

**Rochester Housing Authority  
Request for Proposals  
for  
Project-Based Vouchers**

**REQUEST FOR PROPOSALS (RFP)**

The Rochester Housing Authority (RHA) seeks proposals from qualified applicants (owners/developers and/or project sponsors) to receive Project Based Vouchers (PBV). Projects may request up to a twenty (20) year Housing Assistance Payment (HAP) PBV Contract with RHA. RHA has reserved 200 PBVs for this RFP process.

This RFP is a “rolling” RFP process. A “rolling” RFP process is a first come, first served application process, meaning proposals will be accepted for consideration on a continuous basis until it is determined funding or vouchers are no longer available for award or this methodology no longer serves a purpose for RHA. Proposals for this RFP process will not be accepted after the application deadline date provided in the IMPORTANT DATES section below.

**PROPOSAL REQUIREMENTS**

Interested owners, developers and project sponsors must submit their proposal to: Rochester Housing Authority, 675 West Main Street, Rochester, NY 14611. Attention: Cheryl Wilcox, PBV Housing Manager.

Proposals must be submitted in the format prescribed and include all information requested in the **Proposal Submission** section below.

RHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by RHA to be in its best interest. RHA 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. RHA shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

RHA reserves the right to limit the number of vouchers awarded to any one project to 20 PBVs.

RHA reserves the option to request additional information regarding a proposal.

**IMPORTANT DATES**

March 1, 2021	RHA announces the availability of up to 200 PBVs through a rolling RFP process
March 15, 2021	RHA begins accepting applications
September 30, 2022 at 4:00 pm	The deadline for submitting applications for this RFP opportunity (Application deadline may occur sooner if all 200 vouchers have been conditionally awarded)
December 31, 2022	Project must enter AHAP by this date or the RHA PBV award will expire. There will be no extensions considered, projects will be required to reapply in a future funding round

**PBV DOCUMENTS AND RFP UPDATES CAN BE FOUND AT**  
[www.rochesterhousing.org/project-based-voucher-program](http://www.rochesterhousing.org/project-based-voucher-program)

**FOR FURTHER INFORMATION**

Please contact Cheryl Wilcox at (585) 697-6121 or [cwilcox@rochesterhousing.org](mailto:cwilcox@rochesterhousing.org)

**ELIGIBLE PROJECTS**

Proposals must be for new building or major rehabilitation projects only. Rehabilitation projects must demonstrate a minimum average per unit renovation cost of \$5,000 to be considered for award.

According to 24 CFR 983.51 (2), RHA will only consider proposals were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.

Proposals will be rejected for projects receiving other government funding for operating costs/rent subsidy for units that are requesting PBVs.

All projects will be required to complete a subsidy layering review process.

Proposals will be accepted for projects that are within RHA's jurisdiction of Monroe, Livingston, Orleans, Ontario, and Wayne Counties.

Projects must be able to meet all HUD and RHA PBV program requirements.

Owners/Developers/Project Sponsors must be in good standing with RHA. Proposals will not be considered from entities that have unresolved contract issues with RHA. Proposals that were previously awarded RHA PBVs that failed to execute a HAP contract with RHA may be rejected.

According to 24 CFR 983.56, there is a limit on the number of units in any one project that may have Project-Based Voucher assistance. HUD regulations permit the number of PBV units may be the greater of 25 units or 25% of the project. This cap is not applicable to buildings designed for elderly individuals and families or to projects that will provide supportive services to all families that are receiving PBV assistance. For projects located in a census tract with a poverty rate of 20% or less, the HUD approved project cap is set at 40% of the project.

RHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.

**RHA OWNED UNITS**

RHA owned units may be assisted under the PBV program [24 CFR 983.51(e)]. If RHA were to submit a proposal in response to this RFP, the HUD Buffalo field office or HUD-approved independent entity must review and score all submitted proposals.

### **PROPOSAL SUBMISSION**

Three copies of each proposal submission must be submitted in a three-ring binder. Proposals must address ALL of the criteria outlined in this RFP, proposals must be submitted in the same order as the Threshold Factor sections listed below, separated by tabs for each section identified. Section 12 may be submitted as a separate binder.

### **Threshold Factors**

#### **Section 1: Application for Project Based Vouchers (PBV)**

- a. Include a completed RHA PBV Application Form (provided as **Attachment C**).
- b. Additional Application Requirements
  1. Application Form Question #3 - Projects must execute an AHAP and start construction by December 31, 2020 or the RHA voucher award will expire. Owners must be realistic when developing the proposed timeline. Projects that fail to meet the proposed timelines may be rejected for consideration of future PBV awards.
  2. Application Form Question #8 - Census tract and the most current poverty rate of the census tract. The proposal must address how the project complies with HUD's statutory goal of **"deconcentrating poverty and expanding housing and economic opportunities."** Details of this requirement can be found in **Attachment A**.

