

Request for Proposals for Project Based Vouchers

For New Construction Near Elderly and Elderly Housing Units

The Housing and Redevelopment Authority of St. Cloud MN (HRA) is issuing a Request for Proposals (RFP) under the Project Based Voucher Program from property owners and/or developers to apply for a public-private partnership to create extremely affordable housing opportunities. The HRA's mission is to enhance the communities we serve by providing housing opportunities, fostering stability, and promoting neighborhood revitalization. The HRA is looking to project base 5 to 8 vouchers in a newly constructed near elderly and elderly housing unit. The HRA intends to enter into AHAP to provide PBV to Owners/Developers that could include:

1. Properties with Allocations of Low-Income Housing Tax Credits (LIHTC).
2. Properties without Allocations of Low-Income Housing Tax Credits that plan to apply for LIHTC allocations in the next two years.

Requirements for Organizations Receiving Project-Based Vouches from the HRA:

- The organization must have policies and procedures including admission policies, rules for resident behavior and a grievance procedure. Elderly being defined as a person who is at least 62 years of age, and Near Elderly is a person who is 55 to 61 years of age.
- The organization must be annually-audited by a certified public accounting firm and the results must be provided to the HRA.
- The organization must comply with all the applicable laws and regulations of the State of Minnesota.
- The organization must not be involved in any current litigation or contractual dispute.
- If requested, the organization must provide to HRA, HUD or its agents reports, financial and other information, including 2530s from Sponsors/Owners with federally assisted housing, that may be needed to ensure compliance with local, state, and federal laws and regulations.
- Organizations must be able to enter into an Agreement for Housing Assistance Payment (AHAP) contract and start the project for which PBVs have been awarded within a 24-month period after the announcement of award of PBVs or the HRA reserves the right to withdraw the award.

Applicants should be aware of the following conditions:

- All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals.
- The Project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations. This request for proposals (RFP) is established pursuant to the Project-Based Voucher Program It is the responsibility of the owner/developer to become familiar with these regulations and requirements. The HOTMA voucher final rule was published in the Federal Register on May 7, 2024 (<https://www.govinfo.gov/content/pkg/FR-2024-05-07/pdf/2024-08601.pdf>) and May 20, 2024 (<https://www.govinfo.gov/content/pkg/FR-2024-05-28/pdf/2024-11629.pdf>). HUD regulations governing the PBV program are primarily at 24 CFR 983 (<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-983>); 24 CFR 982 (<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-982/subpart-A>) and 24 CFR Part 5 (<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-VIII/part-888>). Additional information on the PBV Program can be located at: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project
- The housing project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and
 - accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
- Construction may involve application of the Federal Davis-Bacon construction wage guidelines.
- Prospective projects will need a Phase I Environmental Review and/or Environmental Assessment of the Development Site.
- Pursuant to 24 CFR Part 983.51(b)(1), the HRA (the Agency) is requesting your proposal for the Project-Based Voucher Program (PBV) for rental housing of new construction rental units within the city limits of St. Cloud, Minnesota. The PBV program provides rental subsidies to Owners for units occupied by eligible singles, or families whose income does not exceed the very low-income level.
- Through this solicitation, HRA is making Project-Based Vouchers available to property owners and developers through a competitive process. All proposals submitted in response to this solicitation must conform to 24 CFR 983.153 Development requirements. All proposals submitted in response to this

solicitation must conform to the required specifications outlined in this document. Any prospective Offeror desiring an explanation or interpretation of the RFP, statement of work, etc., must request it in writing. Oral explanations or instructions will not be binding. Participation in the PBV Program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

- Before officially selecting any project-based voucher proposal, the HRA will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project-based vouchers, that the proposal complies with the cap on the percentage or number of project-based units per project, and that the proposal meets HUD's site selection standards.
- Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
- Execution of an agreement to enter into a Housing Assistance Payments Contract (HAP) is contingent upon completion of all the above requirements.
- The HRA will execute a Housing Assistance Payment Contract with the successful property owner(s) for a period of up to 20 years with one optional extension for up to 20 years. Benefits to the Property Owner include but are not limited to stabilized rental income and occupancy for the contract period.

Project-Based Voucher Ineligibility

Housing units and/or projects that are NOT eligible for Project-Based Voucher assistance include:

- Shared housing;
- Units on the grounds 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 the students of the institution;
- Cooperative housing;
- Transitional housing;
- High-rise elevator projects for families with children;
- Owner-occupied housing; or
- Subsidized housing types determined ineligible in accordance with HUD regulations.

