

Request for Proposal
Project Based Housing and Urban Development
Vouchers that Serve the Homeless



Housing Authority of the City of Reno
Serving Reno, Sparks, and Washoe County

Release Date: October 13, 2017

Submissions must be received by 5:00 p.m. on Monday, November 13, 2017

Late proposals will not be accepted.

Submit proposals to:

Mishon Hurst, Deputy Executive Director
Housing Authority of the City of Reno
1525 East 9th Street
Reno, NV 89512
(775) 329-3630

I. Introduction

The Housing Authority of the City of Reno (RHA) is seeking proposals from property owners of existing affordable housing units to receive an allocation of Project Based Section 8 Vouchers (PBV) to serve homeless individuals and families in the City of Reno, the City of Sparks, and Washoe County. The purpose of this PBV allocation is to provide suitable housing to individuals and/or families who are experiencing homelessness so that they can receive the necessary supportive services and transition to self-sufficiency. Eligible households must meet the Housing and Urban Development (HUD) definition below and standard of verification of homelessness as outlined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Homeless Definition Final Rule, published in the Federal Register / Vol. 76, No. 233 / Monday, December 5, 2011 or the HUD definition of chronically homeless as outlined in the HEARTH Chronically Homeless Definition Final Rule, published in the Federal Register / Vol. 80, No. 233 / Friday, December 4, 2015. In addition, all other eligibility requirements for the Section 8 Housing Choice Voucher (HCV) Program administered by RHA must be met. Owners of eligible properties must meet inspection standards, site selection criteria and all other criteria outlined in RHA's Administrative Plan for Section 8 Housing Choice Voucher, Project Based Voucher and Moderate Rehabilitation (Administrative Plan) <http://www.renoha.org/pdf/S8AdminPlan.pdf>.

The definition of homelessness is as follows:

1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

The definition of a chronically homeless individual is as follows:

1. A homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven or in an emergency shelter immediately before entering the institutional care facility;
2. The individual must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months; and

3. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation in an emergency shelter, or in a safe haven.

The definition of a chronically homeless family is as follows:

1. Families with adult heads of household who meet the definition of chronically homeless individual;
2. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all of the criteria of a chronically homeless individual; and
3. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.

RHA may select multiple proposals with the goal of ultimately issuing a maximum of 50 PBVs to owners of existing affordable housing, 25 of which are being solicited through this request. According to the requirements outlined in the Administrative Plan, no project may set aside more than 25% of its total units for PBVs, however, under RHA's FY 2016 Amended Moving to Work (MTW) Plan, this requirement has been waived for those properties applying for PBVs under this solicitation. Future awards of the remaining PBVs will be issued through the RFP process.

RHA reserves the right, at its sole discretion, to reject any and all proposals, to waive any irregularities, and to reject nonconforming, non-responsive, or conditional proposals. All applications submitted to RHA for PBVs are due no later than 5:00 p.m. on Monday, November 13, 2017. Late proposals will not be accepted.

Applicants must submit application in a binder with tabs that reference each scoring criteria as outlined in Section VII - Threshold Criteria. Copies are to be delivered to:

Mishon Hurst, Deputy Executive Director
Reno Housing Authority
1525 East 9th Street
Reno, NV 89512

For questions:

Email: mhurst@renoha.org

Phone: (775) 329-3630

Fax: (775) 786-1712

It is the policy and intention of RHA to comply in all of its policies and procedures affecting all of its programs and activities, including employment and housing, with all federal, state, and local regulations, prohibiting discrimination on the basis of race, color, sex, sexual orientation, national origin, religion, age, family status or disabilities. As part of this compliance RHA has a reasonable accommodation/reasonable modification policy for persons with disabilities. The hearing impaired may call (775) 331-5138 ext. 204 for more information. RHA will not directly or through contractual licensing or other arrangements permit or engage in such discrimination in its federally assisted programs and activities.

II. RFP Timeline

- a. The release date for this RFP is October 13, 2017 (the “Release Date”).
- b. A Proposers’ Conference will be held on Wednesday, November 1, 2017 at 10:00 a.m., in the RHA Board Room, located at 1525 East 9th Street, Reno, NV 89512. Although attendance is not mandatory at the Proposers’ Conference, it is strongly recommended that all interested Proposers attend. RHA additionally recommends that prospective Proposers submit, via facsimile or email, written questions in advance of the Proposers’ Conference to RHA’s Executive Director by Monday, October 30, 2017 by 5:00 p.m. Questions submitted in writing must include the firm name and the name, title, address, telephone number, fax number and email address of the individual to whom responses to the Proposer’s questions should be given. Proposers will be permitted to ask additional questions at the Proposers’ Conference. Final questions deadline will be Monday, November 6, 2017 at 5:00 p.m. All questions and answers will be provided to all firms that received a copy of this RFP or who express interest in the RFP via the email address provided.
- c. Proposals must be received by RHA no later than Monday, November 13, 2017 at 5:00 p.m. Proposers should refer to Section VII – Threshold Criteria of this RFP for details on the minimum requirements for submittal. No late submissions will be selected.
- d. The anticipated award date of the Agreement(s) to the selected Proposer(s) is on or about Friday, December 29, 2017.

