



COLUMBUS METROPOLITAN HOUSING AUTHORITY
COMMUNITY. COMMITMENT. COLLABORATION.

**Housing Choice Vouchers
880 East 11th Avenue
Columbus, Ohio 43211**

October 27, 2023

RFP 2023-027 PROJECT BASED VOUCHERS

APPLICATION FOR PROJECT-BASED VOUCHERS

CRITERIA FOR PROJECT BASED VOUCHER UNITS

The Columbus Metropolitan Housing Authority (CMHA) seeks to establish long-term relationships with rental property developers for the purpose of expanding the supply of rental housing units for extremely low or very-low income persons by means of the Project-Based Voucher (PBV) Program.

The PBV program is administered similar to CMHA's tenant-based Housing Choice Voucher Program. However, the voucher is tied to the apartment unit, not to the individual voucher holder. Furthermore, all families residing in PBV units must qualify to be voucher holders—as determined by CMHA. Families admitted to the Project-Based Voucher Program pay 30% of their adjusted monthly incomes towards tenant-paid utilities and rent to owner. Monthly expenses for tenant-paid utilities (telephone and television cable excluded) have been estimated to provide for reasonable consumption levels. The balance of the rent to the owner is paid directly to the owner and is based upon negotiated contract rents for various bedroom sizes. Rents are subject to HUD and CMHA rent reasonableness criteria.

Families receive rental subsidies based upon family size, age, and gender of family members. Families may live in units larger than their bedroom subsidy size, but subsidy is capped at their bedroom subsidy size. In the event a family selects a unit smaller than the family's designated bedroom subsidy size, their rental subsidy is capped by the subsidy assigned to the unit size selected. Generally, the gross rent (contract rent plus tenant-paid utilities) cannot exceed CMHA's bedroom subsidy standards for the family or for the smaller unit. Please refer to Exhibit A.

Interested owners must be willing to provide safe, affordable, and viable housing in a community setting. Given that federal funds are used, owners are subject to federal and CMHA regulations. Owners should familiarize themselves with Housing Choice Voucher regulations (see 24 CFR Parts 892 and 983 and CMHA's Housing Choice Voucher Administrative Plan). CMHA's administrative plan can be viewed and downloaded at CMHA's website, <http://www.cmhanet.com/>. The Code of Federal Regulations can be accessed by a link at HUD's website, <http://www.hud.gov/>.

CMHA retains discretion under this RFP to award contracts to one or more projects as it deems necessary or desirable in CMHA's best interests and which meet the criteria set forth in the RFP. CMHA also reserves the right to terminate this RFP at any time without awarding any vouchers to any of the respondents.

The following criteria must be met to be eligible for CMHA's Project-Based Voucher Program under this RFP and illustrate the features of the housing envisioned for voucher-assisted families; these criteria are reflected in the scoring section below:

1. Units must be located in Franklin County.
2. The owner must execute a minimum of a 15-year assistance contract within the time frame established by CMHA; In its discretion CMHA may award up to a 20-year assistance contract if requested by owner.
3. Contract rents are negotiated prior to the execution of the housing assistance contract and cannot exceed subsidy standards with tenants initially paying no more than 30% of their adjusted monthly incomes for rent and tenant-paid utilities.
4. CMHA may award up to 120 vouchers, subject to availability of PBV at the time of award.

CMHA reserves the sole right to modify the initial number of vouchers requested by the owner for project-based assistance.

5. Qualifying units must be existing affordable housing or new construction and must be located on one site. No scattered property sites will be considered. Davis Bacon wages must be used for any renovation or construction. Property owner is required to follow all HUD regulations as they relate to the Davis Bacon wage act. The property owner must maintain all wage reports and provide copies to CMHA upon request.
6. Any new development must provide permanent supportive housing (PSH) to all residents of the community with an emphasis on healthcare services. To be considered a PSH community, the community must offer on-site supportive services and amenities to residents.
7. The awardee must have extensive experience in developing and providing PSH services with an emphasis on healthcare services.
8. Preference will be placed on responders that have experience managing communities with PBV rental assistance.
9. Preference will be given to responders that have experience developing and managing affordable housing communities.
10. Proposals with units smaller than 1-bedroom will not be considered.
11. Any proposed community or development must include onsite amenities including, onsite healthcare services/room, community rooms/space, fitness center, and onsite social services.
12. The awardee will be responsible for demonstrating compliance with HUD's environmental review requirements under 24 CFR Part 58
13. The initial term of Project-based voucher contracts will be 15 – 20 years as referenced above. A subsequent renewal term of up to 15 years may be approved.
14. Owner(s) selected for participation may not be delinquent in any real estate taxes for any properties under their ownership.
15. The proposed community must be financially sound as determined by CMHA.
16. Owner must not be barred from participation in federal contracts.
17. Owner must be in good standing with CMHA.
18. Owner must have property management experience, preferably in federally assisted affordable housing.
19. All prospective occupants must meet CMHA and HUD eligibility requirements.
20. Gross rents may not exceed CMHA Project-Based Voucher Subsidy Standards. Certain exceptions apply. Final rents shall be based on a rent reasonableness report conducted by CMHA.
21. Owner must comply with CMHA regulations and policies.
22. Units may be inspected at any time after the initial inspection for compliance with federally required Housing Quality Standards.
23. Documentation of on-site supportive services by third party sources must be provided.
24. The application for project-based assistance must be completed and signed by the applicant. E-copy of the RFP response is the preferred method of transmission. Submit electronic copies of the RFP response via email to, technical@cmhanet.com. If the respondent desires to send by other means, please contact Andrea Quinichett to coordinate submittal.



