

HOUSING AUTHORITY OF SKAGIT COUNTY
PROJECT BASED VOUCHER PROGRAM
REQUEST FOR PROPOSALS – RFP# 2023-01

INTRODUCTION

The mission of the Housing Authority of Skagit County (HASC) is to provide, facilitate, and finance housing for a diverse population of low-income and medium-income residents of Skagit County. HASC administers a limited number of Section 8 vouchers for San Juan County. HASC's priorities for its Project Based Voucher (PBV) program are to expand the supply of affordable housing and increase the affordable housing choices for residents of the community, support projects which revitalize our neighborhoods, and work with the community to serve residents most in need, including homeless veterans. HASC prioritizes and promotes options for residents and veterans to live in diverse settings, which include family or workforce housing, which are inclusive of a diverse range of income levels.

HASC requests proposals from developers for its PBV Program for projects in San Juan County, WA. Project sponsor must be a 501 © 3 organization or housing authority, pursuant to applicable Washington State laws. Participation requires compliance with Fair Housing and Equal Opportunity requirements. Federal Labor Standards may apply.

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, PIH Notice 2017-21, and follows Chapter 24.0 of HASC's Section 8 Administrative Plan.

Project Based Voucher Program

HASC is accepting proposals for new construction located in San Juan County, WA that will utilize up to 8 project-based vouchers.

HASC will be awarding up to a total of 8 Project Based Vouchers to a selected proposal that is consistent with the HUD statutory goals of de-concentration of poverty and expanding housing and economic opportunities. HASC's priorities for this RFP are the following:

1. To support housing for extremely low-income and low-income individuals and families
2. To support housing that is mixed income and is inclusive of diverse populations, to include family and/or workforce housing.

HASC will be project basing up to 8 vouchers and is accepting proposals from housing providers who desire to utilize vouchers in new construction located in San Juan County. The project basing of vouchers is intended to ease the growing issue of voucher holders who are unable to secure rental units in the current rental market.

If there is an insufficient number of vouchers or funding available to fund a selected proposal, HASC reserves the right to reduce the number of project-based units that have been requested.

OVERVIEW OF PBV PROGRAM

HASC describes its project-based voucher program in its Section 8 Administrative Plan, Chapter 24.0, which is available on the HASC website or at the main office. Through the PBV program,

HASC will enter into a Housing Assistance Payment (HAP) contract with the selected project owner(s) for designated rental units for a term of up to twenty (20) years, subject to funding availability. A twenty (20) year extension of the HAP contract is available, at HASC's sole discretion and taking into account program requirements and residents' needs. Housing assistance subsidies will be provided while eligible households occupy the rental housing units and the units meet program standards, which include housing quality inspections. HASC will refer participants from its own waiting list. HASC's subsidy standards will determine appropriate unit size for the family size and composition.

RFP SCHEDULE

HASC reserves the right to modify the following schedule as needed.

RFP Issue Date	10/13/2023
Deadline for questions by email	10/30/2023
Proposal Due Date	10/30/2023 by 5:00 p.m.
Committee Evaluation	11/1/2023
Notification of Selection	11/2/2023

SELECTION PANEL

HASC's Executive Director will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein. The panel will, at a minimum, consist of two HASC staff and at least one independent member of the affordable housing community. Per HASC's Administrative Plan, no HASC employee who was involved in preparing a proposal to this RFP will be involved with the selection or award of vouchers.

THRESHOLD REQUIREMENTS

Before selecting the applications for scoring, HASC will determine that each application is in response to the written scoring criteria below and in conformity with HUD program regulations and requirements, including the following items:

1. For new construction, developer must demonstrate that the project work will commence within six (6) months, and occupancy will commence within twenty-four (24) months from date of preliminary award of PBVs.
2. The project must be eligible housing in accordance with 24 CFR 983.53 and 983.54.
3. The proposal must comply with the HUD cap on PBV units per project in HUD PIH 2017-21 (HA) and 24 CFR 983.56.
4. At least 75% of the units designated for PBV must serve extremely low-income households, which is defined by 24 CFR Subpart F as families at or below 30% of area median income.
5. Property must meet eligibility requirements under CFR 983.7 (Eligible and ineligible properties and HASC-owned units), CFR 983.11 (other federal requirements), and CFR 983.6 (site and neighborhood standards).
6. Proposal must demonstrate capacity, experience and successful outcomes in property management, particularly management of housing targeting low-income persons and families.
7. No construction may have begun, as evidenced by HASC inspection.

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. Proposals that meet the requirements will be evaluated and scored by the selection committee and ranked according to the points awarded to each proposal. HASC may at its discretion select none, one, or more of the proposals submitted.

There will be a one-time \$1500/unit developer/owner fee payable to the HASC at the time of entering into the HAP contract and an annual monitoring fee of \$1000, to defray the costs associated with project basing and on-going monitoring.

