



NORTH BEND CITY / COOS-CURRY HOUSING AUTHORITIES

1700 MONROE STREET

NORTH BEND OR 97459

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Managing Agent – Woodland Apartments Preservation Inc / Powers Housing Development Inc

Request for Proposals

Housing Choice Voucher / Project-Based Voucher Assistance

New Construction and/or Rehabilitation of Multi- Family Housing Units For Coos-Curry Housing Authority (CCHA)

PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN
December 11th, at 4:30 PM.

Coos-Curry Housing Authority
ATTN: Executive Director
1700 Monroe Ave
North Bend, OR
97459

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO COOS-CURRY HOUSING AUTHORITY ADDRESS NOTED ABOVE ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. CCHA WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE.

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PROGRAM DESCRIPTION

The Coos-Curry Housing Authority is requesting proposals from qualified property owners to participate in the project-based voucher program.

Proposals must be received by November 23rd, 2023 at 4:30 PM, in the CCHA main office located at 1700 Monroe Ave. North Bend, OR 97459. Proposals received after the designated time and date will be returned unopened.

The Project-Based Voucher (PBV) Program is a federal rental assistance program that aids families earning no more than 50% average median income (AMI) through the attachment of rental subsidies to single and multi-family housing units. The rental subsidy is paid by CCHA through HUD and reduces an eligible family's monthly housing costs to no more than 30% of adjusted monthly income.

CCHA invites interested owners to participate in the Project-Based Voucher Program. In the Project-Based Voucher Program, assistance is attached to the physical structure and may be in the form of existing housing, newly constructed housing, or rehabilitated housing. The actual selection of the units to be project-based shall also be in full accordance with HUD requirements (24 CFR 983) and with the CCHA's Administrative Plan.

PBV proposals for single family homes will not be accepted.

CCHA is seeking rental property owners and/or developers who wish to attach federal rental subsidies to new construction/rehabilitation of affordable rental housing that will be ready for occupancy within 18 months following the execution of an Agreement to enter into a Project Based Voucher Housing Assistance Payment Contract (AHAP). It is CCHA's intention to solicit proposals from such owners (Proposers), evaluate the qualifications, establish a competitive range, conduct interviews, verify the information presented, and enter into an Agreement with the successful Proposer(s).

CCHA intends to issue a maximum of 75 Project-Based Housing Choice Vouchers (HCV) to new construction and/or rehabilitation of multifamily affordable housing projects located in Coos and Curry Counties that are owned, or will be acquired or developed, by for-profit, non-profit and/or governmental agencies. These project-based vouchers will be targeted to projects that offer supportive services.

PROGRAM REQUIREMENTS

POVERTY RATES

It is CCHA's goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal CCHA will prioritize approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

However, CCHA will grant exceptions to the 20 percent standard where CCHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

- A census tract in which the proposed PBV development will be located in a HUD designated Enterprise Zone, Economic Community, Choice Neighborhood, or Renewal Community;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement.

PROJECT BASED VOUCHER UNIT CAP

Number of units to be project-based: PBV units are limited to the greater of 25 units or 25 percent of the total number of units in a selected project, with the following exceptions, which have no limit:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project.

RENT DETERMINATION

Except for certain tax credit units (discussed below), the rent to owner must not exceed the lowest of the following amounts:

- An amount determined by CCHA, 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.

Certain Tax Credit Units

For certain tax credit units, the rent limits are determined differently than for other PBV units. Different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract;
- There are comparable tax credit units of the same bedroom size as the contract unit in the same project, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and
- The tax credit rent exceeds 110 percent of the fair market rent or any approved exception payment standard;

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- The tax credit rent minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner

UTILITY ALLOWANCES

The utility allowances for the project will be determined by CCHA.

HOUSING QUALITY STANDARDS

All units must meet HUD's Housing Quality Standards (HQS) inspection prior to the Housing Assistance Payments (HAP) Contract execution. Additionally, CCHA will inspect on an annual basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS.

If more than 20 percent of the sample of inspected contract units in a building fail the initial inspection, CCHA will reinspect 100 percent of the contract units in the building.

