



Requests for Proposal (RFP) for Project Based Voucher (PBV) Program

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher (HCV) Program

60 EXECUTIVE PARK SOUTH, NE, ATLANTA, GA 30329 | WWW.DCA.GA.GOV

Table of Contents

1	<i>Introduction and Timeline:</i>	3
2	<i>DCA's HCV Profile:</i>	3
	2.1 Purpose:	4
	2.2 Description of PBV Program:	4
	2.3 Statement of Needs:	4
3	<i>Program Overview and Requirements:</i>	5
	3.1 Purpose and Policy Alignment:	5
	3.1.1 Tenant Criteria:	5
	3.1.2 Determining Contract Rents	6
	3.2 Applicable Regulations and Guidelines:	6
	3.2.1 Specific Requirement:	6
4	<i>Other Federal Requirements</i>	8
5	<i>Federal Program Regulations and DCA Program Policies</i>	8
6	<i>Threshold Requirements, Evaluation and Scoring</i>	9
	6.1 Threshold Requirements For All Projects and Applicants	9
	6.2 Proposal Preparation	11
	6.2.1 Application Requirements:.....	12
	6.2.2 Application Submissions:.....	12
	6.2.3 Application Review:.....	18
7	<i>Other Requirements</i>	18
8	<i>Evaluation and Award Criteria</i>	19
	8.1.1 Evaluation Criteria.....	19
	8.1.2 Award of Contract:	22

APPENDICES

APPENDIX A: APPLICATION CHECKLIST

APPENDIX B: PROJECT BASED VOUCHERS (PBV.) APPLICATION

APPENDIX C: DEFINITIONS

APPENDIX D: JURISDICTION OF COUNTIES WHO CAN RECEIVE PROJECT BASED VOUCHERS

1 INTRODUCTION AND TIMELINE:

The Georgia Department of Community Affairs (DCA) Housing Choice Voucher (HCV) Division invites owners of existing properties, including eligible Housing Tax Credit ("LIHTC") properties, to apply for an allocation of Project-Based Voucher (PBV) units. PBV assistance provides rental subsidies paid for eligible families living in units contracted under the Program. With this electronic Request for Proposal (eRFP), DCA seeks proposals from property owners who will commit a portion of their units to receive PBV assistance through the Housing Choice Voucher (HCV) program.

Those applying ("applicants") under this eRFP must submit a written proposal demonstrating their property's eligibility and their qualifications and interest in securing PBV units that will serve eligible individuals or families through the HCV Program. Selected applicants will receive an allocation of PBVs through the HCV program under a multi-year contract with DCA, ensuring HCV-approved rent for their properties for an extended period. Owners will designate units to receive PBV assistance and serve eligible residents.

Proposals must be received electronically by DCA no later than Tuesday, October 10 at 5 PM ET. **All proposals must be submitted online through email to DCA_PBV@dca.ga.gov.** Proposals will not be accepted via postal service mail. Late applications will not be accepted, incomplete applications will not be considered, and applicants may not submit additional materials after the submittal deadline. Please review your proposal prior to submission to ensure that all documentation is included.

DATES RELATED TO THIS eRFP	
EVENT	TARGET DATE*
Release of Project-Based Vouchers eRFP	9/8/2023
Virtual Information Session	Week of 9/25/2023
Publication of Virtual Information and Question Answers	9/29/2023
Proposal Due/Close Date and Time	10/10/2023
Proposal Evaluation Completed (on or about)	Week of 10/16/2023
Due Diligence	10/16/2023 – 11/8/2023 (anticipated, timelines could change)
Expected Contract Deadline	11/9/2023
Notice of Selection of Proposals	11/13/2023

2 DCA'S HCV PROFILE:

DCA is the state agency that administers the Housing Choice Voucher (HCV) program for 149 counties in Georgia. DCA's goal is to provide safe, decent, sanitary, and affordable housing to low-income households, including families, the elderly, and the disabled through the US Department of Housing and Urban Development (HUD)-funded HCV Program. DCA's HCV program currently assists approximately over 11,000 households in 149 counties

(See Appendix D – note: this does not include Fulton, Cobb, DeKalb, Clayton, Muscogee, Sumter, Bibb, Richmond, Glynn, or Chatham counties.)

2.1 PURPOSE:

Under Federal law and promulgated regulations, Public Housing Authorities (PHAs) may use up to twenty percent (20%) of their tenant-based voucher funding to allocate project-based units to projects meeting program guidelines. With this Request for Proposal ("RFP"), DCA intends to allocate a portion of its authorized HCV units to qualifying Housing Tax Credit (LIHTC) developments.

DCA is soliciting applications from qualified owners ("**Applicants**") for an allocation of project-based voucher (PBV) units through the HCV program. This includes any existing and in-service property that has not received a 4% or 9% Housing Tax Credit and any existing property previously awarded a 4% Housing Tax Credit deal before 2023 or 9% Housing Tax Credit before 2020. Properties that have received a LIHTC award through a competitive process since 2020 are not required to complete this funding application to receive PBVs. For more information on which process your property qualifies to apply through, please see [DCA's website](#), specifically the [Process FAQ](#), or contact DCA_PBV@dca.ga.gov.

2.2 DESCRIPTION OF PBV PROGRAM:

PBV applications are being accepted for up to one thousand one hundred and eight (1108) vouchers for existing housing and new construction projects that contain the following:

- a. The PBV designated units must serve households at or below 50% of the area medium income;
- b. The Developer or the Developer's management partner must demonstrate evidence of site control;
- c. Each project request must contain a minimum of twenty-five (25) units¹;
- d. Each proposal must include a voucher request that does not exceed twenty-five percent (25%) of the total number of dwelling units in the project.²

2.3 STATEMENT OF NEEDS:

DCA seeks to meet the goal of de-concentrating poverty and expanding housing opportunities by awarding these 1108 project based vouchers. The Offeror ("**Applicants**") shall provide housing choices through the provision of new, substantial rehabilitated, or existing apartments. DCA intends to meet the requirements of the Code of Federal Regulations 24 CFR, Part 983 (PBV Program), as may be amended, HUD. Notice PIH- 2017-21 dated October 30, 2017, and all other applicable law. Owners/Developers of projects selected under this Program may be awarded a Housing Assistance Payment (HAP.) Agreement with DCA for up to fifteen (15) years, subject to

¹ DCA has the discretion to waive the minimum unit requirement of each project.