Site Requirements

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities;
- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet HUD's Housing Quality Standards (HQS) / National Standards for the Physical Inspection of Real Estate (NSPIRE); and
- Must meet HUD regulations for site and neighborhood standards. The HRA will also consider whether the site and neighborhood are reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, that could affect the health or safety of the project occupants, such as dangerous walks or steps; contamination; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

Owner/Developer PBV Program Requirements

- Fair Market Rent and Payment Standard
 - a. The amount of the rent to owner is determined in accordance with HUD regulations.
 - b. Except for certain tax credit units, the rent to owner must not exceed the lowest of:
 - 1b. an amount determined by the HRA, not to exceed 110% of the approved Fair Market Rents for the unit bedroom size minus any utility allowance;
 - 2b. the reasonable rent; or
 - 3b. the rent requested by the owner.
 - c. In the case of a tax credit property, the rent to owner must not exceed the lowest of:
 - 1c. An amount determined by the PHA in accordance with the Administrative Plan, not to exceed the tax credit rent minus any utility allowance;

- 2c. The reasonable rent; or
- 3c. The rent requested by the owner.

The “tax credit rent” is the rent charged for comparable units of the same bedroom size in the building that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., additional assistance such as tenant-based voucher assistance).

The 2025 Fair Market Rents for the area are attached.

- d. All rental amounts under the Project Based Voucher program must include the cost of monthly utilities paid by the tenant. The HRA's current Utility Allowance Schedule is attached.

Criminal Screening

Respondents chosen to receive PBV must deny admission to applicants and terminate participants if they or any member of their households who will be living with them;

- a. Have been evicted from Federally-assisted housing for drug-related criminal activity with the three-year period preceding application;
- b. Are currently engaging in the illegal use of drugs including medical marijuana;
- c. Have ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of Federally-assisted housing;
- d. Are subject to a lifetime registration requirement under a State sex offender registration program; and/or
- e. Are abusing or demonstrates a pattern of abuse of alcohol that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or neighborhoods.

Selection Process

The HRA will employ the following process to determine which proposal will be selected;

- a. HRA staff will review each proposal to ensure that it is complete. Incomplete submissions will be returned and will not be processed further. Complete proposals will be submitted for scoring.
- b. All complete proposals will be scored by a scoring committee convened by the HRA. All proposals will be ranked according to their score with the most qualified proposal to be recommended and submitted for HUD review.
- c. HRA reserves the right to reject any or all bids and proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, conditional or qualified proposals, and to accept bid/proposal, in whole or in part, which, in HRA's judgment, best serves the interest of Housing Choice and its clients.

HRA will rate and rank proposals using the following criteria:

- d. Extent to which the project conforms to the HRA's development goals;
- e. Owner experience and capability to maintain, and build housing as identified in the RFP;
- f. Extent to which the project furthers deconcentrating poverty and expanding housing and economic opportunities;
- g. Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;
- h. Experience as an owner with other HUD programs and owner compliance with the owner's obligations under HUD program;
- i. The extent to which services for special populations are provided on site or in the immediate area for occupants of the property.

What is the Project-Based Voucher Program?

The Project Based Voucher Program is a federal rental assistance program for very low and extremely low- income renters. Property Owners are provided with a rental subsidy that remains with the unit.

Benefits to the Property Owner

- Stabilized occupancy
- Stabilized income
- Housing Assistance Payment Contract may assist the developer/owner in meeting lender-underwriting criteria to obtain loan approval for new construction.
- Inspections using HUD PBV standards to maintain the property's value.

Cap on the Number of Assisted Units in a Project

The regulations provide for a cap on the number of assisted-units in a project, with some exclusions by the populations served and supportive services provided, if applicable. Units that are excluded from this cap include units that serve exclusively elderly and / or disabled tenants, (age 62 or older); foster youth families needing other services, or units housing households eligible for supportive services available to all families receiving PBV assistance in the project.

After factoring out such exclusions, the project cap limit per project is the greater of 25 units or 25% of the units in the project. However, if the property is in a census tract in which the poverty rate is 20% or less, the project cap is 40% of the units in the project. The number of PBVs awarded per property may be limited due to the availability of vouchers or the goals of the program at the time of the issuance of the RFP.

HRA's Payment Standards for PBV Developments

The HRA's payment standard for the PBV program will match the payment standards for tenant-based housing choice voucher program.

