If such information is requested, the Respondent shall be permitted three (3) working days to provide this information.

Ineligible Properties

Project Based Voucher (PBV) proposals for the following types of units will not be approved:

1. Shared Housing
2. Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care; however, Project Based Voucher assistance may be attached for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing
4. Units that are owned or controlled by an educational institution or its affiliate and are designed for occupancy by students of the institution
5. Manufactured homes
6. Cooperative housing
7. Owner occupied housing (homeownership)
8. Units occupied by a family ineligible to participate in the Project Based Voucher program
9. Units in subsidized housing
10. Units owned by Agency board members, officers and employees, members of a local governing body (and other officials); and
11. Project cannot be in a flood zone area unless the local community is participating in the National Insurance Program and Agency can assure HUD that flood insurance will be obtained. (24 CFR 983.7).

Tenant Selection Process and Tenant Eligibility

Eligible applicants will be referred to the Property Manager. The Property Manager is responsible for tenant selection. Applicants for vacant units subsidized through the Project-Based Voucher Program will be selected from the Section 8 Housing Choice Voucher Waiting List maintained by RHA. To qualify for the program, applicant households must make no more than 50% of area median income and applicants must meet eligibility standards set forth by Federal Regulations, HUD rules and Agency's Housing Choice Voucher Program Administrative Plan.

If enough tenants cannot be selected from the Section 8 Housing Choice Voucher Waiting List, the Owner or the Property Manager may refer interested applicants to RHA to apply for the program and be placed on a separate waiting list for this Project Based Voucher Program property. Qualified referrals will be placed on this waiting list in order based on the date and time of application and other preferences established in the RHA's Housing Choice Voucher Program Administrative Plan. The owner/landlord has the responsibility to screen the tenant for suitable tenancy. This may include screening for criminal background, housekeeping, and payment of utility bills and rent on a timely basis. The owner's screening for Section 8 participants must be the same as for non-Section 8 tenants.

Raleigh Housing Authority Project-Based Voucher Program Owner Proposal Form

Instructions

Complete all sections of the Owner Proposal Form and submit it along with the documents requested in the Format of Response section of the Request for Proposals.

Owner Contact Information

Name: _____

Owner Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Telephone # _____

Contact Person Title: _____

E-Mail Address: _____

Signature: _____
(Authorized Representative)

Date: _____

Title: _____

Property and Unit Information

Will the property be newly constructed? _____

Existing Housing?

Will the property be rehabbed? _____

Important: If the property is to be newly constructed or rehabbed, no work, not even preparation of the ground, can be started until the Agreement to Enter into a Housing Assistance Payment Contract is executed between the property owner and the RHA.

Is the property currently approved for tax credits? Yes No Intend to Apply Date
Y/N

Please provide the information below for all units.

Building Address: _____

If appropriate, enter any name the community may use for neighborhood identification to identify building location. _____

Total Units in the Project _____

% of units to be Project-Based _____

Estimated Date of Occupancy _____

of PBVs Requested _____

Requested HAP Contract Term _____

How many months are anticipated for the rehabilitation or new construction from the beginning of the work?

Building Type: check the items that apply below:

	High-rise (9+ stories) Elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Mid-rise (5-8 Stories) Elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Garden Walk-up (2-4 stories and the units are on 1st floor) Elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Townhouse (2 or more attached units with each unit having 2 or more floors)
	Duplex (2 units in one building with at least one unit being on one floor)
	Row-house (Dwelling units in a line of dwelling units attached at the side or rear by means of common walls. Unit is one floor.)

Unit Information

Please provide information for all units in the project or building.

Bedroom Size	Total # of Units	Square Feet	AMI %	# of Fully Accessible Units	# of PBV Units	# of Accessible PBV Units	PBV Rents	Contract Rent	Utility Allowance	FMR	Tax Credit Rent

Utility Allowance Information

Please provide the utility allowance information for the proposed PBV Units.

Utility/Service	Owner/Tenant Paid	Natural Gas	Electric
Heating (specify type)			
Cooking (specify type)			
Water Heating (specify type)			
Other Electric			
Water			
Sewer			
Trash Collection			
Other (specify)			

Amenities Provided by Owner

Amenity	Y or N		Amenity	Y or N
Central AC			Carpeting	
Window AC			Off-street Parking	
Refrigerator			Garage	
Stove			Working Fireplace	
Dishwasher			Cable Ready	
Disposal			Pool	
Microwave			Fitness Center	
Washer/Dryer Hookups			Playground	
Washer/Dryer			Patio/Balcony/Deck	
Ceiling Fan(s)			Fenced yard	
Security System			Basement	
Laundry Facilities			Outside Storage	
Disability Features			Recreational Facilities	

	Less than ¼ mile	Between ¼ and 3 miles	More than 3 miles
Distance:			
Shopping (i.e., groceries, pharmacy, other everyday type of needs)			
Schools			
Employment opportunities (i.e., organizations with 25 or more employees)			
Public transportation			
Significant Medical facilities (hospital)			
Public schools			
Parks, civic features			

What is the census tract for the property? _____ Poverty Rate in Census Tract? _____

Is this site a property that supports local/county activities to expand and provide affordable housing opportunities such as part of a HOME program, CDBG activities, designated a project under the HUD redevelopment zone. If so, please explain activities:

Provide the documentation detailing the experience of the property management company in managing project based units.

