



**Request for Proposals for
Project-Based Vouchers (PBV) for the
Creation of Permanent Affordable Housing
in the City of Portland**

Issued: Wednesday July 24, 2019

**PROPOSALS ARE DUE NO LATER THAN 4:00PM
FRIDAY AUGUST 23, 2019**

LATE PROPOSALS WILL NOT BE ACCEPTED

REQUEST FOR PROPOSALS



Portland Housing Authority (PHA) is accepting proposals from qualified property owners and developers to participate in the Project-Based Voucher (PBV) Program. Request for Proposal packets will be available starting July 24, 2019.

The purpose of the Project Based Voucher Program is to create new affordable housing via renovation of existing properties, new construction or existing unsubsidized units. At the direction of the Board of Commissioners, the PHA will be allocating up to 60 PBVs under this RFP. Proposals must include units specifically made available for very low income elderly (62 and older), persons with disabilities, families or homeless individuals and families. Preference will be given for proposals that include plans to provide supportive services. Proposals cannot be for less than 5 PBVs and not more than 30 PBVs.

The Request for Proposals packet outlines the submission requirements and selection criteria for these proposals. Selection will be based on a point system. RFP packages can be obtained at Portland Housing Authority, www.porthouse.org or via e-mail to lballew@porthouse.org.

Proposals must be received by 4:00 PM Friday, August 23, 2019 in the PHA office, 14 Baxter Blvd., Portland, Maine 04101 or via e-mail to lballew@porthouse.org. Proposals received after the designated time and date will not be accepted.

PHA Board of Commissioners reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of PHA.

As published in the Portland Press Herald and PHA website July 24, 2019.

REQUEST FOR PROPOSALS AFFORDABLE HOUSING DEVELOPMENT

Issue Date: Wednesday, July 24, 2019

Due Date: Friday, August 23, 2019

Proposal Submission

Submit Hardcopies of the Proposal to:

Portland Housing Authority
Attention: Linda Ballew
14 Baxter Blvd.
Portland, Maine 04101

Submit electronic copy via email to:

lballew@porthouse.org

Questions

All questions must be submitted in writing to Linda Ballew
Portland Housing Authority
lballew@porthouse.org

1. Overview and Project Requirements

Portland Housing Authority (PHA) issues this Request for Proposals (RFP) to seek proposals from developers interested in applying for Project-Based Vouchers (PBV) to be used in the creation of new affordable housing rental projects in the City of Portland that serve low-income households. Project-Based Vouchers maximize the affordability of housing for very low-income households and special needs populations by assigning them to specific properties. They can be used for the creation of permanently affordable housing within existing buildings, substantial rehabilitation or new construction. PHA is looking for experienced developers capable of delivering high quality affordable housing.

PHA will be allocating up to sixty (60) PBV under this RFP. Proposals cannot be for less than five (5) PBVs and not more than thirty (30) PBV will be allocated to any one project. Proposals must include units specifically made available for *very low income elderly (62 and older), persons with disabilities, families or homeless individuals and families*. Preference will be given to proposals that include plans to provide supportive services.

Successful applications will demonstrate how their project can advance PHA development goals. These include:

1. Increased permanent affordable housing in the City of Portland available to households at or below 50% of Area Median Income (AMI)
2. Development of housing that increases access to community services (e.g. social services, health care, transportation, youth programs, adult education & job training).

Program Highlights:

- The maximum number of project-based vouchers to be allocated under this RFP to any one project is thirty (30).
- Proposals must include units specifically for elderly (62 and older), disabled persons, families and homeless individuals and families.
- Projects that provide new housing through new construction or substantial rehabilitation will receive greater preference than those projects that are for existing units.
- Commencement of construction or rehabilitation cannot begin prior to selection of the proposal and execution of the Agreement to Enter into a Housing Assistance Payment Contract (AHAP).
- Projects offering supportive services will be receive greater preference.
- Owners will have one year from the commitment of Project Based Vouchers to sign an AHAP or may risk losing the PBV commitment.
- Please see the enclosed HUD/PHA guidance for other specific requirements.

2. Submission Requirements and Selection Criteria.

Applications are restricted to a total of 10 pages, plus attachments, 8 ½” x 11” paper. Each section is restricted to a maximum number of pages (not counting budgets), as indicated below.

PHA will rank applications using the following scoring system. The points identified below reflect the maximum that can be awarded to each factor. Applications will be reviewed for completeness and accuracy and those that the PHA determines feasible will be scored.

Proposals must be in accordance with HUD 24 CFR 983 program requirements and consist of the following parts:

A. Executive Summary (1 page). The executive summary should be signed and submitted by the principle party authorized to contract on the organization’s behalf. The summary should include a brief overview of the project; the number of PBV units requested, targeted population to be served; and a brief description of the project completion schedule and development costs.

B. Priority and Relative Need. (1 page, 30 points). Populations for assistance under this RFP include elderly (62 and older), persons with disabilities, families, and homeless individuals and families. Describe the scope, purpose and need for the project. Describe the need for Project-Based Voucher assistance. Describe the general population the project will target including; income level, household composition and any special need.

