



## **Housing Authority of the City of Tacoma**

Request for Proposals:

Project-Based Voucher

Program AND

Property-Based Subsidies

## **Tacoma Housing Authority Request for Proposals: Project- Based Voucher Program AND Property-Based Subsidies**

The Housing Authority of the City of Tacoma (THA) seeks competitive proposals for two types of THA rental assistance. The Tacoma housing market continues to see low vacancy rates and rising rents. Affordable housing options for low-income families continues to shrink. THA can use its federal funding to find creative ways to make units available to low-income households and to serve more households in the community. Under this request for proposals THA will accept proposals for two types of rental assistance: Project-Based Voucher Assistance and Local Property-Based Subsidies.

The Project-Based Voucher (PBV) is an existing federal housing subsidy program. These PBVs will enable low-income households to access affordable housing. Under this program, THA and a property owner will negotiate to place a long-term contract on a property to pay housing subsidies for units occupied by qualified tenants. THA regularly inspects units to ensure they are safe for occupancy. Tenant rents are based on tenant incomes and THA pays a subsidy to cover the remaining balance of the rent each month. The subsidy is “attached” to the unit and applies to each qualified tenant that moves into that unit.

- For more details about the PBV program please refer to the regulations <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-IX/part-983> and THA’s Administrative Plan Chapter 17 <https://www.tacomahousing.org/resources/administrative-plan/>

The second offering is the Local Property-Based Subsidy. This program is different from THA’s Tenant-Based and Project-Based voucher programs. It is similar to the Project-Based voucher program in that the subsidy is tied to a property, as opposed to the tenant. Like the Project-Based voucher, THA also regularly inspects units to ensure they are safe for occupancy. The Local Property-Based Subsidy is different from the Project-Based voucher program in three primary ways:

- Like other programs, tenants must income qualify and have incomes below set standards, but the tenant rents are fixed regardless of the tenant’s actual income. This provides predictable rent amounts for tenants rather than rent going up or down based on their income. Fixed rents make the program easier to explain, understand and manage for both tenants and landlords. The fixed subsidy also removes a disincentive for tenants to increase their earned income because the tenant’s share of the rent will not increase if they earn more. On the other hand, it also means that a tenant’s rent share will not decrease if their income goes down.

- The subsidies to the owner would be set on an annual basis, subject to the property meeting negotiated minimum occupancy rates, rather than varying month-to-month based on tenant rent calculations. This provides a stable, predictable and easy to administer income stream for the owners and predictable expenses for the housing authority.
- The owner is responsible for advertising vacancies, screening its tenants and verifying the income of tenants. The tenants will not have a relationship with the housing authority. Tenants will just realize affordable rents at the property level based on the subsidy that is being provided to the owner. The arrangement offers tenants the tenant protections of THA's other programs.

**Under this Request for Proposal (RFP) and subject to funding availability, THA will provide property-based subsidies for up to 50 rental units and up to 150 vouchers for project-based assistance.**

Under this solicitation, THA will accept proposals for assistance in the category(s) selected below:

**Existing Housing** --- units that substantially comply with Housing Quality Standards (HQS) on the proposal selection date.

**Rehabilitated Housing**—units that do not substantially comply with the HQS on the proposal selection date that are developed, pursuant to an agreement between THA and the owner for use under the PBV program. Units must comply with HQS standards and be prepared for lease within 6 months of the award date.

Interested owners may request an application packet by calling Aley Thompson, Director of Rental Assistance, at (253) 274-5587. Applications are also available on-line at <https://www.tacomahousing.net/project-based-vouchers-and-property-subsidies>

Though the application components for both programs are the same, owners interested in competing for both types of subsidies must complete two applications, one for each type of subsidy.

This Request for Proposals will remain open continuously until further notice. THA will notify the public once it has awarded all of the available vouchers and/or if THA decides to close the bid process. On a decision to close the bid process, THA will provide a 30-day notice for respondents to submit their final bids.

