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## **Northwest Oregon Housing Authority**

### **Request for Proposals for Project Based Vouchers (PBV's) (RFP 2021-04)**

**RFP Issue Date: Friday, December 10, 2021**

**Closing Date: Friday, January 14, 2022  
Closing Time 2:00 PM PT**

## GENERAL INFORMATION

The Northwest Oregon Housing Authority (NOHA) voluntarily opts to participate in and administer the Section 8 Project Based Voucher (PBV) program whereby the rental assistance is attached to the structure. NOHA will enter into a HAP contract with the owner for the units of existing housing or newly constructed or rehabilitated housing. During the term of the contract, NOHA will make HAP payments to the owner for units leased and occupied by eligible families.

NOHA is authorized by HUD to provide up to a total of 200 units of project based voucher assistance in Clatsop County, Columbia County and Tillamook County. Selected projects will advance NOHAs mission to assist eligible residents obtain and maintain suitable and affordable housing. This solicitation is intended to award up to 50 units of project based voucher assistance. The use of project based vouchers will assist in the accomplishment of its mission through programs designed to provide families, the elderly and disabled individuals with long term rental assistance, and/or to provide affordable housing through development and preservation. Units selected for participation in the PBV program will serve families that are at or below 50% of the area median income.

Proposals must be received by NOHA no later than **2:00 p.m., Friday, January 14, 2022**. Late applications will not be accepted.

## DESCRIPTION OF PBV PROGRAM

Through the PBV program, NOHA will enter a Housing Assistance Payment (HAP) contract with the selected property owner for designated rental units for a term of up to twenty (20) years subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. NOHA will maintain the waiting list and refer program participants to the project owner in order to fill vacant units. NOHA's subsidy standards will determine the appropriate unit size for the family size and composition.

Under the PBV regulations, Project-Based Vouchers can be attached to NOHA-owned units, including units owned by NOHA subsidiaries; however, all proposals submitted for units where NOHA has an "identity interest" must be approved by HUD, or an independent entity approved by HUD.

Certain types of housing units and/or developments are **not eligible** for PBV assistance including:

- Shared housing.
- Units on the grounds 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

Units that are 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.

- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract; and
- Subsidized housing unit types that are determined ineligible in accordance with HUD regulations. These include, but are not limited to: public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or NOHA.

The number of PBV assisted units in the project cannot generally exceed the greater of 25 units or 25 percent (25%) of the total number of dwelling units in the project, except as provided by regulation 24 CFR 983.56.

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, consistent with NOHA's PHA Plan and Administrative Plan. Specific factors are discussed at 24 CFR 983.57.
- In full compliance with the applicable laws regarding nondiscrimination and accessibility requirements.
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards. The site selected must:
  - a) 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 the site;
  - b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
  - c) be accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents; and,
  - d) be located within reasonable travel times and cost via public transportation or private auto to places of employment.

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.

For properties with nine or more proposed PBV units, the owner, the owner's contractors and subcontractors must pay Davis-Bacon wage rates to labors and mechanics.

NOHA will enter a Housing Assistance Payments (HAP) contract with the owner selected and approved for PBV assistance. NOHA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

The owner is responsible for screening applicants to occupy the owner's unit based on their tenancy histories. 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 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 amount of the rent to owner is determined in accordance with HUD regulations. The rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by NOHA, not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance.
- The reasonable rent; or
- The rent requested by the owner.

The payment standards currently in effect for the project based voucher program are:

<b>Payment Standards (eff 1/1/2022)</b>								
<b>Jurisdiction</b>	<b>SRO</b>	<b>0-Bed</b>	<b>1-Bed</b>	<b>2-Bed</b>	<b>3-Bed</b>	<b>4-Bed</b>	<b>5-Bed</b>	<b>6-Bed</b>
<b>Clatsop</b>	\$629	\$839	\$1,010	\$1,186	\$1,686	\$2,031	\$2,335	\$2,640
<b>Columbia</b>	\$987	\$1,316	\$1,405	\$1,613	\$2,280	\$2,699	\$3,103	\$3,508
<b>Tillamook</b>	\$578	\$771	\$859	\$1,129	\$1,604	\$1,876	\$2,157	\$2,438

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by NOHA in accordance with the contract with the owner. NOHA determines the tenant rent in accordance with HUD requirements.

**REVIEW PANEL**

NOHA’s Executive Director will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein. If NOHA-owned units\* are recommended for project basing, applications and the recommendation of the panel will be forwarded to an independent entity that has been approved by HUD for review. (\*includes tax credit units with ownership interest by NOHA, as well as units owned by NOHA instrumentalities).

