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| <b>SOLICITATION TYPE:</b>            | <b>Request for Proposals (RFP) Rolling</b>   |
| <b>DESCRIPTION:</b>                  | <b>Housing Choice Voucher Program (HCVP)–<br/>Project-Based Vouchers</b>   |
| <b>RFP NUMBER:</b>                   | <b>RFP# 22-R001 N</b>  |
| <b>INITIAL RELEASE DATE:</b>         | <b>December 19, 2019</b>   |
| <b>CURRENT RELEASE DATE:</b>         | <b>October 21, 2022</b>  |
| <b>PROPOSAL DUE DATE &amp; TIME:</b> | <b>November 30, 2022, at 3:00 PM ET</b>  |
| <b>DELIVERY:</b>                     | <b>Upload to Housing Agency Marketplace</b>  |
| <b>DIRECT INQUIRIES TO:</b>          | <b>Meta Lim<br/>Vice President of Housing Choice Voucher<br/>Programs<br/><a href="mailto:m_lim@lucasmha.org">m_lim@lucasmha.org</a></b> |
| <b>SECTION 3 INQUIRIES:</b>          | <b>John Keegan<br/>Section 3 Compliance Coordinator<br/><a href="mailto:j_keegan@lucasmha.org">j_keegan@lucasmha.org</a></b>             |

**Note: All inquiries must be received via e-mail, no later than 12:00 PM Eastern Standard Time, November 23, 2022. All Proposals are subject to the Conditions, Instructions, Requirements, and the Specifications attached heretofore. These documents are available at web address: [www.lucasmha.org](http://www.lucasmha.org).**

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All proposers shall be required to meet the Affirmative Action requirements and Equal Employment Opportunity requirements as described in Executive Order #11246. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of their race, color, religion, sex, military status, national origin, disability, pregnancy, genetic information, age, ancestry, religious creed, handicap, or sexual orientation.

The responsibility for submitting a response to this RFP to Lucas Metropolitan Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent.

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**RFP**  
**REQUEST FOR PROPOSALS**  
**22-R001 N**

**Housing Choice Voucher Program (HCVP) –  
Project-Based Vouchers**

**Issued: October 21, 2022**

**DUE: November 30, 2022**



Prepared by Lucas Metropolitan Housing  
435 Nebraska Avenue  
Toledo, OH 43604

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>GENERAL INFORMATION .....</b>   | <b>4</b>  |
| Introduction .....   | 4         |
| Scope of Work.....   | 4         |
| Supportive Housing.....  | 5         |
| Existing, Rehabilitation, New Construction.....  | 6         |
| Preferences for Special Needs .....  | 7         |
| LMH Owned Units .....  | 7         |
| Contract .....   | 8         |
| HAP Contract link.....   | 8         |
| LMH Administrative Plan Link .....   | 9         |
| LMH Utility Allowance Link .....   | 9         |
| <b>EVALUATION CRITERIA AND FACTORS.....</b>  | <b>9</b>  |
| Factors.....   | 9         |
| <b>PBV AWARD .....</b>   | <b>11</b> |
| Weigh of Factors .....   | 12        |
| Reservation of Rights .....  | 12        |
| <b>GENERAL .....</b>   | <b>14</b> |
| Conflict .....   | 14        |
| Confidentiality.....   | 14        |
| Disclosures .....  | 14        |
| Non-appropriation Clause .....   | 15        |
| Changes in the RFP .....   | 15        |
| Termination .....  | 15        |
| Public Records .....   | 15        |
| <b>PROPOSAL FORMAT .....</b>   | <b>16</b> |
| <b>TABLE OF CONTENTS .....</b>   | <b>16</b> |
| <b>TAB (A) – LETTER OF TRANSMITTAL.....</b>  | <b>16</b> |
| <b>TAB (B) – ORGANIZATION.....</b>   | <b>16</b> |
| <b>TAB (C) – STAFF QUALIFICATIONS AND EXPERIENCE .....</b>                                     | <b>16</b> |
| <b>TAB (D) – FUNDING COMMITMENT .....</b>  | <b>16</b> |
| <b>TAB (E) – PROJECT INFORMATION .....</b>   | <b>19</b> |
| <b>TAB (F) – OTHER SUPPORTING MATERIAL .....</b>   | <b>22</b> |
| <b>TAB (G) – MINORITY BUSINESS (MBE)/WOMEN’S BUSINESS ENTERPRISES (WBE) PARTICIPATION.....</b> | <b>22</b> |
| <b>TAB (H) – REFERENCES.....</b>   | <b>22</b> |
| <b>TAB (I) – EXHIBITS .....</b>  | <b>22</b> |
| <b>Appendix A – LMH Administrative Plan Chapter 17</b>   |           |
| <b>Appendix B – Utility Allowance Schedules</b>  |           |

### **General Information**

Lucas Metropolitan Housing Authority is a metropolitan housing authority organized and existing under the Ohio Revised Code Section 3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulation under Title 24 of the Code of Federal Regulation.

