Suffolk Redevelopment and Housing Authority
Housing Choice Voucher Program
530 East Pinner Street l Suffolk VA 23434
Phone (757) 539-2100 l Fax (757) 539-5184 l
www.suffolkrha.org

REQUEST FOR PROPOSALS

FOR

PROJECT BASED VOUCHERS

SRHA PBV 02/2021

Suffolk Redevelopment and Housing Authority
530 E Pinner Street
Suffolk VA 23434

February 19, 2021

REQUEST FOR PROPOSALS

Suffolk Redevelopment and Housing Authority (SRHA) will accept Proposals for Project based vouchers until 4:00 p.m. local prevailing time, **February 19, 2021** at 530 East Pinner Street, Suffolk VA 23434.

Copies of the Request for Proposals identifying the scope of services and evaluation factors for selection may be obtained from the Authority's Office at the above address, by calling (757) 539-2100 or from our webpage at www.suffolkrha.org.

Minority-Owned and Women-Owned Business Enterprises are encouraged to submit proposals.

Michell D. Layne

Housing Operations Director, SRHA

Suffolk Redevelopment and Housing Authority

Project Based Voucher Program

Request for Proposals

Suffolk Redevelopment and Housing Authority (SRHA) is accepting proposals from qualified, responsible owner/developers (Proposer) to provide affordable, permanent new construction housing for families within the City of Suffolk. New construction is defined as housing that does exist at the time of proposal selection. SRHA encourages property owners and developers to make rental housing available to lower income households at affordable rents that are consistent with HUD Fair Market Rents (FMR). Developers must be licensed to do business in the City of Suffolk and the Commonwealth of Virginia.

In accordance with SRHA's Agency Plan and the Housing Choice Voucher (HCV) administrative plan, SRHA anticipates awarding a maximum of **8** Project Based Vouchers (PBVs) under this RFP. These vouchers may involve awards to one or more Proposer.

SRHA does business in accordance with the Federal Fair Housing Law and the Section 504 program accessibility requirements. SRHA complies with the Fair Housing Act and provides reasonable accommodations and modifications to persons with disabilities. SRHA does not discriminate against individuals because of race, color, religion, sex, disability, familial status, national origin, sexual orientation, or gender identity in admission or access to its programs. Small businesses and businesses owned by women and/or minorities are encouraged to apply.

SRHA is a public housing authority created pursuant to the Commonwealth of Virginia statues. SRHA owns and manages public and affordable housing communities within the City of Suffolk. SRHA administers a Housing Choice Voucher (HCV) Program that includes VASH vouchers. SRHA is allocated **1,193** Housing Vouchers.

Program Information

HUD allows Public Housing Authorities (PHAs) to use up to 20% of HCV program funds to provide project-based assistance[1]

Under the PBV program, SRHA enters into an assistance contract with the owner for specified rental units, for a specified term (up to 15 years) subject to funding availability. Assistance or subsidy is provided for units that meet the program standards. To fill vacant project-based units, SRHA refers families from its waiting list to the project owner. SRHA subsidy standards determine the appropriate unit size for the family size and composition.

Housing units and/or projects that are not eligible for PBV assistance include:

- Shared housing;
- Units on the grounds of penal, reformatory, medical, mental, or similar public or private institutions;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board
- And care, or intermediate care (assistance may be approved 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);
- Units owned or controlled by an education institution or its affiliate and designed for occupancy by
- The students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- High-rise elevator projects for families with children;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations

[1] 24 CRF Part 983, Project Based Voucher (PBV) Program, specifies that buildings containing more than four units are subject to 25%-unit limitation on the number that can have project-based assistance. Developments that will serve the elderly, or disabled, or provide supportive services are exempt from the limitation.

Sites selected for PBV assistance must be:

- consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities;
- compliant with the applicable laws regarding non-discrimination and accessibility requirements
- compliant with Housing Quality Standards (HQS) site standards;
- compliant with HUD regulations for site and neighborhood standards;
- compliant with local city zoning requirements.