To what extent will the project further RHA's goal of deconcentrating poverty and expanding housing and economic opportunities.

Describe the project readiness or the status of the project.

Describe how the project supports the City of Raleigh and Wake County Affordable Housing objectives.

Does the Owner/Developer have Affordable Development Project Experience? If yes, please provide documentation detailing experience.

Management and Maintenance Services

Will there be on-site: Management Staff? Yes No Property Management Co. _____

Maintenance Staff Yes No

Name of Company Handling Maintenance _____

Are there other management or maintenance services available, such as package receiving, security guard or janitorial services?

Will there be on-site transportation services? If so, please explain:

Will there be onsite education services provided? If so, please describe:

Will there be provisions made for on-site or off-site self-sufficiency activities? If so, explain:

Accessible Units

Describe type of accessible features in the PBV units.

Unit #	Accessible Features

Intended Resident Population (Check all that apply)

- Elderly (62 years or older) Families Disabled
- Person(s) receiving supportive services

If property will provide supportive services, list the services to be provided, term and how they will be provided.

Do any units have another form of assistance? Yes No

If yes, what is the type of assistance?

Other forms of assistance could include:

- Section 236 Rental Housing Program
- 221d FHA insurance Program for Multi-family or Cooperative Housing
- Section 202 Supportive Housing for the Elderly
- Section 811 Supportive Housing for Disabled Persons
- HOME investment Partnership Program
- Housing Stabilization Funds
- Community Development Block Grant funds
- Low-income Housing Tax Credits
- HUD-insured or co-insured mortgages
- Federal Home Loan Bank housing program funds
- Tenant-based Section 8 Housing Choice Vouchers
- Other federal, state, or local subsidized housing programs

Ownership

Provide evidence of ownership with proposal.

What type of ownership evidence is being provided?

List the names of officers and other principal members, shareholders, investors, and other parties having a substantial interest.

Does the owner or any partners have a relationship with RHA, its staff, or members of the Board of Commissioners?

Plans for Management and Maintenance

1- Does the owner or property manager have a written plan for the maintenance of the units?
 Yes No

If "Yes" please include the maintenance plan with this proposal. If "No," below provide a description of how units will be maintained, both on an on-going and long-term basis, focusing on preventive maintenance, routine maintenance, emergency repairs, security, and health and safety-related areas. Be sure to identify what personnel will perform the maintenance of units and common areas, note where they are located and hours available.

Do you have a written plan for the management of the units? Yes No

If "Yes" include the plan with this proposal. If "no" below identify what personnel manages the units, note where they are located, hours of operation and any other descriptive information about their functions.

For Office Use Only

Date Proposal Received _____
Time Proposal Received _____

Exhibit B**Scoring Criteria**

The scoring criteria include 200 base points. Up to 30 bonus points are possible.

Please note that the Housing Authority maintains the right to not award PBVs to proposals that meet the threshold, or to award fewer PBVs than requested, based on availability of vouchers, availability of funding, or any circumstance where the full award of vouchers is not in the best interest of the Housing Authority.

The Housing Authority may award full points, partial points, or no points for any given criterion.

Summary of Evaluation Factors and Maximum Points Available

1.	Deconcentration of Poverty	15	
2.	Site and Design of Proposed Property	30	
3.	Financial Feasibility of Project/Provides Long-Term Affordable Housing	45	
4.	Project Readiness	45	
5.	Increases the Efficiency and Utilization of the Housing Choice Voucher Program	10	
6.	Supportive Services	30	
7.	Previous Experience in Development and Management of Affordable Housing	25	
8.	Total Base Points	200	
9.	Bonus Points	30	
	Total Possible Points	230	

1.	Deconcentration of Poverty	15 Points Maximum	Points Awarded
a.	Project is located in an area where the poverty rate is less than 20%	10	
b.	For properties located in a census tract where the poverty rate is 20 percent or greater, include a narrative addressing the following regarding the location: <ul style="list-style-type: none"> • Whether it is undergoing significant revitalization • Whether it had state, local, or federal dollars invested that has assisted in the achievement of deconcentrating poverty and expanding opportunity • Whether new market rate units are being developed and the likelihood that such market rate units will positively impact the poverty rate • Whether there has been an overall decline in the poverty rate in the past five years • Whether there is meaningful opportunity for education and economic advancement. 	5	
	Total Points Awarded		

