



## **Request for Proposal**

# Project- Based Voucher (PBV) Program for Permanent Supportive Housing Programs

Release Date: April 15, 2024

Due Date: May 6, 2024

Anticipated Award Date: May 20, 2024

Submit Questions to: [ilezbrady@housingconnect.org](mailto:ilezbrady@housingconnect.org)

Submit Proposals to: [ilezbrady@housingconnect.org](mailto:ilezbrady@housingconnect.org)

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# Introduction

Housing Connect is issuing a Request for Proposals (RFP) from developers/partners to apply for a public-private partnership to create extremely affordable housing opportunities. Housing Connect's mission is to connect people and communities to quality affordable housing opportunities while promoting self-sufficiency and neighborhood revitalization. Housing Connect has a goal to support an additional 100-150 permanent supportive housing units for extremely low-income households who are chronically homeless or have significant barriers to housing that require supportive services.

Housing Connect brings the following resources to a private-public partnership:

- Local financial resources to be used as part of a project's capital sources where appropriate,
- Property, sales and use tax exemptions authorized under CRS §29-4-226 and CRS §29-4-227 where appropriate,
- Project-based vouchers to provide reasonable rent subsidy
- Multi-Family development experience including Low-Income Housing Tax Credits
- Property management experience and a strong financial position

For the purpose of this RFP, Development Goals are as follows:

- Housing units that meet all or a portion of our development goals
- Providing affordable housing to extremely low-income individuals who are chronically homeless or have multiple barriers to housing which will include supportive services to access and maintain housing
- First opportunity to perform property management of the built units with an accompanying management fee
- Site control by the Developer with site specific plans and designs
- Sustainable building practices and energy efficiency
- Project(s) that directly address one or more of Housing Connect's 6 Social Determinant's of Health (SDoH) <https://housingconnect.org/about/who-we-are/social-determinants-of-health/>
- Healthy living spaces and programed spaces for tenants
- Project location within walking distance to transit and commercial services
- Limiting exposure to risk, including construction, lease-up and operating risk
- Return on Housing Connect's investment
- Accessibility: Ensure units meet disability standards.
- Resident Empowerment: Offer education and skill-building.
- Environmental Impact: Minimize ecological footprint.
- Quality of Life Enhancement: Provide amenities for residents.
- Long-Term Affordability: Ensure ongoing affordability

Under this new RFP, Housing Connect will provide up to 100-150 vouchers to projects serving individuals that have a history of homelessness, and severe barriers to housing. Barriers to housing may include having a disability that substantially limits major life activity, poor credit, little or no income, past evictions, incarceration, and a history of, or at risk of, being homeless. Disability is defined as a person with a disability to include (1) individuals with a physical or mental impairment that substantially limits one or more major life activities; (2) individuals who are regarded as having such impairment; and (3) individuals with a record of such impairment.

The term “physical or mental impairment” includes but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.

Housing Connect is looking for proposals that also will include on-site services for those utilizing these vouchers. 100-150 of these vouchers are available for one project, for these individuals. Due to the population to be served with these vouchers, there must be a comprehensive service plan in place that will provide supportive services to help those served maintain housing.

## How a PBV Subsidy Works

In regard to PBV vouchers, Housing Connect will be responsible for administering the vouchers through a Housing Assistance Payment Contract (HAP). Developers/partners of the new construction will execute a Housing Assistance Payment Contract (HAP) with Housing Connect on behalf of each unit. The HAP governs the flow of subsidy to the Development for the assisted units, explains the roles and responsibilities of all parties, term, penalties, and other matters. It is highly recommended that any partner interested in the program review the HAP before submitting their applications. It is in the best interest of all parties that all are fully aware of program requirements and the roles of all parties prior to becoming involved with the PBV program.

PBV HAP Contract:

Part I: <https://www.hud.gov/sites/dfiles/OCHCO/documents/52531A-PBV-I.pdf>

Part: II: <https://www.hud.gov/sites/documents/52530A-2.PDF>

## Site Selection Standards

Housing Connect will select a proposal for new construction and enter a Development and HAP contract for those units meeting the following general criteria:

1. Project Based Voucher assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations (Specific factors are discussed at 24 CFR 983.57):
  - a. Does the proposed project comply with PBV goals, civil rights requirements, and all National Standards for the Physical Inspection of Real Estate (NSPIRE) including site standards in 24 CFR 982.401 (1)?
  - b. Housing Connect must also determine whether the proposed development consider the following:
    - i. Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community, or Renewal Community?
    - ii. Is the PBV development to be located in a census tract where concentration of assisted units will be or has decreased as a result of public housing demolition?
    - iii. Does the proposed area fall within a census tract that is undergoing significant revitalization?
    - iv. Have there been state, local, or federal dollars invested in the area?