#### **Section 2: Description of Proposed Project**

- a. Provide a brief narrative of the project.
- b. Include a description of any on-site and nearby amenities and/or supportive services to be provided to tenants.
- c. For projects requesting an amount of PBV units that exceeds HUD's project cap, please provide a description of the specific HUD exemption under which the project will qualify. Exemptions to the income mixing requirement cap of PBVs can be found in 24 CFR § 983.56 (b).
- d. Provide your written tenant selection criteria and plan to fill the PBV units. The plan must include a statement that all PBV vacancies must be filled by PBV eligible applicants from the RHA PBV waitlist and must describe, with specificity, your tenant screening criteria. The plan must include any tenant selection preferences for the project. Screening criteria for assisted and unassisted tenants must be consistent.

#### **Section 3: Identify Interested Parties and Conflicts of Interest**

- a. Include the identity of the Owner and if applicable: Developer, Architect, and Management Agent, seller of the property, officers and principal members, shareholders, investors and other parties having a substantial interest in the project.
- b. Disclose any possible conflict of interest of any parties (possible or apparent conflicts shall be stated at this time). Include a statement if there are no known conflicts/potential conflicts
- c. Federal rules and regulations expressly prohibit certain individuals from having an interest, either direct or indirect, in a HAP Contract. These restrictions involve present and past employees and Commissioners of RHA, as well as, certain local and elected officials. If any individuals involved with the project may meet this definition, please list their names and describe the circumstances.

- d. 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. Applicant is to provide proof.

A written statement for paragraphs a through d should be included in the proposal.

- e. Complete the “Affidavit of Non-Collusion” (provided as **Attachment B**).

#### **Section 4: Financing and Site Control**

- a. For new construction and rehabilitation projects, provide a Development Pro Forma
  - Financing commitments from lenders are not required at the time of submission to RHA; however, the developer or project sponsor should address how they will obtain any necessary financing and the time period for obtaining these funds.
- b. For all projects, provide an Operating Pro Forma for a minimum of five years
- c. The applicant must have site control at the time of submission to RHA as evidenced by a deed, option, purchase and sale agreement or other instrument acceptable to RHA. Site control must be for at least six months to allow for the completion of the HUD review process and the time required to secure any development financing.
- d. For rehabilitation projects, provide an itemized listing of the work to be performed and an average per unit cost of the work to be performed.

#### **Section 5: Zoning**

RHA will give preference to proposals that contain evidence of zoning ordinance and final site plan approval.

#### **Section 6: Experience of Developer or Project Sponsor**

RHA will give preference to proposals where the developer, owner and/or project sponsor has substantial experience in the management and development of large affordable housing projects and has experience in the management and development of supportive housing for the homeless, the elderly and/or disabled families.

#### **Section 7: Amenities and Services**

RHA will give preference to proposals with site location near services and public amenities (e.g. parks, recreation centers, shopping or public transportation, health facilities, etc.) Sites that incorporate one or more on site services/amenities (e.g. day care center, park, community center, laundry facility, etc.) will be given additional points when scored.

#### **Section 8: Management/Marketability**

Proposals should contain data on the near and long-term marketability of the project showing the following:

- a. Independent market study demonstrating sufficient demand for proposed units toward target population and marketing plan
- b. Defined admissions policy
- c. Defined Management/Occupancy Policy Manual (Plan) including tenant relations
- d. Defined Maintenance Plan
- e. Home Ownership opportunity for PBV units

#### **Section 9: Location**

RHA will give preference to proposals based on location. This category is based on the needs of the current Section 8 waiting list.

**Section 10: Revitalization and Supportive Housing**

RHA will give preference to proposals with a project in a designated City of Rochester “Focused Investment Strategy” Area. If applicable the proposal should demonstrate how it leads to neighborhood revitalization or improvements. Documentation must include letters of support demonstrating a link between the project and revitalization efforts in the particular census tract where the project is located.

RHA will give preference to projects that are Supportive Housing Projects Serving Veterans and all other qualified Supportive Housing Projects.

**Section 11: Proof of Award from a Competitive Funding Process**

The proposal must include a letter from the “selection agency” that competitively selected the project for housing assistance under a federal, State or local government program. This letter, submitted on the “selection agency’s” letterhead and signed by an authorized official, must include the following information:

- Date of the proposal selection;
- A certification that the proposal was competitively selected by the agency in full compliance with all publicly advertised selection requirements;
- A statement that proposal selection did not involve any consideration that the project would receive PBV assistance;
- A description of the housing program for which the applicant successfully completed, noting any special restrictions and/or special considerations.

**Section 12: Other Proposal Requirements (Please submit only one hard copy of the following)**

- a. A copy of the NOFA or other similar solicitation for affordable housing assistance that the owner/developer/project sponsor responded to.
- b. A copy of the complete application that was submitted to the other competitive funding round.

**RELATED DOCUMENTS FOR THIS RFP**

Included with the posting of this RFP on RHA’s website are the following documents:

1. Attachment A - Application for Project Based Vouchers
2. Attachment B - RHA “Affidavit of Non-Collusion”
3. Attachment C - PBV Regulation 983.57 (b) Re: Compliance with HUD’s statutory goal of “deconcentrating poverty and expanding housing and economic opportunities”

**PROJECT BASED VOUCHER AWARDS**

RHA will determine which, if any, proposals, meet the criteria outlined in this RFP. Proposals must meet all eligibility and submission requirements stated in this RFP to be considered for award.

RHA will determine if a proposal meets a compelling community need and is otherwise consistent with RHA’s long-term affordable housing goals. Based on the threshold factors below, a minimum score of 80% is required for approval. Proposals that RHA determines do not meet these standards will be rejected.

RHA will evaluate each proposal based on the following factors:

Threshold Factors	Weight of Factor
Site Control	10
Zoning	5
Feasibility	10
Development Experience	10
Owner Experience	10
Management Experience	10
Community Amenities	20
Complex Amenities	20
Management/Marketability	20
Location	25
Deconcentration of Poverty	20
Supportive Housing Bonus	15
Total Maximum Points	175
Threshold for Approval 80%	140

PBV awards will be contingent upon:

- The availability of RHA’s voucher and budget authority at the time the proposal is submitted.
- The proposal’s consistency with the RFP requirements.
- Compliance with all applicable HUD and RHA PBV requirements prior to and during the AHAP and HAP contracts. These requirements include, but are not limited to, a subsidy layering review, an environmental review, Davis-Bacon wage rate requirements, Section 3 employment plan, HUD’s deconcentrating poverty and expanding housing and economic opportunities goals, site selection standards, and HUD/RHA Housing Quality Standards (HQS) Inspections.

Within 10 business days of the RHA making the selection, RHA will notify the selected owner in writing of the owner’s selection for the PBV program. RHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner

**Rochester Housing Authority (RHA)**  
Attachment A – Application for Project Based Vouchers (PBV)

This application is only for projects previously selected for funding through a federal, State, or local government housing program that was subject to a competitive award process.

In addition to this application, the applicant must submit all requirements as described in the 2021 RHA PBV RFP, dated March 1, 2021, and any subsequent addendums.

1. General Information

Date: \_\_\_\_\_

Project Name & Address: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Authorized Application Contact: \_\_\_\_\_  
Company Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Email Address \_\_\_\_\_

Owner Name & Address: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Developer Name: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Property Management Name: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

2. Requested Contract Term - The initial HAP contract term can be for a minimum term of 2 years to a maximum of 20 years.

Length of HAP contract term requested: \_\_\_\_\_ years

3. Projected Project Schedule

Finance Closing: \_\_\_\_\_  
Construction Start Date: \_\_\_\_\_  
Construction Completion Date: \_\_\_\_\_  
Occupancy Date: \_\_\_\_\_

4. Number of Units

Total Number of Units: \_\_\_\_\_

Total Number of PBVs Requested: \_\_\_\_\_

Minimum # of PBVs the Applicant is willing to accept for the Project: \_\_\_\_\_

**Unit Distribution per Building:**

Building Address	Total # of Units	Total # of PBV Units	% of Units to receive PBV
Project Totals			

(Attach Additional Pages if Necessary)

**Bedroom Distribution for the Requested PBV Units:**

Studio	1BR	2BR	3BR	4BR	5BR	Total

**Handicapped Accessible Units:**

How many total units in the project are ADA handicapped accessible?		How many will be PBV?	
How many total units in the project are for the sensory impaired?		How many will be PBV?	

**5. Type of Project**

Identify if the Project is New Construction or Rehabilitation: \_\_\_\_\_

Identify the type of housing (Apt, High-Rise, Single Family, Duplex, Townhouse, Etc):  
\_\_\_\_\_

**6. Proposed Rents and Utilities (Attach Additional Pages if Necessary)**

Proposed Contract Rent Amounts (gross rent minus utility allowance):

Studio	1BR	2BR	3BR	4BR	5BR

**Utilities:**

Utility	Fuel Type (Natural Gas, Electric, Other)	Paid By (Landlord or Tenant)	For Tenant Paid Utilities, Estimated Monthly Cost in the 1 <sup>st</sup> Year
Heating			
Cooking			
Water Heating			
Other Electric	N/A		
Air Conditioning			
Water			
Trash Collection			

**Appliances:**

Appliance	Provided By (Landlord or Tenant)
Range	
Refrigerator	

**7. Intended Resident Population (Check All That Apply)**



- Single Persons     Families     Elderly (Over 62)     Disabled  
 Homeless     At Risk of Homelessness     Veterans      
 Other: \_\_\_\_\_  
 “Qualifying” family requiring participation in a supportive services program

8. Project’s Consistency with Statutory Requirement for Deconcentration of Poverty and Expanding Housing and Economic Opportunities

Project’s Census Tract: \_\_\_\_\_ Poverty Rate: \_\_\_\_\_

See RFP Attachment A for additional submission requirements.

9. Acknowledgement and Signature

I attest and certify that all of the information herein contained is true and accurate to the best of my knowledge. I understand that by submitting this Section 8 project based assistance application there is no promise or guarantee from the Rochester Housing Authority that my proposal will be accepted. I understand that in-place existing tenants must be certified as eligible to receive project based assistance, and if they are not eligible, I may not displace them in order to qualify their unit for project based assistance. I understand and agree to abide by all federal Section 8 requirements found at 24 cfr 983 and RHA’s PBV requirements found in its Administrative Plan.

\_\_\_\_\_  
Authorized Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Company Name

**Attachment B - RHA Request for Proposals for Project Based Vouchers**

**Affidavit of Non-Collusion**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) S.S.  
City of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn deposes and says: that he/she is \_\_\_\_\_  
(Printed Name) (Title)  
of \_\_\_\_\_ the party making the foregoing proposal or bid, that such bid is  
(Company Name)

genuine and not collusive or sham that said bidder has not colluded, conspired, connived, or agreed directly or indirectly, with any bid, bidder, or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly, or indirectly, sought by agreement or collusion, or communication or conference with any person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any bidder or to secure any advantage against the Rochester Housing Authority or any person interested in the proposed contract and that all statements contained in said proposal or bid are true.

Each bidder that contacts the Rochester Housing Authority (RHA) during the restricted period of a proposal or bid shall only make contact with the individuals stated in the bidding paperwork provided by RHA or contact those referred to by an individual stated in the RHA bidding paperwork. Contact to any other employee, officer, or member of the RHA regarding a bid or proposal during the restricted period is in violation of New York State – State Finance Laws Section 139-j and 139-k. The “restricted period” of a bidding opportunity is the period of time commencing with the earliest written notice or advertisement and ending with the final contract award written notification provided by RHA. By signing this affidavit, the bidder understands of and agrees to comply with the RHA’s procedures relating to permissible contacts during a governmental procurement pursuant to New York State Finance Laws Section 139-j and 139-k, that all information provided to the RHA with respect to these sections is complete, true, and accurate. In the event such certification is found to be intentionally false, intentionally incomplete, or does not disclose the determination of being non-responsible by any other governmental entity for violating similar regulations over the previous four years then the RHA reserves the right to terminate any contracts awarded to such bidder.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

If oath is taken outside of New York State, a County Clerk's Certificate as to the authority of the officer administering the oath must be attached.

**Attachment C - RHA Request for Proposals for Project Based Vouchers**  
**Revised 9/10/18**

**PBV Regulation 983.57 (b) Re: Compliance with HUD’s statutory goal of “deconcentrating poverty and expanding housing and economic opportunities”,**

All applications must include a written narrative in their proposal addressing each of the following seven criteria:

1. **HUD Designated Zone:** Whether the census tract in which the proposal will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
2. **Public Housing Demolition:** Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition.
3. **Significant Revitalization:** Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization.
4. **Public Investment:** Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement.
5. **New Market Rate Units:** Whether new market-rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market-rate units will positively impact the poverty rate in the area.
6. **Decline in Poverty Rate:** If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate.
7. **Education and Economic Opportunities:** Whether there are meaningful opportunities for educational and economic advancements in the census tract where the proposed PBV development will be located.

Every PBV applicant must demonstrate to RHA that their project satisfies the twin goals of deconcentrating poverty and expanding housing and economic opportunity regardless of the project’s poverty rate as defined by the most recent census data. The applicant must address each of the seven criteria noted above. RHA will make its assessment of an applicant’s project’s compliance with achieving these goals based on the totality of the applicant’s response, taking into consideration the target population to be served (i.e. family, elderly, disabled, populations needing supportive services).

RHA will also further assess each proposal to determine if it achieves the following RHA objectives:

- Development and maintenance of an adequate supply of quality, safe, decent housing that is affordable and accessible to residents with a range of income levels and household needs.
- Assurance that RHA participants with long-term support needs have access to appropriate services and accessible community housing options.
- Assurance of full and fair access to housing for all residents.

RHA requires the applicant to discuss each factor as it relates to the project’s actual census tract. RHA will only consider information about activity in neighboring census tracts if the information about the actual census tract demonstrates that HUD’s goals of deconcentrating poverty and expanding housing and economic activity are being achieved in the actual tract.