



REQUEST FOR PROPOSAL

RFP Number: 2026-05PBPS

Issued On: May 28, 2026

Q&A Deadline: June 10, 2026, 5:00pm PST

Submission Deadline: June 24, 2026, 5:00pm PST

Owner: Housing Authority of City of Reno

Address: 1525 East 9th Street, Reno NV 89512

Issued by: RHA's Rental Assistance Department

Contact Person: Jamie Newfelt, Director of Rental Assistance

Phone Number: 775.329.3630

Email Address: jnewfelt@renoha.org

PROJECT-BASED VOUCHER (PBV) PROGRAM PERMANENT SUPPORTIVE HOUSING (PSH) UNITS WITHIN EXISTING HOUSING COMPLEX RFP

INTRODUCTION

The Housing Authority of the City of Reno's (RHA) mission is to provide fair, sustainable, quality housing in diverse neighborhoods throughout Washoe County that offers a stable foundation for low-income families to pursue opportunities, become self-sufficient and improve their quality of life. As part of meeting its mission, RHA administers the Section 8 - Housing Choice Voucher (HCV) program funded by the U.S. Department of Housing and Urban Development (HUD). The HCV program provides housing subsidies to landlords on behalf of low-income families and individuals living in privately owned housing in Washoe County.

Permanent Supportive Housing (PSH) is defined as housing that is intended for people with disabling behavioral or physical health conditions who have experienced homelessness, are at risk of homelessness, or have faced unnecessary institutionalization. The Corporation for Supportive Housing (CSH) has set standards for the supportive services to be provided as part of PSH. These supportive services should be tenant-centered, accessible, coordinated, and sustainable and may include, but are not limited to, social services, community support services, case management, employment assistance, healthcare, and behavioral health services.

In 2023, Washoe County Housing and Homeless Services (HHS), in collaboration with the Corporation for Supportive Housing (CSH), conducted the Washoe County Supportive Housing Needs Assessment. The information from that assessment is being used to develop a systematic approach to creating a financial ecosystem that supports the development and sustainability of affordable housing, following a permanent supportive housing model. Results of the needs assessment revealed that Washoe County needs 642 new PSH units *and* 642 units created through rental subsidies. In response to the needs assessment results, RHA is prioritizing PSH in its use of project-based vouchers.

PBV OVERVIEW AND FUNDING

Project Based Vouchers (PBV) encourage property owners to make rental housing available to lower-income households by entering into a contract with RHA to assign a voucher to a specific unit. Funding for the 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 tenant-based 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 in effect with the owner.

Under the PBV program, RHA enters into a HAP Contract with the owner for a specific number of rental units, for a specified term (up to twenty 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 are then provided to the owner while eligible individuals and/or families occupy the rental

housing units, and the units meet other program standards such as National Standards for the Physical Inspection of Real Estate (NSPIRE). RHA's published subsidy standards will determine the appropriate unit for the family size and composition.

Owners of eligible properties must meet inspection standards, site selection criteria and all other conditions outlined in RHA's Administrative Plan for Project-Based Voucher Programs.

Leases for PBV units must have an initial term of 12 months, and units must be re-rented to PBV-eligible households upon turnover. Changes to the contract rent for PBV units may only be requested at the annual PBV contract anniversary, regardless of individual lease terms.

Operating a PBV program is consistent with RHA's Annual Moving to Work (MTW) Plan and its goal of expanding housing choice and economic opportunities. Administration of RHA's programs will comply with HUD regulations, RHA's policies, and the Equal Opportunity Housing Plan (EOHP). Therefore, it is the policy and intention of RHA to comply with all its policies and procedures affecting all 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, gender identity, familial status, or disability. As part of this compliance, RHA has a reasonable accommodation/reasonable modification policy for persons with disabilities. The hearing impaired may call (385) 770-7166 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.

PROJECT REQUIREMENTS

The primary purpose of this solicitation is to provide additional deeply affordable housing units to PSH tenants, defined as housing that is intended for people with disabling behavioral or physical health conditions who have experienced homelessness, are at risk of homelessness, or have faced unnecessary institutionalization.

All proposed PBV allocations submitted under this solicitation must be site-specific and apply to existing housing units only. HUD defines "existing housing units" in the PBV program as housing units that already exist on the proposal submission date and meet Housing Quality Standards (HQS). These units require only minimal rehabilitation and are available for immediate occupancy. The site should also be purpose-built for PSH, meaning all units in the complex serve PSH tenants as defined above, and awardees must agree to provide 24/7 on-site staffing and appropriate on-site supportive services in accordance with the standards set by CSH.

