

**REQUEST FOR QUALIFICATIONS**  
**RFQ #**  
**PROJECT BASED VOUCHERS (PBVs)**  
**2024-01**

Butler Metropolitan Housing Authority (BMHA)

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Attachments

**A. Introduction**

Butler Metropolitan Housing Authority (BMHA) is a county-wide public housing authority operating in Butler County, Ohio. BMHA mission is to address the housing needs of society discrimination free; increase access to affordable housing; support community development efforts and economic opportunities within our communities. BMHA primarily operates two programs – Public Housing and the Housing Choice Voucher (HCV) programs.

Public Housing provides affordable housing opportunities for low and moderate households in units owned and operated by BMHA. BMHA owns and operates over 1130 housing units within the cities of Hamilton and Middletown. These range from efficiency to five-bedroom units as well as single family houses; additionally, BMHA has handicapped accessible units in varying sizes in both cities. All communities provide 24-hour maintenance service. Approximately 700 public housing have been converted to Rental Assistance Demonstration and Section 18 Blend units.

The Housing Choice Voucher (HCV) also known as “Section 8” assists very low- and low- income households to afford decent, safe, and sanitary housing units in the private market. HCV participants search for their own housing units. HCV assistance is portable anywhere in the United States. Provided the unit meets program requirements and successfully passes inspection, housing subsidy is paid directly to the property owner by BMHA. BMHA’s HCV division manages Veterans Assistance Supportive Housing (VASH) as well as other Project-Based Vouchers (PBVs). Also, BMHA HCV division manages Emergency Housing Vouchers in conjunction with Butler County Housing and Homeless Coalition.

BMHA has managed Homeownership and Family Self-Sufficiency programs.

**B. Objectives of the Request for Qualifications**

BMHA invites property owners or developers to submit qualification demonstrating eligibility, and interest in securing Project-Based Vouchers (PBVs). PBV assistance provides rental assistance paid on behalf of eligible households who live in units that are contracted under the program. Qualifying properties must be in Butler County and may be existing, new, or rehabilitated units. BMHA is specifically interested in proposals from property owners and developers that provide some support services to the tenant. BMHA does not provide resources for supportive services. The owner or developer is solely responsible for providing any support services. In all cases, the selected property and/or housing providers must meet all applicable U.S. Housing and Urban Development (HUD) requirements for PBVs found at 24 CFR 983. BMHA will offer up to forty- (40) PBVs to a developer or property owner through this RFQ.

Projects must produce permanent housing. Vouchers funded by this RFQ may serve but not limited to elderly (62+), individuals and familial groups, a physical disability, domestic violence, history of homelessness, housing insecurity or co-occurring disorders.

**C. Request for Proposal Submission Items**

Respondents must submit documentation in response to the requirements listed in the heading summarized below. Respondents must review this RFQ carefully before submitting its proposal. BMHA will make available up to forty (40) PBVs. The minimum number of PBVs that can be requested by the respondent is twelve (12). Phased Projects are acceptable. However, the long-term agreement will commence on the first phase and each subsequent phase.

**1. Contact Information**

- a. Name of the applicant
- b. Contact Person Name
- c. Contact Person Email Address
- d. Contact Person Physical Address
- e. Contact Person Telephone Number
- f. Name of Property or Development

**2. Experience**

Describe your experience with managing affordable housing projects, providing rental assistance and supportive services to those you propose to serve in this RFP. If you own other subsidized properties, please provide a list with the following information for each site.

- a. Name of Property
- b. Address of Property
- c. Total Number of Units
- d. Number of Assisted Units
- e. Bedroom Count for each Property
- f. Income Served
- g. Support Service Provided (if applicable)

**3. Financial Management**

Describe your fiscal management process in administering affordable housing assistance programs. If this proposal is for future constructed units using PBVs, please describe the funding commitments to the project. The description should include type, source, amount, and commitment date of all funding.

**4. General Unit Information**

- a. Address(es) of Unit(s)
- b. Census Tract Location
- c. Total number of units at address

d. Number of Accessible Units

**5. Project Description**

Provide a detailed narrative including unit sizes and numbers, amenities and services offered at your project site. Provide site, building and neighborhood description including census tract, street address, age of the property, current condition, topography, description of the neighborhood, location of public transportation and areas of employment opportunities. Please make sure to include information about the poverty rate. Describe the accessibility and location of social, recreational, educational, commercial and health facilities.

**6. Population Served**

Describe the population that will be served by your project.

**7. Project Need**

Describe and explain the need for Project Based Housing Choice Vouchers.

**D. Format for submission, Mailing Instructions and Due Date**

1. Respondent's proposal(s) may be delivered or mailed to the BMHA Office. Proposals must be date and time stamped to be considered.

**Address:**

BMHA  
4110 Hamilton-Middletown Road  
Hamilton, OH 45011

Mark: RFP #: Project Based Vouchers  
Attention: Accounting Department

The deadline for submission is **Tuesday, November 12<sup>th</sup>, 2024 at 4:30 PM**. Any submission received after the date and time will not be considered.