COLUMBUS METROPOLITAN HOUSING AUTHORITY
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SECTION 8 PROGRAMS DEPARTMENT

APPLICATION FOR
PROJECT-BASED VOUCHER ASSISTANCE
October 27, 2023

Please complete this application for each property site. Submit response by email to technicalresponse@cmhanet.com with a copy to aquinichett@cmhanet.com.

Applications must be received by Tuesday 12:00 pm, December 31, 2024.

Send the application to:

Andrea Quinichett,
Assistant Vice President of Procurement
Columbus Metropolitan Housing Authority
880 East Eleventh Avenue
Columbus, Ohio 43211

1. OWNERSHIP

A. Property Owner: _____

Type of entity: _____

Mailing Address:

Telephone: _____

B. Site Control

(Please check the appropriate response and attach one of the following documents as evidence of site control).

_____ Deed _____ Contract of Sale _____ Option to Purchase

_____ Pre-Lease Agreement _____ Long-term Lease Agreement

Property Address:

C. Does the project comply with local zoning and building codes?
Yes___ No___ If no, please explain:

2. BUILDING CHARACTERISTICS (Attach photographs of site)

Type of Building_____

Number of Stories:_____

Available Parking: _____ Off-Street _____ On-Street

1-Bedroom _____

2-Bedroom _____

3- Bedroom _____

4- Bedroom _____

Total Number of Units:_____

Requested quantity of PBVs: _____

Types of accessible features: _____

Amenities and Services provided (if applicable):

3. FINANCIAL INFORMATION

Please submit the following (as an attachment):

- Prior year and current year-to-date financial reports (Income Statement, Balance Sheet, Trailing 12 month financials, and current annual budget) for an existing property proposed to receive the PBVs. For a new development please provide a detailed pro forma establishing financial feasibility. Additional financial reports may be requested.

4. OWNER COMMITMENT AND PREVIOUS PARTICIPATION

Please provide as an attachment to this application the following information:

- Previous participation/experience with HUD and/or CMHA Housing Programs.

5. DEVELOPMENT AND MANAGEMENT EXPERIENCE/SUPPORTIVE SERVICES

Provide as an attachment to this application the following information:

- Relevant property development and management experience.
- If managed by a third party, provide name and experience of the management company.
- On-site PSH services that will be provided for the tenants (i.e., health, recreational, nutrition, educational, etc.).

6. GENERAL LIVING QUALITY

Please provide detailed information about nearby shopping areas, medical services, public transportation, cultural and educational facilities, local amenities, proposed security of the building and site and neighborhood conditions that may affect the project. Provide maps and photographs to illustrate information.

7. UNIT INCOME MIX

Percent of units dedicated to extremely-low income (Families earning less than 30% of median income)

75%-100%

Less than 75% but not less than 51%

Less than 50%

DISCLOSURE OF IDENTITY OF INTEREST AND CERTIFICATIONS

The undersigned hereby certifies that, except as noted below, there is not now, nor does the undersigned contemplate that there will be, any identity of interest between (a) the seller and purchaser of this project, (b) the owner and general contractor and/or any subcontractor, material supplier, or equipment lessor or (c) the owner and lender. It is further certified that, except as noted, there are not and have not been any such relationships between the seller or purchaser (owner) of this project and the lender, general contractor and/or any subcontractor, material supplier, or equipment lessors.

All references to “identity of interest” herein are made in the context of the definition below, which has been read by the undersigned.