HRA's Rent Reasonableness Determinations

In conducting rent reasonableness, the HRA must determine whether the rent to the owner is a reasonable rent in comparison to rent for other comparable unassisted units. In determining comparability, the HRA must consider the following factors where appropriate and practical:

- Location;
- Quality;
- Size;
- Unit type;
- Age of the contract unit;
- Amenities;
- Housing services;
- Maintenance; and
- Utilities the owner must provide under the lease.

As part of this process, the HRA will require owners to provide the agency with their market analysis for the development. The HRA will also provide an opportunity to the owner to provide comparable to their development for its consideration.

Owner Proposal Review and Selection Process

The following are the primary steps. Additional steps may be required.

1. Prospective PBV Owner submits Proposal to the Housing and Redevelopment Authority of St. Cloud MN.
2. The HRA reviews proposal(s) for completeness and adherence to regulatory requirements as explained herein and under the scoring criteria.
3. Proposals are then evaluated per the evaluation factors listed below.
4. The Proposal(s) are tentatively selected pending completion of additional required regulatory actions as explained herein. After the proposal passes an Environmental Review, Subsidy Layering Review and HUD Housing Quality Inspection (HQS) or National Standards for the Physical Inspection of Real Estate (NSPIRE), as needed, the final selection will be made. In addition, new construction sites must meet the local city and

county requirements for quality, architecture, or design of housing, over and above the HQS or National Standards for the Physical Inspection of Real Estate (NSPIRE) upon the HRA's implementation. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations (CFR 24 Part 983).

5. The Owner is notified concerning the results of the review.
6. A resolution to select a proposal may be provided to the HRA Board of Commissioners.
7. Under new construction, the HRA and owner sign the Agreement to Enter into a Housing Assistance Payment Contract (AHAP) before any work concerning new construction begins including excavation or site preparation (including clearing of the land).
9. When new construction passes local government and HRA inspections, and after the requirements in the AHAP are met, the Owner and the HRA execute the Housing Assistance Payments Contract.
10. The HRA refers prospective tenants to Owner.
11. Owner screens and selects tenants as written in their tenant selection plan.
12. The HRA calculates the tenant rent share and the HRA rent share, called Housing Assistance Payment (HAP).
13. The owner and tenant sign the Lease and provide a copy to the HRA.
14. The HRA provides the HAP to the owner each month and the tenants provides their share of the rent to the owner each month.

HRA's Administrative Plan

The HRA has developed an Administrative Plan that provides for written policies pertaining to the admissions and continued occupancy of HCV program participants. The Administrative Plan is organized in the order of concerns that the HRA encounters in the selection of applicants from the HRA waiting list to reexamining families for continued assistance.

The HRA shall administer the HCV program in compliance with Fair Housing and Equal Opportunities (FHEO), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA), HUD regulations, notices/guidance, the HRA Plan, the Administrative Plan, the HRA 's Procedures Manual, the HRA Personnel Policy, and State and local housing laws.

Eligibility and Occupancy

Families occupying PBV-assisted units must be eligible to participate in the federal Section 8 HCV Program and have a gross household income at or below 50% of area median income. Residents occupying PBV units will pay 30% of their adjusted income towards rent and utilities. The HRA will pay the remainder directly to the owner.

Required Lease Provisions

Owners will be required to use leases that incorporate a HUD-required tenancy addendum containing HUD-required lease provisions and otherwise must comply with HUD Section 8 program regulations. A copy of the HUD-required lease addendum can be found here: PBV Tenancy Addendum.

Families' Right to Move

Families assisted under the PBV program have the right to terminate the assisted lease after the first year of occupancy and move with a tenant-based HCV, if HRA determines that the household is eligible and a tenant-based HCV is available. Families moving prior to the first year will move unassisted.

