



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

Project-Based Voucher Program

Request for Proposals-RFP #2020-01

The Franklin County Regional Housing & Redevelopment Authority (HRA) requests proposals from developers for the Project-Based Voucher (PBV) Program. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005 at 24 CFR Part 983.

PBV applications are being accepted for up to eight (8) Vouchers for a new construction project in Sunderland, Massachusetts that contain the following:

1. The PBV designated units must serve households at or below 50% of the area medium income;
2. Developer/Owner (“Owner”)Must show evidence of site control;
3. Owner must demonstrate that project construction will commence within twelve (12) months of the application submission deadline and occupancy will commence within thirty (30) months from date of preliminary award of PBV’s;
4. The project must contain a minimum of 20 units
5. Proposal must be for all eight (8) PBV’s
6. Supportive Services must be provided to all eight (8) PBV units. Services may include but are not limited to:
 - a. Meal service adequate to meet nutritional need;
 - b. Housekeeping aid;
 - c. Personal assistance;
 - d. Transportation services;
 - e. Health-related services;
 - f. Case management;
 - g. Child care;
 - h. Education and employment services;
 - i. Job training;
 - j. Counseling; or
 - k. Other services designed to help the recipient live in the community as independently as possible.

Rental Assistance • Housing Development • Housing Management • Community Development
Municipal Assistance • Rehab Financing • Housing Counseling and Education • Public Infrastructure

Equal Housing Opportunity



Proposals must be received by HRA no later than **4:30 p.m., on Thursday, October 15, 2020. Late applications will not be accepted.**

There are eight (8) Project-Based Vouchers available under this RFP for low-income individuals or families in Sunderland, Massachusetts. HRA seeks to meet the goal of de-concentrating poverty and expanding housing opportunities with the award of these Project-Based Vouchers.

DESCRIPTION OF PBV PROGRAM

Through the PBV program, HRA will enter into a housing assistance payment (HAP) contract with the selected 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. HRA will maintain the waiting list and refer program participants to the Owner in order to fill vacant units. HRA's subsidy standards will determine the appropriate unit size for the family size and composition

Under PBV regulations, Project-Based Vouchers can be attached to HRA-owned units, including units owned by HRA subsidiaries; however, all proposals submitted for units where HRA has an "identity interest" must be approved by HUD, or an independent entity selected 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 (except that assistance may be provided in assisted living facilities).
- 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;
- 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 Section 236 rental assistance payments,
- Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- Section 101 rent supplement project;
- Units subsidized with any form of tenant-based rental assistance;
- Units with any other duplicative federal, state or local housing subsidy as determined by HUD or HRA.

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 HRA's PHA Plan and Administrative Plan. Specific factors are discussed at 24 CFR 983.57;
- Be in full compliance with the applicable laws regarding nondiscrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- 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, education, 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.

The Owner is responsible for screening applicants to occupy the Owner’s units 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 Franklin County as determined by HUD and as adjusted by family size.

During the course of 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 the lease for good cause; or refuse to renew the lease without good cause.

The amount of the rent to the Owner is determined in accordance with HUD regulations. The rent to the Owner, including utility allowances, must not exceed the lowest of:

- An amount determined by HRA, 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.

Current Franklin County, MA Fair Market Rents determining rents are:

Unit Size (Number of Bedrooms)	Proposed FY2021 FMRs for Sunderland, MA Effective 10/1/2020
Efficiency	\$886
1-bedroom	\$972
2-bedroom	\$1,245
3-bedroom	\$1,653
4-bedroom	\$1,781

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 HRA in accordance with the contract with the Owner. HRA determines the tenant rent in accordance with HUD requirements.

APPLICATION REVIEW PANEL

HRA's Executive Director will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein. This panel will, at a minimum, consist of the FCRHRA Board Chair or his or her designee, Director of Leased Housing and Director of the Housing Consumer Education Center.

