

**Request for Proposal**  
**Project Based Housing and Urban Development**  
**Vouchers that Serve the Homeless**



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ALBUQUERQUE HOUSING AUTHORITY

*“Empowering people in our community through affordable housing and self sufficiency opportunities.”*

**Release Date: April 11, 2016**

**Submissions must be received by 4:00 PM on June 1, 2016**

**Late proposals will not be accepted.**

**Submissions must be in the form of 1 original and 4 hard copies.**

**Submit Proposals to:**

**Andrew Estocin, Deputy Director**  
**Albuquerque Housing Authority**  
**1840 University SE**  
**Albuquerque, NM 87106**  
**(505)764-3991**

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## I. Introduction

The Albuquerque Housing Authority (AHA) is seeking proposals from property owners of existing housing units to receive an allocation of Project Based Section 8 Vouchers (PBV) to serve the homeless in the City of Albuquerque. The purpose of this allocation is to provide suitable housing to homeless households so that they can receive supportive services and transition to self-sufficiency. Eligible households will meet the HUD definition and standard of verification of homelessness as outlined in the Hearth Homeless Definition Final Rule published in the Federal Register / Vol. 76, No. 233 / Monday, December 5, 2011 as well as the eligibility requirements for the Section 8 HCV Program administered by AHA. Owners of eligible properties must meet inspections standards, site selection criteria and all other criteria outlined in the Section 8 Administrative Plan including Project Based Vouchers.

The definition of homelessness is as follows:

- 1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- 2) Individuals and families who will imminently lose their primary nighttime residence;
- 3) Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
- 4) Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

AHA may select multiple proposals with the goal of issuing a maximum of 50 project based vouchers to owners of existing housing. According to the requirements outlined in the Section 8 Administrative Plan no project may set aside more than 25% of its total units for project based vouchers.

AHA reserves the right, at its sole discretion, to reject any and all proposals, to waive any irregularities, and to reject nonconforming, non-responsive, or conditional proposals. **All applications submitted to AHA for Project Based Vouchers are due no later than 4:00 PM June 1, 2016.** Late proposals will not be accepted. Applicants must submit 1 original and 4 hard copies in a binder with tabs that reference each scoring criteria outlined in Section V Threshold Criteria. Copies are to be delivered to:

Andrew Estocin, Deputy Director  
Albuquerque Housing Authority  
1840 University SE  
Albuquerque, NM 87106

The Albuquerque Housing Authority provides its programs and services in a nondiscriminatory manner and is an Equal Opportunity/Affirmative Action Employer. The hearing impaired may call 711 in New Mexico for more information.

## **II. AHA Profile**

The HUD Housing Choice Voucher Program provides rent subsidies on behalf of very low- income Albuquerque households so they can live in decent, safe, and affordable housing. Administered by the AHA. The Albuquerque Housing Authority serves approximately 4,100 households who are primarily senior, disabled, or working. The AHA also administers the Family Self-Sufficiency Program which encourages independence from government assisted programs. The AHA maintains a waiting list for program assistance that includes over 2,900 applicants. For more information on AHA programs, please visit [www.abqha.org](http://www.abqha.org)

## **III. Project Based Voucher Description**

Funding for this Project Based Voucher Program (PBV) comes from funding from Section 8 funds disbursed to AHA. Unlike Housing Choice Vouchers that stay with the tenant, project based vouchers remain at a specific property.

AHA is seeking proposals from owners of existing housing with Section 8 Housing Choice Voucher experience. Special attention must also be given to the specific needs of the homeless population and collaborating with a service provider to increase housing retention.

Proposed projects must be located within the City of Albuquerque and have supportive services provided. Proposed projects must meet all of the criteria outlined in the AHA Section 8 Administrative Plan. A signed letter from the service provider or proof of self-sustaining services at the property are a required part of the application.

Owners of existing housing that will be ready for occupancy within 90 days of selection are eligible to apply. A description of the feasibility of the units being ready for occupancy in order to meet this deadline and timeline must be included with the proposal and will be evaluated by AHA for feasibility and likelihood of being able to meet the deadline as well as pass Housing Quality Standards (HQS).

All proposals are to be site specific. The applicant must have site control at the time of application as evidenced by a deed, option, purchase and sale agreement, development agreement, or other instrument acceptable to AHA.

If selected by the AHA for the project based vouchers, the selection is conditional and subject to:

- a. completion of an environmental review, and
- b. a subsidy layering review, if applicable. If selected, the owner may not take any action prohibited under 24 CFR 983.58(d) until applicable environmental review and/or subsidy layering review and HQS inspection is completed. Any project based contract entered into with the AHA after selection will not provide for vacancy payments to the owner.
- c. Passing Housing Quality Standards Inspection.
- d. Other requirements as outlined in the Section 8 Administrative Plan section on Project Based Vouchers pages 86-120.

If any of the items described and required in this section are incomplete or missing, they will be treated as a curable deficiency and AHA may contact an applicant to clarify or request missing information. Applicants must supply the requested information within two business days of the date requested or the AHA reserves the right to no longer consider the application for PBV allocation.