2. All proposals submitted in response to this solicitation must conform to all requirements and specifications outlined within this RFP document and any designated attachment in its entirety. All documents submitted as part of this proposal will become property of BMHA. Any material submitted that is confidential must be clearly marked as such and may be subject to disclosure pursuant to applicable law.

**E. Project Eligibility**

To be considered under this RFQ, all submissions must meet the following conditions.

1. Proposed projects must be in Butler County, Ohio.
2. Respondent must be a legal organization that has provided management services for a minimum of ten years in affordable (very low and low income) housing.
3. If new construction or units are to be rehabilitated, the proposed project must not have started at the time of selection for PBVs and cannot start until all post-award conditions are met and an agreement is signed.
4. Projects must be able to meet all HUD and BMHA PBV program requirements.
5. Proposals may be rejected for projects receiving other government funding for operation costs/rent subsidy for units.
6. Proposals will be evaluated on the extent to which complement other local activities such as redevelopment of public housing site under the Rental Assistance Demonstration (RAD) program, HOME program, Community Development Block Grant (CDBG) program activities, HUD designated Enterprise Zone, Empowerment Zone, or Renewal Community programs.
7. Respondent must have site control. Site control may be documented by recorded deed or an executed real estate option agreement.
8. If new construction or units are to be rehabilitated, the respondent must provide evidence that is permitted by current zoning ordinance, regulation, or evidence to indicate the needed rezoning is likely to be obtained and will not delay the project.
9. All projects will be subject, if required, to complete a subsidy layering review.
10. Proposals will not be considered from entities that have unresolved issues with BMHA.
11. Respondents that have been awarded PBVs by any Public Housing Authority and failed to execute a HAP contract may be rejected.
12. Respondents must provide a management plan which includes employee resumes.

**F. Requirements for Entity receiving PBVs from BMHA**

The respondent/entity/organization must be incorporated. If the organization is a non-profit, the organization must have received a 501 (c)(3) tax-exempt organization determination.

1. The organization must have policies and procedures including admission policies, rules for resident behavior, procedure for involuntary discharge and a grievance procedure.
2. The organization must be annually audited by a certified public account firm and results must be provided to BMHA.
3. The organization must have Comprehensive General liability, Commercial General Liability, Employee Dishonesty and Workers Compensation insurance acceptable to BMHA.
4. The organization must comply with all local and state laws and regulations including but not limited to maintenance and operation of structures, including building permits, zone, code enforcement and rental certificate of compliance.
5. The organization must designate a single point for PBVs.
6. The organization must provide BMHA, HUD or its agents, financial and other information as requested to ensure compliance with local, state, and federal laws and regulations.
7. Organizations must be able to enter into a HAP contract and start the project for which PBVs within twelve- (12) months after the award announcement.

**G. Reservation of Right to reject, waive or terminate the RFQ**

1. Right to Not Award. BMHA reserves the right not to award a contract pursuant to this RFP.
2. Right to Terminate. BMHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon five (5) day written notice to the successful Proposer(s).
3. Right to Determine Time and Location. BMHA reserves the right to determine the days, hours and locations successful Proposer(s) shall provide the services called for in the RFP.
4. Right to Determine Financial Responsibility and Viability. BMHA reserves the right to request the Proposer(s) information regarding fiscal responsibility and viability or such other information BMHA determines is necessary to determine if the proposal is responsible.
5. Right to Retain Written Proposal. BMHA reserves the right to retain all written proposals responding to this RFP.
6. Right to Reject Any Proposal. BMHA reserves the right to reject and not consider any proposal that does not meet the requirements of the RFP including but not limited to incompleteness and offer alternate or non-requested services.
7. No Obligation to Compensate. BMHA shall have no obligation to compensate any Proposer for any costs incurred responding to this RFQ.
8. Right to Prohibit. BMHA 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.

**H. Ineligible Units**

BMHA may not provide PBV assistance for the following housing types.

1. Shared Housing
2. Units on the grounds of penal, reformatory, medical, mental, or similar public or private institutions
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care or intermediate care.
4. Unit owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution.
5. Manufactured homes
6. Cooperative housing
7. Transitional housing
8. Owner-occupied housing
9. High-rise family units
10. Families ineligible to receive assistance based on BMHA admittance criteria, rules or regulations are unable to occupy these units.

**I. Occupancy and Vacancy**

Project-based units must be leased to households eligible for Section 8 assistance for the term of the HAP contract. Vacancies will be filled with eligible households at the top of the BMHA's waiting list.

The property owner and tenant of a project-based unit must notify BMHA immediately if a tenant will be moving from a PBV unit. BMHA will release eligible applicants from the waiting list. After BMHA determines eligibility, households eligible for a PBV will be referred to the property owner for further processing. An eligible household residing in a project-based unit for at least one- (1) year may request and receive continued assistance through a Section 8 tenant-based voucher if available. The vacant project-based unit must be rented to a new eligible household from the BMHA list.

