



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

CLERMONT METROPOLITAN HOUSING AUTHORITY REQUEST FOR PROPOSALS (RFP) for PROJECT BASED VOUCHER (PBV) for NEWLY CONSTRUCTION, REHABILITATED, and EXISTING UNITS RFQ: 2024-1231 PBV

INTRODUCTION

The Clermont Metropolitan Housing Authority (“CMHA” or “the Authority”) was formed in 1967 to provide housing assistance to low-income families within Clermont County, Ohio. The Authority is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently administers rental assistance for over 993 units through the Housing Choice Voucher (HCV) programs. The PHA is now soliciting proposals for Project Based Vouchers (PBV) for **newly constructed units** from qualified entities to provide the services described in the Scope of Work to the Authority. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

SUBMISSION INFORMATION: If no information is to be placed under any of the above noted Sections (especially the “Optional”), please place thereunder a statement such as “**THIS SECTION LEFT INTENTIONALLY BLANK.**” DO NOT eliminate any of the sections.

SECTION 1: COMPANY INFORMATION

Attachment 1 Company Profile

Attachment 2 W-9

Attachment 3 Client References

Organizational Chart of the Management Team w/ Years of Experience Listed

Copy of Property Management Lease

Copy of Tenant Selection Plan

Copy of your organization’s Equal Opportunity Employment Policy

SECTION 2: MANDATORY HUD FORMS

Attachment 4 HUD 5369-C *Certifications and Representations of Proposers, Non-Construction Contract*

Attachment 5 HUD 2922 *Certification Regarding Debarment and Suspension*

Attachment 6 HUD 50071 *Certification of Payments to Influence Federal Transactions*

Attachment 7 Standard Form LLL: *Disclosure Form to Report Lobbying*

Attachment 8 Section 3, applicable MBE/WBE/SBA certifications

Attachment 9 HUD 2880 *Applicant/Recipient Disclosure/Update Report*



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SECTION 3: INSURANCE DOCUMENTATION

Worker's Compensation & Employer's Liability

General Liability

Professional Liability and/or Errors and Omissions

SECTION 4: POPULATION TO BE SERVED

Owner's Statement of Population to be Served. A statement explaining the population that the housing will serve on letterhead, including certification that the building and units include features appropriate for the population served.

- Families
- Elderly
- Homeless or At Risk of Being Homeless
- Victims of Domestic Violence

Project Cap - Include the number of PBVs being requested. The maximum project cap is the greater of 25 units or 25 % Project with exceptions as outlined in 24 CFR 983.56, FR Notice 1/18/17, and PIH 2017-21.

SECTION 5: SUPPORTIVE SERVICE PARTNERSHIP & PLAN

If the Offeror has partnered with a social service agency to provide supportive services, there must be written certification from the social service agency that they will provide the supportive services for the duration of the HAP Contract. The proposal must include:

- detailed statement outlining the history and qualifications of the social service agency partner
- services that the agency will provide to the assisted tenants
- requirements for the tenants
- written certification that the social service agency will provide these services for the duration of the HAP Contract

Example of supportive services may include but are not limited to:

- Transportation
- Job training/readiness program
- Budgeting

*Families **MUST** be eligible to participate in the supportive services, but the family **IS NOT** required to use the supportive services as a condition for housing.*

SECTION 6: UNIT INFORMATION

Attachment 10 Lead Based Paint Disclosure

Attachment 11 Unit Eligibility Checklist

Attachment 12 Unit Breakdown

Attachment 13 Amenities

Photos of Existing or Rehabilitated Units, Renderings for Newly Constructed Units



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SECTION 7: TYPE OF HOUSING

Please select the one(s) that are appropriate for your proposed Project.

 New Constructed Units only – *No construction can be started until after the AHAP is signed between CMHA and the Offeror. This is done **AFTER** HUD grants approval.*

- Name of Project
- Number of Units Requested
- Bedroom Size of each unit
- Number of Bathrooms of each unit
- Requested Term of the Initial PBV Contract (up to 20 years, renewable)
- Complete mailing address of Project
- Census Tract for the Project
- Bedroom Size, Bathroom Size and Addresses for each unit to be considered for PBV
- Type of Unit (Single Family Unit, Townhouse, etc.)

SECTION 8: SITE SELECTION STANDARDS

CMHA must consider all factors pertaining to 24 CFR 983.57 - Site Selection Standards. Include in your proposal the information below:

1. Whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
2. Whether a PBV development will be in a census tract where the concentration of assisted units will be or has decreased because of public housing demolition.
3. Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization.
4. Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement.
5. 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. 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.

*The site **must** also meet the HQS site standards at 24 CFR 982.401(l).*

SECTION 9: EVIDENCE OF SITE CONTROL

A deed or other legal document that establishes that the applicant has sufficient ownership rights to the site at the time the proposal is submitted.



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SECTION 10: COMPLETE FINANCING PLAN

(for NEWLY CONSTRUCTED or REHABBED PROPERTY)

A written description of how the applicant intends to finance all facets of the proposed project, along with supporting documentation that demonstrates that all necessary financing has been secured or will be secured within 60 days of an award of subsidy. Include disclosure of other governmental assistance for the proposed project.

