

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
100 POP MOYLAN BLVD. DEPTFORD, N.J. 08096  
(856) 845-4959**

**Request for Proposals**

**For**

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

Notice is hereby given that The Housing Authority of Gloucester County (HAGC) is soliciting proposals for a limited number of project-based vouchers for the purpose of creating and/or expanding affordable housing for homeless veterans subject to the award of HUD VASH Project Based Vouchers of set-aside funding from the U.S. Department of H.U.D. under notice PIH 2014-03 (HA).

**ELIGIBLE APPLICANTS:**

Housing developers/sponsors who have facilities, or plan to construct facilities, located within the operating jurisdiction of the Housing Authority of Gloucester County for homeless veterans.

**ELIGIBLE USES:**

Eligible uses include existing rental housing, new construction, and substantial rehabilitation.

Please note that no more than twenty-five (25%) percent of the units in a project may have project-based assistance from either a federal or state funding source. Exceptions to this cap include:

- 1) Project –based units in a single family property (one to four unit property); or
- 2) Units in a multifamily building (five or more) set-aside for the elderly or disabled.
- 3) This limit may be waived by HAGC with substantial justification

**TERMS OF ASSISTANCE:**

The term of assistance shall be for a period of 10 years, dependent upon continued funding availability from the U.S. Department of H.U.D. in the VASH Housing Choice Voucher Program and compliance with the terms of the Housing Assistance Payment Contract. This may be extended with agreement of all parties.

**ELIGIBLE HOUSEHOLDS:**

- Homeless veterans

**NOTE:**

**“Homeless individuals or families” include the following:**

- Individuals coming out of state or county psychiatric hospital, a transitional living program, half-way house, jail or correctional facility, with no place to live may be considered homeless.
- People who lived in a shelter or a place not meant for human habitation prior to temporarily (30 days or more) residing in a institutional care setting.
- People who will imminently lose their housing and lack the resources and support networks needed to find other housing, including those who are being evicted within 14 days.
- People living in a hotel or motel who lack resources to stay more than 14 days.
- Unaccompanied youth and homeless families who have not lived independently for a long time, have experienced persistent instability and will continue to experience instability because of a disability, health problem domestic violence, addiction, abuse, or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence.

Households may earn up to 50% of the area median income.

**MAXIMUM NUMBER OF VOUCHERS:**

The maximum number of HCV-PBA VASH vouchers is capped at seventeen (17) and subject to the successful award of VASH funding under Notice PIH 2014-02 (HA).

**REASONABLE RENTS:**

Applicants will be required to demonstrate the reasonableness of their rents by providing information about market rents for comparable units. Applicants must also provide information regarding the type of utilities provided and whether they are included in the rent or not.

**IN ANY PROJECT WHERE THE RENTS ARE RESTRICTED OR WILL BE LIHTC, AS A RESULT OF A GOVERNMENTAL FUNDING PROGRAM (i.e. BALANCED HOUSING, FEDERAL HOME, REGIONAL CONTRIBUTION AGREEMENTS, etc.), THE MAXIMUM CONTRACT RENT WILL BE CAPPED AT THE RESTRICTED RENT OF THE FUNDING PROGRAM.**

**PRIORITY CONSIDERATIONS:**

- Projects should have both the physical characteristics to support this population and also the social services to support them.
- Projects that can begin construction within a year are better positioned to maximize the use of the vouchers as opposed to projects that are still in the planning phase and do not have adequate site control.
- Projects that are mixed income.
- Project leveraging other resources.
- Organizations with a proven record of successfully managing/developing similar projects.
- Projects which will be ready to serve the target population shortly.

