



Harrisonburg Redevelopment & Housing Authority

REQUEST FOR PROPOSALS FOR PROJECT BASED VOUCHERS **HRHA PBV 01/2024**

Harrisonburg Redevelopment and Housing Authority
Housing Choice Voucher Program
286 Kelley Street
Harrisonburg, VA 22802-4721
Phone (540) 434-7386 | Fax (540) 432-1113
www.harrisonburgrha.com

January 12, 2024

REQUEST FOR PROPOSALS

Harrisonburg Redevelopment and Housing Authority (HRHA) will accept Proposals for project-based vouchers until 4:00 p.m. local prevailing time, February 16, 2024 at 286 Kelley Street, Harrisonburg, VA 22802.

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 (540) 434-7386 or from the Authority's webpage at www.harrisonburgrha.com.

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

Michael G. Wong
Executive Director, HRHA

Harrisonburg Redevelopment and Housing Authority Project Based Voucher Program

Request for Proposals

Harrisonburg Redevelopment and Housing Authority (HRHA) is accepting proposals from qualified, responsible owner/developers (Proposer) to provide affordable, permanent new construction housing for families in the City of Harrisonburg. New construction is defined as housing that does not exist at the time of proposal selection. HRHA 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 Harrisonburg and the Commonwealth of Virginia.

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

HRHA does business in accordance with the Federal Fair Housing Law and the Section 504 program accessibility requirements. HRHA complies with the Fair Housing Act and provides reasonable accommodations and modifications to persons with disabilities. HRHA 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.

HRHA is a public housing authority created pursuant to the Commonwealth of Virginia statutes. HRHA owns and manages public and affordable housing communities within the City of Harrisonburg. HRHA administers a Housing Choice Voucher (HCV) Program. HRHA is allocated 965 Housing Vouchers.

Program Information

HUD allows Public Housing Authorities (PHAs) to use up to 20 percent of HCV program funds to provide project-based assistance.

Under the PBV program, HRHA 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, HRHA refers families from its waiting list to the project owner. HRHA 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 educational institution or its affiliate and designed for occupancy by 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; and
- Subsidized housing types determined ineligible in accordance with HUD regulations.

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 HUD NSPIRE standards;
- compliant with HUD regulations for site and neighborhood standards; and
- compliant with local city zoning requirements.

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.

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

New construction must:

- meet the applicable requirements of the HUD PBV and HCV program regulations;
- meet HUD NSPIRE standards;
- 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.S.C. 794) and implement regulations at 24 CFR part 8.

Proposed sites will be visited by HRHA 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-Bacon 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 HRHA agrees that, upon timely completion of such development in accordance with the terms of the AHAP and after inspection according to NSPIRE, HRHA 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 HRHA, 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.

HRHA has no responsibility or liability to the owner or 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 HRHA to occupy the owner’s unit based on their tenancy histories. HRHA 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 2024 HUD Fair Market Rent and HRHA ’s Payment Standard is below.

Payment Standard Effective 01/01/2024		
Bedroom size	HUD Fair Market Rent	HRHA Payment Standard
1BR	\$927	\$1,112
2BR	\$1,203	\$1,444
3BR	\$1,619	\$1,943

All rental amounts under the PBV program must include the cost of monthly utilities paid by the tenant. HRHA ’s current utility allowance schedule for Section 8 HCV Moving to Work is below.

Sec 8 HCV Moving to Work Program All Building Types Effective 01/01/2024						
Utility or Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Electric, Natural Gas, Fuel Oil, Water, Sewer, and Trash	261	293	409	480	596	671

Application Requirements

All applications must be complete and submitted by February 16, 2024 at the 4:00 pm deadline. All applications will be reviewed and evaluated as submitted. If HRHA 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, included as a narrative description of your Section 3 plan.
- 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 HRHA 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 HRHA. 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 HRHA. 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 regulations of the Commonwealth 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 HRHA.
- The Organization must provide to HRHA, 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 a HAP contract and start the project for which PBVs have been requested within a 12-month period after the announcement of the award or HRHA 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 pdf of the application and all attachments in response to this RFP must be submitted on the forms provided or in substantially the same format as the forms specified by HRHA.

**Harrisonburg Redevelopment and Housing Authority
286 Kelley Street
Harrisonburg, Virginia 22802-4721**

A minimum 12-point font must be used. One pdf of the application and all required components in response to this RFP must be submitted by email on the forms provided or containing the same information in substantially the same format as the forms specified by HRHA. A Table of Contents should be included with all pages in the application sequentially numbered.

PROPOSALS in response to this RFP (one pdf) must be clearly marked and labeled in the email subject line as: **“New Construction RFP PBVs” and submitted by 4:00 pm, February 16, 2024.**

Email to: Michael G. Wong, Executive Director at wongway@harrisonburgrha.com

RFP packages are available from the HRHA website, www.harrisonburgrha.org .

For questions, please email Michael G. Wong, Executive Director, at wongway@harrisonburgrha.com.

Application Review

HRHA 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 HRHA will be notified in writing by February 21, 2024.

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/current/title-24/subtitle-B/chapter-IX/part-983>

HUD NSPIRE Standards

https://www.hud.gov/program_offices/public_indian_housing/reac/nspire

HRHA HCV Administrative Plan

https://harrisonburgrha.com/wp-content/uploads/2023/08/Harrisonburg-Redevelopment-and-Housing-Authority-HCV-ADMIN-PLAN-2023_202.pdf

HRHA Reservation of Rights

HRHA 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 HRHA to be in its best interests.

HRHA reserves the right to reject and not consider a 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.

HRHA 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 serving 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.

Signature

Date