

**Regional Housing Authority | EnVision Center
Project Based Voucher Program
Request For Proposals – RFP #2020-01**

Regional Housing Authority | EnVision Center (RHA) requests proposals from established property owners for the Project-Based Voucher Program (PBV). The PBV program is designed to operate under a HUD Housing Choice Voucher contract and will follow HUD 24 CFR Part 983.

PBV applications are being accepted for up to 20 vouchers for pre-existing properties within the RHA jurisdiction Alexander, Burke, Caldwell and Catawba County, NC. Preference will be given to properties within Catawba County.

1. The PBV units must serve households at or below 50% of the area median income (Attachment A).
2. Property must show evidence of site control. HUD 24 CFR Part 982.4 (Attachment B).
3. Requests should be made for at least 5 vouchers.
4. Property owner must show ability to make housing available to “Hard to House” and “Vulnerable” population (Attachment C).
5. Property owner must show established partnerships within the region with resources for “Hard to House” and “Vulnerable” population.
6. Property owner must show ability to rent units in accordance with HUD regulations and not to exceed 105 percent of Fair Market Rents for the area. (Attachment D).
7. PBV units must be recovery-based housing for persons with limited skills for independent living.
8. PBV participants must be offered specialized treatment planning for behavioral health disorders and/or substance use disorders.
9. PBV participants should also risk homelessness due to behavioral health disorders and/or substance use disorders.
10. The housing program shall coordinate care with a contracted treatment team that provides integrated treatment planning for gender-specific shared-living recovery-based housing for persons with limited skills for independent living which supports the transition to increasingly independent living, development of natural supports and the skillset needed for successful community integration.
11. Property Owner must be knowledgeable of and able to provide a recovery-oriented method of whole person care that has improved treatment outcomes.

PBV Description

Through the PBV program, the RHA will enter into a housing assistance payment (HAP) contract with the selected property owner for designated rental units for a term of up to fifteen years subject to funding availability.

Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. The RHA will maintain the waiting list and refer program participants to the project owner in order to fill vacant units. The RHA’s subsidy standards will determine the appropriate unit size for the family.

Types of housing units and/or developments are not eligible for PBV assistance including:

- 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 that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Owner-occupied housing units; and
- Subsidized housing unit types that are determined ineligible in accordance with HUD regulations. These include, but are not limited to: public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or The RHA.

The number of PBV assisted units in the project cannot generally exceed the greater of 25 units or 25 percent (25%) of the total number of dwelling units in the project, except as provided by regulation 24 CFR 983.56.

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, consistent with the RHA's PHA Plan and Administrative Plan. Specific factors are discussed at 24 CFR 983.57;
- In full compliance with the applicable laws regarding nondiscrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards. The site selected must: a) 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 the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; c) be accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents; and, d) be located within reasonable travel times and cost via public transportation or private auto to places of employment.

The owner is responsible for screening applicants to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

The amount of the rent to owner is determined in accordance with HUD regulations. The rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by the RHA, not to exceed 105 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Current Fair Market Rents – Attachment D

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by the RHA in accordance with the contract with the owner. The RHA calculated the tenant rent in accordance with HUD mandated calculation requirements.

Application Submission, Review & Panel

The RHA will review all applications before selecting applications for scoring. Applications must be submitted to:

**The Regional Housing Authority
Attn: Kala Guido | RFP #2020-01
PO Box 9026
Hickory, NC 28603**

Applications and supporting documents will be accepted on or before the due date of June 12, 2020, no later than 5:00PM

Each application must be in compliance with the RHA's selection criteria and in conformity with HUD program regulations and requirements, including the following:

1. The PBV units must serve households at or below 50% of the area median income (Attachment A).
2. Property must show evidence of site control. HUD 24 CFR Part 982.4 (Attachment B).
3. Requests should be made for at least 5 vouchers.
4. Property owner must show ability to make housing available to "Hard to House" and "Vulnerable" population (Attachment C).
5. Property owner must show established partnerships within the region with resources for "Hard to House" and "Vulnerable" population.
6. Property owner must show ability to rent units in accordance with HUD regulations and not to exceed 105 percent of Fair Market Rents for the area. (Attachment D).
7. PBV units must be recovery-based housing for persons with limited skills for independent living.
8. PBV participants must be offered specialized treatment planning for behavioral health disorders and/or substance use disorders.
9. PBV participants should also risk homelessness due to behavioral health disorders and/or substance use disorders.
10. The housing program shall coordinate care with a contracted treatment team that provides integrated treatment planning for gender-specific shared-living recovery-based housing for persons with limited skills for independent living which supports the transition to increasingly independent living, development of natural supports and the skillset needed for successful community integration.
11. Property Owner must be knowledgeable of and able to provide a recovery-oriented method of whole person care that has improved treatment outcomes.

