



COLUMBUS METROPOLITAN HOUSING AUTHORITY

REQUEST FOR PROPOSALS (RFP) NO. 2023-015

PROJECT-BASED VOUCHERS

HA'S RESERVATION OF RIGHTS:

1. The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time if deemed by the HA to be in its best interests.
2. The HA reserves the right not to award a contract pursuant to this RFP.
3. The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days' written notice to the successful proposer(s).
4. The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
5. The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).
6. The HA reserves the right to negotiate the fees proposed by the proposer entity.
7. The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
8. The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
9. The HA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the HA website, www.cmhanet.com and downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the CO in writing within 3 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such an issue.
10. The HA reserves the right to select a single or multiple award contract.
11. The HA reserves the right to add requirements during the contract period when it is in the best interest of the HA.



COLUMBUS METROPOLITAN HOUSING AUTHORITY
COMMUNITY. COMMITMENT. COLLABORATION.

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

July 11, 2023

APPLICATION FOR PROJECT-BASED VOUCHERS

APPLICATION DEADLINE:

12:00 P.M.

August 3, 2023

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 like 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 the owner similarly monthly expenses for tenant-paid utilities (telephone and television cable excluded) have been estimated to provide 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. 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 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 will award up to **120** vouchers, subject to availability of PBV at the time of award to provide housing for individuals/families who meet the Housing Urban Development's definition of homeless, at risk of homelessness, or seniors, hereafter referred to "RFP populations" 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 excess of \$2,000. Property owners are 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 housing homeless individuals/households. To be considered a PSH community, the community must offer on-site supportive services and amenities to residents.
7. Preference points will be given to communities where households are referred through the CoC Coordinated Entry system. Owners should provide a memorandum of understanding or like document showing proof of a referral partnership.
8. The awardee must have extensive experience in developing and providing PSH services with an emphasis on housing homeless individuals/families.
9. Preference will be placed on responders that have experience managing communities with PBV rental assistance emphasizing on the homeless individuals/families.
10. Preference will be given to responders that have experience developing and managing affordable housing communities.
11. Proposals with units smaller than one bedroom will not be considered.
12. Any proposed community or development must include onsite amenities including onsite social services.
13. Funding for the initial year and/or ongoing supportive services must be obtained, and proof of such funding should be included in the response for PBVs.
14. The awardee will be responsible for demonstrating compliance with HUD's environmental review requirements under 24 CFR Part 58
15. 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.
16. Owner(s) selected for participation may not be delinquent in any real estate taxes for any properties under their ownership.
17. The proposed community must be financially sound as determined by CMHA.
18. The owner must not be barred from participation in federal contracts.
19. The owner must be in good standing with CMHA.
20. The owner must have property management experience, preferably in federally assisted affordable housing.
21. All prospective occupants must meet CMHA and HUD eligibility requirements.
22. 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.
23. The owner must comply with CMHA regulations and policies.
24. Units may be inspected at any time after the initial inspection for compliance with federally required Housing Quality Standards.
25. Documentation of on-site supportive services by third party sources must be provided.
26. 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 Response technicalresponse@cmhanet.com. If the respondent desires to send by other means, please contact Andrea Quinichett to coordinate submittal.



COLUMBUS METROPOLITAN HOUSING AUTHORITY
COMMUNITY. COMMITMENT. COLLABORATION.

SECTION 8 PROGRAMS DEPARTMENT

APPLICATION FOR
PROJECT-BASED VOUCHER ASSISTANCE
July 7th, 2023

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

Applications must be received by Friday 12:00 pm, August 3, 2023.

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: _____

Total Number of Units dedicated to house homeless individual/families:

Requested quantity of PBVs: _____

Types of accessible features: _____



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 including funding commitments for all services.)
 - Please provide onsite amenities for residential use.

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, 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.	0-20
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 RFP population	0-30
Evidence of providing PSH services with funding commitments.	0-20
Number of rental housing projects the ownership entity has been directly involved in managing. [OBJ]	0-10
The unit capacity management team has managed rental housing for homeless people.	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.	0-15
Owner has a referral partnership through the CoC Coordinated Entry system.	0-5

Total Maximum Points: 140

ATTACHMENTS:

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

EXHIBIT B – Public Notice

EXHIBIT C – Utility Allowances

Exhibit A



Housing Choice Voucher Program



2023 INCOME LIMITS (Effective: 5/16/2023)
VOUCHER PAYMENT STANDARDS (Effective: 12/1/2022)
NEW HAP CONTRACT PAYMENT STANDARDS (Effective: 10/1/2022)

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

PAYMENT STANDARDS

PAYMENT STANDARDS FOR HOUSING CHOICE VOUCHERS
(Columbus and Franklin County)

SRO	OBD	1BD	2BD	3BD	4BD	5BD	6BD	7BD
\$694	\$926	\$1,035	\$1,279	\$1,568	\$1,734	\$1,994	\$2,255	\$2,515

Use Computer Code "FC8" for HCV

Rev: 5/16/2023

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 Friday 12:00 pm, August 3, 2023. No proposals will be accepted after this deadline. CMHA is not responsible for mail service delays. 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 45-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
COMMUNITY. COMMITMENT. COLLABORATION.