- v. Have new market rate units been developed in this area to positively impact the poverty rate in the area?
  - vi. Is the poverty rate in the area where the proposed PBV development will be located, greater than 20%? If so Housing Connect may look at the poverty trend over the previous five (5) years.  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/project](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project)
  - vii. Does the area offer meaningful opportunities for educational and economic advancement?
2. Must meet site control with verification through a deed, lease or purchase agreement. The owner, lessee and purchaser shown on these documents must be the selected recipient identified in the application.
  3. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent act outlining fair housing.
  4. Must meet HUD regulations for site and neighborhood standards as described in 24 CFR 8.4 (b) (5).
  5. Be adequate in size, exposure and contour to accommodate the number and type of units proposed and adequate utilities and streets must be available to service the site.
  6. Be accessible to social, recreational, educational, commercial, and health facilities and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.

## Ineligible Housing Units and/or Projects

Housing Units and/or projects that are NOT eligible for PBV assistance and will not be eligible for development partnership include:

- Shared Housing
- United on the ground of a penal, reformatory, medical, mental, or similar public or private institution
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service 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 the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

# Eligibility Requirements

To be eligible for project-based Section 8 rental assistance, the following criteria must be met:

- Projects must be Permanent Supportive Housing. Emergency, temporary or transitional housing are not eligible for project-based rental assistance.
- Project must be new construction.
- The units must be either independent units or non-independent living units that are Single Room Occupancy (SRO) units as defined by HUD (24 CFR §982.4).
- Tenants must have a lease with a minimum term of one year.
- The rents that are charged must meet the Housing Connect rent reasonableness test.
- Tenants must be at least 18 years old or have been legally emancipated.
- Must have on-site Supportive Services

New Development and all projects receiving project-based Section 8 Housing Choice Vouchers will require an environmental review prior to any construction. 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. In the application, you'll be asked to include a statement on the applicant's willingness to have an environmental review conducted on the proposed site for the project-based voucher program. If an environmental review has previously been conducted, please include results within the proposal as an attachment/exhibit.

The selection is conditional on a favorable environmental review in accordance with 24 CFR 983.58 and the selectee may not take any action prohibited until the environmental process is completed. Any costs for the environmental review or any special studies that may be required must be borne by the applicant.

All proposed new developments must comply with Davis-Bacon Labor requirements as listed in HUD Docket Number RF-5245-N-03. More information regarding Davis-Bacon Labor requirements is available at: <https://www.dol.gov/agencies/whd/government-contracts/construction/faq/conformance>

## Layering Subsidy Review:

- Housing Connect may provide PBV assistance only in accordance with the following HUD layering regulations: The subsidy layering review is intended to prevent excessive public assistance for the housing by combining (layering) 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. A further subsidy layering review is not required for housing selected as new construction or rehabilitation of housing, if HUD's designee has conducted a review, which included a review of PBV assistance, in accordance with HUD's PBV subsidy layering review guidelines.
- Housing Connect may not enter into an Agreement or HAP contract until HUD or a housing credit agency approved by HUD has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements
- The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.
- In accordance with this review Housing Connect does have the right to revoke any or part of the PBV subsidy first if the proposed project receives more subsidy than needed.

## RFP Instructions

All proposals submitted in response to this solicitation must conform to all required specifications outlined in this document and any designated attachments.

Applicants are required to fill out one application for each project. One electronic version of the application should be submitted. If applying for PBV vouchers in more than one building where the buildings are located in different locations, a separate application is required for each building; the Developer must submit all the required information for each building where the responses would differ at each address.

Housing Connect does not have a pre-application training scheduled for this RFP. Any questions can be submitted to Ilez Brady at [ilezbrady@housingconnect.org](mailto:ilezbrady@housingconnect.org). Any questions received will be posted in the FAQ section of the RFP page of the Housing Connect website.

RFP requirements apply to each individual building within the project. Use additional pages to provide any other information that may be necessary to better describe the units.

