

**ALBANY HOUSING AUTHORITY**  
**Project-Based Section 8 Voucher Program**  
**Request for Proposals**  
**February 24, 2014**

OVERVIEW

The Albany Housing Authority (AHA) has reserved up to fifteen (15) Project-Based Section 8 vouchers (PBVs) or approximately \$7,800 per month in voucher subsidy to dwelling units specifically for homeless veterans. **\*\*The award of these vouchers is conditional subject to AHA being successful in their application for set-aside funding for Project-Basing HUD-VASH Vouchers.\*\***

Applicants are expected to be familiar with project-based voucher regulations, specifically 24 CFR Part 983 as published by the United States Department of Housing and Urban Development (HUD). AHA will accept applications that meet the Proposal Selection Criteria set forth subsequently in this RFP.

Four copies of the application must be completed and submitted and all required documentation must be included in order for the proposal to be considered. Proposals must be received by AHA at the 200 S. Pearl Street, Albany, New York, 12202 offices by 12:00 PM on Monday, March 24, 2014. Proposals will be independently evaluated by HUD and awards will be made at the sole discretion of AHA.

Successful applicants will be required to demonstrate that the subject units meet all codes and standards including, but not limited to current Residential Occupancy Permits (ROPs) where required, and Housing Quality Standards (HQS) if applicable. Upon selection and verification of the documentation submitted, the owner and AHA shall execute a Housing Assistance Payments (HAP) Contract. In the case of housing yet to be built or renovated for occupancy, the owner and AHA shall execute an Agreement to enter into a Housing Assistance Payments (AHAP) Contract.

By Federal regulation, AHA can provide PBVs for up to twenty-five (25%) of the total units in HQS compliant, privately-owned, multi-dwelling residential structures or projects. This limit does not apply to buildings with fewer than five (5) units or to units housing families or individuals receiving qualifying supportive services.

Owners of units with PBVs may receive a HAP for up to fifteen (15) years. This may be extended at the sole discretion of the AHA. Assistance to owners provided under a HAP contract is subject to adequate annual congressional appropriations.

AHA maintains a list of households that have applied for rental assistance subsidy. Owners will be required to select applicants from AHA's waiting list. Existing residents are eligible to remain in residence subject to AHA's financial eligibility determination and usual screening process. Owner must have a strategy in place to assure timely turnover of vacated units. Said strategy must include ongoing communication with AHA's Rental Assistance Department.

### **Project Selection Criteria**

**Location:** Units must be located in the City of Albany and must be in compliance with HUD standards. Existing units will be subject to inspection in the evaluation process and preference may be given for units that support higher living standards as compared to competing proposals.

**Type of Units:** Units may be sized appropriately for families or individuals (including SROs) so long as no more than 25% of any project receives project-based voucher assistance. This limitation does not apply to buildings with less than five (5) units, nor family units receiving qualifying supportive services. HAP payments for SROs are limited to 75% of the Fair Market Rent (FMR) for comparable 0 bedroom apartments.

**Feasibility:** Applicants must demonstrate the financial and operational viability of the project, building, SRO, or other unit type via submission of historical data, audited financials, or other documentation that provides solid evidence of the stability and demand for the units.

**Experience:** Applicants that can demonstrate successful experience in the ownership and/or management of affordable residential rental property will be given preference over applicants lacking such experience. Applicants whose proposals include supportive services will be evaluated as to their experience and success in providing those services.

## **APPLICATION SUBMISSION REQUIREMENTS**

**Complete the Application Cover Form and submit with the following:**

### **A. PROPOSAL SUMMARY**

**Provide the following and label as “Exhibit A: Proposal Summary”**

- A general description of the housing, either existing or to be constructed or rehabilitated, including the number of units by size (square footage), bedroom count, bathroom count, listing of amenities and services, and estimated date of completion. For rehabilitation, the description must include the property as is, as well as the proposed rehabilitation.
- In the case of proposed construction or rehabilitation, evidence that such is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely and will not delay the project;
- The proposed contract rent per unit, including an indication of which utilities, services, and equipment are included in the rent and which are not included. For those utilities that are not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy;
- If supportive services are included in the plan, the proposal should contain a specific description of those services, who will deliver them, and any contracts or letters of intent that document the terms and conditions for the delivery;
- If preference is sought for proximity to public transportation, retail, or other essential services and amenities, the proposal should include a map that demonstrates the degree to which the benefit is achieved.
- Evidence of financing or lender interest and the proposed term of the financing;
- The proposed term of the HAP Contract;
- A plan for managing and maintaining the units;
- An operating budget that shows project operating and maintenance expenses.

### **B. Experience**

**Provide evidence of the following and label it “Exhibit B: Experience”**

Describe applicant experience in the development, management, maintenance, and/or ownership of affordable rental property, and describe the experience of any service provider and Management Agent if the units are to be managed, or supportive services provided by other than the Applicant.

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**APPLICATION COVER FORM**

**Check all that apply:**

\_\_\_\_\_ New Construction

\_\_\_\_\_ Substantial Rehabilitation

\_\_\_\_\_ Existing

\_\_\_\_\_ Disabled (100% project-based)

\_\_\_\_\_ Elderly (100% project-based)

\_\_\_\_\_ Family (25% project-based)

**Fill in All Blanks:**

# of new units \_\_\_\_\_

# of Rehabilitated units \_\_\_\_\_

# of Existing units \_\_\_\_\_

# of Units in the Project \_\_\_\_\_

# of Buildings in the Project \_\_\_\_\_

# of units to be Project-Based Vouchers \_\_\_\_\_

Applicant Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_ Tax ID # \_\_\_\_\_

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**Proposal Rating Criteria**

FEASIBILITY/VIABILITY (15 Points)

Proposed units are infeasible or not viable based on information submitted	0 points
Proposed units are feasible and viable based on information submitted	15 points

FINANCING COMMITMENTS (15 points)

No financing commitment or interest letter is submitted	0 points
Financing interest letter is submitted	5 points
Financing commitment(s) is (are) submitted	15 points

EXPERIENCE (10 points)

Applicant has no rental housing experience	0 points
Applicant has some rental housing experience	5 points
Applicant has significant rental housing experience	15 points

READINESS (15 points)

Applicant does not provide evidence of financing, nor demonstrate experience owning and operating rental housing	0 points
Applicant demonstrates readiness	15 points

TOTAL POSSIBLE POINTS:	60 points
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