

**Christopher Community  
Administrators for the Onondaga County Consortium  
Section 8 Program**

**Request for Proposal:**

**Project Based Voucher (PBV) Program  
For Permanent Supportive Housing Programs**

**Release Date: 10/20/19**

**Due Date: 11/26/19**

Submissions must be in the form of one hard copy or one CD with application and all attachments clearly labeled. Submittals that do not meet this requirement will be deemed incomplete and will not be reviewed and scored.

All comments and questions concerning the Request for Proposal (RFP) and the corresponding procedures and requirements must be addressed in writing, via mail or via e-mail to the following:

Robert Weismore  
Director of Section 8 Program  
Christopher Community, Inc.  
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## **Overview**

The project-based voucher program is a component of the Village of Manlius' (with Christopher Community, Inc. (CCI) as Administrator) Housing Choice Voucher Program. Christopher Community may attach up to 20 percent of its voucher assistance to specific housing units (project basing) for either units that will undergo rehabilitation or new construction of affordable units. Rehabilitated units must require at least \$1,000 of rehabilitation of units to be subsidized and all units must meet HUD Housing Quality Standards. Operating a PBV program is consistent with CCI's annual plan and HUD's goal of deconcentrating poverty and expanding housing and economic opportunities

Improving the health, safety and well being of families, seniors and special needs population is a priority for Christopher Community. In order to accomplish this goal, Christopher Community is focused on providing PBV opportunities to partners who will provide permanent quality, supportive housing for the most vulnerable populations including elderly/frail elderly, chronically homeless or those at risk of homelessness, individuals with developmental, physical and mental disabilities, persons with AIDS/HIV related illness, persons who are victims of domestic violence, persons with psychiatric disabilities, persons who are in long term recovery from alcohol or substance abuse and veterans.

Permanent supportive housing is a combination of housing and services intended as a cost-effective way to help people live more stable, productive lives. Supportive housing can be coupled with social services such as case management, life skills training, health care coordination, transportation services, childcare, job training and other essential services.

The proposed Project-Based Voucher Program for Permanent Supportive Housing will allow our community partners to develop and sustain supportive housing units for individuals and families with special needs. Respondents to this RFP are strongly encouraged to review Village of Manlius/Christopher Community Housing Choice Voucher (Section 8) Program Administrative Plan sections of Project-Based Voucher Program attached herein as Appendix A and the HUD Regulations 24 CFR Part 983 attached herein as Appendix A.

## I. Introduction

Christopher Community, Inc., as Administrators of the Onondaga County Consortium is issuing a Request For Proposals (RFP) from developers/partners to apply for implementation of Project Based Vouchers into permanent Supportive Housing Projects for special needs population and housing projects that promote economic diversity pursuant to HUD 24CFR Part 983 and Christopher Community's Administrative Plan. Christopher Community's mission is to provide housing opportunities to low-income individuals and families while promoting self-sufficiency and neighborhood revitalization.

Christopher Community, Inc. brings the following resources to a private-public partnership:

- Local financial resources to be used as part of a project's capital sources where appropriate.
- Project-based vouchers to provide reasonable rent subsidy.
- Multi-family development experience and strong financial position.

For the purpose of this RFP Development goals are as follows:

- Housing units that meet all or a portion of our development goals.
- Providing affordable housing to low-income individuals and families who have a disability and multiple barriers to housing.
- Site control by the Developer with site specific plans and designs.
- Sustainable building practices and energy efficiency.
- Healthy living spaces and programmed space for tenants.
- Project location within walking distance to transit and commercial services.
- Limiting exposure to risk including construction, lease-up and operating risk.

Under the RFP, Christopher Community will provide up to 8 vouchers (Project Based) to eligible individuals and families for the project.

How a Project Based Voucher Works:

Christopher Community, Inc. as Administrators of the Onondaga County Consortium will be responsible for administering the Vouchers through a Housing Assistance Payment Contract (HAP). Developers/Partners of the new construction will execute HAP Contract with Christopher Community, Inc. on behalf of each unit. The HAP governs the flow of subsidy to the Development for the assisted units, explains the roles and responsibilities of all parties, and other matters. It is highly recommended that any partner that is interested in the program review the HAP prior to submitting their application. It is in the best interest of all parties that all are fully aware of program requirements and the roles of all parties prior to becoming involved with the PBV program.