## Application Content

A complete response to this RFP will include:

- Completed Application
- Table of Contents
- Cover Letter: Please list the name of the Developer, contact information including name, email address, and phone numbers of persons who will be responsible to respond to answer any questions.
- A short description of the proposal and how it meets the development goals of Housing Connect and how it aligns with Housing Connect's agency mission. (1 page)
- Developer Qualifications (please include): (3 page)
  - a. Brief history of the firm including organization structure
  - b. Professional resume stating qualifications of the firm to develop multi-family units. Please include number of years in business, number of employees, and location of office or offices, names of principals or employees who will complete the service and their resumes and qualifications. Also include qualifications/resumes of personnel assigned to perform the work.
  - c. Description of prior housing projects which demonstrates familiarity with developing multifamily developments and financing techniques such as Low-Income Housing Tax Credits.
  - d. Experience managing and maintaining owned properties
  - e. Experience providing affordable housing for special populations
  - f. Description of experience providing or partnering with service providers to provide supportive services.
  - g. References (three minimum) must be provided identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
- Outline including Construction Budget and Timeline
- Operating Proforma
- Environmental Review, if previously conducted
- Tenant Selection Criteria and Marketing Plan
- Operating manual including identified specific occupancy policies that assure retention

- Evidence of Site Control
- Evidence of Financing Commitments
- Optional Supporting Documentation including
  - Evidence of zoning approval
  - Letters of Support from local government
  - Verification or documentation of funding commitment for supportive services





**Project Based Voucher Request for Proposals  
Application Form**

# Project Based Voucher Application

## Housing Connect

### I. Developer/Owner Information

Organization Name	
Organization Address	
City	
Zip	
Federal Tax ID Number	
Sponsor Organization Type (check only one)	<input type="checkbox"/> Community Housing Development Organization <input type="checkbox"/> Nonprofit Housing Developer <input type="checkbox"/> Nonprofit Community Organization <input type="checkbox"/> For-profit Housing Developer <input type="checkbox"/> Other (please specify):
Executive Director/CEO	
Telephone	
Email	
Project Contact	
Telephone	
Email	

### II. Development Consultant (if applicable)

Organization Name	
Consultant Name	
Telephone	
Email	

### III. Experience

Does the applicant have experience owning and operating affordable housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many years?		
Does the applicant have experience owning and operating supportive housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, how many years?		
Does the applicant have experience managing a supportive housing team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many years?		
Does the applicant have any additional information they would like to include?		

**IV. Description of Project**

- a. Type of Project:
- b. Description of Property:
- c. Expected Completion Date:
- d. Address of Property:
  
- e. Complete the following for each project that you propose to construct and designate the number of units by unit type to which you are proposing to attach assistance.

BEDROOM SIZE	Total # of Units	# of Units to be Assisted with PBV	PBV Unit Rent Expected
SRO			
0 Bdrm			
1 Bdrm			
2 Bdrm			
3 Bdrm			
4 Bdrm			
5 Bdrm			

NOTE: Proposed contract rents must not exceed the lower of 110% of the established Fair Market Rents as published by HUD or Housing Connect’s payment standards, including any area wide exception Payment Standard if applicable.

f. How many units of the total PBV assistance are accessible to persons with disabilities?

g. Does the proposed design meet Fair Housing Accessibility?

Yes  No

h. Please list all utilities and who will be responsible to pay in addition to any rent portion:

i. Property: \_\_\_\_\_

ii. Tenant: \_\_\_\_\_

i. Will there be adequate office space for an on-site services team?

Yes  No

j. Will the project be located in:

Census tract # \_\_\_\_\_

A low poverty census tract (less than 20%)

<https://www.huduser.gov/portal/maps/hcv/home.html>

A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community

A census tract that is undergoing significant revitalization

The area where State, local, or federal dollars have been invested that has assisted in the achievement of the statutory requirement

The same census tract where new market rate units are being developed and such market rate units will positively impact the poverty rate in the area

An area where the poverty rate is greater than 20 percent and in the past five years there has been an overall decline in the poverty rate.

A census tract where there are meaningful opportunities for educational and economic advancement

k. Describe the geographic location of the area including proximity to opportunities and community resources (ex. schools, employment opportunities, groceries stores, public transportation)

**V. Financial Information**

- a. Please identify the security deposit requirements \_\_\_\_\_
- b. Identify other charges not included with rent, i.e. parking, cable, internet, taxes, insurance \_\_\_\_\_
- c. Provide a brief narrative on how you plan to finance the new construction or rehabilitation. Include a proposed development budget and operating pro-forma.
  
- d. Attach evidence of financing commitments, e.g., award or notification letters, published lists of allocation awards, etc.

**VI. Tenants**

- a. Please attach your written tenant selection criteria and marketing plan to fill the PBV assisted units. At a minimum the marketing plan must state that all vacancies will be filled by eligible applicants referred from the Housing Connect waiting list and must describe, with specificity, your tenant screening criteria. Please note that criteria for screening both assisted and unassisted tenants must be consistent.
- b. Please attach your operating manual and identify specific occupancy policies that assure retention.