## PROPOSAL REVIEW

NOHA will review all applications. Before selecting applications for scoring, NOHA will determine that each application is responsive to and in compliance with NOHA’s written selection criteria and procedures, and in conformity with HUD program regulations and requirements. Unless a waiver is requested, the minimum threshold requirements include the following items:

<b>Threshold Requirement</b>	<b>New Construction/ Rehab Projects</b>	<b>Existing Housing Projects</b>
Units designated for PBV must serve households at or below 50% of area medium income.	X	X
Evidence of site control.	X	X
Developer must demonstrate that project construction will commence within fifteen (15) months and occupancy will commence within thirty (30) months from date of preliminary award of PBV’s.	X	N/A
Units must substantially comply with the Housing Quality Standards (HQS) at the time of proposal submission and selection for the PBV program	N/A	X
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.	X	X
Proposed initial gross rents (rent to owner plus NOHA approved utility allowances) must not exceed the approved Payment Standards for the size of the unit.	X	X
Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and NOHA-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).	X	X
No construction has begun, as evidenced by NOHA inspection	X	N/A
Generally, not more than 25 units or 25 percent (25%) of the total number of dwelling units in the project are eligible for PBV assistance per 24 CFR 983.56.	X	X
Exceptions to cap on number of units will be considered when the PBV proposal demonstrates one or more of the following requirements: <ul style="list-style-type: none"> <li>• The building structure type is a single family dwelling unit</li> <li>• Occupancy is exclusive to elderly and/or disabled residents</li> <li>• Supportive services are provided, in accordance with the requirements defined in 24 CFR 983.56 (b)</li> </ul>	X	X

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor. Proposals that meet the requirements will be evaluated and ranked by the NOHA panel. A NOHA ranking list will be prepared according to the points awarded to each proposal. NOHA may, at its discretion, select none, one or more of the proposals submitted.

NOHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the NOHA to be in its best interests. NOHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP,

including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. NOHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. NOHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

**OTHER REQUIREMENTS**

1. Before executing an Agreement with any selected owner, NOHA will:
  - a. Establish rents in accordance with §983.12. For any NOHA-owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
  - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
  - c. Conduct an Environmental Review in accordance with 24 CFR 983.58.
  - d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with NOHA’s approved unit selection policy.

**RANKING AND SELECTION CRITERIA**

NOHA’s Evaluation Panel will review and score each proposal based on the following criteria:

RANKING AND SELECTION CRITERIA	MAXIMUM POINTS AVAILABLE	
	New Construction/ Rehab Projects	Existing Housing Projects
1 Developer experience and capability to build and operate affordable rental housing.	40	N/A
2 Owner experience and capability to manage and operate affordable rental housing	N/A	40
3 The financial viability of the project – Including a proforma demonstrating the status of realistic and available sources and explanation of how construction and operating expenses were determined.	20	N/A
4 Owner’s demonstrated past compliance with HCV program requirements, including but not limited to housing quality standards, HAP contract and fair housing.	N/A	20
5 Extent to which the project furthers NOHA’s goal of de-concentrating poverty and expanding housing and economic opportunities	20	20
6 Extent to which the project provides new units of Affordable Housing to NOHA jurisdiction.	20	20
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>	<b>100</b>

## **SUBMISSION REQUIREMENTS**

Proposals will be reviewed and ranked and will be subject to the selection criteria described above. Proposal must include the forms and documents provided in Appendix 1.

## **PROPOSAL SUBMISSION DEADLINE**

Proposals will only be accepted electronically. Proposals, including all supporting documentation will be accepted until **2:00 PM, on Friday, January 14, 2022**. Proposals must be sent to [director@nwoha.org](mailto:director@nwoha.org)

## **PRE-PROPOSAL CONFERENCE**

An optional pre-proposal conference will be held at 11:00 a.m. Wednesday, December 15, 2021. The meeting will be conducted remotely. The link will be posted at [www.nwoha.com](http://www.nwoha.com) at least 24 hours prior to the meeting. Pre-registration is not required.

## **QUESTIONS**

Questions must be submitted in writing and will be responded to in writing up to the proposal submission deadline. Answers to all questions will be posted to NOHA's website at [www.nwoha.org](http://www.nwoha.org). When possible, questions will be posted within one (1) business day of submission.

## **NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS**

If NOHA determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. NOHA will give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

NOHA reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.