

**Boone County Housing Authority  
2036 North State Street  
Belvidere, Illinois 61008**

**Request for Proposals**

**Housing Choice Voucher Project-Based Funding Assistance**

**Introduction**

The Boone County Housing Authority (BCHA) is issuing a competitive Request for Proposals (RFP) from property owners to receive Project-Based Voucher (PBV) assistance of the Veterans Affairs Supportive Housing (VASH) voucher program utilizing existing housing. The housing must be located within Boone County, Illinois. BCHA's goals for project basing VASH voucher assistance is to increase the availability and ready accessibility of housing for families assisted by the VASH program in Boone County, Illinois.

**Boone County Housing Authority**

Established in 1946, the Boone County Housing Authority (BCHA) administers the Housing Choice Voucher (HCV) program for Boone County. The BCHA programs include a maximum of 238 HCV, 15 VASH, and 40 Mainstream Vouchers. BCHA administrates a Family Self-Sufficiency (FSS) program through a partnership with the Winnebago County Housing Authority (WCHA). BCHA is a U.S. Department of Housing and Urban Development (HUD) designated High Performer Agency.

**VASH Program**

The VASH program combines the Housing Choice Voucher rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). Homeless Veterans and their families are selected by the VA to receive the VASH voucher and the housing authority administrates the voucher assistance. The VASH Voucher allows the family to choose their own rental property that is in compliance with the program, but locating available housing can be a challenging resource for a family moving from a homeless situation. Project Basing a voucher means that a HCV is fixed to a specific apartment or home (fixed to a project, or Project Based) for a period of time (20 years), and the family must live in the Project Based unit to receive the assistance.

Veterans experiencing homelessness may have additional challenges in finding a home. This RFP creates the opportunity both for the Veterans to more easily locate quality rental properties in Boone County, Illinois, and for property owners to help homeless Veterans by providing housing stability for the family, and through the housing the opportunity for the Veterans to receive the case management and clinical services. Property owners responding to this RFP will bring a positive impact to serving the housing needs for homeless Veterans in the community of Boone County, Illinois.

The PBV Program regulations are set forth in the Code of Federal Regulations, Title 24, Part 983. A copy of these regulations is available at the website [www.ecfr.gov](http://www.ecfr.gov).

Through this RFP, the Authority intends to make available up to four (4) VASH vouchers for Project-Based assistance for an initial term of 20 years. Contract terms may be extended subject to federal appropriations and contract performance. Not more than 25% of units in any one project may receive Project-Based assistance with the exception of single-family dwellings, developments for elderly or disabled families, and developments that offer supportive services. Units proposed for Project-Based assistance must be vacant or occupied by a lower-income household and not receiving tenant-based assistance on the date of submission. After that, all new occupants must result from a referral from the BCHA. In addition, the owner must certify that current tenants have not been displaced to qualify for a unit.

Successful submissions will receive letters of commitment from BCHA for VASH Project-Based funding and, eventually, the execution of Agreement to Enter in Housing Assistance Payment Contracts (AHAP) for the initial term of the proposal. Units proposed for Project-Based assistance may be subject to HUD Environmental and Subsidy Layering Reviews before issuance of the AHAP contract.

To be considered, email copies of proposals complying with the terms and conditions of the application must be submitted. Applications will be accepted until 4:00 p.m. on \_\_\_\_\_.

This application must be completed, and the information provided will be verified before Boone County Housing Authority's final acceptance.

BCHA expects to select the proposals that demonstrate the most potential to achieve the objectives described in and based upon additional evaluation criteria outlined in the application. The BCHA reserves the right to waive any informalities or irregularities in submittals and reject all proposals.

## **I. Scope of Services**

VASH vouchers provide rental subsidies to extremely-low income (ELI) and very-low-income (VLI) households. The amount of rental subsidy is based on the difference between the tenant's contribution (30 percent of defined household income) and the contract rent for an eligible housing unit. Rents must be reasonable for the immediate market, with the determination of rent reasonableness according to 24 CFR 983.303.