Identity of interest between the owner(s) or purchaser(s) (as parties of the first part) and seller(s), lender(s) general contractor(s), subcontractor(s), material supplier(s), or equipment lessor(s) as party(ies) of the second part) will be construed as existing under any of the following conditions:

1. When there is any financial interest of or family relationship between the party of the first part in the party of the second part;
2. When one or more of the partners, officers, directors or stockholders of the party of the first part is also a partner, officer, director or stockholder of or has financial interest in the party of the second part;
3. When the seller, general contractor, subcontractor, material supplier and/or equipment lessor advance any funds to the party of the first part;
4. When the party of the second part takes stock or any interest in the party of the first part as payments;
5. When any of the above stated interrelationships exist between the parties of the second part;
6. When there exists or comes into being any side deals, agreements, contracts or undertakings entered into or contemplated, which alter, amend, or cancel any of the costs related to property purchase, rehabilitation work or other amounts used to calculate contract rents;
7. When any relationship exists which would give the owner, or seller, or lender or general contractor control of influence over the cost of the rehabilitation contract or the price paid to the subcontractors, material suppliers or equipment lessors.

Exceptions to certification regarding identities of interest. (If none, so state):

Entities

Goods of Services

\$ Value

I am aware that this certification by me may be used to induce the U.S. Department of Housing and Urban Development to make Federal funds available for this project under the Section 8 Project-Based Assistance Program, and that under Title 18 U.S. Code, Sections 1001 and 1010. It is a crime to knowingly make false statements to the United States on this matter and that penalties upon conviction can include a fine and imprisonment. I certify that I or any party identified above are not on the U.S. General Services Administration's list parties excluded from federal procurement or non-procurement programs and I will notify CMHA of any new party that has a financial interest in this project.

I further certify that all information submitted with this application is accurate and true and that all properties located in Franklin County, Ohio in which I have a financial interest are current in the payment of Franklin County real estate taxes.

Official's Printed Name

Date

Title

Official's Signature

PROJECT-BASED VOUCHER ASSISTANCE PROGRAM	
SELECTION CRITERIA	NUMBER OF POINTS
Accessibility for persons with disabilities meeting the minimum requirements of the Americans with Disabilities Act and local and state building codes.	0-5
Communities that have on-site PSH services and amenities for their residents. These services must be tailored to meet the needs of residents. Provide documentation that services exist or will be established if this community is selected.	0-15
Evidence that that the asset is financially sound.	0-10
Percent of units dedicated to extremely-low income. (Families earning less than 30% of median income) 75%-100%-- 10 Less than 75% but not less than 51% -5 Less than 50% - 0	0-10
Evidence of management experience serving disabled families.	0-30
Evidence of providing PSH services with an emphasis on healthcare services.	0-20
Number of rental housing projects the ownership entity has been directly involved in managing.	0-5
Number of years the management team has managed rental housing.	0-5
Overall evaluation of general living quality. Presence of community meeting rooms, recreational facilities, building security and site, neighborhood conditions, and access to neighborhood amenities.	0-10
Location of proposed development. Adjacent and nearby neighborhood services and amenities.	0-20
Building layout, design, amenities, features, and building materials used.	0-10

Total Maximum Points: 140

Minimum number of points necessary to be awarded a contract: 122

ATTACHMENTS:

EXHIBIT A – Payment Standards and Income Limits for Franklin County, Ohio & Link

EXHIBIT B – Public Notice

EXHIBIT C – Utility Allowances Document Links

EXHIBIT D – Form of Proposal

EXHIBIT E - Proposer’s Certification

EXHIBIT F – HUD Forms

EXHIBIT G – Project Based Intake From/ Environmental Review Intake Checklist

EXHIBIT H – Environmental Review Intake Checklist

EXHIBIT A



Housing Choice Voucher Program

2023 INCOME LIMITS (Effective: 5/15/2023)

Income Limits by Family Size

Low Income (80%)

1	2	3	4	5	6	7	8
55,550	63,500	71,450	79,350	85,700	92,050	98,400	104,750

Very-Low Income (50%)

1	2	3	4	5	6	7	8
34,750	39,700	44,650	49,600	53,600	57,550	61,550	65,500

Priority Income Limits (30%)

1	2	3	4	5	6	7	8
20,850	23,800	26,800	30,000	35,140	40,280	45,420	50,560

2024 VOUCHER PAYMENT STANDARDS (Effective: 10/1/2023)

2024 PAYMENT STANDARDS ARE EFFECTIVE 10/1/2023 FOR NEW MOVE-INS AND 1/1/2024 FOR ALL ANNUALS

Payment Standards for Housing Choice Vouchers (110%) (Columbus and Franklin County)