## HOUSING CHOICE VOUCHER- PROJECT-BASED VASH ASSISTANCE

### RFP REQUIREMENTS

#### PLEASE PROVIDE A SUMMARY OF THE PROJECT, INCLUDING THE FOLLOWING:

##### 1) PROJECT INFORMATION

- Project Name
- Project Address
- Municipality
- County
- Number of units in the project by bedroom size
- The Proposal must contain information on how the selected special needs preference will be validated.
- Project type: existing, substantial rehabilitation or new construction

**For Existing Projects:** Attach the current rent roll (not more than 60 days old) and identify the following:

- A. The year the Project was placed in service.
- B. The number of units that are receiving either tenant-based rental assistance or project-based rental assistance.
- C. The type of utilities that are included in the rent.
- D. If the rents in the project are “restricted” identify the program and contact information of the administrative agent (name, address, phone, fax, and e-mail) and attach a copy of Deed Restrictions, note and mortgage.
- E. An environmental review shall be required prior to the execution of a PBV HAP Contract.

**For Substantial Rehabilitation and New Construction include the following information:**

- A. The date of the project is anticipated to be placed in service.
- B. Identify all of the funding sources and attach copies of funding commitments prior to execution of HAP Contract.
- C. Identify the number of units by bedroom size.
- D. Identify the type of utilities that are included in the rent.
- E. If the rents in your project will be “restricted” identify the program and contact information of the administrative agent (name, address, phone, fax, e-mail) and attach a copy of the Deed Restrictions, note and mortgage if applicable.
- F. Provide a Certification; the conduct of the development work shall be in accordance with 24 CFR 983.154 which is attached.
- G. An environmental review and subsidy layering review shall be required prior to the execution of the Agreement to enter into Housing Assistance Payments Contract ( a HAP for Project Based Voucher Assistance) as required by 24 CFR 983.153.

**Sponsor Information:**

- A. Name of Sponsor/Owner
- B. Contact Person
- C. Contact Phone Number , Fax and e-mail
- D. Type of Sponsor/Owner: for profit or non-profit

**Management Agent (if applicable)**

- A. Name of Agent
- B. Contact Person
- C. Contact Phone Number, Fax, and e-Mail

**2) PROJECT NARRATIVE:**

- Experience and qualifications of the Project Sponsor
- Signed letter of support addressed to the Housing Authority of Gloucester County and responder/proposer from the Director of VAMC or Veterans Integrated Service Network (VISN). The letter must confirm the number of VASH Vouchers requested in the proposal.
- Certified Statement from responder/proposer that it will comply with Housing First (description attached).
- Explanation of how project will support goal of deconcentrating poverty as well as expanding housing & economic opportunities in accordance with the Housing Authority of Gloucester County's Plan attached hereto.
- Timeline for Project activities including:
  - A. Specific benchmarks for acquisition
  - B. Assembly of the Development Team
  - C. Completion of Plans and Specifications
  - D. Completion of Financial Approvals
  - E. Municipal Approvals
  - F. Building Permits
  - G. Project Construction start date
  - H. Completion date
  - I. Estimated date of Lease Up
- Operating pro forma
- Development Budget including:
  - A. Acquisition
  - B. Construction
  - C. Soft Costs
  - D. Developer Fees etc.
  - E. Operating Reserve
- Commitment letters from the funding sources prior to the execution of the HAP Contract
- Documentation to support Rent Reasonableness

For Existing Housing, include documentation that the building is in good standing, i.e. property taxes and insurance are current.

**RFP SUBMISSION:**

**The responder must include a certified statement indicating the project's accessibility to transit, the VA Medical Center or VA Community-Based Outpatient Clinic (CBOC), employment opportunities, and to key neighborhood assets (which must be identified), such as quality grocery stores, banks, libraries, and parks and recreation facilities. This certified statement must include transit options for the immediate area, such as rail, bus, ride/bike share, etc., and may include scoring indices for neighborhoods, such as a Walk Score ([www.walkscore.com](http://www.walkscore.com)).**

**ALL RFP'S, INCLUDING AN ORIGINAL AND 5 COPIES, ARE DUE BY APRIL 9, 2014 AND SHOULD BE MAILED TO THE FOLLOWING:**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**  
**SAMUEL V. HUDMAN, EXECUTIVE DIRECTOR**  
**100 POP MOYLAN BLVD.**  
**DEPTFORD, NJ 08096**  
**ATTN: HCV-PROJECT BASED VASH ASSISTANCE RFP**