**J. Environmental Reviews**

Properties selected for PBV are subject to HUD environmental regulation with 24 CFR parts 50 and 59. BMHA may not enter a PBV HAP contract with an owner until one of the following occurs:

1. The responsible entity has completed the environmental review procedures required by 24 CFR part 58 and HUD has approved the environmental certification and request for release of funds; or
2. The responsible entity has determined the project to assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35 (b); or
3. HUD has performed an environmental review under 24 CFR part 50 and has notified the PNA in writing of environmental approval of the site.

Upon any environmental findings, as applicable, the owner is required to conduct mitigating measures required by the responsible entity to enter into a HAP contract with BMHA.

**K. Housing Quality Standards**

PBV units assisted are subject to the Housing Quality Standards (HQS) as outlined in 24 CFR 982.401 or its successor.

BMHA will conduct HQS or its successor inspections prior to selection of the site and again prior to execution of the HAP contract for each assisted unit. Annual inspections of each occupied assisted unit will be conducted. BMHA reserves the right to inspect the unit at any time outside of the outlined times (IE quality control inspections, tenant complaint or property owner complaint inspections).

The owner must maintain and operate the contract units and premises in accordance with HQS including performance of ordinary and extraordinary maintenance. The owner is responsible for providing all services, maintenance, equipment, and utilities as specified in the executed HAP contract.

At any time in which the owner does not maintain the units and premises in accordance with HQS as outlined in the Agency's Administrative Plan, BMHA will abate the HAP.

**L. Tenant Rent/Payment to Owner**

BMHA will administer payments to owners as outlined in the Agency's Administrative Plan.

**M. Tenant Selection**

Potential tenants will have a two-part selection process. The potential tenant/applicant must initially apply for the PBV via the waiting list managed by BMHA. Once the applicant is selected from the waiting list by BMHA, an initial eligibility screening appointment will be held by the BMHA HCV Applications



Coordinator. Upon determination of eligibility for the available unit, the applicant will be referred by BMHA to the property management team/developer to complete their property specific application and compliance procedure. Once cleared through the compliance process, the property owner would complete a Request for Tenancy Approval Packet. Received RFTA packets then trigger a rent calculation to be completed and once verified to fall within HUD standards, an initial inspection is scheduled. After the initial inspection passes, a contract would then be signed, and payment initiated on behalf of the now program participant.

**N. Questions from Prospective Proposers**

*Any prospective proposer desiring an explanation, interpretation, or question of this Request for Proposals (RFP) must request in it writing. It can be submitted electronically. Any oral explanation or instructions will not be binding. Any information given to a potential proposer concerning this RFP will be forwarded out to everyone that has received the proposal or has forwarded an email of "intent to submit." The "Intent to Apply" email should be sent to all of the following: [mdeniziak@butlermetro.org](mailto:mdeniziak@butlermetro.org) and [bjones@butlermetro.org](mailto:bjones@butlermetro.org). All questions concerning this RFP must be received no later than Monday, October 21st, 2024 at 4:30 PM.*

**O. RFP Scoring Criterion**

The following scoring criterion will be used by BMHA to evaluate and select applicants for the PBV program.

- |   |           |               |
|---|-----------|---------------|
| <b>1. Project Description</b>   | <b>10</b> | <b>Points</b> |
| The proposal is complete and clearly describes the use, the number, and conditions PBVs will be used by respondent. The proposal contains all information and documentation requested in the RFP.                   |           |               |
| <b>2. Project Need</b>  | <b>20</b> | <b>Points</b> |
| The project need is clearly defined in the proposal. The respondent documents the need for PBVs clearly and concisely with recognized third-party data and other statistical information.                           |           |               |
| <b>3. Supportive Services</b>   | <b>20</b> | <b>Points</b> |
| The proposal clearly and concisely describes Support Services, if any, that will or are being provided by the respondents. Indicate how the Support Services, if any, assist those being served by the development. |           |               |
| <b>4. Percentage of Assisted versus Non-assisted Units</b>  | <b>5</b>  | <b>Points</b> |
| Clearly identify the percentage of proposed assisted units versus non-assisted units in the project.  |           |               |
| <b>5. Extent of De-concentration of Poverty</b>   | <b>5</b>  | <b>Points</b> |
| The proposal should clearly identify, to the extent possible, whether this project will de-concentrate poverty.   |           |               |

- 6. Organizational Management Plan** **15 Points**  
The Management Plan is clear on the policies, procedures and structure that will be in place to successfully administer the PBVs. All personnel should be identified with roles and responsibility clearly defined.
- 7. Organization Experience** **15 Points**  
The proposal clearly and concisely describes the organization's experience with affordable housing, tenant management and cross-agency/third party responsibilities. Responsible individual personnel should be identified, and experience should be detailed.
- 8. Project Location** **5 Points**  
The proposal should indicate how the physical project location meets the needs of the proposed residents.
- 9. BMHA Mission Statement** **5 Points**  
The proposal should clearly identify how the proposal meets BMHA's Mission Statement as identified in Section A of the RFP.