

## Addendum 2

### Questions and Answers

1. Where can I locate the poverty rates by census tracts that you all are referring to in the RFP?  
<https://www.huduser.gov/portal/maps/hcv/home.html>
2. What is the expected timeline from the submission of the application to the Notice of Project Selection? We have a project that is under construction and expected to receive its Certificate of Occupancy in September 2024 and will be ready to inspect for HQS compliance at that time. Would this timeline work for us to apply for PBVs for it under the "Existing Housing" category?  
The timeline for the Notice of Project Selection will be dependent on the number and complexity of proposals received. RHA may issue the proposal selections in batches dependent on the number received. Each respondent will have to review the RFP and decide whether to submit a proposal based on the likelihood that they will succeed. RHA may issue additional RFPs in the future, although the timing is undetermined, depending on the availability of vouchers and the goals of the program.

3. Is the Environmental Review required for projects applying in the "Existing Housing" category? Will RHA perform the Environmental Review or will the developer be responsible for obtaining it?  
Yes. In accordance with 24 CFR 983.58, an environmental review is required for all PBV units including existing units. A PHA, an owner, or its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities until an environmental review is completed. Specifically, no AHAP for rehabilitated or new construction units may be executed until the environmental review is complete and no housing assistance payments (HAP) contract may be executed for existing units until the environmental review is completed.

The environmental review is not required to be submitted with the submission of the proposal but is required prior to the execution of the Agreement to Enter into a Housing Assistance Payment Contract (AHAP) or (Housing Assistance Payment) HAP contract. It is the responsibility of the owner/developer to prepare all necessary documents, and any costs associated with the completion of the Environmental Review are the responsibility of the owner/developer. The developer can initiate the Environmental Review with the Responsible Entity (RE) but the RE normally completes the form and signs it.

#### [Part 58 Environmental Assessment Form - HUD Exchange](#)

4. Are the PBVs assigned to specific units in a project? In other words, if we have 200 total units, 150 of which are targeted to 60% AMI and 50 of which are targeted to 30% AMI, would we be able to request 50 PBVs that would attach to the 30% AMI units only?  
Yes, the PBVs can be attached to the 30% units. The number of PBVs awarded will be dependent on the PBV project cap regulations and the availability of PBVs to be awarded.

The PBVs are assigned to a specific unit in the project and are listed on the HAP Contract.

Per § 983.203 the HAP contract must specify:

- (a) The total number of contract units by number of bedrooms;
- (b) Information needed to identify the site and the building or buildings where the contract units are located. The information must include the project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- (c) Information needed to identify the specific contract units in each building. The information must include the number of contract units in the building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;

5. What happens if a resident in a unit with PBV is over income when re-certified?

If the resident was eligible for the Project-Based Voucher at the time the voucher was awarded, but their income increased above the eligible threshold, the family must be removed from the HAP Contract 180 days after the last HAP payment.

§ 983.211 Removal of unit from HAP contract.

(a) Units occupied by families whose income has increased during their tenancy resulting in the tenant rent equaling the rent to the owner, shall be removed from the HAP Contract 180 days following the last housing assistance payment on behalf of the family.

6. Can a proposal for a new construction project be submitted if site and/or floor plans are not yet available?

A PBV proposal must comply with site selection standards as noted in 24 CFR 983.51 Owner proposal selection procedures. Site selection standards for new construction are detailed in 24 CFR 983.57 (e)(1) which requires the site to be adequate in size for the proposed units. If there is no site plan it might be difficult to determine this. RHA may issue additional RFPs in the future, although the timing is undetermined, depending on the availability of vouchers and the goals of the program.

24 CFR 983.51 Owner Proposal Selection Procedures

(a) **Procedures for selecting PBV proposals.** The PHA administrative plan must describe the procedures for owner submission of PBV proposals and for PHA selection of PBV proposals. Before selecting a PBV proposal, the PHA must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing (§§ 983.53 and 983.54), complies with the cap on the number of PBV units per project (§ 983.56), and meets the site selection standards (§ 983.57).