SITE AND NEIGHBORHOOD STANDARDS

New Construction (only). A site for newly constructed housing must meet the following site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless the PHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

KEY CONSIDERATIONS

CCHA is committed to serving underserved populations and persons with housing barriers. CCHA strives to fund projects that provide ease of access to housing and housing stability to these populations. Applicants are strongly encouraged to provide documentation detailing endeavors that align with CCHA's commitment to these populations. For example, executed Memorandums of Understanding (MOU) with service providers noting services offered or Tenant Selection Plans that detail policies and/or procedures to serve persons with housing barriers and/or underserved populations as well as policies which demonstrate a commitment to housing retention.

CCHA is committed to funding projects that demonstrate a knowledge of diversity, equity and inclusion. Knowledge that expands into tangible practices/policies and/or procedures is highly desirable. Applicants are strongly encouraged to provide documentation detailing activities of diversity, equity and inclusion. For example, executed Memorandums of Understanding or Tenant Selection Plans that articulate a lens of diversity, equity and inclusion.

New Construction: Units do not exist on selection date and will be ready for occupancy within 18 months of following the execution of the Agreement to enter into a Project Based Voucher Housing Assistance Payment Contract.

CCHA will not use high-rise elevator building projects (i.e., greater than four (4) stories) for families with children, unless CCHA determines there is no practical alternative and HUD approves the project.

Bedroom Type: Bedroom size may be 0-, 1-, 2-, 3-bedrooms or more, and must meet or exceed HUD's established Housing Quality Standards prior to occupancy. These project-based vouchers will be targeted to projects whose bedroom types are tied to a documented community need.

Subsidy Layering: The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

A further subsidy layering review is not required for new construction or rehabilitation if HUD's designee has conducted a review that included a review of PBV assistance in accordance with PBV subsidy layering guidelines.

CCHA must submit the necessary documentation to HUD for a subsidy layering review. Except in cases noted above, CCHA may not enter into an agreement to

enter into a HAP contract or a HAP Contract until HUD, or a HUD-approved housing credit agency (HCA), has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.

However, in order to satisfy applicable requirements, HCAs must conduct subsidy layering reviews in compliance with the guidelines set forth in the *Federal Register* published July 9, 2010.

The HAP Contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for the acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

The Subsidy Layering Review process typically takes 6-9 months to complete.

Successful applicants are encouraged to be prepared to submit the following documents, which are currently required to complete the SLR process:

- 1) Detailed narrative description of the project,
- 2) Detailed sources and uses of funds statement,
- 3) Narrative describing the details of each funding source,
- 4) Commitment letters from each lender or funding source,
- 5) Appraisal report,
- 6) Stabilized operating pro forma,
- 7) Tax credit allocation letter (if applicable),
- 8) Documentation of historic tax credits (if applicable),
- 9) Equity contribution schedule,
- 10) Documentation of bridge loans,
- 11) Standard disclosure and perjury statement, and
- 12) Identity of interest statement.

Additionally, a cash flow analysis will be conducted as part of the Subsidy Layering Review which requires cash flow of a project to be less than 10 percent of expenses annually.

The required elements to complete the SLR process are subject to change, depending on updates to the CFR and other regulations governing the PBV program.

CCHA will require the successful proposer(s) to certify that the project has not received and will not receive (before or during the term of the PBV HAP contract) any public assistance for acquisition, development or operation of the housing other than the assistance disclosed in the subsidy layering review in accordance with HUD requirements.

To comply with HUD subsidy layering requirements, at the discretion of HUD or its designee, CCHA shall reduce the rent to owner because of other governmental subsidies, including tax credits or tax exemptions, grants, or other subsidized funding.

For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

For units in any of the following types of federally subsidized projects, the rent to owner may not exceed the subsidized rent (basic rent) or tax credit rent as determined in accordance with requirements for the applicable federal program:

- An insured or non-insured Section 236 project;
- A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action;
- A Section 221(d)(3) below market interest rate (BMIR) project;
- A Section 515 project of the Rural Housing Service;
- Any other type of federally subsidized project specified by HUD.

Rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements.