III. RHA Profile

The U.S. Department of Housing and Urban Development’s (HUD) HCV Program provides rent subsidies on behalf of low-income households so that they can live in decent, safe, and affordable housing. Through this program, RHA provides housing subsidies to more than 2,500 low income families in Reno, Sparks, and Washoe County who include senior, disabled, working or non-working households. RHA currently owns and manages 751 units of Public Housing in eight different locations in the City of Reno and the City of Sparks. Furthermore, through the use of the Neighborhood Stabilization Programs (NSP) and other funding, RHA owns over 160 rental properties specifically targeted for low income households. For more information on all of RHA’s programs, please visit www.renoha.org.

IV. Project Based Voucher (PBV) Description

Funding for this PBV Program comes from HCV Program funds disbursed to RHA from HUD. Under the PBV Program, subject to Federal requirements and in accordance with locally developed guidelines, rental subsidies are attached to specific units, unlike HCV tenant vouchers which stay with the tenant. When the tenants of units assisted under the PBV Program move, the

rental subsidies remain with the units while there is an executed PBV Housing Assistance Payments (HAP) contract.

The intent of this RFP is to solicit proposals from owners of existing affordable housing units willing to set aside units to provide PBV assistance to units that will serve the homeless and chronically homeless. Special attention must be given to the specific needs of the homeless population and collaborating with a service provider to increase housing retention.

RHA will enter into PBV HAP contracts with selected property owners for specific projects for an initial term of ten (10) years subject to funding availability. The initial term may be extended at RHA's option up to the maximum term allowed by regulation. Rental assistance subsidies will be provided while eligible individuals and/or families occupy the rental housing units and the units meet other program standards. RHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

Owners will be required to provide the number of units and an estimated lease up availability schedule. A description of the feasibility of the units being ready for occupancy in order to meet this deadline and timeline must be included with the proposals and will be evaluated by RHA for feasibility and likelihood of being able to meet the deadline as well as pass Housing Quality Standards (HQS).

All proposals are to be site specific. The applicant must have site control at the time of application as evidenced by a deed, option, purchase and sale agreement, development agreement, or other instrument acceptable to RHA.

Property owners who are qualified and are interested in providing rental units under the PBV Program as described herein are encouraged to submit a proposal to RHA. To promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing high proportion of low-income persons, owners of properties in high opportunity areas with quality schools are encouraged to apply.

If selected by RHA for the PBV, the selection is conditional and subject to:

1. Completion of an environmental review by the owner or if requested by RHA,
2. A subsidy layering review, if applicable.
3. All PBV unit passing HQS inspection.
4. Determination of initial contract rent according to 24 CFR §983.303(c).
5. Any requirements outlined in the Section 8 Administrative Plan regarding Project Based Vouchers.
6. Final approval by HUD.

If any of the items described and required in this section are incomplete or missing, they will be treated as a curable deficiency and RHA may contact an applicant to clarify or request missing information. Applicants must supply the requested information within ten business days of the date requested. If not provided, RHA reserves the right to no longer consider the application for PBV allocation.

Applicants should also understand the following:

1. Although the Uniform Relocation Act must apply, RHA will not consider proposals from owners of properties in which families or individuals are being or will be displaced.
2. Applicants are to consult Section 7.2.3. (Site Selection Standards) and 7.2.4. (Site Selection Plan) of RHA's Administrative Plan regarding priorities regarding site selection.
3. In addition to the provisions outlined in this solicitation, properties selected for PBV must comply with all applicable requirements not otherwise waived under the program, set forth in 24 CFR §983 and the PBV Program. Regardless of whether the provisions of this solicitation are silent on or differ from the requirements of applicable federal regulations, the applicable federal regulations shall prevail.
4. Applicants will be required to coordinate individuals/families for eligibility for PBV assistance based on the HEARTH Homeless Definition Final Rule and RHA's Administrative Plan.