Proposer must provide proof of clear ownership to the site. All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals.

New Constructions must:

- meet the applicable requirements of the HUD OBV and HCV program regulations;
- meet the Housing Quality Standards (HQS);
- comply with design and construction requirements of the Fair Housing Amendments Act of 1988, implement regulations at 24 CFR 100.205, as applicable and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.SC. 794), and implement regulations at 24 CFR part 8.

Proposed sites will be visited by SRHA to ensure that construction activities have not been initiated prior to the award of any PBV vouchers and the signing of the Agreement to enter into a Housing Assistance Payments Contract (AHAP). Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities. New construction of nine or more units will involve application of the federal Davis-Beacon construction wage guidelines.

The owner and owner's contractors and subcontractors must comply with all applicable State and federal labor regulations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations. (CFR 24 Part 983).

Prior to the execution (AHAP), new construction must complete required environmental and subsidy layering reviews for approval by HUD.

An environmental review must be completed by a HUD-designated responsible entity unless excluded from the review by the National Environmental Policy Act (NEPA).

The subsidy layering review prevents excessive public housing assistance by combining (layering) housing assistance subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

In the AHAP, the owner agrees to develop the contract units and SRHA agrees that, upon timely completion of such development in accordance with the terms of the AHAP and after inspection according to Housing Quality Standards (HQS).

SRHA will enter into a HAP contract with the owner within ten (10) business days. The AHAP terms include the estimated initial rents to the owner for the contract units. The amount of rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner must not exceed the lowest of:

- an amount determined by SRHA, not to exceed the approved Payment Standard for the unit bedroom
- size minus any utility allowance;
- the reasonable rent; or
- the rent requested by the owner.

Other content requirements of the AHAP Contract are identified in 24-CFR 983.152, Purpose and content of the Agreement to enter into HAP contract.

SRHA has no responsibility or liability to the owner of any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by SRHA to occupy the owner's unit based on their tenancy histories. SRHA screens families for their eligibility to receive the voucher assistance, and the owner screens the family for their suitability to enter into a lease agreement. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause; "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may; renew the lease, refuse to renew the lease for good cause, or refuse to renew the lease without good cause.

The 2021 HUD Fair Market Rent and SRHA's Payment Standard is below.

HUD/SRHA 2021 HCV Fair Market Rent (FMR) Payment Standard (PS)		
Effective 10/01/2020		
Bedroom Size	HUD FMR	SRHA Payment Standard
0	$960	$952
1	$972	$958
2	$1,147	$1,136
3	$1,618	$1603

All rental amounts under the PBV program must include the cost of monthly utilities paid by the tenant; SRHA's current utility allowance schedule is below. Please note that all SRHA utility allowances are reviewed annually and subject to change.

	SRHA MONTHLY UTILITY ALLOWANCE			
Locality Suffolk Redevelopment and Housing Authority	**Unit Type** Apartment/Walk-up	**Date (05/01/2020)**		
Utility or Service	**Monthly Dollar Allowances**			
	Bedroom Size			
	0 BR	**1BR**	**2BR**	**3BR**
Heating				
Natural Gas	$17	$20	$23	$25
Bottle Gas	$50	$59	$67	$76
Electric Resistance	$14	$16	$20	$24
Electric Heat Pump	$12	$14	$17	$18
Fuel Oil	$41	$48	$55	$62
Other Electric				
Lights and Appliances	$18	$22	$30	$39
Air Conditioning	$7	$9	$12	$15
Water Heating				
Natural Gas	$6	$7	$11	$14
Bottle Gas	$19	$22	$32	$41
Electric	$12	$14	$18	$21
Fuel Oil	$15	$18	$26	$34
Water	$51	$56	$85	$130
Sewer	$54	$60	$100	$160
Range/Microwave (Tenant provided)	$18	$18	$18	$18
Refrigerator (Tenant provided)	$19	$19	$19	$19
Electric Customer Monthly Fee	$7	$7	$7	$7
Natural Gas Customer Monthly Fee	$13	$13	$13	$13

Due to the above conditions and requirements, applicant should be aware of the significant lead time necessary to secure all required approvals priors to commencement of construction.

