



Department of Leasing Operations
675 West Main Street
Rochester, NY 14611
(585) 697-6105

MEMORANDUM

To: Board of Commissioners
From: Pierre Dorancy, Director of Leasing Operations
Re: Request to solicit proposals for Project Based Vouchers, January 2025
Date: 9/16/2024

Staff is requesting Board approval to offer a Request for Proposal (RFP)/application round for Section 8 project-based vouchers (PBV) to potential affordable housing owners and developers within RHA's Housing Choice Voucher jurisdiction. This request is based on current RHA policy where the Board of Commissioners is to consider opening the opportunity for projects to apply for new PBVs on an annual basis.

HUD allows Housing Authorities to obligate up to 20% of their Annual Contributions Contract (ACC) to PBVs. Additionally, we may obligate an additional 10% of our ACC for projects designed specifically for persons in following categories: homeless individuals/families, veterans, and project that offer supportive services for disabled or elderly persons. If all 200 vouchers go under contract, RHA will have committed 17.9% of our Budget Authority to PBVs.

The following RFP requirements, project eligibility criteria and scoring criteria were identified through the RHA Board Leasing Operations Committee for your consideration for approval:

General RFP and Project Eligibility Requirements

- A maximum of 200 PBVs may be issued based on availability and in accordance with RHA's Administrative Plan.
- Only proposals for new Construction or substantial rehabilitation projects (\$5,000 or more in renovations per unit) will be considered.
- RHA reserves the right to limit the number of vouchers awarded to any one project to 20 PBVs. This cap is being established to promote the development of mixed income/mixed-use properties and to discourage the development of large-scale affordable housing projects/concentration of low-income families.
- Contract awards can be for up to 20 years.
- The PBV proposal process is "rolling" until all 200 PBV vouchers have been awarded. The project would need to enter into AHAP no later than 365 days after the date of the award. Extensions may be requested and will be reviewed on a case by case basis.
- Proposals will be accepted for projects that are within RHA's jurisdiction of Monroe, Livingston, Orleans, Ontario, and Wayne Counties.
- PBVs can be attached to RHA-owned units. If a proposal is submitted for RHA-owned units then all submitted proposals will be reviewed and scored HUD, or an independent entity approved by HUD.

- The project must comply with all HUD regulations and RHA Policies for the Project Based Voucher Program throughout the term of the contract. This includes but is not limited to Environmental and Subsidy Layering Reviews, Davis-Bacon wage rates, compliance with HUD's deconcentrating poverty and expanding housing and economic opportunities goals, HQS, and Section 3 compliance.

Scoring Criteria

SITE CONTROL

- A. Owner/developer has deed to site - 15 points.
- B. Owner/developer has purchase contract, option on site, or commitment letter for municipally owned property - 10 points
- C. Owner developer does not have site control - proposal rejected

ZONING

- A. The application contains evidence of zoning ordinance compliance and final site plan approval - 10 points
- B. The application indicates a preliminary or conceptual site plan approval is in place - 5 points
- C. The project is not in compliance with local zoning ordinances and there is no evidence of any type of concept, preliminary or final site plan approval is in place - Proposal rejected

FEASIBILITY

- A. The proposal contains a firm commitment on all financing - 15 points
- B. The proposal contains a partial financing commitment (at least one source) - 10 points
- C. The proposal contains no financing commitments - 0 points

DEVELOPMENT/OWNER/MANAGEMENT TRACK RECORD

A. DEVELOPMENT EXPERIENCE

- 1. Applicant has developed 100 or more low-income housing units as primary or co-sponsor in the past five years - 15 points
- 2. Applicant has developed less than 100 low-income housing units as primary or co-sponsor in the past five years - 10 points

B. OWNER EXPERIENCE

- 1. 20 or more years experience in owning affordable rental housing - 20 points
- 2. 10 to 19 years experience in owning affordable rental housing - 15 points
- 3. 20 or more years experience in owning other types of rental housing - 10 points
- 4. 10 to 19 years experience in owning other types of rental housing - 5 point

C. MANAGEMENT EXPERIENCE

- 1. 20 or more years experience in managing and maintaining affordable rental housing - 20 points
- 2. 10 to 19 years' experience in managing and maintaining affordable rental housing - 15 points
- 3. 20 or more years' experience in managing and maintaining other rental housing - 10 points
- 4. 10 to 19 years' experience in managing and maintaining other rental housing - 5 points

AMENITIES/SERVICES

Our experience with both Section 8 and public housing residents indicates that people have a strong desire to live in an area that is near services and public amenities (e.g. parks, recreation centers, shopping, or public transportation, etc.) Projects that are situated near services/amenities will be assigned up to 20 points in this category. One factor in determining award of point here will be the demonstration of the distance of amenities to the proposed project. Projects that actually incorporate one or more on site services/amenities (e.g., a day care center, park, community center,) will be assigned up to an additional 20 points.