2.	Site and Design of Proposed Property	30 Points Maximum	Points Awarded
a.	In neighborhoods providing greater choices and opportunities in employment, education, transportation, and healthcare.	10	
b.	Project incorporates site, unit and common area features and amenities that are responsive to the needs of the resident population.	15	
c.	The applicant certifies that the project includes units developed in accordance with the minimum requirements of any one of the following programs: Leadership in Energy & Environmental Design (LEED); Green Communities; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or the GreenPoint Rated Program. The project will use Universal Design principles	5	
	Total Points Awarded		

3.	Financial Feasibility of Project/Provides Long-Term Affordable Housing	45 Points Maximum	Points Awarded
a.	Project demonstrates financial feasibility for a 20-year period using applicable contract rents. Projects receiving the highest scores will document operating feasibility using generally accepted affordable housing finance assumptions and modeling.	10	
b.	The sources and uses demonstrates the financial feasibility of the property and shows the ability to obtain funding for the project. For existing units, the project demonstrates financial feasibility to maintain the property in good condition for the term of the HAP contract.	10	
c.	The project provides additional affordable housing to households making 30% AMI or less.	10	
d.	The proposal is consistent with the City of Raleigh and Wake County Affordable Housing objectives.	10	
e.	Project includes a source of funding to provide supportive services for an extended period of time.	5	
Total Points Awarded			

4.	Project Readiness	45 Points Maximum	Points Awarded
a.	The proposal provides timely access to RHA resident households required to relocate from public housing.	15	
b.	The proposal demonstrates control of the site.	10	
c.	Evidence of readiness to proceed including market study that supports the contract rents, site plan, floor plan, funding commitments, current zoning or pending zoning approval. For rehabilitation proposal, provided documentation and description of proposed relocation plan including budget. For existing projects, evidence that the project can meet HQS standards within 45 days of proposal selection.	10	
d.	Evidence that there are financing commitments in place to complete the project.	10	
Total Points Awarded			

5.	Increases the Efficiency and Utilization of the Housing Choice Voucher Program	10 Points Maximum	Points Awarded
a.	The property supports the maximum allowed amount of PBV units at the property.	10	
Total Points Awarded			

6.	Supportive Services	30 Points Maximum	Points Awarded
a.	A supportive services provider has been identified and has provided a letter of intention to provide supportive services with a client to case manager ratio not to exceed 15:1. Bonus points will be awarded where the client to case manager ratio is lower.	15	
b.	Project has clearly identified a wide range of appropriate supportive services responsive to the needs of the residents.	10	
c.	A supportive services agreement has been entered into with a service provider to provide intensive supportive services with a client to case manager ratio not to exceed 15:1 for a period of no less than 5 years following leasing of the project	5	
Total Points Awarded			

7.	Previous Experience in Development and Management of Affordable Housing	25 Points Maximum	Points Awarded
a.	Demonstrates significant experience and ability to design and construct high quality affordable housing units.	10	
b.	Does not have experience with a project based voucher program, but is partnering with another entity with such experience.	5	
c.	Property manager has experience managing affordable housing properties that included Project Based Vouchers.	10	
Total Points Awarded			

8.	HUD Requirements	Yes/No	Yes/No
a.	The Proposal supports the goals of deconcentrating poverty and expanding housing and economic opportunities pursuant to 24 CFR 983.57 (b) (1); Site Selection Standards; Compliance with PBV goals, civil rights requirements, and HQS.		
b.	The Proposal is suitable from the standpoint of facilitating and furthering full compliance with the following applicable provisions pursuant to 24 CFR 983.57 (b) (2): <ul style="list-style-type: none"> •Title VI of the Civil Rights Act of 1964 and HUD's implementing regulations at 24 CFR part 1; •Title VIII of the Civil Rights Act of 1968 and HUD's implementing regulations at 24 CFR parts 100 through 199; •Executive Order 11063 (27 FR 11527; 3 CFR, 1959–1963 Comp., p. 652) and HUD's implementing regulations at 24 CFR part 107. •Section 504 site selection requirements described in 24 CFR 8.4(b)(5). 		
c.	The site identified in the Proposal is consistent with HUD regulations and guidelines at 24 CFR 983.57 (d) for Existing and rehabilitated housing site and neighborhood standards and 24 CFR 983.57 (e) New construction site and neighborhood standards for new construction.		
d.	For Existing Units, the site identified in the Proposal substantially meets the HQS site standards at 24 CFR 982.401(l), and for rehabilitation and new construction units, the site identified in the Proposal meets the HQS Site and Neighborhood Standards.		
Total Points Awarded			

9	Bonus Points		
a.	The maximum number of units allowed per HUD regulations will be ready in 2024.	15	
b.	Property is located in a designated Opportunity Zone.	5	
c.	Supportive services provides a client to case manager ratio lower than 10:1.	10	
Total Bonus Points		30	