

**CHARLESTON-KANAWHA HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS**  
**March 2013**

Charleston-Kanawha Housing Authority (CKHA) has reserved up to one-hundred (100) Project-based Section 8 vouchers, for dwelling units that meet Program objectives, specifically to provide for the new construction of mixed income affordable housing in CKHA's operating jurisdiction (Kanawha, Putnam and Clay Counties) with priority given to projects in Kanawha County. Applicants are expected to be familiar with project based voucher regulations, specifically 24 CFR part 983 as published by the US Department of Housing and Urban Development (HUD). CKHA will accept applications that meet the Project Selection Criteria described on the following pages. Four (4) copies of the application must be complete and all required documentation must be in order to be considered. Applications must be received by CKHA at their offices located at 1525 Washington Street, West, Charleston, WV 25837 by 4:30 p.m. on Thursday, April 25, 2013. Proposals will be independently evaluated by and awards will be made at the sole discretion of CKHA.

Each Developer/Owner selected under this RFP will be required to obtain financing commitments from all funding sources by October 31, 2013 and a permanent Certificate of Occupancy for the proposed Section 8 units, and meet HUD Housing Quality Standards (HQS), so that the units are ready for occupancy by August 31, 2014. Applicants must submit a detailed scope of work, cost estimate and schedule as part of the proposal. Upon the award of the vouchers under this RFP the owner and CKHA shall execute an Agreement to enter into a Housing Assistance Payments (AHAP) contract. Upon final inspection of the work, the owner and CKHA shall execute a Housing Assistance Payments (HAP) contract.

Applicants should note that upon execution of the AHAP contract, the Developer/Owner will be required to comply with federal requirements imposed by the AHAP, including the use of Davis-Bacon prevailing wages, participation of Section 3 and MBE/WBE businesses, and the need to obtain a NEPA environmental clearance. A copy of the AHAP may be requested from CKHA prior to the submission of proposals.

By federal regulation, CKHA can provide Section 8 project-based voucher assistance for up to twenty-five (25%) of the total units in HQS-compliant, privately-owned multifamily residential projects. Owners of Project-based Section 8 units may receive a Housing Assistance Payment (HAP) for up to fifteen years, which may be extended at the sole discretion of CKHA. Assistance to owners provided under the HAP contract is subject to annual congressional appropriations.

CKHA maintains a list of households that have applied for Section 8 rental assistance. Developer/Owners will be required to select applicants from CKHA's Section 8 waiting list to fill all units. Developer/Owners may use their usual screening process (subject to Fair Housing laws and regulations) in making final selection of tenants. When a vacancy in a project-based Section 8 unit occurs through turnover, CKHA will provide the HAP for a period of up to two months or until the unit is re-rented, whichever comes first. Important note: to receive a vacancy payment, the Developer/Owner

must demonstrate that the vacancy is not due to a breach of the lease by the owner/developer or a violation of HAP contract provisions. In addition, the Developer/Owner must have a strategy in place to facilitate timely rent-up of vacant units. Such strategy must include ongoing communication with CKHA's Section 8 department.

Developer/Owners who are working with CKHA to redevelop former public housing sites shall be eligible to apply for vouchers in accordance with CKHA's Section 8 Administrative Plan. No person working on the development at CKHA shall participate in the evaluation of proposals.

## **PROJECT SELECTION CRITERIA**

**Site Control:** Applicants must demonstrate some form of site control, such as outright building ownership, purchase contract or purchase option. Applicants must demonstrate control extends through proposed date for acquiring title to site.

**Location:** Proposed dwelling units must be located in the CKHA's operating jurisdiction of Kanawha, Putnam or Clay Counties, priority will be given to properties in Kanawha County. Proposed developments must meet HUD Site and Neighborhood Standards. Projects should attempt to comply with CKHA's goal of deconcentrating poverty and expanding housing and economic activities. If applicable for special needs populations, properties should have on site or be located in close proximity to necessary services for that population.

**Number of Units:** All units in the proposed project must be set aside for persons earning less than 80% of the Area Median Income. Additional consideration will be given to projects that target families with a range of incomes and where less than twenty-five percent of the units are assisted.

**Feasibility:** Proposed projects must be new construction, financially feasible and operationally viable, as demonstrated via submission of development and operating pro-formas.

**Quality of Proposed Development:** Site and building plans and specifications must demonstrate that the proposed development will provide an excellent quality of life for resident households and be likely to encourage private investment in the surrounding area, and contribute to the overall revitalization of the community.

**Experience:** Applicants with prior experience in the ownership and management of affordable residential rental property will be given preference over applicants lacking such experience. Similarly, applicants proposing projects with supportive services will be evaluated as to their experience providing those supportive services.

**Services and Transportation:** Applicants must include evidence that the proposed units are located proximate to public transportation, retail, and other essential services and amenities for the population served.

## **APPLICATION SUBMISSION REQUIREMENTS**

Applicants must complete the Application Cover Form, and submit with the following items:

### **A. Proposal Summary**

Provide evidence of the following and label it “Exhibit A: Proposal Summary”

Provide a general project description, including location, current condition of the property, description of the proposed new construction, anticipated funding sources, and implementation schedule

Provide a statement that the applicant is aware of the federal requirements imposed upon new construction receiving project based vouchers and that the applicant is willing and able to comply with such requirements.

Provide site plans, building plans, elevations, specifications and any other available documentation of the proposed site and building design.

Description of any services to be provided and the population served by the housing. If services are to be provided by a third party, provide a contract or letter of intent or other evidence that services will be provided. Include the income tiers to be served by the project.

