

# **Request for Proposals for Project Based Vouchers (PVB) for Workforce Housing in Traverse City, Michigan**

Issued: Friday, February 15, 2019

PROPOSALS ARE DUE NO LATER THAN 4:00 PM EST MONDAY, FEBRUARY 25, 2019

LATE PROPOSALS WILL NOT BE ACCEPTED

COPY OF LEGAL ADVERTISEMENT

TRAVERSE CITY HOUSING COMMISSION  
REQUEST FOR PROPOSALS

Traverse City Housing Commission (TCHC) is requesting proposals from qualified property owners to participate in the Project-Based Voucher program.

Proposals must be received by 4:00 PM EST Monday, February 25, 2019 in the TCHC office, 150 Pine St., Traverse City, Michigan 49684. Proposals received after the designated time and date will be returned unopened. TCHC may reject for good cause any or all proposals upon finding of TCHC it is in the public interest to do so.

A copy of the Request for Proposal document is posted on the TCHC website at [www.tchousing.org](http://www.tchousing.org). Proposal documents can be viewed and downloaded from the TCHC website. Proposers are responsible for checking the TCHC website for any addendums before submitting their proposals.

TCHC reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of TCHC.

**REQUEST FOR PROPOSALS**  
AFFORDABLE HOUSING DEVELOPMENT

**Issue Date:** Saturday, February 16, 2019  
**Due Date:** Monday, February 25, 2019

**Proposal Submission**

**Submit Hardcopies of the Proposal to:** Traverse City Housing Commission  
Attn: Tony Lentych  
150 Pine St.  
Traverse City, MI 49684

**Questions**

All questions must be submitted in writing to:  
Traverse City Housing Commission  
[info@tchousing.org](mailto:info@tchousing.org)

**Overview and Project Requirements**

TCHC issues this Request for Proposals (RFP) to seek proposals from property owners interested in applying for one (1) Project Based Voucher (PBV) specifically made available for on-site residential staff to support a fourteen (14) unit Youth Homelessness Demonstration Program. TCHC is looking for experienced property owners capable of delivering high quality affordable housing. Successful proposals will need to demonstrate experience with the type, size, scale and complexity of housing proposed to be utilized.

As a result of this RFP, awards will be funded to a single project.

**Project Developer**

TCHC is looking for developers with a demonstrated ability to successfully finance, construct and operate projects of comparable type, size, scale and complexity. Developers must demonstrate the ability to:

1. Deliver projects on time and within the forecasted budget
2. Work with the public sector in public/private real estate development projects
3. Take on anew project given the developer's other commitments
4. Demonstrate ability and plan to successfully utilize Project-Based Vouchers and comply with Fair Housing and all federal regulations

All developers must be in good financial, legal and organizational standing.

**Project-Based Voucher Program**

**PBV Eligibility**

Project-Based Vouchers are an optional component of the Housing Choice Voucher (HCV) program that Public Housing Authorities may choose to implement. TCHC is accepting PBV Proposals for one (1) PBV specifically made available for on-site residential staff to support a fourteen (14) unit Youth Homelessness Demonstration Program.

Through the PBV program, TCHC will enter into a housing assistance payment (HAP) contract with selected property owner for an initial term of no less than one year and no more than 20 years. The term of the PBV contract will be negotiated with the owner on a case-by-case basis.

Housing assistance subsidies will be provided while eligible families occupy the rental housing unit and the unit meets other program standards. TCHC will maintain the waiting list and refer program participants to the project owner in order to fill a vacant unit. TCHC will determine the appropriate unit size for the family size and composition.

Certain types of housing units and/or developments are **not eligible** for PBV assistance [24 CFR 983.53] including:

- Shared housing;
- Units on the grounds 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;
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract.

Additionally, TCHC may not attach or pay PVB assistance to units in any of the following types of subsidized housing [24 CFR 983.54]:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or TCHC in accordance with HUD requirements.

### **Site Selection Standards [24 CFR 983.57]**

It is TCHC's goal to select the site for PBV housing that provides for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal TCHC will limit approval of sites that have poverty concentrations of 20 percent or less.

### **Fair Housing**

All projects must comply fully with all Federal, State and Local nondiscrimination laws and rules and regulations governing fair housing and equal opportunity in housing and employment. TCHC requires affirmative advertising and marketing in which there are no barriers to obtaining housing because of race, sex, handicap, familial status or national origin.

### **PBV Contract Rents**

For the unit, the proposed contract rent must be provided as well as a breakdown of the utilities to be paid by the tenant and the owner.

TCHC expects that developers will build units that meet the 80% AMI affordability threshold and have set its rents accordingly.

The rent to owner must not exceed the lower of:

- TCHC's payment standards;
- The reasonable rent; or
- The rent requested by owner.

Current Grand Traverse County 2019 Payment Standards are:

0 Bedroom - \$685.00    1 Bedroom - \$838.00    2 Bedroom - \$981.00

During the course of the 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; refuse to renew the lease for good cause; or refuse to renew the lease without good cause.

### **SUBMISSION REQUIREMENTS**

#### **Application Review**

The TCHC program staff will review, evaluate, and rank the applications according to the selection criteria.

#### **Minimum Requirements**

TCHC will review all applications and is solely responsible for determining that each application is responsive to and in compliance with TCHC's written selection criteria and procedures, an in conformity with HUD program regulations and requirements. This includes the following items:

- Evidence of site control.

- Certification that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents do not exceed the TCHC PBV Payment Standards above, including any applicable allowance for tenant-paid utilities for the size of the unit.

### **Format Requirements**

Proposers must submit one (1) copy of the proposal by the due date. Brevity is strongly encouraged. Respond only to the items listed below and include only relevant information.

### **Proposal Requirements**

A proposal shall include the following:

#### **Project and Property**

1. Describe the need for PBV assistance.
2. Describe the proposed site and the status of site control.
3. Describe the unit rents, comparable unit market rents and tenant income range. Indicate the utilities the tenant will pay and which will be included in the unit rent.
4. Describe the unit and neighborhood amenities.
5. If the project involves existing structures, describe the existing site improvements including the year built, current condition and use and if any major improvements have been completed.
6. Provide a project schedule including all phases of the development.

#### **Financial Feasibility**

1. Discuss the project's readiness to proceed based on the level of funds committed and the other resources yet to be secured.
2. Provide an operating budget.

#### **Property Management**

1. Indicate how your organization can carry out this project and its ability to manage the project over time.
2. Describe owner's experience in the tenant-based or project-based voucher program.

#### **Program Support**

1. Ability to connect with and support the Youth Homelessness Demonstration Program.