Environmental Review: An environmental review or assessment is required for all Project-Based Voucher types. For New Construction, work cannot begin, nor can an Agreement to Enter into a Housing Assistance Payment Contract (AHAP) occur until the environmental review is complete and HUD has approved a Request for Release of Funds. Depending upon the level of review that is required, the Environmental Review/Assessment process may take 6 to 18 months to complete depending on the capacity of the responsible entity (a unit of general local government, a county or a state) and the unique nature of the proposed project.

CCHA will not enter into an AHAP or HAP contract with an owner, nor will CCHA, the owner, or its contractors acquire, dispose of, demolish or construct real property or commit or expend program or local funds for Project-Based Voucher activities until one of the following occurs:

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;

The responsible entity has determined that the project to be 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

HUD has performed an environmental review under 24 CFR part 50 and has notified CCHA in writing of environmental approval of the site.

CCHA will require the owner to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

The Contract Administrator will be Matthew Vorderstrasse, Executive Director, CCHA.

Successful applicant and CCHA will execute an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) after approval of Subsidy Layering Review and Environmental Assessment by HUD.

Housing Assistance Payments (HAP) contract is executed after units are inspected and determined to meet Housing Quality Standards.

More stringent Environmental Review and Site and Neighborhood criteria may be applicable.

Successful applicants will be expected to execute the appropriate Project-Based Voucher agreements and/or contracts in the format supplied by the US Department of Housing and Urban Development (HUD). New Construction or Rehabilitation will require an Agreement to Enter into a Housing Assistance Payments Contract (HUD forms 52531-A and 52531-B), followed by a Housing Assistance Payments Contract (HUD forms 52530a-1 and 52530a-2). Copies of these forms may be obtained online at:
https://www.hud.gov/program_offices/administration/hudclips/forms/hud5.

The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents. Firms taking exception to any of the contract terms should indicate the same in their proposals or their exceptions will be deemed waived.

CCHA will enter into the Agreement to Enter into a HAP Contract with the successful applicant within 14 business days of receiving both environmental approval and notice that subsidy layering requirements have been met, and before construction or rehabilitation work is started.

Successful applicants must execute a Housing Assistance Payment (HAP) contract with CCHA for a term up to the maximum permitted by regulations in effect at the time of HAP contract execution, currently twenty (20) years. Project Based Voucher proposals for a HAP contract less than five years will not normally be accepted, unless there are mitigating circumstances whose approval will be determined solely by CCHA.

At the end of the initial twenty-year term, HAP Contracts are renewable to the maximum number of years permitted by regulations in effect at the time, currently up to an additional

twenty (20) years, upon consent of the Owner and should CCHA determine an extension is appropriate.

Davis Bacon wages are triggered by projects with nine (9) or more units. Accessibility requirements may be applicable in the construction or rehabilitation of the project.

OTHER IMPORTANT PROGRAM REQUIREMENTS

Applicants must ensure that proposals meet other key HUD regulations or CCHA guidelines, as highlighted below:

The Project-Based Voucher program requires compliance with all equal opportunity requirements under federal law and regulation, including the authorities cited at 24 CFR 5.105(a).

If units are occupied, CCHA cannot select a dwelling unit that houses an ineligible family. If eligible, the family must get waiting list preference to be selected.

The HAP contract may provide for vacancy payments to the owner for a CCHA determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by CCHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit). CCHA will decide on a case-by-case basis if CCHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments.

At CCHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit.

CCHA will maintain separate waiting lists for its Housing Choice Voucher and Project-Based Voucher programs. Prospective tenants on CCHA's Project-Based Voucher waiting list will be referred to eligible owners for screening and selection. Owners may also refer applicants to CCHA for eligibility determination and, if deemed qualified, the applicant(s) will be added to the Project-Based Voucher waiting list when the waiting list is open.

CCHA may not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes; and transitional housing. In addition, the PHA may not attach or pay PBV assistance for a unit occupied by an owner and the PHA may not select or enter into an agreement to enter into a HAP contract or HAP

contract for a unit occupied by a family ineligible for participation in the PBV program. A member of a cooperative who owns shares in the project assisted under the PBV program is not considered an owner for purposes of participation in the PBV program. Finally, PBV assistance may not be attached to units for which construction or rehabilitation has started after the proposal submission and prior to the execution of an AHAP.

A PHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or the PHA in accordance with HUD requirements.

DEFINITIONS

Disabled Household: A disabled household is one in which the head of household or spouse is a person with a disabling condition.

Elderly: An elderly person is age 62 or older.

Elderly Household: An elderly household is one in which the head of household or spouse is a person age 62 or older.

REFERENCE DOCUMENTS

For additional information on CCHA's policies and procedures related to managing a Project-Based review the HCV Administrative Plan on our webpage: www.ccnbchas.org

This will provide information on: Owner Responsibilities; Housing Assistance Payments Contracts; Selection of PBV Program Participants; Occupancy Requirements; Determining Rent to Owners; Payments to Owners; Vacancy Payments; and other requirements.

This RFP is subject to all of the applicable HUD regulations for the Project-Based voucher program located at 24 CFR Part 983. This document can be accessed electronically at the following link:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr983_main_02.tpl

GENERAL INSTRUCTIONS TO PROPOSERS

The following instructions, terms and conditions apply to all proposals to provide either goods or services to CCHA.

ELECTRONIC COPIES

Electronic copies of the solicitation documents are available through the CCHA website at www.ccnbchas.org

LAWS AND REGULATIONS

The proposer is assumed to be familiar with all Federal, State, County or City laws or regulations, which in any manner affect those engaged or employed in the work, the materials or equipment used, or which in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof. If the proposer shall discover any provision in these specifications or project information, plans or contract documents which is contrary to or inconsistent with any law or regulations, they shall report it to CCHA in writing.

All work performed by the contractor shall be in compliance with all Federal, State, County and local laws, regulations and ordinances. Unless otherwise specified, the contractor shall be responsible for applying for applicable permits and licenses.

RECYCLED MATERIALS AND SUSTAINABLE PRODUCTS AND PROCESSES

Contractor shall use recycled materials and sustainable products to the maximum extent economically feasible.

CCHA prefers materials or supplies manufactured from recycled materials if the recycled product is available, and it meets the requirements set forth in the specifications.

CCHA supports and encourages the use of sustainable products by the Contractor. To contribute to a clean environment for present and future generations, Contractor shall utilize sustainable products to the maximum extent feasible during the performance of this Contract. Products and practices utilized by the Contractor shall be based upon long-term environmental impact, social costs, and operational costs.

RECEIPT OF PROPOSALS

All proposals must be in a sealed envelope or appropriate packaging and addressed to the CCHA address below. The name and address of the proposer should appear on the

outside of the envelope. The outside lower left-hand corner should state the RFP title and the RFP due date and time.

The proposal can be mailed or delivered to:

Coos-Curry Housing Authority
Attn: Executive Director
1700 Monroe Ave
North Bend, OR 97459

It is the sole responsibility of the proposer to ensure proposals are received at the location above by the due date and time.

Phone proposals will not be accepted. FAX or electronically transmitted proposals will not be considered.

OWNERSHIP AND USE OF DOCUMENTS

All documents submitted to CCHA shall become public records, subject to disclosure, unless otherwise protected pursuant to the Oregon Public Records Law.

ACCEPTANCE, REJECTION OR CANCELLATION OF AWARD

CCHA reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified proposer(s) for all or part of the requested goods and services. All proposals become the property of CCHA.

This RFP does not commit CCHA to award a contract or to pay any costs incurred by companies responding. CCHA reserves the right to cancel award of this contract at any time before execution of the Housing Assistance Payment contract if cancellation is deemed to be in CCHA's best interests. In no event shall CCHA have any liability for the cancellation of the award. All costs of the proposal process, interviews, contract negotiations, and related expenses are the responsibility of the proposer.

Acceptance of a proposal is subject to budget approval, appropriation and budgetary constraints.