Application Requirements

All applications must be complete and submitted by **Friday, March 5, 2021 at the 4:00 pm** deadline. All applications will be reviewed and evaluated as submitted. If SRHA determines that an application is non-responsive or non-compliant with this RFP, the rating criteria will reflect this status.

A complete responsible response to this application will include:

- Cover letter
- Table of Contents
- Completed Application
- Project Budget Detail (Pro Forma)
- Budget Narrative
- Tenant Selection Criteria/Preference and Plan
- Evidence of Site Control/Ownership
- 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
- Documentation of award of competitive housing assistance including documentation for that application
- Had no consideration of Project Based Vouchers, if applicable
- Evidence of compliance with local permits and zoning requirements
- Commitment to comply with labor standards, including Davis-Bacon as appropriate
- Section 3 employment and training opportunities plan (Section 3 information attached to RFP)
- Management plan

Optional Supporting Documentation including:

- Evidence of zoning approval
- Letters of Support from Local governments
- Funding Award/Commitment documents
- Documentation of funding commitment for Supportive Services

Requirements for Organizations Receiving Project-Based Vouchers from SRHA and HUD

- The Organization must be incorporated in Virginia. Non-profit organizations must have received a 501© (3) tax-exempt organization determination
- The Organization must have a Board of Directors (or similar oversight body) that hires the Executive Director and sets policy and financial guidelines.

- The Organization must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a grievance procedure.
- The Organization must be annually audited by a certified public accounting firm and the results must be provided to SRHA. The latest audit must be part of the submission to this RFP.
- The Organization must have in place the following insurance which shall be written by companies authorized to do business in the State of Virginia and acceptable to SRHA. Binders will be required before completion of contract.
    - Comprehensive general liability insurance at limits not less than one million dollars ($1,000,000.00) combined single limits
    - Commercial general liability insurance contractual liability coverages in the amount not less than one million dollars ($1,000,000.00) combined single limits
    - Employees dishonesty bond at limits not less than one million dollars ($1,000,000.00)
    - Workers Compensation Insurance
- The Organization must comply with all the laws and regulation of the State of Virginia, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement, and rental certificates of compliance.
- The Organization must not be involved in any current litigation or contractual dispute.
- The Organization must designate a point of contact for SRHA.
- The Organization must provide to SRHA, HUD or its agents reports, financial and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations.

Organizations must be able to enter into an AHAP contract and start the project for which PBV's have been requested within a 12-month period after the announcement of the award or SRHA reserves the right to withdraw the award.

All proposals submitted must conform to all of the requirements and specifications outlined in this RFP; incomplete proposals will not be considered for selection.

One original, and three (3) copies of the application in response to this RFP must be submitted on the forms provided or in the format where specified by SRHA.

Suffolk Redevelopment and Housing Authority
530 East Pinner Street
Suffolk Virginia 23434
Attn: Michell D. Layne, Housing Operations Director

A minimum 12-point font must be used. All applications and accompanying documents must be paper copies. No electronic versions of the applications will be accepted. A Table of Contents should be included with all pages in the applications sequentially numbered.

Proposals must be clearly marked: **"New Construction RFP PBV's" by 4:00 pm, March 5, 2021.**

RFP packages are available from the SRHA website, www.suffolkrha.org.

For questions, please e-mail Michell D. Layne, Housing Operations Director at mlayne@suffolkrha.org by **March 3, 2021**.