HASC reserves the right to adjust the total number of PBVs that are available in this RFP, reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by HASC to be in its best interests. HASC reserves the right to reject and not consider any proposal that does not meet the requirement of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. HASC reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. HASC shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

CONTENT OF APPLICATION & SCORING CRITERIA

Please include the following in the response to the RFP:

1. Cover Letter - Please provide a cover letter that introduces the proposed property and project team, including the owner/developer and property manager, number of vouchers requested, and your interest in partnering with HASC.
2. Project Description – Provide a general description of the property including the following:
 - a. Address of the property
 - b. Census Tract
 - c. Total number of buildings and units and type of housing
 - d. Unit mix – total number of units by bedroom size in each building, with income and rent restrictions
 - e. The number of bedroom sizes of the PBV units
 - f. Target population of project, including target population of voucher units and target income levels, per Area Median Income levels (AMI)
3. General area map with a description of the property’s access to amenities and services.
4. Capacity and experience
 - a. The proposal must include a description of the experience of the owner and/or property management company involved in the management and development of housing units for low income individuals and families with disabilities.
 - b. Also include experience administering Project Based Vouchers including waiting list administration and effective program administration.
5. Deconcentrating poverty – the proposal must provide the poverty rate of the property address and describe how the location of the property will expand access to economic opportunities.
 - a. As stated in HASC’s Administrative Plan, it is HASC’s goal to select sites for PBV housing that provide for de-concentrating poverty and expanding housing and economic opportunities. When approving sites for PBV housing, HASC will give

priority to properties located in census tracts that have poverty concentrations of 20 percent or less. HASC will also consider properties whose assistance will complement other local redevelopment and service activities designed to expand housing and economic opportunities and access to services in census tracts with poverty concentrations greater than 20 percent.

6. Promoting Inclusivity - HASC will give priority to projects that promote options for residents to live in a diverse setting, which includes family or workforce housing and is inclusive of a range of income levels.
 - a. Include a description of the proposed target populations and income levels and how the program will promote self-sufficiency and opportunities for residents to live among and interact with mixed populations within the project, to include workers and families.
7. Supportive Services
 - a. Describe how the proposed project will help meet HASC's goal of providing supportive services for extremely low-income individuals and families including families with disabilities.
 - b. Provide a description of supportive services available for residents of the proposed units, including a description of how supportive services are funded.
8. Project readiness
 - a. New construction: Units must be developed with PBV requirements found at 24 CFR Part 983 Subpart D. Selected owners will be required to execute an Agreement to enter into a Housing Assistance Payments contract (AHAP) and start construction within 6 months of the selection date. In addition, these PBV requirements include an environmental review and subsidy layering review, before entering an Agreement to enter into a Housing Assistance Payment Contract (AHAP).
 - b. Provide a project timeline, including these major milestones:
 - o Execution of Agreement to Enter into a Housing Assistance Payments contract (AHAP)
 - o Construction Start Date
 - o Occupancy/lease-up start date
 - o Projected date of 100% occupancy of PBV units
 - c. Site Control - The proposer must demonstrate site control. Acceptable evidence of site control can be a valid purchase and sale agreement, a valid option to purchase or a recorded deed showing ownership.
9. Demonstrate overall project feasibility:
 - a. Evidence of project feasibility includes a development pro-forma and evidence of financing
 - b. Provide an operating proforma with and without requested vouchers
 - c. Include an explanation of how construction and operating expenses were determined

FORMAT SPECIFICATIONS

Each proposal shall comply with the following specifications:

1. 8.5” X 11” format
2. Font size no smaller than 10 points
3. No more than 10 pages, not including any attachments
4. Pages numbered sequentially
5. One PDF file of the proposal sent via email to the RFP contact

SCORING WORKSHEET

Name of Scorer: _____

Scoring: _____

Legend:

0-Does not meet criteria

1-Minimally meets criteria

2-Meets criteria

3-Exceeds criteria

Weight: _____

Legend:

3-High Priority

2-Medium Priority

1-Theshhold Requirement

CRITERIA	Score	Weight	Total
Project description, including population served and access to amenities and services.		1	
Program’s commitment to serving extremely low-income residents in the PBV units.		2	
Owner’s experience and capacity to build and manage affordable housing		1	
Owner’s experience serving target population.		1	
Owner’s experience administering Project Based Vouchers, including waiting list administration and effective program administration.		1	
Property’s contribution to the de-concentration of poverty and expansion of housing and economic opportunities or the property’s contribution to local redevelopment efforts and access to opportunity and services		1	

Extent to which the project furthers HASC's goal of providing supportive housing and services to low income individuals and families		3	
Extent to which the project promotes inclusivity for , workforce, families, and individuals with disabilities within the project, so that residents may have opportunities to relate to others who may have different life and work experiences		3	
Extent to which the project has mixed income levels and promotes self-sufficiency & employment readiness for residents		3	
Project readiness		2	
Project feasibility		2	
Total Points			

REQUIREMENTS ONCE SELECTED

Before executing an Agreement with any selected owner, HASC will:

- Establish rents in accordance with CFR 983.301. For any HASC-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.
- Comply with HUD guidelines for Environmental Assessment
- Obtain subsidy-layering review from approved entity, if applicable
- Submit a certification to the HUD field office stating that the unit or units were selected in accordance with HASC's approved unit selection policy.

CONTACTS

Please direct any questions by email to:
 Cathy Kerr, Section 8 Program Manager
ckerr@skagitcountyha.org

Applications will be accepted until 5:00 p.m. on October 30, 2023
 Email applications to:
 Cathy Kerr, Section 8 Program Manager ckerr@skagitcountyha.org