

REQUEST FOR PROPOSAL (RFP) # 2023-01

**REQUEST FOR PROPOSALS FOR
PROJECT BASED VOUCHER PROPOSALS**

The North Hempstead Housing Authority (“NHHA”) hereby solicits proposals from private property owners (landlords) for the use of Project Based Vouchers to expand the affordable housing opportunities in North Hempstead’ neighborhoods that are not negatively impacted by poverty and/or race.

All responses to the RFP must be mailed or hand-delivered enclosed in a sealed envelope. Mailed and/or hand delivered submissions must contain an original and four (4) copies; be labeled **Project Based Voucher RFP Response**; and be addressed to Sean Rainey, Executive Director, North Hempstead Housing Authority, 899 Broadway, Suite 121, Westbury, New York 11590.

Proposals are due by July 10, 2023. This RFP contains submission requirements and other pertinent information for submitting a proper and responsive proposal. Prospective applicants desiring any explanation or interpretation of the solicitation must request it at least seven (7) calendar days before the RFP due date. The request must be addressed to Sean Rainey, Executive Director, at the address stated below. Any information given to a prospective applicant about this solicitation will be furnished to all other prospective applicants as a written amendment to the solicitation.

Proposals will be evaluated on the criteria stated in the RFP. Negotiations may be conducted with landlords who have a reasonable chance of being selected for an award. After evaluation of the proposal revisions, if any, Housing Assistance Payment (“HAP”) contracts will be awarded to the landlord(s) whose proposals are the most advantageous to NHHA. NHHA reserves the right to reject any and all proposals.

Notice: Contact with members of the NHHA Board of Commissioners, or NHHA officers and employees other than the contact person shown above, prior to the execution of a HAP contract could result in disqualification of a proposal. In fairness to all firms, during the RFP process NHHA will not meet in person with anyone representing a potential bidder to discuss this RFP. This does not exclude meetings required to conduct business not related to the RFP, or possible personal presentations after written proposals have been received and evaluated.

Sean Rainey
Executive Director
North Hempstead Housing Authority
899 Broadway, Suite 121
Westbury, New York 11590

I. PURPOSE

The purpose of this RFP is to expand the availability of quality, affordable housing opportunities to seniors, the disabled and families in deconcentrated areas of North Hempstead through the use of Project Based Vouchers (“PVBs”).

II. PROPOSALS/APPLICATION INSTRUCTIONS AND RESOURCES

- Applications are available on NHHA’s website at <http://northhempsteadhousingauthority.com> under the “Business” section.
- Applicants must complete a separate application for each project for which Project-Based Voucher (PBV) assistance is requested. Partial applications will not be accepted****Note:** a “project” is defined by HUD for the purpose of PBV assistance in 24 CFR §983.3: "A project is a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. Contiguous in this definition includes 'adjacent to,' as well as touching along a boundary or a point." Developments that do not meet this definition, i.e. are scattered across non-contiguous parcels, must submit multiple applications and will be considered as multiple, separate projects.
- Federal (HUD) PBV Program Regulations can be found at [24 CFR Part 983](#).
- NHHA will only subsidize housing that passes the applicable Federal Housing Quality Standards (“HQS”) as amended by HUD. HQS Regulations can be found at [24 CFR Part 982.401](#) Effective 10/1/2023, HUD’s NSPIRE Standards will become effective replacing the current HQS standards, see 88 FR 30442.

III. PBV ELIGIBILITY

In order to be eligible for PBV assistance, **all residents of proposed PBV units**, including existing and future tenants, must meet the requirements below. **For future tenants filling vacated units, NHHA will make the tenant selection from its existing waiting list.**

1. Residents must be in units that are consistent with NHHA’s subsidy standards:

Unit Size	Minimum # occupants	Maximum # occupants
Studio (0-BR)	1	1
1-BR	1	2
2-BR	2	4
3-BR	3	6
4-BR	4	8
5-BR	6	10

2. Total household income must be **at or below** 50% of the Area Median Income (AMI). For current AMI values and income limits, visit https://www.cdcli.org/wp-content/uploads/2021/10/SAFMR_FMR_2023_For-Website.pdf
3. Households must pay at least 30% of household income toward rent. For existing tenants, this includes the amount they would pay with any proposed rent increases.
4. If residents of a proposed PBV unit are currently receiving tenant-based rental assistance, they must consent to termination of their tenant voucher assistance and switch to PBV.