V. Eligibility Criteria

RHA will evaluate proposals to determine if the proposed housing units are eligible for PBV assistance. Per 24 CFR §983.53, certain types of housing units and/or developments are not eligible for PBV assistance including:

- Units 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. However, RHA may approve assistance 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 students of the institution;
- Manufactured homes;
- Shared Housing, cooperative housing, transitional housing;
- Owner-occupied housing units; and
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the HAP contract.

There is a prohibition of assistance for units in subsidized housing in accordance with HUD regulations including, but 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 rental assistance under Section 236, Section 521 or Section 101;
- Units subsidized with Section 202 including supportive housing for the elderly;
- Units subsidized under Section 811;
- Units subsidized with any form of tenant-based rental assistance as defined at 24 CFR §982.1(b)(2) (e.g., tenant-based rental assistance under the HOME Program); and,
- Units with any other duplicative federal, state or local housing subsidy as determined by HUD or RHA.

VI. Application Cover Sheet

Date of application: _____

Total Project Based Vouchers requested: _____

Legal Name of Organization

TAX ID Number

Address

City

State

Zip

Name of contact person regarding application

Title

Email

Phone

Certifications:

By signing this application, the following certifications are made:

1. The owner and its agents will collaborate with the RHA selected case management service provider to avoid preventable evictions and increase housing retention of PBV residents.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR §5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.
3. The owner and its agents will comply with effective communication requirements pursuant to section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR §8.6.
4. The owner agrees that, if selected, the selection is conditional and subject to:
 - a. Successful award of PBV funding by RHA with approval by HUD.
 - b. Completion of an Environmental Review by the owner, if applicable or if requested by RHA, prior to execution of a Housing Assistance Payments contract, and
 - c. Subsidy layering review, if applicable.
 - d. Compliance with Housing Quality Standards.
5. The owner agrees that, if selected, the owner may not take any action prohibited under 24 CFR §983.58(d) until applicable environmental review and/or subsidy layering review is completed.
6. The owner has read and understood the guidelines outlined in RHA's Section 8 Administrative Plan including policies regarding site selection.

VII. Threshold Criteria

The following are minimum requirements and must be submitted with the proposal packet. Following an opportunity to cure, if the required information is not provided and/or the proposal does not meet the threshold requirements, it will be rejected by RHA.

1. The application cover sheet included with this RFP signed by owner or an authorized representative.
2. Documentation of site control.
3. A description of the proposed project including:
 - a. Project address;
 - b. Total number of PBVs requested;
 - c. Project location by census tract;
 - d. Total number of buildings;
 - e. Total number of units by bedroom size in each building;
 - f. Number and bedroom sizes of project based units in each building;
 - g. Listing of amenities and services; and
 - h. Proposed contract rents for each unit type and utility responsibilities.
 - i. Target population, if any, of any non-PBV units.
 - j. A narrative describing the readiness of units.
 - k. Identity of the owner and other principal parties, certifications and disclosure.
4. A signed letter indicating the owner's willingness to commit to working with one of RHA's service providers to provide case management with whom a Memorandum of Understanding (MOU) has been executed.
5. Provide documentation detailing the experience and qualifications of the owner in owning/managing affordable multifamily real estate, focusing on the managing experience most relevant to this RFP and assisting the homeless population. Each household must be verified and documented homeless by the applicant property owner and/or its agents and referred to RHA for final approval.
6. A statement indicating the project's accessibility to transit, healthcare, employment opportunities, and to key neighborhood assets (which must be identified) such as grocery stores, banks, libraries, and parks and recreational facilities. This statement must include transit options for the immediate area, such as bus routes, ride/bike share, etc.

VIII. Scoring Criteria

Category	Points
Project Readiness	
Feasibility of units ready for occupancy within 90 days of award.	25
Accessibility to public transportation and local resources.	10
De-concentrating Poverty/Expanding Housing and Economic Opportunities	
Extent to which the project furthers RHA's goal of expanding housing and economic opportunities.	5
Project site is located in a high opportunity area that provides improved educational and economic opportunity for residents.	5
Owner/Developer Experience	
Experience in management/development of affordable housing or working with Housing Choice Vouchers.	15
Experience in working with very low-income and/or homeless households.	10
Experience in working with supportive service providers.	10
Supportive Services	
Willingness to work with one of RHA's service providers with regard to ongoing case management to avoid preventable evictions and increase housing retention.	20
TOTAL	100

Should two or more projects achieve a tie score, the project determination will be made by RHA as to which project best meets the overall needs of this population.

SUPPLEMENTAL INFORMATION REQUEST: If RHA determines in its sole discretion that additional information is required for a fair and complete review of an application, RHA may issue a supplemental information request. The additional information requested must be delivered to RHA within two business days of the date of notice.