If a project does not meet the above indicated requirements, it will be determined ineligible for consideration. A notice will be mailed to the applicant identifying the disqualifying factor(s).

Proposals that do meet the requirements will be evaluated for eligibility and ranked by the RHA panel. The ranking list will be prepared in accordance to the points awarded to each proposal. The RHA, at the discretion of the panel, may select none, one or more of the proposals submitted.

The RHA reserves the right to 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 the RHA to be in its best interests. The RHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The RHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. The RHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

Scoring Criteria:

The RHA’s Evaluation Panel will review and score each proposal based on the following criteria:

Criteria	Max Points Available
Property Owner Experience	20
Can Maintain Fair Market Rent	20
Financial Viability	20
Community Partnerships	10
Resources for Residents	10
Project Serves Extremely Low Income Households 30% AMI or lower	10
Project serves a multitude of “Hard to House” Families	10
Total	100

Panel:

The RHA’s Director, Stephanie Hanvey, will appoint a PBV Selection Panel to review, evaluate, rank and select the application according to the criteria described herein. This panel will, at a minimum, consist of the RHA Director, the EnVision Center Coordinator, and a RHA Housing Specialist.

Application Content:

Applications submitted should include

1. Cover Letter stating the number of units requested, the total number of units in the development, along with the type of unit.
2. A Table of Contents Sheet outlining the following:
 - Name of Organization
 - Primary Contact Person
 - Mailing Address
 - Telephone numbers, fax numbers and email addresses
 - Number of years in business
3. Project application. Applications for PBV assistance must provide information on the following topics:
 - Owner name
 - Project name
 - Number of buildings
 - Number and size of units
 - Location of units
 - Other forms of assistance received
 - Requested contract term

- Handicapped accessibility features
- Owner experience with affordable rental housing
- Unit and neighborhood amenities
- Intended resident population
- Tenant selection criteria and plan
- Proposed Rents
- Affordability restrictions
- Need for PBV assistance
- Management and operations plan
- Service providers, if applicable

Attachment A

Median Income	INCOME LEVEL	1	2	3	4	5	6	7	8 OR MORE
	Ext Low Income 30%	12,760	17,240	21,720	26,200	30,680	34,550	36,900	39,300
	Very Low Income 50%	20,850	23,800	26,800	29,750	32,150	34,550	36,900	39,300
	Low Income 80%	33,350	38,100	42,850	47,600	51,450	55,250	59,050	62,850

Attachment B

Housing Quality Standards (HQS)

HUD requires that all units occupied by families receiving Housing Choice Voucher (HCV) assistance meet Housing Quality Standards (HQS) and permits the RHA to establish additional requirements.

All units must pass an HQS inspection prior to the approval of a lease and at least annually during the term of the contract.

HQS Guidelines:

- Sanitary Facilities
- Food Preparation and Refuse Disposal
- Space and Security
- Thermal Environment
- Illumination and Electricity
- Structure and Materials
- Interior Air Quality
- Water Supply
- Lead-Based Paint
- Access
- Site and Neighborhood
- Sanitary Condition
- Smoke Detectors

Most commonly failed items in HQS inspection:

1. Utilities not turned on. All utilities must be on and all appliances and equipment operable.

The utilities may be in the landlords name for the inspection but must be transferred to the tenant before the Housing Assistance Payment (HAP) Contract is executed.

2. Missing light globes
3. Cracked/missing electrical switch plates and receptacle covers
4. Windows painted shut
5. Smoke detectors, missing batteries
6. Chipping/peeling paint on siding, window sills, trim, porches, etc.
7. Open ground receptacles
8. Foundations vents missing or foundation vents screening missing or damaged
9. Water temperature too high, must be between 100 and 120 degrees Fahrenheit (at tap)
10. Refrigerator temperature too high, must be no higher than 38 degrees

Types of inspections:

Initial Inspections. The RHA conducts initial inspections in response to an RFTA from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection on or before the effective date of the HAP Contract. Utility service must be available for testing at the time of the initial inspection.

Annual Inspections. HUD requires the RHA to inspect each unit under lease at least annually to confirm that the unit continually meets HQS. Each unit receiving Housing Assistance payments must be inspected at least every 12 months. Inspections are scheduled at least 10 business days in advance. An appointment letter is sent to both landlord and tenant. Notifications are sent by mail.

Special Inspections. A special inspection may be requested by the owner, the family, or a third party as a result of problems identified with a unit between annual inspections.

Quality Control Inspections. HUD requires that a sample of units be inspected by a supervisor or other qualified individual to evaluate the work of the inspector(s) and to ensure that inspections are performed in compliance with the HQS.

Other information:

Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a life-threatening emergency, reasonable notice is considered to be not less than 48 hours. In the case of a life-threatening emergency, the RHA will give as much notice as possible, depending on the nature of the emergency.