III. GENERAL REQUIREMENTS

All proposals must conform to the requirements outlined herein. NHHA reserves the option to require oral presentation of proposals or to request additional information from selected candidates. NHHA reserves the right to select the Offeror(s) determined to be the most responsive and responsible, and in the judgment of NHHA, that best meets its needs for additional housing. NHHA further reserves the right to negotiate all terms related to the proposal.

IV. CONFIDENTIALITY OF PROPOSAL

There will be no public opening of the proposals. All proposals and information concerning same shall remain confidential until all negotiations are completed, and an Award Notice(s) is issued. Offerors are hereby notified that all proposals received by NHHA shall be included as part of its official file.

Therefore, any part of the proposals that is not considered confidential, privileged or proprietary under any applicable Federal, State, or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Offeror that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern confidentiality. All Proposals received will become the property of the NHHA and will not be returned to the proposer.

V. DUE DATE FOR QUESTIONS

Technical questions regarding substantive matters related to this RFP or requests for further information **must be submitted in writing no later than 4:00 p.m. on June 29, 2023 to NHHA by email at HSANTACREU@NHHA.org**. This will allow issuance of any necessary amendment to the RFP.

VI. ADDENDA

In the event there are changes or clarifications to this RFP, NHHA will issue an addendum that will be available on its website at <http://northhempsteadhousingauthority.com> under the "Business" section. It is the responsibility of proposers to check this website prior to submission of a proposal to review and download any addenda issued.

All amendments shall be binding in the same way as originally written in this RFP. Oral instructions, interpretations, or representations will not be binding upon NHHA or any of NHHA representatives.

VII. PROPOSAL REQUIREMENTS

Applicants must identify in each application whether they seek Project-Based Vouchers for a new construction project, a substantial rehabilitation project, or in regard to an existing project. Definitions of each project type are provided on page 1 of the application, available on NHHA's website at <http://northhempsteadhousingauthority.com> under the "Business" section.

VIII. PROPOSAL EVALUATIONS

NHHA will evaluate each proposal based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. NHHA reserves the right to request an inspection of the property, and/or additional information or documentation from the proposer regarding its submittal documents, personnel, financial viability, or other items to complete the selection process. NHHA reserves the right to waive as an informality, any irregularities in submittals and/or to reject any or all Proposals. NHHA will generally not disclose the status of negotiations until NHHA has approved the award of a contract for services.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria		(Max. Points)
	Evaluation Criteria Relevant To All Applications	
1	Project located in area that is not negatively impacted by poverty and/or race	10
2	Proximity to and access of the project to social, recreation, commercial, employment and health facilities and mass transit	10
3	Presence of enhancements, including handicap accessible items (grab bars etc), elevators, air conditioners, green building enhancements	10
4	Social/supportive services offered	5
5	Presence of mixed-income families or work force housing units	5
6	History of compliance with HQS and/or local/state housing codes	10
7	History of compliance with Fair Housing regulations	5
8	Experience developing and/or managing affordable housing	5
9	Financial viability of the project	10
10	Parking available on site	5
11	Section 504/ADA compliant	5
	<i>Maximum Total Points for Criteria Relevant to All Applications</i>	80
	Evaluation Criteria: New Construction Projects & Substantial Rehabilitation Projects	
	Owner experience and capability to build or rehabilitate housing as identified in the RFP	5
	Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities	5
	If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property	5
	In order to promote partially assisted projects, projects where less than 25 percent of the units will be assisted will be rated higher than projects where 25 percent or more of the units will be assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the PHA will rate partially assisted projects on the percentage of units assisted. Projects with the lowest percentage of assisted units will receive the highest score	5
	Evaluation Criteria: Existing Projects	
	Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program	5
	Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities	5
	If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property	5
	Extent to which units are occupied by families that are eligible to participate in the PBV program.	5
	<i>Maximum Number of Points</i>	100