

**SOUTH PORTLAND HOUSING AUTHORITY
REQUEST FOR PROPOSALS**

**Project-Based Vouchers
For the Creation of Permanent Affordable Housing**

1. Overview and Purpose

South Portland Housing Authority (SPHA) administers federal housing choice vouchers designed to enhance the affordability of rental housing for low-income persons and/or families within the PHA's area of operation. Under Federal law and regulation, local Public Housing Authorities may project-base up to 20% of their vouchers for projects meeting program guidelines. South Portland Housing Authority has set aside a portion of its vouchers for use as project-based assistance and with this RFP plan to continue this practice. At the direction of the Board of Commissioners, the SPHA will commit up to 20 of its Housing Choice Vouchers (HCV) for successful proposals for the creation of new affordable housing. In order to deconcentrate low-income housing in the City of South Portland the following Census Tracts and Block Groups have been selected; Census Tract 0030; Block Groups 1 and 2, Census Tract 0031: Block Group 2, Census Tract 0033 Block Groups 1 and 2 of South Portland. Priority for assistance under this program will go for *extremely and very low income persons or households that live or work in South Portland*. This RFP outlines the submission requirements and selection criteria for these proposals.

All applications must be received and time stamped in our office, located at 100 Waterman Drive, Suite 101, South Portland, ME., no later than 8:00 am, Monday, August 27, 2018. Applications received after this date and time will not be accepted.

**Questions regarding this program or proposal should be addressed to Leanna Bruce
(e-mail lbruce@spha.net) Phone number: (207) 773-4140 ext. 231.**

2. Assistance Provided Under This RFP

For the reasons described above, SPHA is making available through this RFP, up to twenty (20) project-based rental vouchers. Successful applicants under this RFP will project-base vouchers for housing units owned by the applicant in which they pledge to provide housing for extremely and very low income persons/households as approved in the proposal.

Program Highlights:

- Under this RFP, the housing authority will make available up to 20 project-based vouchers.
- No more than 25% of the units in a project may receive project-based rental assistance. However, units specifically for elderly (62 and older) are not subject to the 25% cap. Single family buildings with four or less units are also exempt from this cap.
- Please see HUD 24 CFR 983 for other specific requirements.

3. Submission Requirements and Selection Criteria.

Applications are restricted to a total of 10 pages, plus attachments, 8 ½” x 11” paper. Each section is restricted to a maximum number of pages (not counting budgets), as indicated below.

SPHA will rank applications using the following scoring system. The points identified reflect the maximum that can be awarded to each criterion. Before being scored, the applications will be reviewed for completeness and accuracy. The project(s) that SPHA, in its sole discretion, deems feasible will be scored. Each part of the application will be scored separately. The number of points available for each part is indicated below.

Proposals must be in accordance with HUD 24 CFR 983 program requirements and consist of the following parts:

A. Executive Summary (1 page, no points). Provide a one-page overview of the applicant and the project.

B. Priority and Relative Need. (1 page, 25 points). Priority populations for assistance under this RFP include extremely and very low income persons/households. Describe in detail the nature of the targeted group’s unmet needs, and how this proposal will help meet that need.

C. Organizational Capacity and Management (1 page, 25 points). Provide the financial, staffing and managerial capacity of the applicant to facilitate and coordinate all facets of this project. Describe your experience and management of housing for the population you wish to serve including experience with the tenant based and project-based voucher program and providing supportive services to the project’s target population. Proposals from organizations that demonstrate previous experience with Project Based Vouchers (PBVs) will receive a higher score in this category.

D. Supportive Services (1 page, 30 points). Please describe the plan for providing supportive housing in this project. Projects with a Resident Services Coordinator will receive a higher score in this category.

E. Building and Site Characteristics of the Project (2 pages, 20 points). Physical project priorities include:

- Census Tract 0030; Block Groups 1 and 2, Census Tract 0031: Block Group 2, Census Tract 0033 Block Groups 1 and 2 of South Portland that are close to services, transportation, educational services and employment opportunities;
- Projects that leverage additional affordable housing (assisted/unassisted) where PBV are not planned or needed;

All applications must describe the following:

- The location of the property by address and census tract(s);

- Total number of buildings in the project; units by bedroom size and square footage;
- Number of PBV units planned for the project;
- The proximity of community facilities and resources for the population to be housed at the project (such as markets, libraries, educational opportunities, etc.);
- Access to public transit;
- Narrative of how site meets the requirements of 24 CFR 983.57.
- Other characteristics of the site.

Projects that clearly meet the priorities described above will receive a higher score in this category.

4. Attachments. The following attachments **must** be enclosed with your application, or the application will be returned as ineligible:

- **Conflict of Interest Statement.** This statement must:
 - Describe the identity of the owner of the proposed project and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest;
 - Certify that the above-mentioned parties are not on the U. S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs; and
 - Disclose any possible conflict of interest by any of these parties with respect to South Portland Housing Authority or U. S. Department of Housing and Urban Development (HUD) programs. **Submit attached Form HUD-5369-C, Certifications and Representations of Offerors.**
- **Subsidy Layering Review.** The owner must disclose any governmental housing assistance they have received or will receive from federal, state or local agencies, including assistance such as tax concessions or tax credits that will be used for the proposed project-based units for acquisition, development or operation. The SPHA will use this information to complete the subsidy layering review, which must be approved by HUD prior to entering into an agreement with the owner to prevent excessive public assistance for the housing. Subsidy Layering requirements are not applicable to existing housing.
- **Owner Certification.** The owner must certify 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 layer review in accordance with HUD requirements.

5. General Information and Instructions:

- **Reservation of Rights:** South Portland Housing Authority reserves the right, at its sole discretion, to award all, a portion, or none of the available vouchers under this application, as well as reject any and all applications based on the quality and merits of the applications received, or when it is determined to be in the public interest to do so. Also, South Portland Housing Authority may extend deadlines and timeframes, as needed.
- South Portland Housing Authority reserves the right to substantiate any proposers' qualifications, capability to perform, availability and past performance records under Section 8 Housing Programs.
- **Confidentiality:** Applications received by South Portland Housing Authority shall become a matter of public record subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may be held from public inspection, as provided in Maine law: 5 MRSA Sections 13119-A and 13119-B.
- **Compliance with Federal Law:** The selected applicant will be required to certify that the development and management of the proposed housing will be in compliance with all applicable laws, executive orders, OMB Circulars and federal regulations, including but not limited to: Fair Housing Act, Equal Opportunity and Non-discrimination, National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the Davis-Bacon Act, the Lead-Based Paint Poisoning Prevention Act, Flood Disaster Protection Act, Conflict of Interest, Contractor Debarment and Cost Principles.
- All applications must meet the rules and regulations of the Section 8 Program as noted in 24 CFR Part 982 Section 8 Tenant-Based Voucher Program & 24 CFR 983 Project-Based Voucher (PBV) Program
- **Equal Employment Opportunities:** Vendor shall comply fully with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, as amended (WIA, 29 CFR part 37); the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

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