Applicants should also understand the following:

- A) Applications are to be for no more than 25% of the total units in a project unless that meets the exceptions under 24 CFR 983.5(a) as well the Section 8 Administrative Plan.
- b) Applicants are to consult [24 CFR 983.251(b)] regarding in-place families.
- c) Applicants are to consult Chapter XX-II.G. SITE SELECTION STANDARDS regarding AHA priorities regarding site selection

## IV. Application Cover Sheet

Date of application: \_\_\_\_\_

Total Project Based Vouchers Requested: \_\_\_\_\_

(No more than 25% of total units in project unless the project is exempted from the Cap. Please see Section III)

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
TAX ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name of contact person regarding this application

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

### Certifications

By signing this application, the following certifications are made:

- 1) The owner and its agents will collaborate with a service provider or have an existing self-sufficient model of services units, to avoid preventable evictions and increase housing retention of PBV residents.
- 2) The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.
- 3) The owner and its agents will comply with effective communication requirements pursuant to section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR 8.6.
- 4) The owner agrees that, if selected, the selection is conditional and subject to:
  - a. Successful award of PBV funding by the Albuquerque Housing Authority with approval by HUD.
  - b. Completion of an Environmental Review prior to execution of a Housing Assistance Payments contract, and
  - c. Subsidy layering review, if applicable.
  - d. Compliance with Housing Quality Standards (HQS)

- 5) The owner agrees that, if selected, the owner may not take any action prohibited under 24 CFR 983.58(d) until applicable environmental review and/or subsidy layering review is completed.
- 6) The owner has read and understood the guidelines outlined in the AHA Section 8 Administrative Plan including policies regarding site selection.

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Signature of Authorized Representative

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Print Name/Title

## **V. Threshold Criteria**

The following are minimum requirements and must be submitted with the proposal packet. If the required information is not provided, the proposal does not meet the threshold requirements and will be rejected by AHA.

- 1) The application cover sheet included with this Request for Proposals signed by owner or an authorized representative.
- 2) Documentation of site control.
- 3) A description of the proposed project including:
  - a. Project address;
  - b. Total number of Project Based Vouchers requested;
  - c. Project location by census tract;
  - d. Total number of buildings;
  - e. Total number of units by bedroom size in each building;
  - f. Number and bedroom sizes of Project Based units in each building; and
  - g. Target population, if any, of any non-Project Based Voucher units.
  - h. Resumes of the owners, management and other key stakeholders.
  - i. A narrative describing the readiness of units
- 4) A signed letter of support from a service provider which must outline the supportive services to be provided to the Project Based Voucher residents.
- 5) Demonstrated relationship and coordination plan for the provision of case management and other supportive services.
- 6) An explanation of how the project is consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities. (Please see Section III regarding site selection)
- 7) A statement that the proposed project will comply with Housing First and any occupancy policies or statements of purpose that clearly indicate how the principles of Housing First will be incorporated into the admission of PBV participants.
- 8) An explanation how the principles of Housing First will be incorporated into the provision of supportive services reflecting the specific needs of the target population the project will

assist including off-site and on-site services that will be accessed and how these services will be monitored by the AHA or other responsible party.

- 9) A statement indicating the project's accessibility to transit, healthcare, employment opportunities, and to key neighborhood assets (which must be identified) such as quality grocery stores, banks, libraries, and parks and recreational facilities. This statement must include transit options for the immediate area, such as bus routes, ride/bike share, etc.
- 10) A description of any supportive services, in addition to the PBV services, that will be provided.



## VI. Scoring Criteria

Category	Points
<b>Project Readiness</b>	
Feasibility of units ready for occupancy within 90 days of award *	25
Accessibility to public transportation and local resources.*	10
<b>De-concentrating Poverty/Expanding Housing and Economic Opportunities</b>	
Extent to which the project furthers the AHA goal of de-concentrating poverty and/or expanding housing and economic opportunities*	5
<b>Owner/Developer Experience</b>	
Experience in management/development of affordable housing or working with Housing Choice Vouchers	10
Experience serving chronically homeless households	10
Experience with supportive services providers	5
<b>Supportive Services</b>	
Extent to which the project will provide supportive services to chronically homeless households.*	10
Demonstrated relationship and coordination plan with the service provider for the provision of case management and other supportive services.*	15
<b>Housing First</b>	
Project incorporates <i>Housing First</i> into the provision of supportive services appropriate for the target population.*	5
Occupancy policies or statements of purpose clearly indicate how the principles of <i>Housing First</i> will be incorporated into the admission of PB voucher participants.*	5
<b>Maximum Score Achievable:</b>	<b>100</b>

\*Indicates Minimum Threshold Items

Should two or more projects achieve a tie score, the project determination will be made by AHA as to the project that best meets the needs of our clients.

SUPPLEMENTAL INFORMATION REQUEST: If AHA determines in its sole discretion that additional information is required for a fair and complete review of an application, AHA may issue a supplemental information request. The additional information requested must be delivered to AHA within two business days of the date of notice.