HRA's Proposal Evaluation

The proposal evaluation will be in two (2) tiers:

Tier 1

The first tier is meeting written Qualifying Factors required in a HUD regulation or a HUD notice. Proposals not meeting the qualifying factors will not be evaluated/rated in the second tier. The Qualifying Factors that must be met as they are the minimum threshold are as follows:

- a. The proposal was received by the deadline.
- b. The property is eligible housing per HUD regulations. The HRA will confirm the proposed units are not part of the list of prohibited units.
- c. The proposal complies with the cap on the number of PBV units per building.
- d. The proposal meets the Site Selection standards per HUD regulations.
- e. The proposal meets zoning requirements.
- f. The site is consistent with the goal of deconcentrating poverty and expanding housing opportunity pursuant to elements listed in HUD regulations. The HRA will use a form to document that each element listed in the regulation was considered.
- g. The site facilitates compliance with Civil Rights Requirements listed in HUD PBV regulations.
- h. The site meets Housing Choice Voucher National Standards for the Physical Inspection of Real Estate (NSPIRE) upon the HRA's implementation or HQS beforehand.
- i. If needed, the proposal passes the HUD environmental review and HUD subsidy layering review.
- j. The proposal includes all required attachments listed in Appendix A.

Tier 2

Proposals meeting all Qualifying Factors listed above are then evaluated in the second evaluation tier based upon the HRA 's Evaluation Selection Criteria which are as follows:

- a. The Evaluation Selection Criteria will be consistent with HUD regulations and guidelines, including 24 CFR 983.57.
- b. The criteria will be written and published.
- c. Each criterion will be assigned a maximum point value indicative of its relative importance.
- d. An Evaluation Selection Criteria rating sheet will be prepared, listing each criterion, the maximum points, the points awarded for each criteria, and the total points awarded.

Selection of Award

Before a respondent is considered for award, the respondent may be requested by the HRA to submit a statement or other documentation regarding any of the foregoing requirements. Failure to provide such additional information may render the respondent ineligible for award.

The HRA reserves the right to waive informalities in any proposals, reject any or all proposals in whole or in part, with or without cause, and to accept that proposal which in its judgment best meets its needs.

If the HRA has ownership interest or substantially controls the project, proposals will be evaluated by a third-party certifying agent approved by HUD. All proposals will be evaluated against the evaluation factors stated in this RFP.

The HRA reserves the right to request additional clarifying information from the prospective firm over and above that included in the proposal submission, and consider information about a respondent in addition to the information submitted in the response or interview.

Pending successful negotiation with the most qualified respondent, an Agreement to enter into Housing Assistance Payment or Housing Assistance Payment, may be executed with the respondent.

After the Agreement(s) is/are awarded, all of the respondent(s) who submitted a proposal will receive a written acknowledgement of their proposal. The HRA will not reimburse respondent(s) for any expenses associated with the submission of proposals or participation in the interviews.

The HRA reserves the right to select more than one respondent, to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the HRA's choosing.

Withdrawal of Proposals

Proposals may be withdrawn on written request dispatched by the respondent in time for delivery in the normal course of business prior to the deadline for submission. Negligence on the part of the respondent in preparing their proposal confers no right of withdrawal or modification of the proposal after such proposal has been opened.

Rejection of Proposals

The HRA is under no obligation to award a PBV to any proposal received.

The HRA reserves the right to reject any and all responses and waive any irregularities and the proposal of any respondent who: 1) has previously failed to perform properly or completed a contract(s) of a similar nature on time; 2) is not in a position to perform the contract, or 3) has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors or employees.

Request for Proposal

This RFP is not an offer to buy and must not be assumed as such.

Indemnification

The firm agrees that it will indemnify, save and hold harmless the HRA their officers, employees, or agents, from and against all claims, demands, actions, damages, loss, costs, liabilities, expenses, judgments, and litigation costs, including reasonable attorney's fees, photocopying expenses and expert witness fees, recovered from or asserted against the HRA on account of injury or damage to person or property or breach of contract to the extent that such damage, injury, or breach may be incident to, arising out of, or be caused, either directly or proximately, wholly or in part, by an act or omission, negligence or misconduct on the part of the firm or any of its agents, servants, employees or sub-consultants.

The HRA shall tender the defense of any claim or action at law or in equity, arising out of or otherwise related to an act or omission, negligence, misconduct, or breach of contract on the part of the HRA or any of its agents, servants, employees or subcontractors, to the HRA or its insurer and, upon such tender, it shall be the duty of the firm and its insurer to defend such claim or action without cost or expense to the HRA.

Legal Obligations

Compliance with Law in General, the firm shall comply with all the requirements set forth in the Housing and Community Development Act of 1974 and all regulations promulgated pursuant to this Act as contained in 24 CFR 570. The firm shall also comply with all other applicable federal, state and local laws and ordinances, including Affirmative Action. The firm shall assure that its subcontractors/consultants comply with all applicable federal, state and local laws and ordinances.

Compliance with Specific Federal Laws and Regulations.