983.57 (e) (1)

(e) **New construction site and neighborhood standards.** A site for newly constructed housing must meet the following site and neighborhood standards:

(1) The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

7. Can an owner deny a referral from RHA for not meeting screening criteria in the property's TSP?  
In general, the response to this question is Yes. Without knowing the details of the Tenant Selection Plan this answer cannot be definitive.
8. How would we classify a building with 4 stories and an elevator?  
The 4-story elevator building would be eligible for new construction, rehabilitation or existing units per 24 CFR 983.
9. Does the market study need to be within a particular period of time?  
The market study would need to be in a timeframe that is reflective of the current market conditions in which the property is located as well as the site and unit makeup of the property.
10. In the application itself, do you want applicants to list the names of certain amenities or just check that the particular amenity is in the distance range?  
In the Owner Proposal Form there is a section to mark Y/N for amenities provided by the owner at the property. If there are additional amenities not included in the list that may be listed on an attached document. In the list for amenities in the area an X can be put in the column in which the distance is located.
11. What constitutes "documentation" of the poverty rate?  
Print out showing the poverty rate for the census tract in which the property is located. Poverty rates can be located <https://www.huduser.gov/portal/maps/hcv/home.html>

12. For the client to case manager ratio of 15:1, is that computed on the assumed number of PBV units or total units?  
Total units where supportive services are available.
13. What are some examples of “self-sufficiency activities”?  
Some examples would be job training, financial training, employment counseling/assistance.
14. Data Source for Poverty Rate: Item #7 from the Response Format outline (page 5 of RFP) requests "documentation of the poverty rate of the area in which the site/project is located." Could you please specify the preferred data source for determining the poverty rate?  
<https://www.huduser.gov/portal/maps/hcv/home.html>
15. Tentative Proposal Selection Timeline: What is the expected timeline for the tentative selection of proposals by the Raleigh Housing Authority?  
This timeline will be dependent upon the number and complexity of the proposals received.
16. Part 58 Environmental Review for New Construction Projects: For new construction projects that trigger a Part 58 Environmental Review, who is the designated Responsible Entity for these reports within the RHA's PBV Program?  
Generally, the City of Raleigh is the Responsible Entity but Wake County and HUD can perform the Environmental Review if the City is unavailable.
17. Process and Timeline for Part 58: Could you please explain the process and timeline for engaging a Part 58 Environmental Review? Specifically, is it the responsibility of the developer to engage the Part 58, and then request that the Responsible Entity review it? Or does the Responsible Entity engage the report?  
The environmental review is not required to be submitted with the submission of the proposal but is required prior to the execution of the Agreement to Enter into a Housing Assistance Payment Contract (AHAP) or (Housing Assistance Payment) HAP contract. It is the responsibility of the owner/developer to prepare all necessary documents, and any costs associated with the completion of the Environmental Review are the responsibility of the owner/developer. The developer can initiate the Environmental Review with the Responsible Entity (RE) but the RE normally completes the form and signs it. Refer to 24 CFR 983.58.
- [Part 58 Environmental Assessment Form - HUD Exchange](#)
18. Clarification of Scoring Criteria - Section 7: In Exhibit B Scoring Criteria, Section 7 (Previous Experience in Development and Management of Affordable Housing) lists a maximum score of 25 points. However, the first two evaluation factors seem to conflict, suggesting that the maximum achievable points might be 20. More specifically, 10 points are available for developers that demonstrate “significant experience and ability to design and construct high quality affordable housing units”; and 5 points are available for a developer that “does not have experience with a project based voucher program, but is partnering with another entity with such experience.” Can you please provide clarification on this?  
Section 7b is related to the management of the property. If the developer is partnering with a management company that has experience with a PBV program there is no guarantee how long the partnership will last which results in lower points awarded.
- Section 7 Maximum Points is updated to 20 points with the total base points available for the Scoring of all proposals to 195.
19. How does RHA want to receive these RFPs documents? Do you all want to receive them in just one large PDF? Or would you all accept dropbox links with the supporting documentation required to be included in the RFP?

If the pdf files are too large to be submitted via e-mail, a link to the dropbox files may be submitted by the due date/time. The files will need to remain available for download for at least 14 days after the due date/time.