Completed applications for both programs will first be reviewed on **December 15, 2022**, and future reviews will occur every 30 days after that. For the first review, applications must be received by Tacoma Housing Authority, Attn: Aley Thompson, 902 S L St, Tacoma, WA 98405 **no later than 4:00 p.m. on December 15**. Applications postmarked before the deadline but not received by the Tacoma Housing Authority will be held until the next review cycle.

Fully responsive proposals that are received by the first application deadline and score at least 50 points for will be immediately considered for funding. Proposals received after the first deadline and/or proposals scoring less than 50 points might be held until adequate applications are received to merit a competition. This decision will be made on a case-by-case basis.

To assist owners in understanding the program and the application requirements, an informational meeting will be held online via ZOOM on **November 30th at 3:00 pm**. Sign language interpreters or translators will be provided by request. Accommodation requests must be received at least 72 hours in advance of the scheduled meeting. The link for the meeting will be posted on **THA's website on November 28<sup>th</sup>**. (<https://www.tacomahousing.net/project-based-vouchers-and-property-subsidies>)

Submit questions in writing to the THA offices or [athompson@tacomahousing.org](mailto:athompson@tacomahousing.org). Answers will be provided in writing and posted on the THA website [www.tacomahousing.org](http://www.tacomahousing.org).

**Being a responsible bidder/offeror means satisfying at least the following criteria:**

- does not discriminate on the basis of race, color, ethnicity, national origin, sex, gender identity, sexual orientation, disability, marital status, familial status or veteran status;
- have adequate financial resources to perform the contract, or the ability to obtain them;
- be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;
- have a satisfactory performance record;
- have a satisfactory record of integrity and business ethics;
- have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;

**Appeal Process:**

All bid or award protests shall include at a minimum: (1) a detailed and clear statement of facts that the protesting party believes supports its position, (2) an identification of the terms from the procurement solicitation and/or the legal authority that supports the protest, and (3) copies of pertinent documents or other materials pertaining to the protest.

- The Contracting Officer or his or her designee may, at his or her sole discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.
- The contractor or THA's Contracting Officer may request that the parties confer to discuss the claim. Upon the receipt of such a request, the parties shall convene for that purpose within a reasonable period of time.
- The Contracting Officer shall issue a written decision on the matter to all concerned parties. His or her decision shall be final. State law shall govern any court action concerning a protest.

## **Required Application Components:**

The application for Project-Based Vouchers and Local Property-Based Subsidy Program has seven parts, all of which must be submitted for an application to be reviewed:

### **1. Letter of Interest**

Interested parties are to submit a letter of interest that includes a detailed history of the owner's experience with HUD affordable housing programs or any other rental assistance or below market rent programs, including those targeting Veterans and/or Special Needs populations.

Indicate the requested number of units to be assisted and a description of how your project could benefit low-income Tacomans.

Explain how a project award would benefit the community and if applicable, how the award might affect the financial stability, sustainability and long-term feasibility of the project.

Include any other general information that the respondent believes may be appropriate to assist THA in its evaluation.

Include the name and contact information for the person responsible for the application.

### **2. Completed Application Form**

This form can be found in Exhibit A of this packet.

### **3. Market Study to Support the Contract Rents Being Proposed for the Property**

This can be a formal or informal study justifying the rents you are proposing for the property.

### **4. Experience of Your Management Team**

This should include a narrative description of the team directly overseeing the project, the names and roles of each member of the team, and resumes of each team member.

### **5. A Map Showing the Location and Pictures of the Property**

This should depict quality and condition of the property.

### **6. Evidence of Property Ownership**

This can include tax statements, proof of insurance, etc.

### **7. Form HUD-2880 Applicant Recipient Disclosure**

All application documents should be submitted in order on single-sided 8 ½ x 11 in paper, for ease of copying for review.

Failure to provide information and documentation as requested may cause your application to be rejected.