In addition to Law in General above, the Underwriter shall comply with all Federal laws and regulations as referenced or set forth below.

Intellectual Property

Copyrights

If this Contract results in book or other copyrightable materials, the author is free to copyright the work, but the HRA reserve a royalty-free non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, all copyrighted material and all materials which can be copyrighted.

Patents

Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to the HRA for determination as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereupon, shall be disposed of and administered in order to protect the public interest.

Termination of Contract for Cause/Convenience

If, through any cause, the firm shall fail to fulfill in a timely and proper manner their obligations under this contract or if the firm shall violate any of the covenants, agreements or stipulations of this contract, the HRA shall thereupon have the right to

terminate this contract by giving written notice to the firm of such termination and specifying the effective date thereof, at least five work days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, reports, or other material related to the services prepared by the firm under this contract shall, at the option of the HRA, become the property of the HRA. At the HRA's option and sole discretion, the HRA shall determine and pay for the value of services already performed by the firm. Notwithstanding the above, the firm shall not be relieved of liability to the HRA for damages sustained by the HRA by virtue of any breach of the contract by the firm.

Equal Employment Opportunity

The firm agrees that there will not be discrimination as to race, sex, sexual orientation, religion, color, age, creed, or national origin in regard to obligation, work, and services performed under the terms of any contract ensuing from this RFP. The firm must agree to comply with Executive Order No. 11246, entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

Ethics

The HRA may not enter into a contract, subcontract, or arrangement in which any of the following classes of people has an interest, direct or indirect, during his or her tenure or for one year thereafter: 1) any present or former member or officer of the HRA Commissioners, or any member of the HRA Commissioners immediate family; 2) any employee of the HRA who formulates policy or who influences decisions with respect to the contract, or any member of the employee's immediate family or the employee's partner, or 3) any public official, or State or local legislator, or any member of such individuals' immediate family who exercises functions or responsibility with respect to the contract or the HRA.

Project Based Voucher Application

I. Developer/Owner Information

- a. Organization Name: _____
- b. Organization Address: _____
- c. City: _____ Zip: _____
- d. Federal Tax ID Number: _____
- e. Sponsor Organization Type (check only one):
 - i. Community Housing Development Organization
 - ii. Nonprofit Housing Developer
 - iii. Nonprofit Community Organization
 - iv. For-profit Housing Developer
 - v. Other (please specify): _____
- f. Executive Director: _____
- g. Telephone: _____
- h. Email: _____
- I. Project Contact: _____
- J. Telephone: _____
- k. Email: _____

II. Development Consultant (if applicable)

- a. Organization Name: _____
- b. Consultant Name: _____
- c. Telephone: _____
- d. Email: _____

III. Experience

- a. Does the applicant have experience owning and operating affordable housing?
 Yes No Specify how many years: _____
- b. Does the applicant have experience owning and operating supportive housing?
 Yes No Specify how many years: _____
- c. Does the applicant have experience managing a supportive housing team?
 Yes No Specify how many years: _____
- d. Does the applicant have any additional information they would like to include?

IV. Description of Project

- a. Description of Property: _____
- b. Address of Property: (must be within the city of St. Cloud, MN)

- c. How many units of the total requested PBV assistance are accessible to persons with disabilities:

d. Does the proposed design meet Fair Housing Accessibility?
 Yes No

e. Please list all utilities and who will be responsible to pay in addition to any rent portion:
 i. Property: _____
 ii. Tenant: _____

f. Will there be adequate office space for an on-site services team?
 Yes No

g. Will the project be located in:
 Census tract # _____

- A low poverty census tract (less than 20%)
- A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community
- A census tract that is undergoing significant revitalization
- The area where State, Local, or Federal dollars have been invested that has assisted in the achievement of the statutory requirement
- The same census tract where new market rate units are being developed and such market rate units will positively impact the poverty rate in the area
- An area where the poverty rate is greater than 20 percent and in the past five years there has been an overall decline in the poverty rate
- A census tract where there are meaningful opportunities for education and economic advancement

V. Financial Information

a. Indicate the monthly contract rent expected under the Project-Based Voucher Program. Include a proposed 20-year operating budget.

Size of Units	Number of Units	Unit Rent Expected
1-Bedroom		
2-Bedroom		

b. Please identify the security deposit requirements: \$ _____

c. Identify other charges not included with rent, i.e. parking, cable, internet, taxes, insurance, etc.: _____

d. Provide a brief narrative on how you plan to finance the new construction. Include a proposed development budget and operating pro-forma:

e. Attach evidence of financing commitments, e.g., award or notification letters, published lists or allocation wars, etc.