QUALIFICATIONS/INVESTIGATION OF REFERENCES/RESPONSIBLE PROPOSER

Qualifications of proposers will be evaluated when determining the award. Proposers may be required to produce acceptable personal, business, and credit references and completed examples of previous work of a similar nature.

CCHA reserves the right to investigate references and to consider the past performance of any proposer with respect to its performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of services on schedule, and its lawful payment of employees and workers whether or not specifically listed by the proposer.

AWARD RECOMMENDATION

Within 10 business days of CCHA making the selection, CCHA will notify the selected owner in writing of the owner’s selection for the PBV program. CCHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner.

CCHA will post the notice of owner selection on its web site.

INSPECTION OF PROPOSALS

CCHA will make available to any interested party its rating and ranking sheets and documents that identify CCHA’s basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. CCHA will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner.

CCHA will make these documents available for review at CCHA during normal business hours. The cost for reproduction of allowable documents will be \$.25 per page.

CONTRACTOR’S RESPONSIBILITY

Contractor agrees to meet the highest standards prevalent in the industry or business most closely related to the goods or services of this proposal.

PROPOSED TIMELINES

DATE

ACTIVITY

Date of Legal Advertisement
Proposal Due Date
Evaluation Process
Notice of Intent to Award

CCHA reserves the right to modify this schedule at CCHA's discretion. Proper notification of changes to the due date will be made to all parties that have received the proposal directly from CCHA.

CONTACT PERSON

Direct all questions regarding the meaning or intent of the solicitation documents in writing to the contact person, Matthew Vorderstrasse, Executive Director

E-mail:

mvorderstrasse@ccnbchas.org

Phone: (541) 751-2042

PROPOSAL FORMAT

The proposal shall be prepared succinctly, providing a straight forward, concise description of the proposer's ability to meet the requirements of the RFP. There should be no unnecessary attachments or exhibits.

The proposal should contain no more than 12 double-sided, 24 single-sided, 8.5 x 11 pages of written material (excluding biographies and brochures which may be included in an appendix) describing the ability of the proposer to perform the work described. The minimum font shall be twelve (12) point single spaced and the minimum margins shall be one (1) inch on all sides.

Proposals should be submitted on double-sided recyclable paper (post-consumer content). Submittals shall be bound by staple, band or binder clip.

PROPOSAL CONTENT

To facilitate evaluation, please prepare your proposal according to the format outlined below:

Letter of Transmittal/Cover Letter: Briefly summarize the key points of the proposal. Identify who will be the project manager or main contact and include their contact

information. The letter should be signed by the individual(s) with authority to contractually bind the company during the evaluation and contract processes.

To be considered for this contract, each proposer must submit six (6) copies of its complete proposal document, including one copy clearly marked as the original in the sequential order of the proposal with a separate folder for any proprietary information. Proposals must be addressed and mailed or hand-delivered to:

Matthew Vorderstrasse, Executive Director
CCHA
1700 Monroe Ave
North Bend, OR 97459

In order for the proposal to be considered, the owner must submit the proposal to CCHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

Proposals received after the designated time and date will be returned unopened.

EVALUATION CRITERIA AND SELECTION PROCESS

All proposals will be reviewed by staff from CCHA based on the following criteria. CCHA may include representatives from local jurisdictions and representatives from key community organizations engaged in the effort to develop Permanent Supportive Housing units in Coos and Curry Counties. Each evaluation criteria has been assigned points based on its relative value to the contract as a whole. The criteria and the associated points are listed in the table below:

Question	Notes	Score
1. Project Location. Identify the project site(s) by address, Assessor's Map I.D. and Tax Lot Number. Identify the Census Tract your project site(s) is located. (No Points Assigned; Information will be used to determine census tract of project.) If the project will be located in a census tract with a poverty rate above 20%, include a narrative that explains the justification for the need to provide project-based rental assistance in such an area and identifies the positive impact(s) the project will contribute to the jurisdiction.		No points
2. Identify the proposed rents. Please identify the proposed rents by unit type for your project.		No points