Include a map that shows public transportation routes, and the location of commercial and retail facilities

Indicate the proposed term of the HAP contract.

If tenants are to be relocated to facilitate your proposal, indicate the number of persons to be displaced, temporarily relocated or moved, and provide the estimated cost of relocation payments and services, the sources of funding, and the name of the organization, if any, that will carry out the relocation activities

Provide a plan for managing and maintaining the proposed units, including a strategy to minimize unit turnover

### **B. Experience**

Provide evidence of the following and label it “Exhibit B: Experience”

Describe the applicant’s experience in the development, ownership, and management of affordable rental property, and describe the experience of any proposed service provider and Management Agent if the project is to be managed by someone other than the applicant

### **C. Project Certification**

Complete Exhibit C and include the following information:

Provide evidence that the proposed new construction is permitted by the zoning ordinance, or evidence to indicate that any rezoning or relief required would likely occur and not delay the project

Identify the owner and other project principals and the names of officers, staff and principal members, shareholders, investors, and other parties having a financial interest in the project

Provide a disclosure of any possible conflict of interest by any of these parties that would be a violation of the HAP contract. Information concerning any participant who is not known at the time of the application submission must be provided to CKHA as soon as the participant is known

Disclose any foreclosure or receivership actions, adverse government actions or health and safety violations related to the project site

### **D. Development Budget**

Provide a development budget indicating sources and uses of funds and label it "Exhibit D: Development Budget". Note that firm commitments for all development funding sources must be submitted by December 31, 2011

### **E. Rent Plan**

Provide a rent plan indicating the rents for each unit type and the overall project and label it: "Exhibit E: Rent Plan"

### **F. Operating Budget**

Provide an operating budget for the proposed duration of the HAP contract and label it "Exhibit F: Operating Budget". Operating budget should demonstrate mixed-income approach and rent assumptions.

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PROJECT-BASED SECTION 8 VOUCHER PROGRAM  
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**APPLICATION COVER FORM**

Number of New Construction Units in Project \_\_\_\_\_  
Number of New Construction Units in Project to Receive Project-Based Vouchers \_\_\_\_\_  
Number to Receive Supportive Services \_\_\_\_\_

**Applicant Name** \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Business Address Line 1 \_\_\_\_\_  
Business Address Line 2 \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
D/B/A \_\_\_\_\_

**Managing Agent** (if other than Applicant) \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Business Address Line 1 \_\_\_\_\_  
Business Address Line 2 \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
D/B/A \_\_\_\_\_

**Supportive Services Provider** (If Applicable)  
Contact Person \_\_\_\_\_  
Business Address Line 1 \_\_\_\_\_  
Business Address Line 2 \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
D/B/A \_\_\_\_\_

Estimated project construction completion/Certificate of Occupancy Date \_\_\_\_\_

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EXHIBIT C

Certification Regarding Debarment, Suspension  
Ineligibility and Voluntary Exclusion

I hereby verify that I meet the following criteria for participation:

- 1) I (we) have not been debarred or suspended by any government agency or subjected to a limited denial of participation under the Debarment and Suspension Rules of the United States Department of Housing and Urban Development (2 CFR Part 2424)
- 2) I (we) have not engaged in any drug-related criminal activity or any violent criminal activity
- 3) Neither the Federal government nor any state or local government has instituted an administrative or judicial against me (us) for violation of the Fair Housing Act or other equal opportunity requirements
- 4) No court or administrative agency has determined that I (we) have violated the Fair Housing Act or other equal opportunity requirements
- 5) I (we) have not committed fraud, bribery or any other corrupt or criminal act in connection with any Federal, state or local housing program
- 6) I (we) am not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**RATING CRITERIA**

**SITE CONTROL (up to 10 points)**

Applicant does not have site control: (0) points

Applicant has purchase contract or option to purchase effective through anticipated closing date, or

Applicants owns property: (10 points)

**LOCATION (up to 15 points)**

Proposed units are not located in a census tract with a poverty rate of less than 20% based on the most recent available census data: (0 points)

Proposed units are located in a census tract with a poverty rate of less than 20% based on the most recent available census data: (up to 10 points)

Proposed units are located in a census tract with a poverty rate of less than 20% in Kanawha County based on the most recent available census data: (up to 15 points)

**PROJECT DESIGN (up to 20 points)**

Proposed site and building design does not provide an excellent quality of life for residents and does not contribute to the overall revitalization of the neighborhood: (0 points)

Proposed site and building design provides an acceptable quality of life for residents and may or may not contribute to the overall revitalization of the neighborhood: (up to 10 points)

Proposed site and building design provides an excellent quality of life for residents and is anticipated to positively enhance the overall revitalization of the neighborhood: (up to 20 points)

**FEASIBILITY/VIABILITY (up to 15 points)**

Proposed units are unfeasible or not viable based on the proposed development budget or operating budget: (0 points)

Proposed units are feasible and viable based on proposed development and operating budgets (up to 15 points)

**EXPERIENCE (up to 20 points)**

Applicant has no affordable rental housing experience: (0 points)

Applicant has some affordable rental housing experience: (5 points)

Applicant has significant affordable rental housing experience: (10 points)

Applicant has significant affordable rental housing experience and supportive service experience: (up to 20 points)

**SERVICES FOR SPECIAL POPULATIONS (up to 10 points)**

Services for special populations are not provided on site or in the immediate vicinity. (0 points)

Services for special populations are provided on site or in the immediate vicinity. (10 points)

**PERCENTAGE OF ASSISTED UNITS (up to 10 points)**

Applications with more than 25 percent of the units assisted. (0 points)

Applications with less than 25 percent of the units assisted. (10 points)