A. COMMUNITY AMENITIES

Family Projects

1. If not a project for the elderly or disabled, site is within 1 mile of places of significant employment, offering a range of jobs for lower income workers, within 1/4 mile of bus to these services, and within 3 miles of a significant health facility - 20 points
2. If not a project for the elderly or disabled, site is within 3 miles of places of significant employment, offering a range of jobs for lower income workers, within 1/2 mile of bus to these services, and within 5 miles of a significant health facility - 15 points
3. If not a project for the elderly or disabled, site is within 5 miles of places of significant employment, offering a range of jobs for lower income workers, within 1 mile of bus to these services, and within 7 miles of a significant health facility – 10 points

Elderly/Disabled Projects

1. If a project for the elderly or disabled, site is within 1/4 mile of shopping and neighborhood services, or is within 1/4 mile of bus to these services; and is within 3 miles of a significant health facility – 20 points
2. If a project for the elderly or disabled, site is within 1/2 mile of shopping and neighborhood services, or is within 1/2 mile of bus to these services; and is within 5 miles of a significant health facility – 15 points
3. If a project for the elderly or disabled, site is within 1 mile of shopping and neighborhood services, or is within 1/2 mile of bus to these services; and is within 7 miles of a significant health facility – 10 points

B. UNIT/COMPLEX AMENITIES

Unit/Complex amenities include the following: features adapted for persons with disabilities, off-street parking, laundry facilities, porches/decks, play area for children, recreational facility for children and adults, common area function room, dishwashers, central air conditioning, or other similar features.

1. If five or more amenities - 20 points
2. If four amenities - 15 points
3. If three amenities- 10 points
4. If two or less amenities – 5 points

AMOUNT OF REHABILITATION PER UNIT (For Renovation Projects only)

(Eligible common area improvements will be pro-rated)

AMOUNT	POINTS
\$5,000 - \$20,000	5
\$20,000+	10

MANAGEMENT/MARKETABILITY

RHA is interested in the long-term marketability/viability of the project. This is especially true for projects in which not all of the units will receive PBVs. Toward this end, proposals should contain data on the near and long-term marketability of the project showing among other things how the project will be marketed and the degree of demand for the units. RHA will review this data and assign between 0 and 20 points in this category. The marketability submission must include the capture rate of the proposed project. Scoring on this will be a sliding scale and based upon the capture rates of all applications, those with the lowest capture rates receiving more points than those with lower capture rate. Additional points will be given to affordable rental units that have a provision for affordable homeownership opportunity.

- A. Independent market study demonstrating sufficient demand for proposed units toward target population and marketing plan - 5 points
- B. Defined Admissions Policy - 5 points
- C. Defined Management/Occupancy Policy Manual (Plan), including tenant relations - 5 points
- D. Defined Maintenance Plan - 5 points

LOCATION

HUD requires that project-based units must first be offered to applicants on the existing Section 8 waiting list. This rating factor relates to the extent to which the proposal meets the needs and desires of these families, noting that historically, and families on the list do not tend to relocate to another community to receive assisted housing. Points in this criterion are based upon the profile of the current waiting list.

LOCATION OF DEVELOPMENT	POINTS
14534, 14564, 14571, 14583	30
14425, 14428, 14450, 14459, 14506, 14514, 14580, 14618, 14624, 14626	25
14468, 14467, 14612, 14625	20
Elsewhere in RHA's jurisdiction	15

DECONCENTRATION OF POVERTY

Points will be assigned to proposals based on the extent to which the development location (i.e., Census Tract) is in a non-impacted area (i.e., percentage of households below the poverty level).

% of HOUSEHOLDS BELOW POVERTY LEVEL	POINTS
0% - 4%	25
4.1% -8%	20
8.1%- 12%	20
12.1%- 16.0%	15
16.1%- 19.9%	10
> 19.9%	10

SUPPORTIVE HOUSING BONUS

15 Bonus Points will be awarded to Projects that are:

- 1. Supportive Housing Projects Serving Veterans
- 2. All other qualified Supportive Housing Projects