# 1. Project-Based Voucher Program Overview

The Housing Authority of the City of Tacoma (THA) is authorized under 24 CFR Part 983 to provide Section 8 project-based assistance utilizing funds provided to THA from the Section 8 Housing Choice Voucher Program. The THA Board of Commissioners established the project-based voucher (PBV) program through the adoption of Chapter 17 of the THA Administrative Plan. THA's Administrative Plan can be found at: <https://www.tacomahousing.net/administrative-plan>

## 1.1. Description

- 1.1.1. The Project-Based Voucher Program is administered by THA under an annual contributions contract (ACC) with the Department of Housing and Urban Development (HUD). Unlike the Housing Choice Voucher (HCV) program, where the assistance is tenant-based, the PBV program's assistance is attached to the physical structure.
- 1.1.2. Under the PBV program, THA will enter into a Housing Assistance Payments (HAP) contract with an owner for existing housing units.
- 1.1.3. During the term of the HAP contract, THA will make housing assistance payments to the owner for units leased and occupied by eligible families.
- 1.1.4. THA has Moving to Work (MTW) authority that allows for PBV program flexibility. Upon contract award, THA and awardee may negotiate flexible project-based voucher terms as allowed by THA's MTW contract.

## 1.2. Offering

Subject to available funding, THA's goal is to project base up to 150 vouchers. All units project-based under this policy must be consistent with the HUD statutory goals of de-concentration of poverty and expanding housing and economic opportunities. The units selected must also be consistent with THA's selection policy (see Chapter 17 of the THA Administrative Plan).

**Please note the rent to owner must not exceed the lowest of the following amounts:**

- An amount determined by the PHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

### 1.3. **HAP Contract**

- 1.3.1. THA will enter into a HAP contract with owners of existing housing once the units pass a Housing Quality Standards (HQS) inspection or if newly constructed or rehabilitated, after the building obtains a Certificate of Occupancy.
- 1.3.2. During the term of the HAP contract, THA will make housing assistance payments to the owner for units occupied and leased by eligible families. The contract term will be determined by THA and subject to funding availability. Initial contract terms will be between 1 and 15 years with renewal terms between 1 and 5 years.
- 1.3.3. THA may deny extension of a HAP to a project owner for failure to maintain units, owner misconduct, or if the units no longer meet the needs addressed by the PBV goals (found in the Administrative Plan, Chapter 17).

### 1.4. **Voucher competition**

To ensure an equitable competition for PBV assistance and to ensure that the projects assisted meet the established THA PBV goals, all applications will be reviewed according to the selection policy listed in Section C and found in the THA Administrative Plan, Chapter 17.

### 1.5. **Relocation**

For units to be considered eligible for PBV, any occupants already residing in the units must meet the income eligibility requirements of the program. If owners intend to apply PBV to occupied units, they must determine if the current occupants are income eligible. If owners have residents that are not income eligible, they must develop a relocation plan consistent with the Federal Uniform Relocation Act.

### 1.6. **Jurisdiction**

Proposed projects must be located within THA's jurisdiction (Tacoma City limits plus 2.5 miles).

### 1.7. **Selection Criteria for Project-Based Vouchers**

All applications will need to conform to the "required elements" listed in the THA Administrative Plan, Chapter 17 in this application. Proposals will be reviewed and selected based on the THA goals for the PBV program listed in the selection criteria below.

## Factor description and points possible

Factor	Points
For existing housing units, the extent to which units are occupied by families that are eligible to participate in the PBV program	10
Extent to which services for special populations are provided on site or in the immediate area for occupants of the property	10
Extent to which the project furthers the THA goal of deconcentrating poverty and expanding housing and economic opportunities	20
Overall project viability	30
Projects with less than 25% of the units assisted will be rated higher than projects with 25% units assisted. Projects with the lowest percent of assisted units will receive the highest score.	20

### Additional points would be awarded for proposals that target the following:

Households below 30% AMI	5
Households displaced by governmental action or domestic violence	5
Households who are working more than 20 hours per week or enrolled in school or training programs	5
Specialized housing for homeless programs, chronically mentally ill, persons with AIDS or teen parents	5

\*All proposals that receive any of these additional points would also need to commit to provide case management services for these households.