What if the unit fails inspection?

If any deficiencies are identified, the owner or family will be notified of the repairs and be given a time frame to correct them. Unless the RHA requires a re-inspection, the RHA will accept a certification from the owner that the HQS deficiency has been corrected. The certification must be received by the RHA by the stated deadline.

If an owner fails to correct HQS deficiencies by the time specified by the RHA, HUD requires the RHA to abate housing assistance payments no later than the first of the month following the specified correction period. No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility. In this case, the tenant may be terminated from the program for failing to make repairs.

List of HQS provided by HUD

Walls

- In areas where plaster or drywall is sagging, severely cracked, or otherwise damaged, it must be repaired or replaced.

Windows

- Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be replaced.
- Windows must be weather-stripped as needed to ensure a weather-tight seal. Window screens must be in good condition (applies only if screens are present).
- Double paned windows, including storm windows, must be unbroken and free of cracks.

Doors

- All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold. To be secure, the striker plate must be firmly screwed into the doorframe, not mounted on the doorframe. The locking mechanism must be firmly secured to the door itself.
- All interior doors must have no holes, have all trim intact, and be operable without the use of a key.

Floors

- All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be secured and made level. If they cannot be leveled, they must be replaced.
- All floors must be in a finished state. Raw wood or unsealed concrete is not permitted.
- All floors should have some type of base shoe, trim, or sealing for a "finished look." Vinyl base shoe is permitted.

Sinks

- All sinks and commode water lines must have shut off valves, unless faucets are wall mounted. A main shut off valve for water for the unit is sufficient.

Kitchen

- All electrical outlets must be in working condition.
- The stove and refrigerator must be clean, all gaskets fully sealed, and all stove burners must be operational.
- Owner must supply oven and stove or range. If tenant agrees, microwave ovens may be substituted for oven and stove or range.
- Hot plates are not acceptable.
- There must be a sink with hot and cold running water. Sink and fixtures must be leak-free and have a properly installed trap.

Bathrooms

- All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.
- There must be a sink with hot and cold running water. Sink and fixtures must be leak-free and have a properly installed trap. The bathroom must have an operable window or other adequate exhaust ventilation.
- All electrical outlets must be in working condition.

Living Room

- All electrical outlets must be in working condition and there must be a minimum of two outlets per room.
- Overhead fixed light fixtures may be considered as one outlet.
- There must be an operable window.

Bedrooms

- All electrical outlets must be in working condition and there must be a minimum of two outlets per room.
- Overhead fixed light fixtures may be considered as one outlet.
- There must be an operable window.

Electrical

- Electrical outlet covers and switch plate covers cannot be broken, cracked, or missing.

Smoke Detector

- A smoke detector must be located on each level of the unit. In units occupied by a hearing-impaired family member, a smoke detector must be in place which includes a visual alarm system.

Hot Water Heater

- Hot water heaters must be operational and properly installed. They must include a pressure relief valve and a discharge line coming from the pressure relief valve pointing towards the floor or through the floor.
- Gas and oil fired hot water heaters must be vented into a chimney or flue which leads outside.

Heaters

- Unvented heating units or space heaters are not acceptable. Kerosene heaters are prohibited.

Steps (four or more)

- Interior and exterior steps of four or more must have a firmly attached and supported handrail. Broken, loose, or missing steps are not allowed.

Security

- If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

Mobile Homes

- Mobile homes must have tie downs. Skirting must be free from openings.

LIFE-THREATENING CONDITIONS [HUD 24 CFR 982.404(a)]

HUD requires the RHA to define life-threatening conditions and to notify the owner or the family of the corrections required. The responsible party must correct life-threatening conditions within 24 hours of RHA notification.

The following would be considered life-threatening conditions:

- Any condition that jeopardizes the security of the unit
- Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling
- Natural or LP gas or fuel oil leaks
- Any electrical problem or condition that could result in shock or fire
- Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.
Utilities not in service, including no running hot water
- Conditions that present the imminent possibility of injury
- Obstacles that prevent safe entrance or exit from the unit
- Absence of a functioning toilet in the unit

If an owner fails to correct life-threatening conditions as required by the RHA, the RHA will enforce the HQS in accordance with HUD requirements. If a family fails to correct a family caused life threatening condition as required by the RHA, the RHA will enforce the family obligations.

Attachment C

Hard to House/Vulnerable as defined by the RHA and for the purpose of the PBV RFP: individuals who are below the 50% median income, individuals who are disabled, including behavioral health problems and substance use disorders, former offenders re-entering society, transitioning former offenders, non-elderly disabled, youth aging out of the foster care system.

Attachment D

April 2020 Fair Market Rents in use by the RHA

2020 FAIR MARKET RENTS							
Eff 10/1/2019	Bdrm Size	0	1	2	3	4	5
	FMR	569	573	712	918	1,035	1,190