All PBV-awarded units must be filled by selecting individuals with the highest acuity from the Washoe County Continuum of Care's (CoC) Community Housing List (Queue). The CoC Matchmaker will identify these individuals and refer them to RHA for eligibility verification. Once eligibility for the PBV program is confirmed, they will be referred to the complex for approval in accordance with the tenant selection plan. The population targeted to live in the PBV units supported by this RFP may have limited credit and/or rental history, or other barriers that could otherwise exclude them from market housing units. Respondents must be willing to use flexible tenant-screening criteria for leasing, such as waiving credit history, prior rental history, and income requirements, to allow individuals with screening barriers to be housed, thereby providing a stable foundation for service coordination and

delivery. Awardees agree to use HMIS to report on tenancy and other service interventions for the duration of the client's tenancy.

All PBV-awarded units must maintain an income restriction for eligibility of 30% of the Area Median Income (AMI) for the duration of the PBV HAP contract and any extensions.

Awardees must commit to publicly acknowledging RHA as a funding partner and shall include appropriate credit to RHA in materials or communications related to the project that are intended for public dissemination, including but not limited to reports, presentations, websites, press releases, and public announcements.

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

1. RHA site visit to ensure PSH-appropriate design and the ability to provide on-site supportive services.
2. All PBV units passing NSPIRE inspection.
3. Determination of initial contract rent according to 24 CFR §983.303(c).
4. Any requirements outlined in RHA's Administrative Plan for Project-Based Voucher Programs.

If any of the items described and required in this section are incomplete or missing or if additional information is required for a fair and complete review of an application, 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 five (5) 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 Chapter 8 of RHA's Administrative Plan for Project Based Voucher Programs 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.

INVITATION

With this solicitation, RHA is issuing this Request for Proposals (RFP) seeking applications from qualified owners for an allocation of Project-Based Vouchers (PBVs) to be awarded to an existing housing complex providing 24/7 on-site staffing and appropriate on-site supportive services in accordance with the standards set by CSH to house individuals with disabling behavioral or physical health conditions who have experienced homelessness, are at risk of homelessness, or who have faced unnecessary institutionalization.

RHA will provide up to 30 total PBVs, which may be awarded to one or more owners. The deadline for receipt of proposals is **5:00 PM PST, Tuesday, June 24, 2026**. Proposals received after the established deadline may be considered non-responsive and rejected. Proposals should be electronically submitted to:

Jamie Newfelt
Reno Housing Authority – Director of Rental Assistance
Email: jnewfelt@renoha.org.

Any questions regarding the solicitation should be directed to Ms. Newfelt. All questions must be submitted by 5:00 pm PST on June 10, 2026.

Each respondent shall submit only one proposal.

HUD ELIGIBILITY CRITERIA

1. Proposed existing housing units must be located in Washoe County.
2. The proposed property must meet local building codes and the National Standards for the Physical Inspection of Real Estate (NSPIRE) as established by the U.S. Department of Housing and Urban Development. Additionally, the units must comply with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations at 24 CFR part 8.

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.
- 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; or
- Units occupied by an ineligible family at the time of scheduled occupancy based on the project readiness statement in the proposal.

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

MINIMUM SUBMITTAL REQUIREMENTS

The following are the *minimum* requirements that 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 these threshold requirements, it will be rejected by RHA.

1. The application cover sheet included with this RFP, signed by the owner or an authorized representative.
2. A description of the proposed project including a property map and the following information:
 - a. Project name;
 - b. Project address;
 - c. Total number of PBVs requested broken down by bedroom size;
 - d. Project location by census tract;
 - e. Total number of buildings in the project;
 - f. Total number of units by bedroom size in each building;
 - g. Proposed contract rents for each unit type and breakdown of utility responsibilities.
3. A narrative describing the readiness of units and identifying understanding of PSH and PBV program conditions, including flexible tenant screening criteria, the tenancy referral process, use of HMIS, staffing to be provided on site and through partnerships to meet PSH needs and a description of other funding already received that supports these services.
4. A copy of the site Tenant Selection Plan outlining screening criteria.
5. Identity of the owner and other principal parties, certifications, and disclosure.
6. 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.
7. Documentation detailing the experience and qualifications of property management in working with the target population, external service providers, and flexible tenant screening criteria. Please provide a Tenant Selection Plan documenting flexible tenant screening criteria.
8. Documentation detailing the experience and qualifications of the service provider in working with residents of PSH, and a detailed explanation of services that will be provided on-site including staffing that will be available to residents and during what hours of operation.
9. 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. (site and neighborhood standards).