**VII. Supportive Services**

- a. Will the property require tenants to participate with on-site services?  
 Yes  No
- b. Does the property agree that non-participation in services is not grounds for termination?  
 Yes  No
- c. Does the property agree that any rental assistance provided cannot be used to pay for services?  
 Yes  No
- d. Describe any and all supportive services that are to be provided:

Type of Service	FTE	Service Provider	Term of Service Commitment	Source of Financial Commitment	Onsite Yes/NO
Case Manager					
Services Coordinator/Other Service Specialist					

Type of Service	Service Provider	Frequency of Service	Onsite Yes/NO
Health related classes			
Independent living			
Meal services			
Transportation Services			
Education and employment services			
Health or behavioral health services provided by an appropriately-licensed			
Services at a nearby campus			

e. Please provide an explanation of these or any additional services:

**VIII. Application Certifications**

By submitting this application, I, \_\_\_\_\_ certify that if selected, my company will be required to:

Participate in an environmental review conducted on the proposed site. If an environmental review has previously been conducted, please include as an attachment.

Participate in a Subsidy Layering Review for the project

Comply with Davis-Bacon prevailing wage rules, which apply to projects with nine or more PBV-assisted units, and I agree to comply with all Davis-Bacon requirements (HUD Docket NO. FR-5245-N-03).

By submitting this application, I, \_\_\_\_\_ understand that Project-Based Vouchers are operated by Housing Connect. Households who qualify for a PBV must remain in compliance with Housing Choice Voucher regulations as well as the Housing Connect Administrative Plan in order to maintain eligibility for the voucher. If a household is determined to violate a program requirement, their voucher may be terminated in alignment with Housing Connect policies.

I, \_\_\_\_\_, and any other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.

I, \_\_\_\_\_, attest and certify that all of the information herein contained is true and accurate to the best of my knowledge. Submission of this application is not a guarantee that we will receive an award of vouchers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Attachment Checklist:**

- Application (This document)
- Table of Contents
- Cover Letter
- Narrative alignment with Housing Connect goals and return on investment
- Developer Qualifications
- Proposed Development Budget and Timeline
- Operating Proforma
- Environmental Review (if previously conducted)
- Tenant selection criteria and marketing plan to fill the PBV assisted units
- Operating manual including identified specific occupancy policies that assure retention
- Evidence of Site Control
- Evidence of Financing Commitments
- Evidence of zoning approval (optional)
- Letters from local governments (optional)
- Verification or documentation of funding commitment for supportive services (optional)

# **Project Based Voucher Request for Proposals**

## **Selection Process**

- 1. Housing Connect will employ the following process to determine which proposal will be selected.**
  - Housing Connect staff will review each proposal to ensure that it is complete. Incomplete submissions will not be processed further. Complete proposals will be submitted for scoring.
  - All complete proposals will be scored by a scoring committee convened by Housing Connect. All proposals will be ranked according to their score. The highest scored proposal(s) will be recommended and submitted to HUD for review.
  - Housing Connect reserves the right to reject any or all bids and proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, conditional or qualified proposals, and to accept the bid/proposal, in whole or in part, which, in Housing Connect's judgment, best serves the interest of Housing Connect and its clients.
  
- 2. Housing Connect will rate and rank proposals using the scoring criteria outlined below.**





## Project Based Voucher Request for Proposals Scoring Criteria

SCORING CRITERIA Category	Reference Questions and Docs	Points
<b>Project Readiness</b>		
Project Feasibility- Financial Readiness to begin construction	Application, development budget and timeline, operating proforma, evidence of site control, evidence of financing commitments	15
Extent to which the project furthers the goal of de-concentrating poverty and/or expanding housing and economic opportunities	IV. Description of Project part j and k	10
Extent to which the project conforms with developmental goals of Housing Connect	Narrative alignment with HC goals	10
Extent to which the project conforms with Housing Connect's mission.	Narrative alignment with HC goals	5
Experience in management/development of affordable housing or working with Housing Choice Vouchers	Application III. Experience, Developer Qualifications c., d.	10
Experience providing affordable housing for special populations	Application III. Experience, Developer Qualifications e.	10
Experience providing supportive services (either directly or through partnerships)	Application III. Experience, Developer Qualifications f.	10
Experience and capability of maintenance of owned housing	Application III. Experience, Developer Qualifications d.	5
Accessibility to transportation, medical services, employment opportunities, grocery stores, banks etc.	Application IV. Description of Project part k, VII. Supportive Services	10
Environmental review	Attachment, certification in Application VIII. Application Certifications	5
<b>Selection Criteria/Marketing Plan</b>		
Selection Criteria policies and marketing plan policies that support identifying and retaining target population.	Selection Criteria, Occupancy Policies	10
<b>Maximum Score Achievable:</b>		100