SRO	0BD	1BD	2BD	3BD	4BD	5BD	6BD	7BD
800	1,067	1,171	1,432	1,731	1,919	2,207	2,495	2,783

Payment Standards for: Emergency Housing Vouchers (EHV) (120%) Veterans Affairs Supportive Housing (VASH) (120%)

SRO	0BD	1BD	2BD	3BD	4BD	5BD	6BD	7BD
873	1,164	1,278	1,562	1,888	2,094	2,408	2,722	3,036

CGI Federal Inc.	107 S. High St, 2 nd FL	Columbus, OH 43215
Email Address: cmha.hcv@housing.systems	Main Number 833.378.2220	TTY: 800.750.0750 FAX: 877.424.1825

Rev: 09/06/2023

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Payment Standard/Income Limits
<https://cmhanet.com/Home/PaymentStandards>

EXHIBIT B

PUBLIC NOTICE

Columbus Metropolitan Housing Authority (CMHA) is seeking proposals from affordable housing operators seeking award of Project Based Voucher contracts. Properties may be existing qualified units or new construction (so long as certificate of occupancy is issued within 60 days of the Application Deadline). Proposed projects must be new construction or existing units located on one parcel or contiguous land parcels. Scattered site proposals will not be considered. Priority will be given to projects intended for occupancy by very low or extremely low-income persons. Additional preference shall be provided to those communities which provide Permanent Supportive Housing services. Prospective occupants must meet the eligibility criteria of the Department of Housing and Urban Development and CMHA as determined by CMHA. Project-based units must be located within Franklin County, Ohio.

The deadline for submitting proposals to CMHA is Tuesday December 31, 2023. No proposals will be accepted after this deadline. CMHA is not responsible for mail service delays.

Proposals will be accepted until further notice from CMHA or until the number of available vouchers enumerated herein are committed.

Proposals must be submitted to:

**Andrea Quinichett,
Assistant Vice President of Procurement
Columbus Metropolitan Housing Authority
880 East Eleventh Avenue
Columbus, Ohio 43211**

Or via email to: technicalresponse@cmhanet.com

CMHA reserves the right to make multiple contract awards (or none) based on this RFP. All awards are subject to approval by the CMHA Board of Commissioners.

Proposals will remain valid for a 90-day period following the submission deadline. CMHA reserves the right to reject any or all proposals or may negotiate an award of project-based units of a lesser amount than the original proposal.

A Project Based Voucher Proposal application may be obtained by contacting Ms. Quinichett at 614-421-4434 or by email (aquinichett@cmhanet.com).

CMHA is an equal employment and housing opportunity agency.

Charles D. Hillman
President and CEO
Columbus Metropolitan Housing Authority

EXHIBIT C



COLUMBUS METROPOLITAN HOUSING AUTHORITY
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Utility Allowances & Payment Standards Documents Links

2023 Reasonable Accommodation Utility Allowances

<https://cmhanet.com/Content/Documents/2023%20Reasonable%20Accommodation%20UA.pdf>

2023 Garden-Flat-Duplex-Double-High Rise Utility Allowances

<https://cmhanet.com/Content/Documents/2023%20Garden-Flat-Duplex-Double-High%20Rise%20UA.pdf>

2023 Single Family Utility Allowances

<https://cmhanet.com/Content/Documents/2023%20Single%20Family%20UA.pdf>

**FORM OF PROPOSAL
(Attachment D)**

(This Form must be fully completed and placed under Tab No. 1 of the “hard copy” tabbed proposal submittal.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submittal submitted by the proposer.

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(Four copies of each proposal, including one with original signatures)</i>
_____	1 Form of Proposal (Attachment A)
_____	2 Form HUD-5369-C (located on THE HA website) Form HUD-5369-B (located on The HA website) Form HUD-5369-A (located on THE HA website)
_____	3 Public Notice (Attachment B)
_____	4 Project Based Voucher Application & PBV Intake Form
_____	5 Environmental Review Checklist
_____	6 Client Information
_____	7 Equal Employment Opportunity Statement
_____	8 Subcontractor/Joint Venture Information (Optional)
_____	9 Other Information (Optional)

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the noted Proposal Fee Sheet, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted HA website, www.cmhanet.com, including an agreement to execute an Agreement and/or Contract. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided within the noted Proposal Fee Sheet pertaining to this RFP.