<p>Include proposed contract rents for PBV subsidized and non-subsidized units. Describe the utilities, services, and appliances (owner paid) to be included in the proposed rents. What utilities will tenants be responsible to pay?</p>		
<p>3. Describe your project. Please explain why this project is being proposed. Please explain the extent to which this project furthers CCHA's goal of deconcentrating poverty and expanding housing and economic opportunities. Describe the location, physical characteristics, amenities, target population, availability of public transportation, unit type and number of units in the development. Describe the housing types in the neighborhood, including the concentration of multi-family affordable housing. Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent of the units assisted. Include pictures of your project.</p>		<p>___/5 points</p>
<p>4. Describe the resources that are being/were used in the development of your project. Identify the sources of funding and/or financing used to develop your project. Describe your experience and capability to build or rehabilitate housing. Please attach a project pro forma to include sources, uses, income and expenses for the project.</p>		<p>___/5 points</p>
<p>5. Identify the target population (extremely low-income, elderly, disabled, etc.) of your project. Include income level restrictions proposed for the project including non-subsidized units.</p>		<p>___/5 points</p>
<p>6. Describe the Supportive Services being provided, if applicable. Describe Service Provider partnerships by agency and existing agreements in place to support service delivery. Provide copies of any applicable Memorandums of Understanding that are in place to provide supportive services. If you have other PBV projects, please provide any Memorandums Of Understanding or Agreements you have in place for supportive services. Partners may be contacted for interview or survey.</p>		<p>___/15 points</p>
<p>7. Describe the extent to which services for special populations are provided on site or in the immediate area for occupants of the property. Provide copies of any applicable Memorandums of Understanding that are in place to provide services to special populations.</p>		<p>___/15 points</p>

<p>8. Describe the extent to which the practice of diversity, equity and inclusion is represented in the project. Provide copies of any applicable contracts, Memorandums of Understanding or Tenant Selection Plans that detail these endeavors. If you have other PBV projects, please provide any applicable MOUs or Agreements you have in place. Partners may be contacted for interview or survey.</p>		<p>___/10 points</p>
<p>9. Describe the affordability of your project. Include an analysis of proposed rents versus household income levels to be targeted. What is the term of affordability for your project? (i.e., how many years will your project remain affordable?)</p>		<p>___/10 points</p>
<p>10. Describe the housing need not currently being met. How does your project address the need? Describe the bedroom types used in this project. How do the bedroom types meet a community need?</p>		<p>___/5 points</p>
<p>11. Describe the structure and staffing of the organization as it relates to this project. Explain how your organization's experience and abilities allow you to effectively manage this project. Identify the project owner and property management agent. Provide documentation on the criteria the property management agent will use to qualify and disqualify applicants. Also describe your organization's past experience, if any, in the administration or management of government subsidized affordable housing projects.</p>		<p>___/10 points</p>
<p>12. Describe your organization's plans to successfully manage and maintain the property, the units and the people living in the property. Describe your organization's plans to increase housing stability within the project.</p>		<p>___/10 points</p>
<p>13. Describe your success rate(s) of other projects. If you have had vacancy problems in the past, what have you done to correct them? If you have not had vacancy problems, what has made your project successful? What has been the vacancy turnover rate at other projects? What is your current marketing strategy to ensure that you reach the underserved populations in our area?</p>		<p>___/10 points</p>
<p>MAXIMUM POINTS - 100</p>		<p>___/100</p>

Top scoring proposers may be selected for interviews. In addition, arrangements may be made to visit the proposed project site facilities of each finalist. If necessary, an additional 20 points may be assigned to the interview and site visit process.

After the above activity has occurred CCHA will determine the firm(s) that is best able to provide the requested services. CCHA reserves the sole right to determine the best Proposal, or to allocate vouchers to two or more eligible proposals.

CCHA reserves the right to check references only on the highest scoring proposers or depending on the scoring differential just the highest proposer.

All applications will be ranked according to specific criteria, based on CCHA's housing goals. CCHA will negotiate further with the top ranked proposers.