**II. Site Selection Standards**

Christopher Community, Inc. as Administrators of the Onondaga County Consortium will select a proposal for new construction and enter into a Development and HAP Contract for those units meeting the following criteria:

1. Project Based Vouchers assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations (Specific factors are discussed at 24CFR 983.57).
  - A. Does the proposed project comply with PBV goals, Civil Rights requirements and all HQS (Housing Quality Standards.)
  - B. Christopher Community must also determine whether the proposed development consider the following:
    - a. Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community or Renewal Community?
    - b. Does the PBV development plan to be located in a census tract where concentration of assisted units will be or has decreased as a result of public housing demolition?
    - c. Does the proposal area fall within a census tract that is undergoing significant revitalization?
    - d. Have there been state, local, or federal dollars invested in the area?
    - e. Have new market rate units been developed in this area as to positively impact the poverty rate in the area?
    - f. Is the poverty rate in the area where the proposed PBV development will be located is greater than 20%?. If so, Christopher Community may look at the poverty trend over the previous five (5) years.

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/project](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project)

- g. Does the area offer meaningful opportunities for educational and economic advancement?
2. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent act outlining fair housing.
3. Must meet HUD regulation for site and neighborhood standards as described in 24 CFR 8.4 (b)(5).
4. The site meets the HQS site standards in 24 CFR 982.01 (i).
5. Be adequate in size, exposure and contour to accommodate the number and type of units proposed and adequate utilities and streets must be available to service the site.
6. Be accessible to social, recreational, educational, commercial, and health facilities and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.

**III. Housing Units and/or projects that are NOT eligible for PBV assistance and will not be eligible for development partnership include:**

- Shared housing
- United 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 area (assistance may be approved 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 the students of the institution
- Manufactured homes.
- Transitional housing
- Owner-occupied housing
- Units occupied by an ineligible family
- Subsidized housing types determined ineligible in accordance with HUD regulations.

#### **IV. Eligibility Requirements:**

To be eligible for project-based Section 8 rental assistance, the following criteria must be met:

- Projects must be Permanent Supportive Housing. Emergency, temporary or transitional housing are not eligible for project-based rental assistance.
- The units may be either independent units or non-independent living units that are Single Room Occupancy (SRO) units as defined by HUD (24 CFR ss982.4).
- Tenants must have a lease with a minimum term of one year.
- The rents that are charged must meet the Christopher Community rent reasonableness test.
- Tenant heads of households must be at least 18 years old or have been legally emancipated.

New Development and all projects receiving project-based Section 8 Housing Choice Vouchers will require an environmental review prior to any construction. An owner or its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities until an environmental review is completed. All proposed new construction developments with nine or more PBV units must comply with Davis-Bacon Labor requirements.

#### **V. RFP Instructions:**

All proposals submitted in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments in its entirety.

Applicants are required to fill out one application for each project. One hard copy and one CD should be submitted. If applying for PBV vouchers in more than one building where the buildings are located in different locations, an application is required for each building (one original and two copies); the Developer must submit all the required information for each building where the responses would differ at each address.

The selection is conditional on a favorable environmental review in accordance with 24 CFR 983.58 and the selectee may not take any action prohibited until the environmental process is completed. Any costs for the environmental review or any special studies that may be required must be borne by the applicant. Other HUD approvals, including site selection and subsidy layering, will also be required.

## VI. Application Content

A complete response to this RFP will include:

- Table of Contents
- Cover Letter: Please list the name of the Developer, contact information including name, email address, and phone numbers of persons who will be responsible to respond to answer any questions.
- A short description of this proposal and how it meets the Development Goals of this RFP.
- Developer Qualifications (please include):
  - a. A brief history of the firm including organization structure.
  - b. A professional resume stating qualifications of the firm to develop multi-family units. Please include number of years in business, number of employees, and location of office or officers, names of principals or employees who will complete the service and their resumes and qualifications. Also include qualifications/resumes of personnel assigned to perform the work.
  - c. A description of prior housing projects which demonstrates a familiarity with developing multifamily developments and financing techniques such as Low-Income Housing Tax Credits.
  - d. References (three minimum) must be provided identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
- Completed Application
- Outline including Construction Budget and Timeline.
- Operating Proforma
- Signed letter agreeing to required Davis Bacon labor requirements for the new construction development.
- Proposed Environmental Review or approval of such
- Tenant Selection Criteria and Plan, which may include a preference for tenants who need the supportive services offered through the site.
- Evidence of Site Control
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Optional Supporting Documentation including:
  - Evidence of zoning approval
  - Letters of support from local government



