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**I. Introduction:**

The Niagara Falls Community Development Department (NFCD) as a local Public Housing Agency (PHA), is issuing a Request for Proposals (RFP) from developers/property managers to apply for a public-private partnership to create affordable housing opportunities in the City of Niagara Falls, New York. NFCD’s goal is to provide housing opportunities to low-income individuals and families while promoting self-sufficiency and neighborhood revitalization.

Completed proposals are due to NFCD by 12 PM on Tuesday, April 16, 2019, and can be mailed, or delivered to, 1022 Main Street, Niagara Falls, New York.

**For the purpose of this RFP, NFCD’s programmatic goals/requirments are as follows:**

• Providing affordable housing to low-income individuals.

• Site control by the Developer with site specific plans and designs and/or renovation plans, timelines for completion and supporting project budgets.

• Sustainable building practices and energy efficiency.

• Healthy living spaces and programmed space for tenants.

• Project location within walking distance to transit and commercial services.

• Limiting exposure to risk, including construction, lease-up and operating risk.

Under this new RFP, NFCD will provide up to **60 United States Department of Housing and Urban Development (HUD) Project Based Vouchers (PBVs)**

How a PBV Subsidy Works:

In regards to PBV vouchers, NFCD will be responsible for administering the vouchers through a Housing Assistance Payment Contract (HAP). Developers/partners of the new construction, renovation and/management will execute a Housing Assistance Payment Contract (HAP) with NFCD on behalf of each unit. The HAP governs the flow of subsidy to the development for the assisted units, explains the roles and responsibilities of all parties, term, penalties, and other matters. It is highly recommended that any partner that is interested in the program review the HAP prior to submitting their applications. It is in the best interest of all parties that all are fully aware of program requirements and the roles of all parties prior to becoming involved with the PBV program.

NFCD will select proposals and enter into a Development and HAP contract for those units meeting the following general criteria:

1. PBV assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations (Specific factors are discussed at 24 CFR 983.57):

a. Does the proposed project comply with PBV goals, civil rights requirements and all HUD Housing Quality Standards (HQS)?

b. NFCD must also consider the following:

i. Is the proposed PBV development in NFCD’s community development target area and or any other applicable federally of state target areas?

ii. Does the PBV development plan to be located in a census tract where concentration of assisted units will be or has decreased as a result of public housing demolition?

iii. Does the proposed area fall within a census tract that is undergoing significant revitalization?

iv. Have there been state, local, or federal dollars invested in the area?

v. Have new market rate units been developed in this area as to positively impact the poverty rate in the area?

vi. Is the poverty rate in the area where the proposed PBV development will be located greater than 20%? If so. NFCD may look at the poverty trend over the previous five (5) years. https://www.hud.gov/program\_offices/public\_indian\_housing/programs/hcv/project

vii. Does the area offer meaningful opportunities for educational and economic advancement?

2. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent act outlining fair housing.

3. Must meet HUD regulations for site and neighborhood standards as described in 24 CFR 8.4 (b) (5).

4. The site meets the HQS site standards in 24 CFR 982.401 (1).

5. Be adequate in size, exposure and contour to accommodate the number and type of units proposed and adequate utilities and streets must be available to service the site.

6. Be accessible to social, recreational, educational, commercial, and health facilities and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.

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

-Shared Housing.

-United on the ground of a penal, reformatory, medical, mental, or similar public or private institution.

-Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing);

-Units owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;

-Manufactured homes;

-Transitional housing;

-Owner-occupied housing;

-Units occupied by an ineligible family;

-Subsidized housing types determined ineligible in accordance with HUD regulations.

IV. Eligibility requirements:

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

-Tenants must have a lease with a minimum term of one year.

-The rents that are charged must meet the NFCD rent reasonableness test. This test is applied to the specific rents within the project. Current payment standards are included in this request as a guide.

-Tenant heads of household must be at least 18 years old or have been legally emancipated.

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

RFP Instructions:

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

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

RFP requirements apply to each individual building within the project. Use additional pages to provide any other information that may be necessary to better describe the units.

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

**V. Application Content**

A complete response to this RFP will include:

-Table of Contents

-Cover Letter: Please list the name of the Developer, contact information including name, email address, and phone numbers of persons who will be responsible to respond to answer any questions.

-A short description of this proposal and how it meets the Development Goals of this RFP.