In the event that HRA-owned units* are recommended for project basing, applications and the recommendation of the panel will be forwarded to the HUD field office for review. (*includes tax credit units with ownership interest by HRA)

APPLICATION REVIEW

HRA will review all applications. Before selecting applications for scoring, HRA will determine that each application is responsive to and in compliance with this request for proposal and HRA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Units designated for PBV must serve households at or below 50% of area medium income,
- Evidence of site control,
- Developer must demonstrate that project construction will commence within twelve (12) months and occupancy will commence within thirty (30) months from date of preliminary award of PBV's,
- Each project must contain a minimum of 20 units,
- The proposal must be for all eight (8) PBVs,
- 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.
- Proposed initial gross rents must not exceed 110% of the applicable Fair Market Rent including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and HRA-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).

- Property will be constructed with funding other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
- No construction has begun, as evidenced by HRA inspection.
- Generally not more than twenty-five (25) units or twenty-five percent (25%) of the total number of dwelling units in the project are eligible for PBV assistance per 24 CFR 983.56.
- In the case there is a tie score between applicants, preference will be given to the RFP that has a greater number and quality of supportive services offered to Project-Based participants, in addition to documented support from the Town of Sunderland for the proposed development.

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. HRA 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 with this time period. Proposals that meet the requirements will be evaluated and ranked by the HRA panel. An HRA ranking list will be prepared according to the points awarded to each proposal.

HRA 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 regardless of the stage in the process that has been achieved if deemed by the HRA to be in its best interests. HRA 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. HRA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. HRA 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, HRA will:
 - a. Establish rents in accordance with §983.12. For any HRA-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. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with HRA’s approved unit selection policy.

RANKING AND SELECTION CRITERIA

Scoring Criteria:

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

CRITERIA	MAX POINTS AVAILABLE
1. Owner experience and capability to build and operate affordable rental housing.	40
2. Extent to which services for special populations are provided on site or in the immediate area for occupants of the property.	25
3. Extent to which the project furthers HRA’s goal of de-concentrating poverty and expanding housing and economic opportunities.	20
4. Projects with less than twenty-five percent (25%) of the units assisted will be rated higher than projects with twenty-five percent (25%) or more of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the HRA will rate partially assisted projects on the percentage of units assisted. Projects with the lowest percentage of assisted units will receive the highest score.	15
5. TOTAL POINTS AVAILABLE	100

APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described above. The following procedures will be followed by HRA in accepting and screening Owner applications submitted for the PBV Program.

APPLICATION SUBMISSION DEADLINE

Owner applications will be accepted at the HRA office located at:

FCRHRA
Attn: Katelyn Reardon
241 Millers Falls Road
Turners Falls, MA 01376

Applications and supporting documentation will be accepted until 4:30 p.m. on Thursday, October 15, 2020.

APPLICATION FORMAT

One original and one copy of owner applications must be submitted to HRA in person, through the United States Postal Service or by a recognized overnight delivery service. Where possible, copies should be submitted as two-sided copies in order to conserve paper.

APPLICATION CONTENT

Applications submitted must have the following:

- 1.) Cover letter signed and submitted by the principal party authorized to contract on the applicant’s behalf. The cover letter should state the number of PBV units requested; the total number of units in the development along with the number of buildings and the type of resident population.
- 2.) A cover sheet that outlines the following:
 - Name of sponsor organization
 - Mailing address
 - Telephone numbers, fax numbers and e-mail addresses
 - Principal contact person
 - Executive Officer
 - DBE/MBE/WBE designation if applicable

- Number of years in business
 - Supportive services partner organization/s
- 3.) Copies of most recent single audit, audited 990's or financial statements of the sponsor organization.
- 4.) Applications for PBV assistance must provide information on the following topics:
- Owner name
 - Project name
 - Number of buildings
 - Number and size of units
 - Location of units
 - Other forms of assistance received
 - Requested contract term
 - Handicapped accessibility features
 - Owner experience with affordable rental housing
 - Unit and neighborhood amenities
 - Intended resident population
 - Tenant selection criteria and plan
 - Proposed Rents
 - Affordability restrictions
 - Need for PBV Assistance
 - Management and operations plan
 - Supportive Services that will be provided
 - Evidence of site control
 - Financial Pro-forma
 - Development Schedule