LMH is governed by a five (5) person Board of Commissioners, appointed pursuant to the above - cited statute. The President and Chief Executive Officer controls the daily operations.

The mission of LMH is “to create and maintain sustainable, affordable housing opportunities, provide pathways to a better quality of life and empower vibrant communities”.

The vision of LMH is “To be a premier partner in creating communities of choice in the Greater Toledo area”.

LMH owns and manages approximately 2,760 public housing units and administers 4,391 federal Housing Choice rental assistance vouchers. The Housing Choice Voucher Program has achieved high performer status.

LMH is committed to a goal of thirty-five percent of all contract funds being awarded to Minority Business Enterprises (MBE) and/or Woman-Owned Business Enterprises (WBE). The firms submitting proposals are encouraged to include MBE / WBE participation to the maximum extent possible.

The Evaluation Process or Award without Discussion(s) will be used to select the contract award, beginning with the highest ranked firm. LMH reserves the right to select a contract(s) with the individual(s), firm(s), or organization(s) who provides the greatest benefit to LMH, not necessarily the lowest price.

### **Scope of Work**

Creating quality and affordable housing opportunities and building collaborative partnerships is Lucas Metropolitan Housing Authority’s (LMH) mission. LMH will achieve this mission while stimulating economic growth, empowering individuals, and developing the neighborhoods of tomorrow for the people of today. In order to realize this task LMH is redefining its strategy to reflect the existing needs of current and future households by partnering with the community organizations to provide an array of housing opportunities to a greater portion of Toledo and Lucas County.

LMH is seeking proposals from qualified applicants (owners/developers, management agent, and/or project sponsors) to receive Project Based Vouchers (PBV). Projects may request up to a fifteen (15) year Housing Assistance Payment (HAP) PBV Contract with LMH. LMH has reserved 250 PBVs for this RFP process.

This RFP is a “rolling” RFP process. A “rolling” RFP process is a first come, first served application process, meaning proposals will be accepted for consideration on a continuous basis until it is determined funding or vouchers are no longer available for award or this methodology no longer serves a purpose for LMH.

LMH has identified Supportive Housing as one of the existing needs of the community. **Supportive housing**, by definition, is a combination of housing and services intended as a cost-effective way to help people live more stable and productive lives.

LMH invites property owners/developers to submit a written proposal demonstrating their project eligibility, qualifications, and interest in securing Project-Based Vouchers (PBV) which will serve various populations in the jurisdiction of Lucas County, Ohio. PBV assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program. The solicitation for vouchers under this Request for Proposals (RFP) is for applicants that will be applying in 2022 for new construction, existing, and/or rehabilitated housing. Rehabilitation projects must demonstrate a minimum average per unit renovation cost of \$5,000 to be considered for an award. Projects may request up to a fifteen (15) year Housing Assistance Payments (HAP) PBV Contract with LMH.

The PBV Program regulations are set forth in the Code of Federal Regulations, Title 24, Part 983. A copy of these regulations is available via the following website at [www.ecfr.gov](http://www.ecfr.gov). Additionally, please see Appendix A for detailed references to HUD requirements and LMH’s policies per the Housing Choice Voucher Administrative Plan.

LMH is interested in providing PBVs to provide housing for low-income families that are located in neighborhoods providing increased choices and opportunities in employment, education, transportation, and healthcare. LMH is interested in providing PBVs in neighborhoods with sufficient quality of affordable housing in not readily available. LMH is interested in providing PBVs to neighborhoods where significant revitalization is being made in a poverty-impacted area that is undergoing substantial rehabilitation as part of a comprehensive neighborhood revitalization strategy.

Descriptions of households assisted under this RFP are as follows:

**Supportive Housing** - A combination of housing and wrap-around services, provided directly by the proposer or through acquired services providers, aimed at providing supportive services for individuals or families without housing alternatives due to substance abuse, mental illness, physical limitations prohibiting functional independence, special needs or seniors, homelessness non-veterans, and homeless veterans, aging out of foster care youth, students who are at risk of being homeless, and student housing (school age and/or college). Supportive housing can be coupled with social services such as, but not limited to (at LMH’s discretion), as job training, life skills training, alcohol and drug abuse programs, community supportive services

(e.g., childcare, educational programs, etc.), and case management to the populations in need of assistance.

**PBV assistance cannot be provided for units** on the grounds of a penal, reformatory, medical, mental, or similar public or private institution; shared housing; manufactured home space rental, or the homeownership option. For a complete listing of all ineligible units, refer to the Code of Federal Regulations (CFR), §24, Part 983.53 and 983.54.