-Developer Qualifications (please include):

a. A brief history of the firm including organization structure.

b. A professional resume stating qualifications of the firm to develop multi-family units. Please include number of years in business, number of employees, and location of office or offices, names of principals or employees who will complete the service and their resumes and qualifications. Also include qualifications/resumes of personnel assigned to perform the work.

b. A description of prior housing projects which demonstrates a familiarity with developing multifamily developments and financing techniques such as Low Income Housing Tax Credits.

c. References (three minimum) must be provided identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.

**Completed Application**

-Outline including Construction Budget and Timeline

-Operating Pro forma.

-Signed letter agreeing to required Davis Bacon labor requirements for the new construction development.

-Proposed Environmental Review or approval of such.

-Evidence of Site Control.

-Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.

-Optional Supporting Documentation including:

o Evidence of zoning approval

o Letters of Support from local government

o Funding Award / Commitment documents

o Verification or documentation of funding commitment for supportive services

**Project Based Voucher Application**

**Niagara Falls Community Development Department**

I. Developer/Owner Information

a. Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Organization Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Federal Tax ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Sponsor Organization Type (check only one):

i. Community Housing Development Organization ☐

ii. Nonprofit Housing Developer ☐

iii. Nonprofit Community Organization ☐

iv. For-profit Housing Developer ☐

v. Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Executive Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

h. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

i. Project Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

j. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

k. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Development Consultant (if applicable)

a. Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Consultant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. Experience

a. Does the applicant have experience owning and operating affordable housing?

☐ Yes ☐No Specify how many years:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Does the applicant have any additional information they would like to include?

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IV. Description of Project

a. ☐ New Construction

b. Address of Property:

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c. Complete the Following for each project that you propose to construct and designate the number of units by unit type to which you are proposing to attach assistance.

|  |  |  |
| --- | --- | --- |
| BEDROOM SIZE | Total # of Units | # of Units to be Assisted with PBV |
|  | | |
| 0 Bdrm | | |
| 1 Bdrm | | |
| 2 Bdrm | | |
| 3 Bdrm | | |
| 4 Bdrm | | |
| 5 Bdr | | |

d. Does the proposed design meet Fair Housing Accessibility?

☐Yes ☐No

e. Please list all utilities and who will be responsible to pay in addition to any rent portion:

i. Property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii. Tenant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Will there be adequate office space for an on-site services team?

☐Yes ☐No

g. Provide a brief narrative of the services available near the property. Be sure to include information about the distance to a public transit stop, public park, public library, supermarket, pharmacy, public medical clinic or hospital, public school, or senior center.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

h. Will the project be located in:

Census tract # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ A low poverty census tract (less than 20%)

☐ A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community

☐ A census tract that is undergoing significant revitalization

☐ The area where State, local, or federal dollars have been invested that has assisted in the achievement of the statutory requirement

☐ The same census tract where new market rate units are being developed and such market rate units will positively impact the poverty rate in the area

☐ An area where the poverty rate is greater than 20 percent and in the past five years there has been an overall decline in the poverty rate.

☐ A census tract where there are meaningful opportunities for educational and economic advancement

V. Financial Information

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

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

b. Please identify the security deposit requirements $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Identify other charges not included with rent, i.e. parking, taxes, insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Provide a brief narrative on how you plan to finance the new construction or rehabilitation. Include a proposed development budget and operating proforma:

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Attach evidence of financing commitments, e.g., award or notification letters, published lists of allocation awards, etc.

VI. Tenants

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

b. Please attach your operating manual and identify specific occupancy policies that assure retention.

Additional Application Requirements:

a. Environmental Review – Include a statement on the applicant’s willingness to have an environmental review conducted on the proposed site for the project based voucher program. If an environmental review has previously been conducted, please include results within the proposal as an attachment/exhibit.

b. Layering Subsidy Review:

i. NFCD may provide PBV assistance only in accordance with the following HUD layering regulations: The subsidy layering review is intended to prevent excessive public assistance for the housing by combining (layering) subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits A further subsidy layering review is not required for housing selected as new construction or rehabilitation of housing, if HUD's designee has conducted a review, which included a review of PBV assistance, in accordance with HUD's PBV subsidy layering review guidelines.

ii. NFCD may not enter into an Agreement or HAP contract until HUD or a housing credit agency approved by HUD has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements

iii. The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

iv. In accordance with this review NFCD does have the right to revoke any or part of the PBV subsidy first if proposed project receives more subsidy than needed.