## 2. Local Property-Based Subsidy Program Overview

THA is a Moving to Work (MTW) housing authority. Having MTW authority allows THA to waive some federal regulations in order to increase housing choice, reduce administrative burden and/or encourage families to work. THA waived federal regulations to design this new Local Property-Based Subsidy Program. The intent of the program is to secure new affordable housing in the Tacoma rental market. THA does not intend to select units that have affordability restrictions (an existing requirement to make units available to low-income households).

### 2.1. Description

- 2.1.1. The subsidies to the owner are set on an annual basis, subject to the property meeting negotiated minimum occupancy rates, rather than varying month-to-month based on tenant rent calculations. The annual unit subsidy amount equals the difference between a fixed tenant rent and the negotiated contract rent amount multiplied by the number of months the units is under contract.
- 2.1.2. During the application and negotiation process the property owner commits to serve households below 30%, 40% and/or 50% of the area median income (AMI) (see table below for these income levels). Based on the income levels chosen, the property owner advertises its vacancies at rents equal to the rents for those income levels as shown on the table below:

**Pierce County  
MTSP-Income and Rent Limits  
Effective 4/18/22  
Median Income: \$ 101,800**

Set-aside Percentage	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
20%	14220	16240	18280	20300	21940	23560	25180	26800
30%	21330	24360	27420	30450	32910	35340	37770	40200
35%	24885	28420	31990	35525	38395	41230	44065	46900
40%	28440	32480	36560	40600	43880	47120	50360	53600
45%	31995	36540	41130	45675	49365	53010	56655	60300
50%	35550	40600	45700	50750	54850	58900	62950	67000
60%	42660	48720	54840	60900	65820	70680	75540	80400
70%	49770	56840	63980	71050	76790	82460	88130	93800
80%	56880	64960	73120	81200	87760	94240	100720	107200

**Maximum Rents:**

Set-aside Percentage	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom	5-Bedroom
20%	355	380	457	528	589	649
30%	533	571	685	792	883	974
35%	622	666	799	924	1030	1137
40%	711	761	914	1056	1178	1299
45%	799	856	1028	1188	1325	1461
50%	888	951	1142	1320	1472	1624
60%	1066	1142	1371	1584	1767	1949
70%	1244	1332	1599	1848	2061	2274
80%	1422	1523	1828	2112	2356	2599

2.1.3. The owner will be responsible for advertising its vacancies, screening tenants and verifying their income. Tenants will not have a relationship with the housing authority. The arrangement between the property owner and THA will offer the tenant protections of THA’s other programs.

2.1.4. The property owner and THA will negotiate annually to set the contract rent amount for the assisted units. **Please note the rent to owner must not exceed the lowest of the following amounts:**

- An amount determined by the PHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

2.1.5. Under the LPBS program, THA will enter into a Housing Assistance Payments (HAP) contract with an owner for existing housing units that do not have existing affordability restrictions.

2.1.6. THA has Moving to Work (MTW) authority that allows for federal flexibility. Upon contract award, THA and awardee may negotiate flexible LPBS terms as allowed by THA’s MTW contract.

**2.2. Offering**

Subject to available funding, THA’s may award up to 50 subsidies. A focus of this offering is on units made available to extremely low-income households.

**2.3. Subsidy Contract**

2.3.1. THA will enter into a contract with owners of existing housing once the units pass a Housing Quality Standards (HQS) inspection..

2.3.2. During the term of the HAP contract, THA will make housing assistance payments to the owner for units set aside for eligible households. The contract term will be determined by THA and subject to funding availability. Initial contract terms will be between 1 and 10 years with renewal terms between 1 and 5 years.

2.4. **Jurisdiction**

Proposed projects must be located within THA’s jurisdiction (Tacoma City limits plus 2.5 miles).

2.5. **Selection Criteria for Local Property-Based Subsidy**

Proposals will be reviewed and selected based on the LPBS program listed in the selection criteria below. Requests should be made for no more than 75 units per property.