Application Review

SRHA will appoint a PBV Selection Panel consisting of at least three persons who will review, evaluate, rank and select the applications according to the following criteria:

1. Ownership experience
    a. Five years and above — 10 points
    b. Less than five years — 5 points

2. Management experience
    a. Five years and above — 10 points
    b. Less than five years — 5 points

3. Site Location
    a. Site is within ¼ mile of shopping and neighborhood services or within ¼ mile of public transportation to those services and within 5 miles of significant health services — 10 points
    b. Site is located outside an area of minority concentration — 5 points

4. Support Services
    a. 100% provided on site — 10 points

b. Less than 100% provided on site 5 points

5. Development Experience
   a. Five years and above 10 points
   b. Less than five years 5 points

6. Commitment to Section 3
   a. Section 3 plan is 100% compliant 10 points
   b. Section 3 plan is included, but less than 100% compliant 5 points

Proposals will also be evaluated on:

- Financial commitments
- Eligible housing type
- Consistency with PHA requirements, as stated in RFP
- Verification that construction has not started for new development proposals

Projects selected to receive Project Based Vouchers by SRHA will be notified in writing by **March 12, 2021.**

Resources

HUD Project Based Vouchers website
https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project

Federal Digital System: CFR 24 Part 983 Project Based Voucher (PBV) Program
https://www.ecfr.gov/cgi-bin/text-idx?SID=454ce982fffbc75abe6506cafc1bbed9&mc=true&node=pt24.4.983&rgn=div5

HUD Housing Quality Standards
https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/hqs

SRHA Section 8 Administrative Plan
https://www.suffolkrha.org/plugins/show_image.php?id=72

SRHA Reservation of Rights

- SRHA reserves the right to reject any or all proposals or to terminate the RFP process at any time, at its sole and absolute discretion if deemed by SRHA to be in its best interests.
- SRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals, proposals with misinformation, errors, or omissions of any kind at any step in the RFP process.
- SRHA shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.

Application Form

I. Project Owner Information

a. Organization Type
- ☐ Community Housing Development Organization
- ☐ Nonprofit Housing Developer
- ☐ Nonprofit Community Organization
- ☐ For Profit Housing Developer
- ☐ Other (please specify) _____

b. Organization_____
c. Organization Address _____
d. City _____ State _____ Zip Code _____
e. Executive Director _____
f. Telephone _____ Email _____
g. Project Contract _____
h. Telephone _____ Email _____
i. Other Principal Party(ies) _____

II. Development Consultant (if applicable)

a. Organization Name _____
b. Consultant Name _____
c. Telephone _____ Email_____

III. General Project Information

a. Name _____
b. Address _____
c. City _____ State _____ Zip Code _____
d. Parcel Number _____ Census Tract _____

IV. Development Experience

Please describe the applicant's experience in the development and management of rental properties, especially those servicing low-income families, the number of years of experience, and the number of units managed.

V. Detailed Project Description

Please thoroughly describe the proposed project. At a minimum, the following should be addressed:

a. Description of type of housing to be provided
b. Need for the project
c. How the project meets funding priorities and is consistent with the consolidated plan
d. Characteristics and demographics of the population to be served
e. Evidence of financing or lender interest.
f. Support services provided
g. Location and characteristics of the site to include:
    1. Relevant zoning issues
    2. Neighborhood characteristics
    3. Neighborhood amenities
    4. Distance to local amenities, services, health care, and public transportation
h. Environmental concerns
i. Disclosure of other government assistance for the proposed project (subsidy layering review)

VI. Unit Summary

Bedroom Size						Total
Number of Requested PBV Units						
Number of Other Subsidized Units						
Number of Market Rate Units						
Total Units						

VII. Proposed Contract Rent

Proposed Size				
Proposed Contract Rent Per Month				

VIII. What is the requested PBV contract term length? _____ years.

IX. New Construction Description

Please describe the proposed design, layout, and other construction elements. Include, as appropriate, architectural drawings, floor plans, accessibility features, sustainable material specifications or plans, etc.

X. Project Timeline

Describe in detail the project timeline from inception to initial occupancy.

XI. Obstacles

Describe any known obstacles or issues that may affect the ability to meet any of the project timelines.