GENERAL CONDITIONS

1. RHA reserves the right to reject any or all proposals and to waive any informalities in the proposal process. Withdrawal of proposals prior and subsequent to the opening shall be permitted only in accordance with RHA's Procurement Policy.
2. RHA reserves the right to make an award based solely on the proposals or to negotiate further with one or more applicants. RHA's decision is final; there is no appeal process.
3. RHA reserves the right to terminate the contract for unsatisfactory performance in compliance with the terms of the Housing Assistance Payment (HAP) contract.
4. Contract renewals after the initial period may occur at the sole option of RHA. All HAP contract renewals are contingent upon the future availability of appropriated HUD funds for the Housing Choice Voucher program.
5. RHA will determine household eligibility for participation in the project-based assistance program in accordance with HUD requirements and RHA's Administrative Plan. All assisted units must be leased to eligible households. Leasing units to ineligible tenants is a violation of the HAP Contract and will result in the loss of rental subsidy.
6. Gross rents will be determined in accordance with RHA's Administrative Plan. RHA's current payment standards are posted on its website. Exception Payment Standards do not apply to the Project Based Voucher program. RHA will complete a rent reasonableness study prior to approving HAP rents and inspect units for compliance with HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE).
7. The selected respondent shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
8. The selected respondent shall comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
9. The selected firm shall provide access to any books, documents, papers, and records that are directly pertinent to contract services for the purpose of making audit, examination, excerpts and transcriptions at no charge. Such access shall be made to the U. S. Department of Housing and Urban Development officials, Comptroller General of the United States, Executive Director, or any of their duly authorized representatives.
10. The selected owner(s) shall retain all required records for three (3) years following the date of expiration and all other pending matters are closed and shall provide access to the RHA at no charge during that period.
11. The selected owner(s) shall protect, defend, indemnify, and save harmless the Reno Housing Authority against any or all claims that may result or arise from the performance of a HAP contract.
12. The selected owner(s) shall be required to abide by all Federal, State and/or local regulations with regard to equal employment opportunity.
13. Selected owner(s) must certify that the owner and other project principles are not on the US General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
14. The selected owner agrees to comply with all required labor standards and wage rates as required by receipt of federal funds.
15. Within 10 business days of selection, RHA will post the name of the owner(s) selected for the PBV program on its website: <https://www.renoha.org/doing-business-with-us/>

EVALUATION CRITERIA

Due to the population being served under this proposal, additional points will be awarded under the scoring criteria to applicants providing primarily one-bedroom units, able to demonstrate flexible tenant screening criteria, the ability to provide on-site services at an acceptable level to meet PSH model guidelines, ready to coordinate with service providers to provide on-site services, and with demonstrated experience working with RHA on other voucher programs. Evaluation criteria shall be as follows:

EVALUATION CRITERIA	Points
Project Specifications and Supportive Services	
Unit bedroom size allocation (one-bedroom units preferred).	10
Accessibility to public transportation and local resources (site and neighborhood standards).	4
The on-site visit confirms the design of the PSH purpose-built complex, with space for supportive service delivery.	8
Demonstrated ability to provide flexibility in screening criteria (Tenant Selection Plan provided).	10
Demonstration that 24/7 onsite staffing will be provided.	8
Demonstrated ability to provide on-site services to serve PSH clientele, and a summary of staffing levels and services to be provided on-site.	8
Demonstration of the owner's agreement to accept tenancy referrals from RHA that have come directly from the CoC Coordinated Entry system and are the highest acuity clients on the queue. Full score will be given if not already receiving a subsidy to serve this specific population.	10
Project agrees and has experience using HMIS to track tenancy and other service supports provided.	6
De-concentrating Poverty/Expanding Housing and Economic Opportunities	
The extent to which the project furthers RHA's goal of expanding housing and economic opportunities.	5
The project site is located in a high-opportunity area that provides improved economic opportunities for residents.	5
Owner & Property Management Experience	
Owner experience in the operation of affordable housing, specifically PSH, and working with HUD's HCV program, including tenant-based vouchers.	8
Property Management experience in working with low-income, PSH, and/or homeless households.	8
Property Management experience in working with supportive service providers and PSH clientele.	10
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.

Application Cover Sheet

RFP 2026-05PBPS

Name of Project: _____

Project Address: _____

Total Project-Based Vouchers requested: _____

Total Units in Project: _____

Legal Name of Organization

TAX ID Number

Address

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 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.
2. 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.
3. The owner agrees that, if selected, the selection is conditional and subject to:
 - a. Successful award of PBV funding by RHA and HUD.
 - b. Compliance with NSPIRE.
4. The owner has read and understood the guidelines outlined in RHA's Administrative Plan for Project-Based Vouchers including policies regarding site selection, available at www.renoha.org.

Signature of Authorized Representative:

Print Name:

Date: _____

Title: _____