## **II. Available Vouchers and Intended Uses**

**Availability:** Voucher availability is conditional upon agreements with the Department of Housing and Urban Development.

**Use:** BCHA and the approved PBV units must use the families referred by the VA.

### **Terms of Housing Choice Voucher Project-Based Assistance**

Key contract terms and program regulations include, but are not limited to, the following:

**A. Contract Term:** The HCV Project-Based Vouchers will be committed for an Initial 20-Year Term subject to the availability of continued funding to the BCHA from the U.S. Department of Housing and Urban Development. Contracts will be executed between the BCHA and the owner of the development.

**B. Rents:** Rents must be reasonable, i.e., comparable to the market rents for similar units in that immediate market. Market rents will be approved by BCHA using Rent Comparability Studies.

**C. Tenant Selection:** Tenants of assisted units will be referred exclusively via the VASH PBV referral waiting list maintained by BCHA. Selection of tenants for these Project-Based units is outlined in the BCHA's Administrative Plan for the VASH Program consistent with the following guidelines:

- 1) BCHA will establish a separate waiting list for VASH PBV assistance.
- 2) BCHA will refer families to properties based on the availability of appropriate sized units.
- 3) The owner of the units must select tenants from applicants referred from the BCHA's VASH waiting list.
- 4) Owners may screen the prospective tenants referred by BCHA and must use the same selection criteria for tenants from their development. Owners must submit written selection criteria.
- 5) Owners may reject tenants referred by the BCHA; however, valid reasons based on the generally applied selection criteria must be provided in writing for such rejections.

**D. Housing Quality Standards:** Selected units must meet HUD's Housing Quality Standards.

**E. Site Standards and De-Concentration of Poverty Goals:** The project must be consistent with the goal of de-concentrating poverty and Expanding Housing and Economic Opportunities. Project-Based Voucher assistance must be for units in census tracts with a poverty rate of less than 20 percent.

**F. 25% Limitation:** Units receiving PBV assistance may not exceed 25% of total units at a property, except for single-family homes, housing for the elderly or disabled, and housing that provides supportive services.

### **III. Processing of Applications**

#### **A. Timetable:**

**RFP Response Deadline:** 4:00 p.m. on January 12, 2023

#### **B. Instructions for Submission of Applications**

To be considered, emailed proposals complying with the terms and conditions of the application must be submitted. Deliver **one (1) complete document attachment as a pdf (Portable Document Format) file** in an email with the Subject Line clearly marked with the words **“RFP for VASH Project-Based Funding Assistance,”**:

**Boone County Housing Authority  
Via email only: Alan@nireach.org**

Place the following information in the upper, left-hand corner on the document attachment when submitting the proposal:

**Company or Owner Name  
Company or Owner Address**

Respondents must provide a complete submission. Incomplete submissions, as determined by the Authority in its sole discretion, will not be reviewed.

Any questions regarding the RFP should be submitted via e-mail to:

**alan@nireach.org**

**C. Application Selection Process**

Following is the sequential process that the Authority will use for awarding vouchers to applicants.

1. Non-qualifying applications will be rejected.
2. Selection of any PBV proposal is conditional and subject to the successful award of funding by HUD.

The document must be composed in the same order as the Summary of Evaluation Factors table presented below and tabulated with the Headers shown in Bold Font.