PROPOSAL CONTENT & RANKING CRITERIA

- 1. Project Location.** Identify the project site(s) by address, Assessor's Map I.D. and Tax Lot Number. Identify the Census Tract your project site(s) is located. (No Points Assigned; Information will be used to determine census tract of project.) If the project will be located in a census tract with a poverty rate above 20%, include a narrative that explains the justification for the need to provide project-based rental assistance in such an area and identify the positive impact(s) the project will contribute to the jurisdiction. **[0 points]**
- 2. Proposed rents.** Identify the proposed rents by unit type for your project. Include proposed contract rents for PBV subsidized and non-subsidized units. Describe the utilities, services, and appliances (owner paid) to be included in the proposed rents. What utilities will tenants be responsible to pay? (No Points Assigned; for informational purposes only) **[0 points]**
- 3. Project Description.** Explain why this project is being proposed. Explain the extent to which this project furthers CCHA's goal of deconcentrating poverty and expanding housing and economic opportunities. Describe the location, physical characteristics, amenities, target population, availability of public transportation, unit type and number of units in the development. Describe the housing types in the neighborhood, including the concentration of multi-family affordable housing. Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent of the units assisted. Include pictures of your project. **[5 points]**
- 4. Describe the resources that are being/were used in the development of your project.** Identify the sources of funding and/or financing used to develop your project. Describe your experience and capability to build or rehabilitate housing. Attach a project pro forma to include sources, uses, income and expenses for the project. **[5 points]**
- 5. Identify the target population (extremely low-income, elderly, disabled, etc.) of your project.** Include income level restrictions proposed for the project including non-subsidized units. **[5 points]**
- 6. Describe the Supportive Services being provided, if applicable.** Describe Service Provider partnerships by agency and existing agreements in place to support service delivery. Provide copies of any applicable Memorandums of Understanding (MOU) that are in place to provide supportive services. If you have other PBV projects, please provide any MOUs or Agreements you have in place for supportive services. Partners may be contacted for interview or survey. **[15 points]**

7. Describe the extent to which services for special populations are provided on site or in the immediate area for occupants of the property. Provide copies of any applicable Memorandums of Understanding (MOU) that are in place to provide services to special populations. **[15 points]**
8. Describe the extent to which the practice of diversity, equity and inclusion is represented in the project. Provide copies of any applicable contracts, Memorandums of Understanding (MOU) or Tenant Selection Plans that detail these endeavors. If you have other PBV projects, please provide any applicable MOUs or Agreements you have in place. Partners may be contacted for interview or survey. **[10 points]**
9. Describe the affordability of your project. Include an analysis of proposed rents versus household income levels to be targeted. What is the term of affordability for your project? (i.e., how many years will your project remain affordable?) **[10 points]**
10. Describe the housing need not currently being met. How does your project address the need? Describe the bedroom types used in this project. How do the bedroom types meet a community need? **[5 points]**
11. Describe the structure and staffing of the organization as it relates to this project. Explain how your organization's experience and abilities allow you to effectively manage this project. Identify the project owner and property management agent. Provide documentation on the criteria the property management agent will use to qualify and disqualify applicants. Also describe your organization's past experience, if any, in the administration or management of government subsidized affordable housing projects. **[10 points]**
12. Describe your organization's plans to successfully manage and maintain the property, units and the people living in the property. Describe your organization's plans to increase housing stability within the project. **[10 points]**
13. Describe your success rate(s) of other projects. If you have had vacancy problems in the past, what have you done to correct them? If you have not had vacancy problems, what has made your project successful? What has been the vacancy turnover rate at other projects? What is your current marketing strategy to ensure that you reach the underserved populations in our area? **[10 points]**

MAXIMUM POINTS – 100

POST AWARD DOCUMENTS

The following additional information will be requested of owners/proposers upon project selection and conditional approval:

Provision of documents necessary for the completion of an Environmental Review/Assessment and Subsidy Layering Review.

A complete management and maintenance plan. This plan will describe all aspects of the site management plan, including the Resident Selection and Fair Housing Policies. The plan should also describe the preventive, routine and emergency maintenance procedures for the entire site.

A complete financial plan for the project including:

A 20-year operating pro forma which includes all funding sources
Commitment letters from all sources of financing disclosing significant terms.
Tax Credit Allocation Reservation letter from OHCS (if applicable)
Form HUD-2880