- Funding Award/Commitment documents
- Verification or documentation of funding commitment for supportive services.  
Library, supermarket, pharmacy, public medical clinic or hospital, public school or senior center

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 educational and economic advancement

**Financial Information**

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

<u>Size of Units</u>	<u>Number of Units</u>	<u>Unit Rent Expected</u>
Studio	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 Bedroom	_____	_____
4 Bedroom	_____	_____
5 Bedroom	_____	_____

NOTE: Proposed contract rents must not exceed the lower of 110% of the established Fair Market Rents as published by HUD or the Housing Authority payment standard, including any area wide exception Payment Standard if applicable.

- b. Please identify the security deposit requirements \$\_\_\_\_\_
- c. Identify other charges not included with rent; i.e. parking taxes, insurance\_\_\_\_\_
- d. Provide a brief narrative on how you plan to finance the new construction or rehabilitation. Include a proposed development budget and operating proforma:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e. Attach evidence of financing commitments, e.g. award or notification letters, published lists of allocation awards, etc.

**Tenants**

- a. Please attach your written tenant selection criteria and plan to fill the PBVA assisted units. At a minimum the plan must state that all vacancies will be filled by eligible applicants referred from the Christopher Community waiting list and must describe, with specificity, your tenant screening criteria. Tenants who need the supportive services provided at/near the site through the owner may receive a preference for admission to the site. Note that HUD may implement regulations or guidance in the future allowing for owner-maintained waiting lists, and Christopher Community will consider such changes if authorized by HUD. Please note that criteria for screening both assisted and unassisted tenants must be consistent.
- b. Please attach your operating manual and identify specific occupancy policies that assure retention.

**Supportive Services**

- a. Will the property require tenants to participate in supportive services provided at/near site?  
\_\_\_\_\_ 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 Individual					
Services at Nearby Campus					

Please provide a brief explanation of these or any additional services:

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### **Additional Application Requirements:**

- a. Environmental Review – Include a statement of the applicant’s willingness to have an environmental review conducted on the proposed site for the project-based voucher program. If an environmental review has previously been conducted, please include results within the proposal as an attachment/exhibit.
- b. Layering Subsidy Review:
  - i. Christopher Community 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 or rehabilitation 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. Christopher Community may 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.
  - iv. In accordance with this review Christopher Community does have the right to revoke any or part of the PBV subsidy first if proposed project receives more subsidy than needed.



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**Christopher Community, Inc.  
As Administrators  
Of the  
Onondaga County Consortium**

**Project Based Voucher Request for Proposal**

**Selection Process**

## Selection Process

- a. Christopher Community as Administrators of the Onondaga County Consortium will employ the following process to determine which proposal will be selected
  - Christopher Community 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
  - All complete proposals will be scored by a scoring committee convened by Christopher Community. All proposals will be ranked according to their score. The highest scored proposal(s) will be recommended and submitted to HUD for review.
  - Christopher Community 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 the bid/proposal, in whole or in part, which, in Christopher Community's judgement, best serves the interest of Christopher Community and its clients.
- b. Christopher Community will rate and rank proposals using the following criteria:
  - Extent to which the project conforms to the PFP's Development Goals
  - Extent to the amount of equity needed from Christopher Community to complete project and the return on investment offered.
  - Project Readiness, A greater weight will be given to funding applications based on when project units will be ready for occupancy.
  - Owner experience and capability to maintain, build or rehabilitate housing as identified in the RFP.
  - Owner experience with operating supportive housing that serves disabled persons.
  - Extent to which the project further Christopher Community's goal of deconcentrating poverty and expanding housing and economic opportunities.
  - Experience as an owner in the tenant-based voucher program (including PBV) and owner compliance with the owner's obligations under the tenant-based program
  - Experience as an owner with other HUD programs and owner compliance with the owner's obligations under HUD program, and
  - The extent to which services for special populations are provided on-site or in the immediate area for occupants of the property