² Except as provided by regulation 24 CFR 983.56.

availability of funding. Vouchers will only be committed to Owners/ Developers of properties that provide quality rental units to low-income families.

3 PROGRAM OVERVIEW AND REQUIREMENTS:

3.1 PURPOSE AND POLICY ALIGNMENT:

The primary purpose of the PBV Program is to assist in the creation of additional affordable rental housing stock by supporting designated rental units that are decent, safe, and sanitary and targeted to households earning no more than fifty (50) percent of Area Median Income (AMI). If the rental housing units meet HCV program standards, housing assistance subsidies will be provided to eligible families who occupy the rental housing units. DCA will maintain control of the waiting list and refer program participants to the project owner in order to fill vacant units. DCA's subsidy standards will determine the appropriate unit size for each family based upon household size and composition.

DCA's strategic goals for this RFP of PBVs also include:

- a. De-concentrate poverty and expand housing and economic opportunities across Georgia, including low-poverty census tracts, high resource areas, and communities that have not recently benefited from an award of PBVs.
- b. Create affordable housing with access to services, amenities, and transit.
- c. Build system capacity in affordable housing providers and supportive services providers to coordinate deeply affordable housing with effective and sustainable supportive services that enable targeted populations to acquire and retain an affordable home.

3.1.1 Tenant Criteria:

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.

During the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family, or non-residential rental purpose. Upon expiration of the lease the owner may renew the lease; or refuse to renew the lease for good cause.

Should an Owner/Developer request a voucher for a unit that is currently occupied, DCA will perform an eligibility screening to determine family eligibility prior to notice of award. If it is determined that a unit is occupied by an ineligible family, a Project Based voucher will not be considered for that unit.

3.1.2 Determining Contract Rents

The DCA will enter into a Housing Assistance Payments (HAP) contract with the owner selected and approved for PBV assistance. DCA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

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:

- a. An amount determined by DCA, not to exceed 120 percent of the applicable [Small Area Fair Market Rent \(SAFMR\)](#) for the unit bedroom size including any applicable tenant-paid utility allowance;
- b. The reasonable rent; or
- c. The rent requested by the owner.

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 DCA in accordance with the contract with the owner. DCA determines the tenant rent in accordance with HUD requirements.

3.2 APPLICABLE REGULATIONS AND GUIDELINES:

All applications must meet the rules and regulations of the HCV Program as noted in 24 CFR, Part 982 (HCV Tenant-Based Voucher Program) and 24 CFR, Part 983 (Project Based Voucher (PBV) Program), including, without limitation, 24 CFR §§ 983.53 and 983.54 (project eligibility), 24 CFR § 983.56 (unit cap), 24 CFR § 983.57 (site selection), as well as all other applicable law.

The Owner/Developer shall be solely responsible for obtaining and complying with the applicable regulations and specifications regarding their performance of the work and employee and public safety.

3.2.1 Specific Requirement:

An Owner/Developer that qualifies to receive PBV assistance pursuant to this RFP will receive a letter from DCA committing PBVs to the project, subject to inspecting units according Housing Quality Standards (HQS), subsidy layering and environmental review. Upon the successful passing of the inspected units, completion of subsidy layering and environmental review (see Section 8.1.2.4 Post Award Conditions), the Owner/Developer will execute a Housing Assistance Payment (HAP) contract with DCA. The Agreement will set forth the terms and conditions necessary to complete the project. Upon completion of the project, DCA will execute a HAP contract with the Owner/Developer for a term of at least one (1) year and up to fifteen (15) years, subject to availability of funding.

1. **Quality Compliance:** All housing units to be considered for PBVs under this RFP must meet the Housing Quality Standards (HQS), and all other standards as required by DCA or other applicable law.

2. **Areas of Concentrated Poverty:** DCA may limit PBV assistance to Owners/Developers of property located in a census tract with a concentration of poverty of twenty (20) percent or less. However, PBV assistance may be given to Owners/Developers of property in a neighborhood with a concentration of poverty greater than twenty (20) percent if they can demonstrate other ongoing local redevelopment activities, recent increases in market rate housing, and/or opportunities for low-income residents to access workforce opportunities. Poverty concentration will be determined by utilizing the US Census Bureau website and will be verified by DCA. DCA may commit PBV assistance to an Owner/Developer of property in a Census Tract with a concentration of Poverty greater than twenty (20%) percent, if reasonable evidence is submitted that the proposed project meets one or more of the following conditions:
 - a. Located in a HUD-designated Enterprise Zone, and Opportunity Zone, or an Economic Community or Renewal Community;
 - b. Located in an area where the concentration of assisted units will remain steady or has decreased as a result of public housing demolition and HOPE VI redevelopment;
 - c. Located in an area that is undergoing significant redevelopment as a result of federal, state and/or local investment;
 - d. Located in an area that has developed new or rehabilitated market rate units and decreased the concentration of poverty;
 - e. Located in an area where the concentration of poverty has declined in the past five (5) years; and/or located in an area that provides meaningful employment and/or educational advancement to its residents.
3. **Project Types:** A project may consist of a single building or multiple buildings on contiguous parcels of land. Contiguous in this definition includes "adjacent to", as well as touching along a boundary or point.
4. **Ineligible Housing:** 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 DCA. Examples of units and housing type ineligible for assistance include:
 - a. Units that have been renovated in the past two years with HUD Rental Assistance Demonstration (RAD) funds;
 - b. Shared housing;

- c. Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- d. Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care.
- e. Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- f. Manufactured homes;
- g. Cooperative housing;
- h. Transitional housing;
- i. Owner-occupied housing units;
- j. Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract.