VI. Tenants

- a. Please attach your written tenant selection criteria and plan to fill the PBV assisted units. At a minimum, the plan must state that all vacancies will be filled by eligible applicants. Please note that criteria for screening both assisted and unassisted tenants must be consistent.
- b. Please attached your tenant selection criteria, operating manual and identify specific occupancy policies that assure retention.

VII. Supportive Services

- a. Will the property require tenants to participate with on-site services?
 Yes No
- b. Does the property agree that non-participation in services is not grounds for termination?
 Yes No
- c. Does the property agree that any rental assistance provided cannot be used to pay for services?
 Yes No
- d. Describe any and all supportive services that are to be provided:

Type of Service	FTE	Service Provider	Term of Service Commitment	Financial Commitment for Services	Onsite Yes/No
Case Manager					
Services Coordinator/Other Service Specialist					
Health-related classes					
Independent living					
Meal services					
Transportation services					
Education and employment services					
Health or behavioral health services provided by an appropriately-licensed organization or individuals					
Services at nearby campus					

Scoring Criteria

SCORING CRITERIA Category	Maximum Points
Project Readiness	
New Construction	20
De-concentrating Poverty/Expanding Housing and Economic Opportunities	
Extent to which the project furthers the goal of de-concentrating poverty and/or expanding housing and economic opportunities - low poverty census tract	20
Owner/Developer Experience	
Experience in management/development of affordable housing or working with Housing Choice Vouchers	10
Experience serving special populations	10
Experience with supportive services providers	10
Experience and capability of maintenance of owned housing?	10
Accessibility to transportation, medical services, employment opportunities, grocery stores, banks, etc.	10
Environmental review	10
Supportive Services	
Extent to which the project will provide supportive services for elderly or near elderly, experience of providing services.	10
Occupancy Policies	
Occupancy policies or statements of purpose clearly indicate screening criteria/occupancy policies in regards to identifying target population.	10
Total	120

Additional Application Requirements:

Environmental Review - Include a statement on the applicant's willingness to have an environmental review conducted on the proposed site for the project-based voucher program. If an environment review has previously been conducted, please include results within the proposal as an attachment/exhibit.

- a. Laying Subsidy Review:
 - i. HRA may provide PBV assistance only in accordance with the following HUD layering regulations: The subsidy layering review is intended to prevent excessive public assistance for the housing by combining (layering) subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions

or tax credits. A further subsidy layering review is not required for housing selected as new construction of housing, if HUD's designee has conducted a review, which included a review of PBV assistance, in accordance with HUD's PBV subsidy layering review guidelines.

- ii. The HRA may not enter into an Agreement or HAP contract until HUD or a housing credit agency approved by HUD has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.
- iii. The HAP contract must contain the owner's 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 layering review in accordance with HUD requirements.

Appendix A – Required HUD Attachments

Please print out each of these documents, complete, and include with application submission. The following attachments must be reviewed. The attachments requiring signatures must be enclosed with your proposal, or the proposal will be returned as ineligible:

HUD-52531-A: PBV Agreement to Enter Into Housing Assistance Payments Contract for New Construction or Rehabilitation Part 1
HUD-52531-B: PBV Agreement to Enter Into Housing Assistance Payments Contract for New Construction or Rehabilitation Part 2
HUD 51915-A: Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of Housing and Urban Development
HUD-5369: Instructions to Bidders for Contracts
HUD-5369-A: Representations, Certifications, and Other Statements of Bidders
HUD-5369-B: Instructions to Offerors Non-Construction
HUD-5370: General Conditions of the Contract for Construction Public and Indian Housing
HUD-5370-C1: General Contract Conditions Non-Construction Section I
HUD-5370-C2: General Contract Conditions Non-Construction Section II
HUD-2530: Previous Participation Certification - Multifamily Housing
HUD-50071: Certification of Payments to Influence Federal Transactions
DISCLOSURE OF LOBBYING ACTIVITIES

For additional information:

https://www.hud.gov/helping-americans/housing-choice-vouchers-project#PBV_NoticesandRegs

<https://www.hud.gov/hudclips/forms#hud5d>

https://www.hud.gov/helping-americans/housing-choice-vouchers-project#PBV_Forms