**SUMMARY OF EVALUATION FACTORS AND MAXIMUM POINTS POINTS**

1.	<p><b>Project Readiness:</b> Projects will be evaluated on the readiness for occupancy or construction start date as listed below:</p> <ul style="list-style-type: none"> <li>• Existing housing that will be ready for occupancy on or before March 1, 2023.</li> <li>• Newly constructed or rehabilitated units that will execute an agreement to inter into housing assistance payments and start construction on or before _____.</li> </ul>	<b>45</b>
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2.	<p><b><i>De-concentration of Poverty / Communities of Opportunity:</i></b> Current guidance by the federal government, recent U.S. Supreme Court decisions, and industry best practices indicate that affordable housing should be sited so that it is a local amenity that compliments the existing housing stock, and should be located in communities that have opportunities for residents. Therefore, projects ideally should be located in Census tracts with federal poverty rates of less than 20% and where there are job opportunities and educational amenities (if appropriate to the project’s target population(s)), and other services applicable to the populations served.</p> <p><b><i>Points will be awarded for:</i></b></p> <ul style="list-style-type: none"> <li>• Poverty rate where the project will be/is located based on 2010 census tract data;</li> <li>• Close proximity to various services and opportunities, if appropriate to the project’s target population(s), for education and economic advancement; and</li> <li>• Accessibility to public transportation and health services.</li> </ul>	20
4.	<p><b>Locational Amenities/ General Resident Services / Supportive Services:</b> The Owner/Developer must certify as to the locational attributes that are applicable to the proposed project. A project may earn 4 points for each of the following qualities that are property documented and shows the facility’s or service’s distance (measured by radius from the project) and certified to be applicable to the proposed project, for a maximum of 20 points.</p> <p>(a) Public Transit (3) If located within a public transit corridor, the project site must be within ¼ mile of a train station, bus station, or bus stop, or community transportation service.</p> <p>(b) Health and Social Services/ Schools: (3) The proposed project is NOT a family project and is located within one mile of a health or social service facility that is operated to serve the target population(s)</p> <p>(c) Recreation: (3) The proposed project is located within one mile of a park, library, recreational facility, or a community center accessible to the general public and appropriate for the targeted population(s).</p> <p>(d) Grocery Shopping: (3) The proposed project is located within one mile of a grocery shopping. Grocery is defined as a full-service store or market that provides fresh food staples: fresh meats, poultry, dairy products, and produce.</p> <p>(e) Services Plan: The proposed resident services plan addresses:</p> <ul style="list-style-type: none"> <li>• The target population(s) to be served and their service needs.</li> </ul>	20
5.	<p><b>Property Management -</b></p> <ul style="list-style-type: none"> <li>• Indicate how your organization can carry out this project and its ability to manage the project over time.</li> <li>• Describe the operating structure and staffing of the project.</li> <li>• Provide management and maintenance information.</li> <li>• Describe tenant selection criteria and screening plan.</li> </ul>	15

	<ul style="list-style-type: none"> <li>• Describe the Fair Housing Marketing Plan.</li> <li>• Describe how BCHA waitlist will be utilized in leasing the property. How might the property develop a preference for BCHA waitlist residents</li> <li>• Describe Owner’s experience in the tenant-based or project-based voucher program and owner community involvement.</li> </ul>	
	<p>Ties: In the event of a tie breaker, the proposal selected will be the one with the greatest number of project-based units.</p> <p>BCHA may elect to award VASH PBV to more than one respondent if the total of PBV requested by any one respondent is less than the total of VASH PBV being offered. In such instances, the number of PBV to be determined per respondent will be based on the pro-rata of the score.</p>	
	<b>Total</b>	<b>100</b>

**IV. Threshold Criteria for Applications**

Applications must meet all the applicable threshold criteria to be considered for assistance through the Housing Choice Voucher Project-Based Assistance Program. All information must be supplied and submitted with the application.

**A. Eligible Owners:** Owners of eligible properties that are non-profit, for-profit, and non-profit/for-profit partnerships. List the name of all owners, board of directors, and affiliations.

**B. Eligible Properties:** New housing provided through New Construction or Rehabilitation, all of which must meet HUD Housing Quality Standards. List the name of all contractors currently involved with the project.

**C. Development Readiness to Proceed:** Proposed New Construction and Rehabilitation must be ready to proceed as documented. Supply any permits, municipal approvals, variances as applicable.

**D. Prevailing Wage Requirements:** If projects require New Construction or substantial rehab of nine (9) units or more, HCV/PBV Program assisted units are subject to the Davis-Bacon Act. If applicable, Developer or Sponsor shall comply or cause its contractors and subcontractors to comply with the Federal requirements of the Davis-Bacon wage laws in connection with any construction, alterations, or improvement funded under this RFP. If applicable, developers should make sure their development budgets reflect Davis-Bacon wage rates. Supply proposed budget.