Signature

Date

Printed Name

Company

EXHIBIT E: Proposer's Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has fully authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
2. Proposer proposes to furnish and deliver all items, for which proposals were provided herein, as specified in the proposal, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this proposal, all materials and supplies, which are described on the proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by THE HA.
3. Proposer agrees that this proposal shall remain open and valid for at least a period of sixty (60) days from the date of the proposal opening, or as may be specified herein, and that this proposal shall constitute an offer, which, if accepted by THE HA and subject to the terms and conditions of such acceptance, shall result in a contract between THE HA and the undersigned Proposer.
4. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.
5. Proposer, (the firm, corporation, partnership, or institution represented by the Proposer), or anyone acting for such firm, corporation or institution has not violated the antitrust laws of the State of Ohio or the Federal Antitrust laws, nor communicated directly or indirectly this proposal to any competitor or any other person engaged in such line of business.
6. Proposer has not received compensation for participation in the preparation of the specifications for this solicitation.

SIGNED: _____ Date _____

PRINT NAME: _____

PRINT COMPANY NAME: _____

COMPANY PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

EXHIBIT F: HUD FORMS

5369-A Representations, Certifications, and Other Statement of Bidders
Public and Indian Housing Programs

<https://cmhanet.com/Content/Documents/5369-A.pdf>

5369-B Instructions to Offerors Non-Construction

<http://www.hud.gov/offices/adm/hudclips/forms/files/5369-b.pdf>

5369-C (8/93), Certifications & Representations of Offerors
Non-Construction Contract

<http://www.hud.gov/offices/cpo/forms/hud5369c.pdf>

5370-C Sections I & II General Conditions for Non-Construction Contracts,
(With or without Maintenance Work)

https://www.hud.gov/sites/documents/DOC_12587.PDF

<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C2.pdf>

Section 3 Business Certification Form

<https://cmhanet.com/Content/Documents/Section3BusinessCertificationForm.pdf>

5370 General Conditions for Construction Contracts - Public Housing Programs

<https://cmhanet.com/Content/Documents/5370.pdf>

5370-EZ General Contract Conditions for Small Construction/Development Contracts

<https://cmhanet.com/Content/Documents/5370-EZ.pdf>

Section 3 Business Certification Form

<https://cmhanet.com/Content/Documents/Section3BusinessCertificationForm.pdf>

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EXHIBIT G

PROJECT-BASED VOUCHER (PBV) INTAKE FORM (ENVIRONMENTAL REVIEW DOCUMENT)

To be communicated to the U.S. Department of Housing and Urban Development (HUD)

General Information

1. **Property Owner Name:** _____
2. **Property:** _____
3. **Date:** _____
4. **Contact Information:**
 - **Email:** _____
 - **Phone Number:** _____

Housing Building Information

5. **Does the housing building currently exist under a HAP contract?**
 - Yes
 - No
6. **Number of units under the HAP contract:** _____
7. **Total number of building units:** _____

Planned Activities

8. **Is there any planned demolition?**
 - Yes
 - No
9. **Is there any planned acquisition?**
 - Yes
 - No
10. **Is there any planned conversion from one HUD funding platform to another?**
 - Yes
 - No
11. **Has there been any construction or rehab within the past two years?**
 - Yes
 - No
12. **Is there any planned construction or rehab within the next five years?**
 - Yes
 - No

Funding Sources

13. **List all project funding sources either committed or sought:**
 - LIHTC/HTC: _____
 - HDAP: _____
 - HDL: _____
 - HTF: _____

- FHA: _____
 - HOME: _____
 - CDBG: _____
 - Other: _____
14. **Source of Funds:**
- City _____
 - County _____
 - State _____
 - Private _____
15. **Project Timeline:**
- Start Date: _____
 - End Date: _____
 - Key Milestones: _____
16. **Environmental Review:**
- Consultant Conducting the Review: _____
 - Expected Start Date: _____
 - Expected Completion Date: _____
 - Consultant's Contact Information:
 - Email: _____
 - Phone Number: _____
17. **Attachments:**
- Property Blueprints
 - Financial Statements
 - Legal Documents
18. **Additional Comments or Notes:**

Please fill out this form and return it to the appropriate department for further processing.

19. CGI Approval for HAP Contract Term

CGI Approval of the Initial and Renewal HAP Contract Term: The term of the HAP contract and any HAP contract renewal for PHA-owned units must be agreed upon by the PHA and the independent entity approved by HUD. Any costs associated with implementing this requirement must be paid for by the PHA.

- Approved
- Not Approved

Comments or Notes:
