



Request for Proposals

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

Release Date: September 20, 2020

Due Date: October 5, 2020

Submit Questions and Proposals to:

Chris Brown, Executive Director
cbrown@atcog.org

Ark-Tex Council of Governments
4808 Elizabeth Street
Texarkana, TX 75503

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I. Introduction:

Purpose:

The Ark-Tex Council of Governments (ATCOG) is issuing a Request for Proposals (RFP) from Owners/partners to apply for a public-private partnership to create extremely affordable housing opportunities. ATCOG's mission is to provide housing opportunities to low- income individuals and families while promoting self-sufficiency and neighborhood revitalization.

ATCOG may provide up to 20% of its budget authority as allocated by the United States Department of Housing and Urban Development (HUD) for use in the Project Based Voucher (PBV) program. The PBV program requires compliance with all equal opportunity requirements under federal law and regulations including the authorities cited at 24 CFR 5.105(a).

How a PBV Subsidy Works:

In regards to PBV vouchers, ATCOG will be responsible for administering the vouchers through a Housing Assistance Payment Contract (HAP). Owners/partners of the property(ies) (Development) will execute a Housing Assistance Payment (HAP) Contract with ATCOG on behalf of each unit. The HAP Contract 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 that is interested in the program review the HAP Contract prior to 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.

II. Site Selection Standards:

ATCOG will select proposals and enter into a 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 Housing Quality Standards (HQS)?
 - b. Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community, or Renewal Community?
 - c. Is the PBV development located in a census tract where concentration of assisted units

will be or has decreased as a result of public housing disposition and/or demolition?

- d. Does the proposed area fall within a census tract that is undergoing significant revitalization?
 - e. Have there been state, local, or federal dollars invested in the area?
 - f. Have new market rate units been developed in this area as to positively impact the poverty rate in the area?
 - g. Is the poverty rate in the area where the proposed PBV development will be located greater than 20%? If so, ATCOG may look at the poverty trend over the previous five (5) years.
 - h. Does the area offer meaningful opportunities for educational and economic advancement?
2. 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.
 3. Must meet HUD regulations for site and neighborhood standards as described in 24 CFR 8.4 (b) (5).
 4. The site meets the HQS site standards in 24 CFR 982.401 (1).
 5. Be adequate in size, exposure and contour and reasonably accommodates the number and type of units proposed and adequate utilities and streets are 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.

III. 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;
- Transitional housing;

- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

IV. Eligibility requirements:

ATCOG is only providing awards of Project Based Vouchers to existing sites. A proposed site must meet the following site and neighborhood standards. The site must:

- 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;
- Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- 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;
- Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower- income workers are not excessive.

V. RFP Instructions:

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

Applicants are required to fill out one application for each project. If applying for PBV vouchers in more than one building where the buildings are located in different locations, an application is required for each building; the Owner must submit all the required information for each building where the responses would differ at each address.

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.

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. Other HUD approvals, including site selection and subsidy layering, will also be required.

Submission of Proposals

To be eligible for consideration under this request, one (1) electronic copy of the proposal shall be submitted by 4:00 pm central daylight savings time on October 5, 2020, via email to: Chris Brown, Executive Director, cbrown@atcog.org. The subject of the email must be “Proposal for PBV RFP 2020”. Proposals received after that time will not be accepted. Time will be established by timestamp on the email submission. ATCOG will not be held responsible for any malfunction of the submitter’s email. It is the entire responsibility of the proposer to see that the proposal arrives at ATCOG office on time.

RFP Questions

Questions regarding this RFP, or the services requested, will be accepted in e-mail form only on or before 5:00 pm September 30, 2020. Responses to all material questions submitted will be posted on the ATCOG website as they are received and will be date stamped.

Anticipated Schedule of Events

The anticipated schedule of events for the proposal is as follows:

Release of Request for Proposal	September 20, 2020
Deadline for submission of Proposal	October 5, 2020
ATCOG Board Award of Contract	October 29, 2020
Contract commencement	November 1, 2020

Agency Options

ATCOG may, at its sole and absolute discretion, reject any and all, or part of any and all submissions; postpone or cancel, at any time, the RFP process; or waive any minor, nonmaterial irregularities in the RFP or in proposals received as a result of the RFP. Also, the criteria and process whereby submissions are evaluated, the decision as to who will receive a contract award, or whether or not an award will ever be made as a result of the RFP, will be at the sole and absolute discretion of the ATCOG.

In no event will the Agency permit modification to a Proposal after the submission deadline, unless the ATCOG specifically requests “Best & Final Offers” subsequent to the completion of the evaluation process and discussions with firms in the competitive range.

Expense of Preparation and Submission of Proposals

All expenses involved with the preparation and submission of the proposal shall be borne by the Respondent.

Proposals Open to the Public

Subsequent to the award of the contract, all information submitted as part of, or in support of the Proposal will be available for public inspection in compliance with state and federal laws. Only financial information, if requested as part of the RFP to confirm a Respondent’s financial soundness, will be kept confidential.

VI. Application Content

A complete response to this RFP will include:

- Table of Contents
- Cover Letter: Please list the name of the Owner, contact information including name, email address, and phone numbers of persons who will be responsible to respond to answer any questions.
- Owner Qualifications (please include):
 - A brief history of the firm including organization structure, number of years in business, number of employees, and location of office or offices.
 - A description of existing housing projects and work which demonstrates a familiarity with managing affordable housing programs.
- Completed Application
- Tenant Selection Criteria and Plan
- Evidence of Site Control
- 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

VII. Application Form

**Project Based Voucher Application
Ark-Tex Council of Governments**

I. Owner/Owner Information

- a. Organization Name: _____
- b. Organization Address: _____
- c. City: _____ Zip _____
- d. Federal Tax ID Number: _____
- e. Sponsor Organization Type (check only one):
 - i. Community Housing Development Organization
 - ii. Nonprofit Housing Owner
 - iii. Nonprofit Community Organization
 - iv. For-profit Housing Owner
 - v. Other (please specify): _____
- f. Executive Director: _____
- g. Telephone: _____
- h. Email: _____
- i. Project Contact: _____
- j. Telephone: _____
- k. Email: _____

II. Development Consultant (if applicable)

- a. Organization Name: _____
- b. Consultant Name: _____
- c. Telephone: _____
- d. Email: _____

III. Experience

- a. Does the applicant have experience owning and operating affordable housing?
 Yes No Specify how many years: _____
- b. What type of housing programs has the applicant managed?

IV. Description of Project

a. Address of Property:

b. Complete the Following for each project 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
0 Bdrm		
1 Bdrm		
2 Bdrm		
3 Bdrm		
4 Bdrm		
5 Bdrm		

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

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

- i. Property: _____
- ii. Tenant: _____

e. Please identify the security deposit requirements \$ _____

f. Identify other charges not included with rent, i.e. parking, taxes, insurance _____

g. Provide a brief narrative of the services available near the property. Be sure to include information about the distance to a public transit stop, public park, public library, supermarket, pharmacy, public medical clinic or hospital, public school, or senior center.

- h. The project is located in: Census tract # _____
- A low poverty census tract (less than 20%)
 - 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

V. Tenants

- a. Please attach your written tenant selection criteria and plan to fill the PBV assisted units. At a minimum the plan must state that all vacancies will be filled by eligible applicants referred from the ATCOG waiting list and must describe, with specificity, your tenant screening criteria. Note that HUD may implement regulations or guidance in the future allowing for owner-maintained waiting lists, and ATCOG will consider such changes if authorized by HUD. Please note that criteria for screening both assisted and unassisted tenants must be consistent.

Additional Application Requirements:

- a. Environmental Review – 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.
- b. Layering Subsidy Review:
- i. ATCOG 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.
 - ii. ATCOG 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

- iii. 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.
- iv. In accordance with this review ATCOG does have the right to revoke any or part of the PBV subsidy first if proposed project receives more subsidy than needed.

VIII. Selection Process

a. The Ark-Tex Council of Governments (ATCOG) will employ the following process to determine which proposal will be selected.

- i. ATCOG 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.
- ii. All complete proposals will be scored by a scoring committee convened by ATCOG. All proposals will be ranked according to their score. The highest scored proposal(s) will be recommended and submitted to HUD for review.
- iii. ATCOG 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 ATCOG’s judgment, best serves the interest of ATCOG and its clients.

b. Scoring Criteria

Category	Points
De-concentrating Poverty / Expanding Housing and Economic Opportunities	
Extent to which the project furthers the goal of de-concentrating poverty and/or expanding housing and economic opportunities	5
ATCOG Development Goals and Equity	
Extent to which the project conforms with ATCOG’s affordable housing goals	25
Owner/Owner Experience	
Experience in management/development of affordable housing or working with Housing Choice Vouchers	25
Experience and capability of maintenance of owned housing	25
Experience with supportive services providers and/or providing services directly to special populations	10
Accessibility to transportation, medical services, employment opportunities, grocery stores, banks etc.	10
Maximum Score Achievable:	100