

Request for Proposals
Project Based Vouchers

INTRODUCTION

Through this Request for Proposals (“RFP”), Brunswick Housing Authority (“BHA”) seeks proposals from property owners interested in participating in the Section 8 Project-Based Voucher (“PBV”) Program, an initiative of the U.S. Department of Housing and Urban Development (“HUD”).

Under the PBV program, a housing authority such as BHA enters into a Housing Assistance Payments (“HAP”) Contract with a property owner to pay rental subsidy on behalf of eligible low-income tenants. The subsidy is provided by HUD and subject to all applicable HUD regulations.

The HAP contract may cover either all or a portion of the units in a development, and carries a term of up to twenty (20) years, after which it may be renewed by agreement of the owner and housing authority. The rental subsidy is attached directly to the unit and does not follow the tenant when he or she chooses to move.

INSTRUCTIONS

Responses should be submitted via email only to BHA, to the attention of Natasha Douglas, HCV/Section 8 Manager, at ndouglas@brunswickpha.org. Proposals will be reviewed on a rolling basis, subject to the availability of PBV funds.

Respondents are advised that **all** submissions (including those not selected for engagement) may be made available to the public on request.

ELIGIBLE OWNERS AND PROJECTS

All for-profit and non-profit owners are eligible to apply under this RFP. Proof of legal ownership must be provided.

A Housing Authority generally has exclusive jurisdiction to lease families within its municipal boundaries (City of Brunswick and Glynn County). Therefore, eligible PBV projects **must** be located within the jurisdiction of BHA.

ADDITIONAL INFORMATION

BHA reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. BHA reserves the right to make those decisions after receipt of responses. BHA’s decision on these matters is final.

ATTACHMENT A: PROPOSAL NARRATIVE

Please provide the following information with your response:

- A. Owner Information and Experience
 1. Provide a brief agency description, including but not limited to the following:
 - a. Name of the principal(s) of the agency
 - b. Name, telephone number and email address of a representative of the agency authorized to discuss your proposal.
 2. Describe your agency and its capabilities particularly as related to the development of housing opportunities for low-income households, special populations and participation in HUD and/or other governmental assistance programs.
- B. Project Information
 1. General Information:
 - a. Project Name
 - b. Project address, including census tract (please indicate if census tract has a poverty rate of 20 percent or less)
 - c. Proof of legal ownership (e.g. deed)
 - d. Number of units in the project
 - e. Number of units proposed to receive PBV assistance
 - f. Number of bedrooms in each unit
 - g. Requested contract rent by unit type
 - h. Actual market rent (for any market units)
 - i. Breakdown of utility responsibility (owner vs. tenant paid)
 - j. Number of units in the development that are compliant with Section 504 of the Rehabilitation Act of 1973, including a description of applicable accessibility features
 - k. Proposed tenant selection plan
 - l. Public transit and/or community amenities and distance from proposed project
 2. Describe the housing challenges faced by low-income households in the geographic area you propose to serve, including any special populations targeted by the proposed PBV units.
 3. Special populations:
 - a. Indicate whether you plan to serve one or more of the following special populations: homeless households, veterans, victims of domestic violence, elderly, or disabled households.
 - b. Please describe any features of this housing development or supportive services provided that address the unique needs of any such population.
 4. Expiring use and expiring subsidy projects:
 - a. For projects with affordability or use restrictions that will expire within the next five years, please provide copies of applicable legal documents as evidence of impending expiration.
 - b. For projects currently receiving a rental or operating subsidy that is temporary in nature, expired, or is expected to expire or be defunded within the next three years, provide documentation from the agency administering this subsidy.

- C. BHA encourages the participation of persons of color, women, persons with disabilities and member of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on BHA’s engagement and, if applicable, a copy of your Minority – or Women-Owned Business Enterprise state certification.
- D. Please discuss any topics not covered in this Request for Proposals that you would like to bring to BHA’s attention.

ATTACHMENT B: SCOPE OF WORK

BHA will require the following of all successful applicants:

- Owner must agree to enter into a twenty (20) year PBV HAP Contract with BHA and be bound by all provisions contained therein.
- All PBV units must be maintained in accordance with HUD Housing Quality Standards (HQS) or equivalent HUD-approved inspection protocol.
- Upon receiving referrals of eligible tenants from BHA, the owner must conduct screening and leasing activities in a timely manner, and in accordance with its Tenant Selection Plans well as all applicable federal, state, and local fair housing laws.
- Owner must maintain a working knowledge of and adhere to all applicable HUD program regulations, Public and Indian Housing (PIH) Notices, and other HUD guidance, including, but not limited to, 24 CFR 983, the HUD Housing Choice Voucher Program guidebook, and the BHA Housing Choice Voucher Program Administrative Plan.
- Owner must promptly notify BHA of any non-compliance issues that would threaten their ability to maintain a successful tenancy.
- If the owner proposes to project base more than 25 percent of units in a development, owner must make available a level of supportive services appropriate to the needs of tenants in these “excepted” units, but may **not** require participation in supportive services as a condition of tenancy.

ATTACHMENT C: EVALUATION CRITERIA

THRESHOLD CRITERIA

Projects must meet the following minimum criteria in order to be considered:

- Project must be located within the jurisdiction of BHA
- Proof of legal ownership must be provided

EVALUATION CRITERIA

PBV assistance will be competitively awarded until PBV funds are exhausted. A committee comprised of BHA staff will evaluate proposals based on the following factors:

- Experience and capacity of project owner in providing housing for low-income households
- Demonstrated connection between the proposed project and the housing needs of its target population and geographic area. Particular consideration will be given to projects that propose to serve areas with a limited stock of deeply subsidized housing.
- Projects proposing to serve one or more of the following special populations: homeless households, veterans, victims of domestic violence, elderly, or disable households.
- Projects including accessibility features as described in the Proposal Narrative
- Projects owned by firms undertaking affirmative action activities as described in the Proposal Narrative.