**E. Housing Choice Voucher (HCV) Program Project-Based Assistance Program Regulatory Requirements:** The project must comply with the HCV Program Project-Based Assistance Program’s Regulatory Requirements, 24 CFR Part 983, dated 04-01 2019, and Notice PIH 2017-21, Housing Opportunity Through Modernization Act of 2016 (HOTMA).

**F. Experience:** Must demonstrate successful affordable housing property management experience on their team or experience in administering the Housing Choice Voucher Program in collaboration with Housing Authorities. Provide a list of experiences and references.

**G. Proposal Cost:** All costs incurred in the preparation of the proposal are the responsibility of the applicant. All documents submitted as part of the proposal will become the property of BCHA. Any material submitted that is considered confidential by the submitter must be clearly marked as such. However, BCHA cannot guarantee the confidentiality of materials that are not protected from disclosure by law.

**H. AFFIRMATIVE:** BCHA is an Equal Opportunity Business Enterprise which promotes competitive solicitations and does not discriminate based on race, color, religion, creed, national origin, sex, disability, age, or sexual orientation. BCHA encourages Minority-, Small-, Women-, and or Disabled-Owned Business Enterprises to respond to this solicitation.

**I. Supply:** Proposals must be designed to add to the supply of affordable, decent housing units available to extremely-low-income (ELI) and very- low-income (VLI) households. List the name of units per unit type on application. Submit a tenant selection plan.

**J. Readiness to Use Vouchers:** Proposals must demonstrate evidence that the requested vouchers will be put in place and utilized for the subject property by Spring 2021.

**K. Submit marketing material:** Submit any marketing materials describing property, any contracts with agencies that provide supportive services. Include site plans, photos, and drawings of the project.

**L. Approval by The Boone County Housing Authority is required:**

The BCHA, in its sole judgment, reserves the right to:

- (i) Amend, modify or withdraw this RFP,
- (ii) Revise any requirements of this RFP,
- (iii) Require supplemental statements or information from any respondent to this RFP,
- (iv) Accept or reject any or all responses to this RFP,
- (v) Revise the schedule to advertise,
- (vi) Receive and review responses to this RFP, hold discussions with any respondents(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP, and
- (vii) Cancel and reissue, in whole or in part, this RFP if the BCHA, in its sole discretion, deems it to be in its best interest or that of the county. The BCHA may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.

**BOONE COUNTY HOUSING AUTHORITY**

**APPLICATION FOR  
PROJECT-BASED VOUCHERS (PBV)**

Owners and Project Sponsors should fill out one application for each project in which Housing Choice Voucher Project-Based Vouchers are sought. Please use additional pages to provide any other information that may be necessary to better describe the units.

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

**1. General Unit Information**

Unit Address: \_\_\_\_\_  
Address City

Total No. Units in Project: \_\_\_\_\_ Year Built: \_\_\_\_\_

Total No. of Units requesting PBV: \_\_\_\_\_ Census Tract: \_\_\_\_\_

Break down of the number of units requested per bedroom size:

\_\_\_\_\_ 0 BR \_\_\_\_\_ 1 BR \_\_\_\_\_ 2 BR \_\_\_\_\_ 3 BR \_\_\_\_\_ 4 BR \_\_\_\_\_ 5 BR

Number of Units Occupied: \_\_\_\_\_ Date of Proposed HAP Contract: \_\_\_\_\_

**2.** Requested Contract Term: \_\_\_\_\_ Years (Owner/Project Sponsor must request a minimum term of 3 years up to a maximum of 20 years)

**3.** Was this unit a single-family home purchased under foreclosure? \_\_\_\_\_

**4.** Are there Supportive Services for special needs population: \_\_\_\_\_  
If yes, please attach description.

**5.** Number of units ADA compliant and Accessible: \_\_\_\_\_

**6.** Owner Experience Managing and Maintaining Rental Housing: \_\_\_\_\_ Years  
Please attach an explanation of your experience with any Assisted Housing Programs  
(Housing Choice Voucher Vouchers, other Project-Based Vouchers, Home, Tax Credits,  
etc.)