C. Organizational Capacity (1 page, 20 points). Provide a general description of your organization and its mission. Describe your experience in the development and management of housing for the population you wish to serve including experience with the project-based voucher program. Proposals from organizations that demonstrate

previous experience in the development and management of projects for the targeted population will receive a higher score in this category.

D. Project Design (3 pages, 20 points). Provide details of how this project is to be developed, owned and managed once completed. The narrative should describe the ownership entity, the nature of any partnerships, the operational plan for this project and any additional funds that would be leveraged through the award of this project-based assistance and the sources of those funds. If supportive services are to be offered please describe the plan for providing supportive services in this project. In conjunction with this narrative develop and attach a development/construction budget, sources and uses statement and a preliminary operating budget. Proposals with clear and feasible financial plans, ownership models and management plans will receive a higher score in this category. Preference will be given to proposals that include plans to provide supportive services.

E. Building and Site Characteristics of the Project (2 pages, 15 points). Projects with the following physical priorities will receive a higher score:

- Locations within the City of Portland that are close to services, transportation and employment opportunities;
- Projects that include additional units with a mix of incomes; and
- Well designed, high quality, energy efficient housing, with low operational costs.

Please describe the following under this category:

- The location of the property by address and census tract(s);
- Describe the proposed site and status of site control;
- Type of housing to be developed: new construction, conversion of non-dwelling building, rehabilitation of existing housing;
- If the project involves existing structure(s), describe the existing site improvements, including year built, current condition and use and if any major improvements have been completed.
- Total number of buildings in the project; units by bedroom size and square footage;
- Number of PBV units planned for the project;
- The proximity of community facilities and resources for the population to be housed at the project (such as markets, libraries, human and medical services, educational opportunities, etc.);
- Access to public transit;
- Sketches (site plans, elevations, floor plans) of the proposed project;
- For rehabilitation projects, describe the rehabilitation plan;
- Sustainability elements such as energy and resource conservation measures;
- Identification of any temporary or permanent relocation of current residents;
- Status of zoning and other local approvals needed; and
- Other characteristics of the site.

F. Project Readiness (1 page 10 points). Submit a project development schedule that describes all phases from planning to construction completion. Discuss the project's readiness to proceed based on the level of funds committed and other resources yet to be secured. Describe the financial assumptions used to develop the operating budget. Include rents and other sources of income, operating and maintenance expenses and inflationary factors. Projects that are further along in the development process will receive a higher score.

G. Community Support (1/2 page, 5 points). Projects for which there is a clear demonstration of community support will receive more points. Describe how the local community has responded to this proposed project, and how it has demonstrated support.

3. Attachments. The following attachments **must** be enclosed with your application, or the application will be returned as ineligible:

- **Conflict of Interest Statement.** This statement must:
 - Describe the identity of the owner of the proposed project and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest;
 - Certify that the above-mentioned parties are not on the U. S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs; and none of such parties are debarred, suspended, subject to a limited denial of participation or otherwise excluded under 2 CFR part 2424; and
 - Disclose any possible conflict of interest by any of these parties with respect to Portland Housing Authority or U. S. Department of Housing and Urban Development (HUD) programs.
- **Subsidy Layering Review.** The owner must disclose any governmental housing assistance they have received or will receive from federal, state or local agencies, including assistance such as tax concessions or tax credits that will be used for the proposed project-based units for acquisition, development or operation. This information will be used to complete the subsidy layering review prior to entering into an agreement with the owner to prevent excessive public assistance for the housing per HUD guidelines. Subsidy Layering requirements are not applicable to existing housing. 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.
- **Owner Certification.** The owner must sign the attached 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 layer review in accordance with HUD requirements.

4. General Information and Instructions:

- **Reservation of Rights:** Portland Housing Authority reserves the right, at its sole discretion, to award all, a portion, or none of the available vouchers under this application, as well as reject any and all applications based on the quality and merits of the applications received, or when it is determined to be in the public interest to do so. Also, Portland Housing Authority may extend deadlines and timeframes, as needed.
- Portland Housing Authority reserves the right to substantiate any proposers' qualifications, capability to perform, availability and past performance records under Section 8 Housing Programs.
- **Confidentiality:** Applications received by Portland Housing Authority shall become a matter of public record subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may be held from public inspection, as provided in Maine law: 5 MRSA Sections 13119-A and 13119-B.
- **Compliance with Federal Law:** The selected applicant will be required to certify that the development and management of the proposed housing will be in compliance with all applicable laws, executive orders, OMB Circulars and federal regulations, including but not limited to: Fair Housing Act, Equal Opportunity and Non-discrimination, National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the Davis-Bacon Act, the Lead-Based Paint Poisoning Prevention Act, Flood Disaster Protection Act, Conflict of Interest, Contractor Debarment and Cost Principles.
- All applications must meet the rules and regulations of the HUD Section 8 Program as noted in 24 CFR Part 982 Section 8 Tenant-Based Voucher Program & 24 CFR 983 Project-Based Voucher (PBV) Program
- In the case of an Agreement for the development of nine or more contract units, the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in development of the housing. Cost of monitoring Davis Bacon wages will be the responsibility of the owner.
- **Equal Employment Opportunities:** Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.