SECTION 11: SOURCE AND USE OF FUNDS STATEMENT

(for NEWLY CONSTRUCTED or REHABBED PROPERTY)

List each permanent financing source separately, indicate whether loan, grant, syndication proceeds, contributed equity, etc. Uses: Should be detailed. Do not use broad categories such as “soft costs.” Acquisition costs should distinguish the purchase price from related costs such as appraisal, survey, titled and recording, and related legal fees. Construction and rehabilitation should include builder profit and overhead as separate items.

SECTION 12: NARRATIVE DESCRIBING DETAILS OF EACH FUNDING SOURCE

(for NEWLY CONSTRUCTED or REHABBED PROPERTY)

For loans, details should include principle, interest rate, amortization, term and any accrual, deferral, balloon, or forgiveness provisions. If a lender, grantor, or syndicator is imposing reserve or escrow requirements, details should be included in the narrative. If a lender will receive a portion of the net cash flow, either as additional debt service or in addition to debt service, this should be disclosed in the narrative.

Commitment Letters from lenders or other funding sources evidencing their commitment to providing funding to the project and disclosing significant terms. *Proposal letters or letters of intent are not sufficient to meet this requirement.*

Appraisal Report. The appraisal should establish the “as is” value of the property and without consideration of any financial implications of tax credits or project-based voucher assistance.

Stabilizing Operating Pro Forma. Should include projected rental, commercial, and miscellaneous income, vacancy loss, operating expenses, debt services, reserve contributions, and cash flow. The analysis must be projected over a 20-year period.

Tax Credit Allocation Letter. Issued by the State tax credit allocation agency, this letter advises the developer of the amount of LIHTCs reserved for the project.

Historic Tax Credits. Some projects in designated historical districts may receive an additional one-time historic tax credit. When applicable, the amount of the historic tax credit should be disclosed.

Equity Contribution Schedule. If equity contributed to the project will be paid in installments over time, a schedule should be provided showing the amount and timing of contributions.

Bridge Loans. If the financing plan includes a bridge loan, appropriate details should be provided when equity contributions are planned over an extended period.



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PROPOSAL EVALUATION: Each Proposal submittal will be evaluated by a panel of CMHA employees based upon the following information and criteria.

	EVALUATION DESCRIPTION	Weighted Average of Total Score	Maximum Points Available Scale 0-5
1	Relevant Experience: Experience of the owner in the tenant-based voucher program and owner compliance with owner’s obligations under the tenant-based program.	Up to 20 points	<p><u>Experience</u> = or >15 Years = 20 Points 9-14 Years = 14 Points 5-8 Years = 10 Points 3-4 Years = 6 Points < 3 Years = 3 Points</p>
2	Project Location – Extent to which the project furthers the PHA’s goal of deconcentrating poverty and expanding housing and economic opportunities which comply with 24 CFR 983.57.	Up to 10 points	<p><u>Project Location</u> Did the respondent address all six considerations outlined in Site Selection Standards? 6 –10 Points 5 – 8 Points 4 – 6 Points 3 – 4 Points <3 – 0 Points</p>
3	Extent to which services for special populations are provided on site or in the immediate area for occupants of the property.	Up to 25 points	<p><u>Supportive Service Partnership</u> 1 On-Site Services – 25 Points Multiple Off-Site Services – 20 Points 1 Off-Site Services – 15 Points None – 0 Points</p>
4	Unit Amenities and Site Amenities	Up to 20 points	<p><u>Eligible Families:</u> 10+ Amenities – 10 points 8 – 9 Amenities – 8 points 6 – 7 Amenities – 6 points 3 – 5 Amenities – 4 points <3 Amenities – 0 points</p> <p><u>Were Photos/Renderings Supplied?</u> Yes – 10 Points No – 0 Points</p>



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5	Site Compliance with HUD Required Site and Neighborhood Standards [24 CFR 983.57(d)]	Up to 15 points	<p style="text-align: center;"><u>Neighborhood Standards</u></p> <p>5 addressed – 15 points 4 addressed – 12 points 3 addressed – 9 points 2 addressed – 6 points <2 addressed – 0 points</p>
6	Overall Presentation- The firm’s proposal as a direct reflection of the type of product the Authority may expect from the proposer such as, but not limited to, quality, creativity, and professionalism.	Up to 10 points	<p style="text-align: center;"><u>Overall Presentation</u></p> <p style="text-align: center;">Tabs/Files Labeled Correctly 5 points</p> <p style="text-align: center;">Proposal has no grammar or spelling errors 5 points</p>
Total Points		100 points	

PROCUREMENT SCHEDULE

Release/Advertisement of Request for Proposal	November 21, 2024, December 5, 2024, December 12, 2024
Questions Due Date	December 17, 2024, by 12:00 p.m.
Proposal Due Date	December 31, 2024, by 12:00 p.m.
Proposal Opening (No Public Opening)	None
Estimated Proposal Review Completion	January 13, 2025
Final Negotiation Completion	N/A
Board Vote to Award Recommended Offeror Contract	January 27, 2025
Contract Start Date	Negotiable

The Authority has the right to amend this procurement schedule at its convenience.

For more information about the Project Based Voucher Program, you may go to <https://www.hudexchange.info/trainings/courses/hcv-overview-video-series-introduction-to-pbv/>.