**Factor description and points possible**

<b>Factor</b>	<b>Points</b>
Each unit set aside for households below 30% AMI	3
Each unit set aside for households below 40% AMI (does not include units receiving points for being below 30% AMI)	2
Each unit set aside for households below 50% AMI (does not include units receiving points for being below 40% AMI)	1
Occupancy for all available vacancies under the contract will be restricted to households that are homeless <sup>1</sup> or at risk of homelessness <sup>2</sup>	10
Occupancy is restricted to a special-needs population. The owner is responsible for explaining the need and why this priority is important to the Tacoma community <sup>3</sup>	10
Supportive services available to residents of the project	10
Experience of the property owner/manager units with HUD affordable housing programs or any other rental assistance or below market rent programs, especially those targeting special needs	15

\*Property owners seeking these additional points will need to explain how they intend to adjust their screening criteria and/or partnerships to support these special populations.

<sup>1</sup> The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3

<sup>2</sup> The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3

<sup>3</sup> The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3

**Exhibit A - Application**

**Application Form**

**Instructions**

Please fill out the attached application completely. Failure to provide complete information or documentation as required, may cause your application to be rejected.

1. **Project Name:** \_\_\_\_\_

2. **Project Address:** \_\_\_\_\_

Street Address

City

State

Zip Code

3. **Census Tract #:** \_\_\_\_\_

4. **What is the poverty rate of families in the census tract?** \_\_\_\_\_ %

*(To find, use [www.factfinder.census.gov](http://www.factfinder.census.gov); input the address under address search, select "GO"; select census tract and click "GO"; scroll down to find and select "Profile of Selected Economic Characteristics"; Go to "Poverty Status (below poverty level)" for "Families")*

5. **Building Type:**

apartments     duplex     other, specify type:

6. **Number of units with bedroom size requested in this application:**

# Bedrooms	Total Number of units in the property	# Requested by bedrooms	# Requested at 30% AMI	# Requested at 40% AMI	# Requested at 50% AMI	Contract Rent Requested
1						
2						
3						
4 or						
<b>Total</b>						

7. **Population to be Served:**

8. **Proposed Contract Term:**

**9. Describe the following resources found in the area of the project and the exact distance of each from the project, if applicable.**

<b>Resources</b>	<b>Brief Description &amp; Proximity to Site</b>
Public Transit	
Public Schools	
Parks and Recreational	
Job Center	
Shopping	
Health/ Medical Services	

**10. List the utilities/services and indicate which are provided by owner and included in the rent:**

<b>Utilities/Services</b>	
Heating	Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other_____ <input type="checkbox"/> Provided by owner
Cooking	Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other_____ <input type="checkbox"/> Provided by owner
Other Electric	Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other_____ <input type="checkbox"/> Provided by owner
Water Heating	Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other_____ <input type="checkbox"/> Provided by owner
Water	<input type="checkbox"/> Provided by owner
Sewer	<input type="checkbox"/> Provided by owner
Trash Collection	<input type="checkbox"/> <input type="checkbox"/> Provided by owner

- 11. **Total number of units in the property:**
- 12. **Total number of units for which you are requesting subsidy:**
- 13. **List every building and unit in the project for which you are requesting Project-Based Voucher and/or Property Based Subsidy assistance. Use the chart below or create a chart that presents the same information.**

<b>Building #</b>	<b>Unit #</b>	<b>Square Footage</b>	<b># of Bedrooms</b>	<b># of Bathrooms</b>	<b>Handicapped Accessible Y/N</b>	<b>Currently Occupied Y/N</b>	<b>Tenant Eligible for Project Based</b>	<b>To be Project-Based Y/N</b>	<b>Proposed Rent if Project-Based</b>

*(Add additional pages if necessary)*

**Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees if THA discovers any information entered herein is false, that shall entitle THA and/or HUD to not consider or make an award or to cancel any award with the undersigned party.**

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title