Housing Choice Voucher Program

Insights you can act on

Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality: Columbus Metropolitan Housing Authority, OH		Date (mm/dd/yyyy):					
		Unit Type: Multi-Family (Garden/Flat/High-Rise/ Apartment/Row House/Townhouse/Semi-Detached/ Duplex)					
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Monthly Dollar Allowances							
Heating							
a. Natural Gas	\$18.00	\$21.00	\$24.00	\$27.00	\$31.00	\$34.00	
b. Bottle Gas/Propane	\$64.00	\$74.00	\$87.00	\$97.00	\$113.00	\$123.00	
c. Electric	\$22.00	\$26.00	\$35.00	\$44.00	\$53.00	\$62.00	
d. Electric Heat Pump	\$20.00	\$23.00	\$27.00	\$31.00	\$34.00	\$37.00	
e. Oil							
Cooking							
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$6.00	\$7.00	
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00	
c. Electric	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	
Other Electric & Cooling							
Other Electric (Lights & Appliances)	\$22.00	\$26.00	\$35.00	\$45.00	\$55.00	\$65.00	
Air Conditioning	\$6.00	\$7.00	\$9.00	\$12.00	\$15.00	\$17.00	
Water Heating							
a. Natural Gas	\$5.00	\$6.00	\$8.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane	\$20.00	\$23.00	\$31.00	\$41.00	\$51.00	\$61.00	
c. Electric	\$15.00	\$17.00	\$22.00	\$27.00	\$32.00	\$36.00	
d. Oil							
Water, Sewer, Trash Collection							
Water (City of Columbus)(Inside City)	\$26.00	\$26.00	\$34.00	\$41.00	\$49.00	\$56.00	
Water (Avg)(Subdivisions)	\$36.00	\$37.00	\$47.00	\$58.00	\$68.00	\$79.00	
Sewer (City of Columbus)(Inside City)	\$39.00	\$40.00	\$50.00	\$61.00	\$71.00	\$81.00	
Sewer (Avg)(Subdivisions)	\$37.00	\$38.00	\$51.00	\$63.00	\$75.00	\$87.00	
Trash Collection (Rumpke Disposal)	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges							
Electric Charge \$13.07	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
Natural Gas Charge \$38.95	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	

RESERVATION OF RIGHTS: CMHA reserves the right to:

- a) **CMHA Options** – CMHA reserves the right to reject and cancel any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by CMHA to be in its best interests. CMHA reserves the right to request clarification of proposal data without changing the terms of the proposal.
- b) **Withdrawal**- CMHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the CMHA Contracting Officer (CO).
- c) **Negotiation**- CMHA reserves the right to negotiate the fees proposed by the proposer entity.
- d) **Participation**- The Housing Authority (CMHA) shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the CMHA website, www.cmhanet.com and downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the CMHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the CMHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- e) **Incurred Expenses** – CMHA shall NOT be liable for any costs incurred by Proposers in the preparation of proposals in response to this RFP, including any meetings, presentations, demonstrations, interviews or subsequent negotiations that may be requested or required.
- f) **Rules and Regulations** – The selected Consultant must comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest. Proposers are presumed to be familiar with all federal, state and local laws that may in any way affect the services.
- g) **Contract Continuity** – The successful Consultant shall not enter into any subcontracts, retain consultants or assign, convey or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest therein to any person, company or corporation without the prior written consent of CMHA.
- h) **Discrimination** – Proposers agree that there will be no discrimination as to race, sex, religion, color, creed or national origin in regard to obligations, work, and services performed under the terms of any ensuing contract.
- i) **Personnel Availability** – The personnel described in any submission shall be available to perform the services described barring illness, accident, or other unforeseeable events, in which event the Consultant must be able to provide a qualified replacement subject to CMHA's approval. All Consultant personnel shall be considered to be the sole employees of the consulting firm, under its sole direction, and not employees or agents of CMHA.
- j) **Contract payments** – Proposers should be aware that CMHA will only make payments on a Contract issued under this RFP after the work being billed has been completed and will pay reimbursable expenses. No advance payments will be made; the Consultant must have the capacity to meet all the project expenses in advance of payments under its contract.
- k) **Taxes**-All persons doing business with CMHA are hereby made aware that the CMHA is exempt from paying Ohio State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.
- l) **Official, Agent and Employees of CMHA Not Personally Liable**-It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of CMHA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.