4 OTHER FEDERAL REQUIREMENTS

Certain other Federal requirements also apply to PBV assistance, including, but not limited to:

FAIR HOUSING: Nondiscrimination and equal opportunity. See 24 CFR section 5.105(a) and Section 504 of the Rehabilitation Act.

ENVIRONMENTAL REVIEW: See 24 CFR section 983.58.

SUBSIDY LAYERING REVIEW: See 24 section 983.55 and Public and Indian Housing Federal Register Notice FR-6201-N-01.

LABOR STANDARDS: Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 USC sections 3701-3708), 24 CFR section 983.154(b), and other federal laws and regulations pertaining to labor standards applicable to an AHAP covering nine or more assisted units.

DEBARMENT: Prohibition on use of debarred, suspended, or ineligible contractors. See C.F.R. section 5.105(c) and 24 C.F.R. part 24.

UNIFORM RELOCATION ACT: A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1970 (URA) (42 USC sections 4201-4655) and implementing regulations at 49 CFR part 24.

VIOLENCE AGAINST WOMEN ACT: Federal Regulations providing specific housing protections for housing applicants and tenants who are victims of domestic violence, dating violence, stalking, and human trafficking.

5 FEDERAL PROGRAM REGULATIONS AND DCA PROGRAM POLICIES

The information contained in this RFP is a summary overview of the PBV Program. DCA does not

warrant that it is exhaustive and bears no responsibility for its accuracy or completeness. All persons submitting proposals/applications are encouraged to read the HUD regulations on the PBV Program for a full description of the Program's requirements, as well as DCA's Administrative Plan. The PBV regulations and guidance can be found at:

- 24 C.F.R. Part 983 as revised per Federal Register Notice FR-4636-F-02, dated October 13, 2005.
- The Housing and Economic Recovery Act of 2008 (HERA) as revised per Federal Register Notice FR-5242-N-01, dated November 24, 2008.
- PIH Notice 2001-54 (HA), dated September 20, 2011.
- PIH Notice 17-21 implementing HOTMA.
- For a complete copy of DCA's PBV program policies, please see Chapter 18 of DCA's Administrative Plan. The plan is available at the Georgia D.C.A. website at <https://www.dca.ga.gov/node/2459>.

6 THRESHOLD REQUIREMENTS, EVALUATION AND SCORING

6.1 THRESHOLD REQUIREMENTS FOR ALL PROJECTS AND APPLICANTS

5. **Project Location.** The project must be in the DCA HCV Jurisdiction, as reflected in Appendix D.
6. **De-concentration of Poverty.** A requesting property must be in a census tract with a poverty rate no higher than twenty (20%) percent unless DCA determines in its sole discretion that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities such as activities located in:
 - a. A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
 - b. A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
 - c. A census tract that is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
 - d. A census tract where new market rate units are being developed;
 - e. A census tract where there has been an overall decline in the poverty rate within the past five years; or
 - f. A census tract where there are meaningful opportunities for educational and economic advancement.

Under no circumstances will DCA approve PBV assistance in a census tract with a poverty rate higher than forty (40%) percent. The source for determining the census tract poverty rate is the 2021 AmericanCommunity Survey five year estimate.

7. **Site and Neighborhood Standards [24 CFR section 983.57(e)]**. Additionally, the requesting property must meet the following HUD-required site and neighborhood standards:
 - a. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
 - b. Have adequate utilities and streets available to service the site;
 - c. Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
 - d. Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
 - e. Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

8. **Site Control**. Applicant must have *Site Control* of the land and other real property necessary for the proposed development, evidenced by an enforceable right to use a parcel or parcels of land for the proposed development prior to the submission of the proposal. Such enforceable right shall be subject only to specific, objective, time-limited, and reasonable business conditions, and does not include an agreement with conditions in the discretion of the seller or grantor to disapprove or agreements to negotiate an enforceable right later. Applicant must submit acceptable evidence of Site Control including a complete and accurate legal description of the site and one of the following:
 - a. A recorded deed or conveyance showing the Applicant has fee or leasehold ownership of the site;
 - b. A valid and enforceable purchase and sale agreement for the site;
 - c. A valid option to purchase the site;
 - d. A valid option for a long-term lease of the site; or (e) other evidence of Site Control satisfactory to DCA in its sole discretion.

9. **Financial Feasibility of the Project**. The applicant must submit evidence of project financial feasibility for at least a fifteen-year period. Specifically, the pro forma must include a detailed description of all sources and uses of funds, including any loans to supplement vacancy losses. Applicants should also include operating costs and income statements or comprehensive balance sheets for the property.

10. **Eligible Applicants.** The applicant is the entity applying under this RFP Eligible applicants include non-profit and for-profit developers and other non-profit sponsoring agencies capable of entering a contract. Governmental agencies are not eligible applicants. [NOTE: Applicants who have previously received a LIHTC award may provide documentation of the LIHTC award to self-certify their eligibility.]
11. **Threshold Management Experience.** The applicant or the entity that will develop the project must meet at least one of the following threshold qualifications:
 - a. Have affordable housing experience in the State of Georgia;
 - b. Have a successful track record of at least two years of ownership and management of at least two affordable housing projects within Georgia, each of which contains at least fifteen dwelling units, and where one hundred percent of the units, except for the manager(s) unit(s), are targeted to those at or below 80 percent of the Area Median Income; or
 - c. Have experience developing, owning, and managing at least one affordable multifamily development, containing at least 15 dwelling units, where a portion of the units are reserved as permanent supportive housing.

6.2 PROPOSAL PREPARATION

Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in DCA requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by DCA Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP Emphasis should be placed on completeness and clarity of content. All copies should be in color if color is utilized in the original. All text materials must also be submitted in an electronic format (Adobe PDF format).

Proposals should be organized in the order in which the requirements are presented in the RFP. **All pages of the proposal should be numbered, and each section should be listed in the Table of Contents along with any corresponding tables, exhibits, charts or attachments** (See 6.2.2 below for suggested Table of Contents). Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.

6.2.1 Application Requirements:

A complete application for this RFP is comprised of five (5) separate tabs. The Application must be complete and prepared in a format consistent with the instructions provided in this RFP. In all instances DCA's determination regarding an application will be final. At DCA's sole discretion, applications not organized in the manner prescribed in this RFP may be considered incomplete or scored lower. Applicants should not refer to other parts of the application for information that may be publicly available elsewhere, or to the Applicant's or other websites, in lieu of answering a specific question.

6.2.2 Application Submissions:

Applications must be delivered by email to DCA_PBV@dca.ga.gov. Applicants will submit components, referred to here as tabs. Each tab will be consolidated into a single, digital file that contains all the required documents for that section of the proposal. Tab Four: Operating Assessment should also be submitted in Excel format.

- a. Tab One: Cover Letter
- b. Tab Two: Applicant Information/Application Form (Appendix B)
- c. Tab Three: Application Narrative
- d. Tab Four: Operating Assessment (submitted in PDF and Excel format)
- e. Tab Five: Supporting Attachments

Applications must be sent in one email with six attachments, one for each Tab, to DCA_PBV@dca.ga.gov. Each tab must be submitted in a searchable portable document format ("PDF") compatible with Adobe Reader XI. DCA will not accept discs, flash drives, or FTP file references that require downloading information from the Applicant's or a third party's website. If the six files are too large, DCA may at its discretion approve submitting in multiple emails, and/or breaking up tabs into more than one file.

It is the Applicant's sole responsibility to ensure that all emails and attachments are delivered on time in a legible format. The time of receipt for the application will be the time it is received by DCA via email at DCA_PBV@dca.ga.gov listed above, and not the time it was sent. **Please note that applications are large and may take time to come through the state email system. Please consider that time when you send.** Applicants assume all risk for application delivery. An application may be deemed to be incomplete or low scoring because it is materially incomplete or not properly formatted. DCA reserves the right to seek clarification or request additional

information. The determination of whether any application is complete or was received on time is at the sole discretion of DCA. All submitted applications shall become the property of DCA.

6.2.2.1 Contents of Application

The application should demonstrate that the Applicant is qualified to administer Housing Choice Voucher Program. It should also demonstrate that the property, the tenants, and the community will directly benefit from the assistance requested.

All application materials must be typed and submitted in the format prescribed. No handwritten documents will be accepted.

Applications shall be submitted with the information and documentation listed below in the order in which it is requested. The Applicant must submit an application that clearly provides all information required in this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and clarity of content. The Applicant is advised to thoroughly read and follow all instructions contained in this RFP. DCA does not require, nor desire, any promotional material that does not specifically address the response requirements of this RFP.

TAB 1: COVER LETTER

The Applicant's Cover Letter must not exceed one (2) pages and should include:

- a. A description of any subcontractor, partners and affiliates who will be involved in the administration of the PBVs requested, including property managers and those providing supportive services, etc.
- b. A written certification confirms a summary of the request, the address of the property, the history of the property, and the population the property currently serves.
- c. The organizational history and legal structure of the owner (e.g., individual practitioner, partnership, LLC, corporation, non-profit organization, etc.).
- d. A written certification confirming that the information contained in the application is true and accurate and that the person signing the cover letter is authorized to submit the application on behalf of the Applicant.
- e. A written certification that all units for which assistance is requested will meet the applicable Federal and State requirements.

TAB 2: APPLICANT INFORMATION

The Applicant must submit a fully complete Application Form using the form attached (Appendix B).

TAB 3: APPLICATION NARRATIVE

The content in Tab 3 must be double spaced, minimum 11-point font, and at least one-inch margins. The Narrative shall include the information listed below, numbered and in the order shown.

Management Experience & Past Performance:

- a. The Applicant will use this section to demonstrate their team is qualified, prepared, and ready to perform the tasks required in compliance with applicable regulations.
- b. Number of properties currently owned, including those that include Housing Choice Voucher tenants or PBVs.
- c. Number of years involved in management of properties, including those with Housing Choice Voucher tenants or PBVs.
- d. List any monitoring findings, either from HUD or GHFA on this or any other properties owned or managed in the past five (5) years.
 - a. Are any of these findings currently unresolved? If so, please explain.
- e. Has this or any other property owned or managed ever had a project based rental assistance (PBRA) or PBV contract revoked or cancelled? If so, please explain.

In the past ten (10) years, has this owner/agent had any fair housing complaints filed against them with any court, HUD, a state agency, or a local or municipal government? If so, utilize the following format to report:

Date of complaint and resolution (if applicable)	Name of Complaint	Outcome of Complaint	If complaint is open or required settlement, please provide of the complaint and details of settlement.

Description of Property/Project:

- a. A physical description of the property, including the current number of buildings, number of units in each building, stories, unit sizes, etc.
- b. A description of the amenities and services provided on or through the property or its management partners
- c. The current or anticipated target population served by the property, including current

affordability requirements, a breakdown of income limits for all units, and any preferences and set asides.

Affordability:

Describe all regulatory agreements and Federal, State, or local restrictions that are or will govern the operation of the property. This includes:

- a. The financing history of the property, including a list of all development sources, the amounts received and terms, and the year the property was placed in service.
- b. The terms of the current regulatory requirements of the property, including:
 - i. The expiration dates of any loan and/or regulatory agreements; and
 - ii. How long the property is required to remain affordable.

For properties in which a loan or regulatory agreement will expire within the next three (3) years, describe:

- c. What is the owner/agent's long-term plan to maintain affordability, reduce operating costs, and improve design, health, safety, quality of life, etc. and;
- d. What entities the property owner or agent has approached to implement the plan and what financing is already committed or will be sought.

A list of any current sources, besides tenant rent, that provide ongoing operating or rental assistance, and the units for which that assistance is tied. Describe the number of units, type of subsidy, and length of contract for any existing contracts for rental assistance at this project. Please attach any current contracts providing Project Based rental assistance of any type in Tab 5.

Market Conditions:

Describe market conditions at the property. A market study is **not required for this RFP**; however, if a market study has been conducted within the past five (5) years, the Applicant may choose to attach relevant components in Tab 5.

For existing properties, provide:

- a. The annual vacancy rate for each of the past 5 years (2017-2022).
- b. The number of applicants on the property's current waiting list.
- c. How many months applicants wait on average to be selected from the waiting list.
- d. Describe and quantify the overall need and demand for affordable units in the community.

Additionally, please include a narrative that:

- a. Explains why the addition of PBV assistance is necessary to serve the property's target population, and how the assistance requested will directly improve the property's ability to meet a currently unmet local housing need.
- b. Specifically explain how, why, and to what extent the assistance requested will enable the property to serve a lower income population than the property would otherwise be capable of serving absent that assistance.
- c. Explain what other steps have been taken to improve the operating economics of the property. For properties with debt service payments, has the property requested a refinancing or restructuring of the loan?
- d. Describe the marketing and outreach efforts for the property; if the property has a Fair Housing Marketing Plan, you may include relevant components in Tab 5.

Immediate Occupancy Readiness:

Existing properties: Provide dates of last income certification for tenants or any documentation of current tenant income for requested PBV units. PBV eligible households must be below fifty (50%) of AMI; provide an explanation for tenants who are over this income limit, or the property is unsure of the tenant's current income.

For existing properties, the overall condition of the property, including a schedule of current capital needs and any current code violations; the Applicant must also provide the outcome of any recent building code inspection, Federal or State monitoring visit, HQS inspection, and/or any other inspection required by a Federal, State, or private lender, investor, or funding source. Failure to disclose any current code violations or known deficiencies that would result in a failed HQS inspection may result in a disqualification of your award.

TAB 4 - OPERATING ASSESSMENT

All Applicants should provide a one-page summary describing the financing details of the project, including each funding source. The details of any loans, including principle, interest rate, amortization, term, and any accrual, deferral, balloon, or forgiveness provisions should be explained. If a lender, grantor, or syndicator is imposing reserve or escrow requirements, details should be included in the narrative. In addition, each application must include the following attachments.

- a. The application will include projected rental, commercial, and miscellaneous income, vacancy loss, operating expenses, debt service, reserve contributions, and cash flow, with year one aligning with your last annual audit.
- b. The Underwriting Application should reflect the property's last audit in year one and then project the income received from the requested added PBV vouchers.
- c. NOTE: PBV rents cannot exceed a reasonable rent or 120% of the Fair Market Rent for the county where the property is located. Fair Market Rent information is published annually by HUD at this website: <https://www.huduser.gov/portal/datasets/fmr.html>.

- d. The Debt Coverage Ratio and Cash Flow Percentage should be within listed standards. Please provide explanation for any variance from audit or stated standards in the Notes column.

If DCA has previously provided underwriting for a competitive award, please provide any updated financial information that should be included as part of the Subsidy Layering Review. **Note:** DCA will likely request additional financial information for the Subsidy Layering Review if the property is selected to receive PBVs.

TAB 5 - ATTACHMENTS AND DISCLOSURES:

Any applicable attachments from the Applicant Information and Narrative should be included here. In addition, please provide the following:

Site Control:

For a project to be considered eligible, all applicants must attach evidence of site control for all sites/buildings in the project. Any site control documentation that includes an offer and acceptance such as a contract of sale, option, or lease, must be in the name of the Applicant, must be legally binding at the time of application, and must include the signatures of all required parties to be considered acceptable documentation of site control. Any deed restrictions or restrictions on use must be affirmatively declared at application submission. DCA reserves the right to object to any restrictions which may negatively impact agency statutes, rules, or regulations. **Any application that does not include proof of site control in one of the following forms may be deemed incomplete and will not be reviewed further.** Acceptable forms of site control, in order of preference, are:

- a. A deed evidencing ownership by the applicant;
- b. A title report not more than ninety (90) days old at the time of application submission showing that the applicant holds title;
- c. A signed contract of sale between the applicant and the property owner which describes the terms and conditions for the conveyance of the title at a designated price during a specific period which is renewable or with a term expiring no less than six months from the date of the application deadline for the funding round;
- d. A signed option to purchase between the applicant and the property owner which is renewable or contains a term which continues the option to purchase for at least six months beyond the date of the funding round application deadline;
- e. A local Land Disposition Agreement between the project municipality and the applicant;
- f. A signed lease with a term that is equal to the regulatory period for the applicable Program (s) having the applicant as lessee.

For projects with multiple sites, executed site control documents must be included for each address as one attachment labeled as Tab 3-1 (i.e., if there are multiple sites, all site control documents for the

project must be uploaded as one PDF file). The attachment must include a summary cover sheet with all site addresses that match those listed in Tab 3-2.

Insurance:

Attach evidence that the property is properly insured per its current or future regulatory agreement.

Disclosures:

Attach a separate letter from the applicant indicating whether the applicant or any of its subcontractors, partners or affiliates is required to make any of the disclosures listed below. If no disclosures are required, please provide a letter stating that there are no disclosures.

6.2.3 Application Review:

The DCA will review all applications. Before selecting applications for scoring, DCA will determine that each application is responsive to and in compliance with DCA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements.

Applications that meet threshold requirements will then be scored based on the supplemental criteria outlined in Section 8. The requested and negotiated number of Project Based Vouchers will be awarded to applicants meeting threshold requirements in order of highest score to lowest score. If a project does not meet the requirements indicated above, it will be designated non-responsive. Proposals that meet the requirements will be evaluated and ranked by the DCA panel. A DCA ranking list will be prepared according to the points awarded to each proposal. DCA may, at its discretion, select none, one or more of the proposals submitted.

In the event that the current Project Based Voucher Allocation is exhausted and there is a tie score between applications competing for the same number of project based vouchers, preference will be given to the entity with a documented history of successful performance with affordable housing in Georgia, with the earliest in service date, division of available vouchers (given that each applicant is willing to receive fewer PBVs), or lastly a coin flip.

DCA reserves the right to reject any or all proposals, to waive any non-material informality in the RFP process, or to terminate the RFP process at any time, if deemed by the DCA to be in its best interests. The DCA 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.

DCA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. DCA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

6.2.3.1 Application Review Panel

DCA's Housing Choice Voucher Division Director will appoint a PBV Selection Panel to review, evaluate, rank, and select the applications according to the criteria described herein. This panel will, at a minimum, consist of the HCV Division Director and/or Policy Analyst, Housing Tax Credit Office representative, and Housing Policy staff.

7 OTHER REQUIREMENTS

As stated elsewhere in this application, before executing an Agreement with any selected owner, the DCA will:

- a. Establish rents in accordance with §983.12.

- b. Obtain subsidy-layering contract rent reviews and environmental reviews from DCA in coordination with HUD, as applicable.
- c. Determine that the unit qualifies with Housing Quality Standards through an inspection.
- d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with DCA's approved unit selection policy.

8 EVALUATION AND AWARD CRITERIA

In addition to the Threshold Criteria, Owner/Developer shall consider the following additional criteria when preparing the proposal. Proposals will be evaluated and scored based on the requirements outlined in the Submission Requirements and the specific criteria below:

8.1.1 Evaluation Criteria

Proposal shall be evaluated by DCA using the following criteria:

	CRITERIA	MAX POINTS AVAILABLE
1	Owner Experience and Capability to build and operate affordable rental housing.	30
2	The financial viability of the proposal – including a proforma demonstrating the status of realistic and available sources and explanations of operating expenses and how affordability will be maintained throughout the life of the property.	30
3	Location - Extent to which the project furthers DCA's goal of de-concentrating poverty and expanding housing and economic opportunities with 25% or less of units in each project designated for PBV.	10
4	Immediate occupancy/availability	15
5	Location of property in relation to limited housing options	15
	TOTAL POINTS AVAILABLE	100

Owner/Developer Development Capacity: Highest scores will be awarded to proposals which best demonstrate the general experience of identified team members in planning, financing, and constructing or rehabilitating affordable or subsidized housing. Direct experience with projects supported by the HCV program will be considered most favorably. Additional consideration will be given to nonprofit entities or involvement by nonprofit entity partners. Highest-scoring proposals will describe specific examples of past projects, including the location unit count, and funding sources of such projects.

Owner/Developer Management: Highest-scoring proposals will describe specific examples of past projects. DCA may also consider experience with other relevant housing programs (such as LIHTC), as well as the provision of additional amenities or services provided to residents on a voluntary basis.

Financial Feasibility: DCA will evaluate and competitively rank proposals based on financial feasibility.

- a. The financial statements demonstrate that the award of Project Based Vouchers will enable the project more effectively to serve ELI households, ELI households at income levels lower than thirty (30%) of AMI, households who need Supportive Units and larger families than would have been feasible without the award of PBVs and that the award of PBVs will not result in the project being over- subsidized.
- b. The quality of the overall management plan for the project, including financial commitments.
- c. The extent to which the proposal complements other local activities, i.e., LIHTC, CHIP, 811, etc.
- d. Demonstrated ability to meet deadlines outlined in the proposal.

Location:

De-concentration of Poverty: A New Construction project must be located in a census tract with a poverty rate no higher than 20 percent unless DCA determines in its sole discretion that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities such as activities located in:

- a. A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- b. A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- c. A census tract that is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- d. A census tract where new market rate units are being developed;
- e. A census tract where there has been an overall decline in the poverty rate within the past five years or;
- f. A census tract where there are meaningful opportunities for educational and economic advancement.

Immediate Occupancy/Availability:

DCA will select families from a separately established wait list for Housing Choice Vouchers. Eligible in place families receiving vouchers will not impact the wait list or be impacted by the waitlist. Should an owner tenant selection plan allow for referrals and such referrals are eligible and permissible under the administrative plan they will receive a preference to be housed. Not less than seventy-five (75%) of the families admitted to the tenant based and Project Based voucher programs will be extremely low-income families.

DCA may only provide rental assistance to families determined eligible at the commencement of PBV assistance in accordance with the Administrative Plan, Chapter 3 Eligibility. In selecting families to occupy PBV units with special accessibility features for persons with disabilities, DCA must first refer families who require such

accessibility features to the owner. Once a family has been determined eligible, the head of household will be invited to attend a briefing session as outlined in the Administrative Plan, Chapter 5 Briefings and Voucher Issuance.

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to the PHA. If the family wishes to move with continued tenant-based assistance, the family must contact the PHA to request the rental assistance prior to providing notice to terminate the lease. If the family terminates the lease in accordance with these requirements, the PHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, the PHA must give the family priority to receive the next available opportunity for continued tenant-based assistance. If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

In-Place Families [24 CFR 983.251(b)]: An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by the PHA is considered an "in-place family." These families are afforded protection from displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on the PHA's Housing Authority waiting list. Once the family's continued eligibility is determined (the PHA may deny assistance to an in-place family for the grounds specified in 24 CFR 982.552 and 982.553), the family must be given an absolute selection preference and the PHA must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements. This regulatory protection from displacement does not apply to families that are not eligible to participate in the Program on the proposal selection date.

Site Location/Project Details: The location of the proposed project, as well as the configuration of assisted and unassisted units and other details about the project. Scores will be awarded to projects based on the following:

- a) The number of PBVs requested and the number of PBVs as a proportion of the total unit count. (Higher numbers and proportion scored most favorably, within regulatory guidelines).
- b) The extent to which vital instructions and amenities (such as places of employment, grocery stores, schools, banks, medical care, public transportation routes, etc.) are available on-site, or in the immediate area, to residents of the project.
- c) The extent to which the proposed PBV units are suitable and appropriate for families eligible to participate in the Housing Choice Voucher program.
- d) The quality of the proposed housing design, including, for example: the size of the units and number of bedrooms (units with fewer bedrooms scored most favorably), the accessibility of the units, and the proposed features or appliances included in the units.
- e) Whether or not the project is located within a census tract with a concentration of poverty equal to or greater than twenty (20%), subject to any mitigating factors described hereinabove for proposed projects within such a tract.

8.1.2 Award of Contract:

Selection shall be made of Owner/Developer(s) deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request for Proposals. DCA reserves the right to make multiple awards because of this solicitation. DCA may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

The project applications scoring the highest points will be conditionally awarded project based vouchers up to the amount requested on the proposal. After awarding the highest scoring application(s), DCA may conditionally award the next highest-ranking applications with Project Based vouchers up to the amount requested until all vouchers available for the Program have been assigned. If DCA determines that an application is eligible for PBV funding but cannot be fully funded at the amount requested by the owner/ developer, the owner will be given the opportunity to receive partial funding.

- 1) **Pre-Award Conditions:** Prior to project selection, DCA will conduct a Site and Neighborhood Review. DCA will conduct an inspection of the proposed PBV site. Site selection standards include:
 - a. An assessment of the physical attributes and appropriateness of the site for the proposed units;
 - b. An assessment of whether the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities as stated in DCA's Administrative Plan. Owners/developers may be asked to submit additional information to help facilitate this site review.
- 2) **Federal Compliance:** Federal Davis Bacon, Section 3, MWBE utilization and other compliance monitoring for properties engaging in moderate or significant rehabilitation that has been recently undertaken or will be undertaken.
- 3) **Post Award Conditions:** For the selected project(s), the following items must be completed before the owner can execute a Housing Assistance Payments (HAP) contract: Housing Quality Standards inspection and DCA confirmation of rents. The Developer/Owner will be responsible for all costs of Post Award activities.
- 4) **Due Diligence (Post Award):** Once a property is awarded PBVs, D.C.A. may need to perform additional due diligence prior to contract execution. DCA reserves the right to rescind an award if it determines that a property is ineligible for funding under Federal or State regulations or the terms of this RFP. The length of time required for post award due diligence will vary based on the specific requirements of each property. Post Award Due Diligence may include but is not limited to:
 - a. **Property Inspections** - To seek PBVs as an existing property, a property must substantially comply with the Department of Housing and Urban Development (HUD) Housing Quality Standards (HQS) on the proposal selection date. The Applicant will certify at the time of application that all existing units for which assistance is requested continue to meet HQS. After an award is made, DCA will schedule an HQS inspection, and DCA reserves the right to eliminate specific units from an application that fail an inspection or decline an application or rescind an award for an entire

property, if it determines that failing items in one or more units, or in common areas, raise a significant concern for the property.

- b. **Environmental Review Requirements:** Property Owners/Developers must comply with Environmental Reviews conducted by a Responsible Entity (RE), typically conducted by the jurisdiction which the project is located, as described under the PBV Program, which are subject to HUD environmental regulations in 24 C.F.R., Parts 50 and 58. DCA may not enter into an agreement to enter into a HAP contract until compliance has been achieved on all environmental review requirements. D.C.A., the Owner/Developer and its general 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 the environmental review is completed.
- c. **Subsidy Layering Reviews (SLR):** DCA will provide PBV assistance in accordance with HUD subsidy layering regulations as outlined in 24 C.F.R. § 4.13 and other requirements. Except in cases where such reviews have been conducted by applicable state or local law (defined as Housing Tax Credit Allocating Agencies), DCA may not enter into an DCAP until HUD, or DCA approved by HUD, has conducted the required subsidy layering review and determined that the PBV assistance to be provided is in accordance with HUD subsidy layering requirements.
 - i. The Respondents will be responsible to submit subsidy-layering review (SLR) items to DCA, which will submit the same to HUD, as necessary. Respondents will NOT interact directly with HUD on SLR matters but will go through DCA, as needed.
 - ii. In the event that an applying property has already received a SLR under a previous competitive award, DCA can use the previous SLR as a baseline, and the respondent will only be responsible for providing updated and recent information to DCA to update the SLR under new subsidies.
 - iii. Subsidy layering review could take up to ninety (90) days to process. DCA is NOT responsible for projects not meeting financial closing deadlines due to the SLR review process.

8.1.2.1 General Terms and Conditions:

CLARIFICATION OF TERMS:

If any prospective Owner/Developer has questions about the specification's other solicitation documents, the prospective owner/developer should contact the Contract Officer whose name appears on the face of the solicitation no later than five business days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

OFFEROR RESPONSIBILITIES:

Each owner/developer is presumed by DCA to have thoroughly studied this RFP and become familiar with the requirements of this solicitation. Failure to do so may be at the owner/developer's own risk.

ASSIGNMENT OF CONTRACT:

A contract shall not be assignable by the Owner/Developer in whole or in part without the written consent of DCA. None of the required work shall be subcontracted by the contractor without the prior, written consent of DCA, which may be withheld by DCA in its sole discretion. The contractor shall be as fully responsible for acts and omissions of the Owner/Developer's subcontractors and of persons either directly or indirectly employed by its subcontractors, as the Owner/Developer is for the acts and omissions of persons directly employed by the Owner/Developer. The Owner/Developer shall include in each subcontract the Owner/ Developer enters into the provision of services under this contract, all provisions required to be included in such subcontracts established elsewhere within this contract.

CHANGES TO THE CONTRACT:

Changes can be made to the contract if the parties may agree in writing to modify the scope of the contract. An increase or decrease in the vouchers of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract by mutual agreement between the parties in writing.

APPENDIX A: APPLICATION CHECKLIST

Tab One:	Cover Letter (1 page)	x
Tab Two:	Proposer Info (Required Cover Sheet)	x
Tab Three:	Narrative	x
Tab Four:	Operating Assessment	x
Tab Five:	Site Control Verification	x
	Certificate of Compliance	x
	Insurance	x
	Financial Statements	x
	Other Disclosures	x
	Service Plan (if applicable)	x
	Any other contract pertaining to rental assistance or subsidies permanently part of the project.	x
	Any other documents the applicant deems relevant to support the required documents	X

APPENDIX B: PROJECT BASED VOUCHER (PBV.) APPLICATION

Property Information	
Property Name:	
Property Address:	
Property year of construction:	
County Location:	
Parcel Identification Number (PIN):	
Census Tract:	

Owner Information	
Owner/Sponsor Organization Name:	
Owner/Sponsor Address:	
Sponsor Organization Type:	Choose an item.
Ownership Structure (include all that apply):	Nonprofit, Limited Liability Corporation, Limited Partnership, Other Corporation, Other (please specify)
Federal Tax ID Number:	
Project Contact:	
Contact Phone Number:	
Contact Email Address:	
Development Consultant Name and Contact (if applicable):	

Type of Project
<p>Check all that apply.</p> <p> <input type="checkbox"/> Existing <input type="checkbox"/> New Construction <input type="checkbox"/> Acquisition/Rehab <input type="checkbox"/> Family <input type="checkbox"/> Senior </p> <p>Note: Existing housing units are defined as units that already exist on the proposal selection date and that substantially comply with the HQS on that date.</p>

Competitive Award Reservation	Award Reservation and Date
LIHTC	
NHTF	
HOME	

A copy of the LIHTC Reservation and/or other DCA finance award document must be included in the email submission.

UNIT RENTAL SUMMARY						
	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Totals
# Market Rate Units						
# of other subsidized units						
# of requested P.B.V. units						
Total units						

What is the length (years) of Project Based Voucher (PBV.) Housing Assistance Payment (HAP) contract you are seeking? Note: 1-20 years available

PROPOSED PROJECT BASED UNITS								
Unit Type Apt /SF/ TH/ Duplex	# of Units	Sq. Ft.	# B.R.s	# Baths	Monthly Contract Rent	Monthly Cost of Tenant Paid Utilities	Proposed Gross Rent	Mobility or Hearing/Visual Features (yes/no)

Site Selection Eligibility –

To support the goal of deconcentrating poverty, DCA will select PBV sites in census tracts with less than 20% poverty. DCA will grant exceptions to this standard when DCA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent. Please indicate below and attach supporting documentation to justify whether your site is located within one of the following excepted locations:

- a) A census tract in which the proposed PBV development is located in a HUD designated Enterprise Zone, Economic Community, or Renewal Community
- b) A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and RAD development
- c) A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area
- d) A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area
- e) A census tract where there has been an overall decline in the poverty rate within the past five years

-
- f) A census tract where there are meaningful opportunities for educational and economic advancement

Additionally, in order to be selected for PBV assistance, a site for existing or rehabilitated housing must also meet the following HUD required site and neighborhood standards (please attach documentation confirming compliance with each of the below):

- a) Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- b) Have adequate utilities and streets available to service the site;
- c) Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- d) Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- e) Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

Owner Signature:

Date:

APPENDIX C: DEFINITIONS

For purposes of this RFP, the following project-related terms shall be defined as follows:

Affordable Multifamily Rental Housing Project. For this RFP, a multifamily rental housing project shall be considered to be an affordable multifamily rental housing project if it will be permanent housing (meaning there is no time limit for how long households can reside in the housing), and it will provide affordable housing (meaning at least 50 percent of the dwelling units are deed-restricted to serve households with incomes at or below 80 percent of AMI).

Area Median Income. The area median income is the midpoint of a region's income distribution, meaning that half of the households in a region earn more than the median and half earn less than the median.

Application/Proposal. For this RFP, the term "application" and "proposal" are used interchangeably. The Applicant is the entity submitting the application. Eligible Applicants include non-profit and for-profit developers and other non-profit sponsoring agencies, capable of entering into a contract. Governmental bodies are not eligible Applicants.

Applicant/Developer/Owner. For this RFP, an owner is the entity which has been or will be formed to own the project.

Award Date. The date of the letter from DCA informing the Applicant that a project was selected to receive an award of HCV Project Based Vouchers.

Cap. The maximum number of HCV PBVs awarded to a project is 25% or minimum of fifty (the maximum of the two) of the total units in the project.

Extremely Low-Income Household. An "ELI" or "Extremely Low Income" household is a household whose income is at or below thirty (30) percent of Area Median Income, adjusted for household size, as determined by the US Department of Housing and Urban Development.

Gross Rent. The gross rent for a unit equals the contract rent plus the utility allowance if the property has a utility allowance.

Housing Assistance Payment (HAP.) Contract. Agreements between a public housing agency (PHA) and the owner of a property to define the number of units eligible for HCV rental subsidies.

Household. For this RFP, a household is a group of one or more persons who live together. A single person living alone is considered a household.

Housing Choice Voucher (HCV) Program. Federal government's major Program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.

Low Income Housing Tax Credit (LIHTC). Designed to subsidize either 30% or 70% of the costs in a low-income unit rental project. The 30% subsidy, commonly called the "4% tax credit," is for new construction that includes additional subsidies or that can be used for the acquisition cost of existing buildings. The 70% subsidy, or "9% tax credit," supports new construction that does not include any additional federal subsidies.

Management. Manage by the owner, an affiliated management entity, or a management agent.

Owning. Ownership by an affiliated limited partnership for tax credit purposes will qualify as ownership of the project.

Partially Assisted Project. A partially assisted project is a project in which there are fewer units covered by a HAP contract than residential units.

Project. Defined as single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. This definition was unchanged by Housing Opportunities Through Modernization Act. PHAs have discretion to define a project within the parameters of the statutory definition.

PBV HAP contracts are executed for projects based on how the PHA has defined the term in its Administrative Plan. For example, if the PHA defines "project" as a single building, then one HAP contract is executed for each building being project based.

DCA will determine, on a project-by-project basis, the maximum number of units desired, within the HUD prescribed caps, which will not exceed 25% of the units for non-exempt properties, and which may be up to 100% of the units in projects that are exempt, under HUD regulations, from the 25% cap.

Project Based Voucher (PBV.) Program. Provides rental assistance that is tied to a specific unit in a property contracted with the housing authority.

Public Housing Authority (PHA). Established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities.

Small Area Fair Market Rents. Fair Market Rents calculated for Zip Codes within Metropolitan Areas.

Very-Low Income Household. A "VLI" or "Very-Low Income" household is a household whose income is at or below fifty (50) percent of Area Median Income, adjusted for household size, as determined by the US Department of Housing and Urban Development.

APPENDIX D: JURISDICTION OF COUNTIES WHO CAN RECEIVE PROJECT BASED VOUCHERS

HCV Regional Office Coverage