### **Existing, Rehabilitation, or New Construction Properties**

- Existing housing is defined as housing immediately ready for occupancy and in compliance, at the time the response to the RFP is submitted, per Housing Quality Standards (HQS). Please see Code of Federal Regulations, §24, Part 982.401 for HQS standards.
- Rehabilitated housing is defined as existing housing having been designated for renovation and modification at the time the response to the RFP is submitted. Rehabilitation cannot commence prior to execution of the *Agreement to Enter into Housing Assistance Payment (HAP) Contract*. Rehabilitation begins with the physical commencement of rehabilitation activity.
- New construction housing is defined as site preparation for, construction of, or completion of entirely new structures and/or significant extensions to existing structures whether or not the site was previously occupied. New construction cannot commence prior to execution of the *Agreement to enter into Housing Assistance Payment (HAP) Contract*. Construction begins when excavation or site preparation occurs (including clearing of the land).
- Proposals selected with units classified as new or rehabilitated must be completed within eighteen (18) months of the execution of the HAP contract.
- The project/site may be subject to an environmental review under 24 CFR Part 50 and 58, as referenced in 24 CR 983.53. The owner must cooperate fully with the environmental review if such review is deemed necessary by the responsible entity. The owner shall supply LMH, the responsible entity, and/or HUD (if applicable) all necessary and relevant information to complete the review. Further, the owner is required to carry out any mitigating measures required by the responsible entity or HUD (if applicable) as a result of the environmental review. LMH will not enter into a HAP contract unless HUD approves a release of funds (when submission is required).
- The project/site may be subject to the subsidy layering requirement detailed in 24 CFR 983.55 for housing selected for rehabilitation or new construction.

**The site must:**

1. Be adequate in size, exposure, and contour to accommodate the number of type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)
2. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
3. Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
4. Be located so that travel time and cost via public transportation or private automobile from the neighborhood resources are not excessive.

By federal regulations, PBV are available for up to 25% of the total units in the development; however, those units occupied by elderly or disabled families or families who have signed supportive services agreements will not be counted toward the 25%-unit cap.

PBVs may not be attached to any unit with a family that is either ineligible for the program or chooses not to participate in the program. Households interested in renting a project-based unit are referred to LMH's waiting list and qualification processing. LMH will then refer the eligible applicant to the owner for screening. LMH will maintain the list of eligible applicants for the project-based units; however, the owner is responsible for screening qualified applicants using his or her own admission standards, bearing in mind that the eligible applicants may have poor credit history or no credit history. These admission standards must meet Fair Housing requirements and the owner must comply with all Fair Housing and Equal Opportunity requirements.

LMH reserves the right to fund some, all, or none of the respondents.

LMH may award multiple contracts/agreements resulting from this solicitation to the owners whose proposals are most consistent with this RFP.

All projects will be required to complete a subsidy layering review process.

**Preferences for Special Needs**

Proposals will be reviewed and selected based on the following preference categories (but are not limited to):

- Households receiving supportive services
- Transition Age Youth
- Student housing (school age or college)

- Homeless mothers with children, homeless single men
- Inclusion of affordable units for the disabled or homeless or elderly
- Re-entry population
- Inclusion of affordable units for families consistent with the needs indicated by LMH's Housing Choice Voucher Program waiting list and/or other documented needs
- Properties that meet a special housing need (i.e., accessible units, units with a number of bedrooms that are generally hard to find)
- Properties that are in an area that has been designated as a Focused Investment Strategy area.

### **LMH Owned Units**

LMH owned units may be assisted under the PBV program [24 CFR 983.51(e)]. If LMH were to submit a proposal in response to this RFP, the HUD Cleveland field office or HUD-approved independent entity must review, and score all submitted proposals.

### **Contract**

LMH may enter into a HAP Contract with an owner of a proposed project qualifying as existing, rehabilitation, or new construction. The Contract must specify:

- a. Number of contract units by number of bedrooms
- b. Identification of the site and the building where the contract units are located, including: the project's name, street address, city or county, state and zip code, block and lot number and any other information necessary to clearly identify the site and the building.
- c. Identification of each specific contract unit including total number of contract units, location of contract unit (by identifying number/letter, the area of each contract unit, the number of bedrooms and bathrooms in each contract unit, and any units meeting UFAS requirements).
- d. Services, maintenance, and equipment to be supplied by the owner without additional charges to the renter.
- e. Utilities available to the units, specifying utility services to be paid by the owner and utility services to be paid by the tenant.
- f. Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8



LUCAS METROPOLITAN HOUSING AUTHORITY

- g. Maximum term for HAP Contract is 15 years. The initial term may be extended up to an additional 15 years, subject to HUD regulations.
- h. The number of units in any building exceeding the 25 percent per building cap (as described in 24 CFR 983.56), which will be set-aside for occupancy of qualifying families (elderly or disabled families and families receiving supportive services).
- i. The initial rent to owner (for the first 12 months of the HAP contract).
- j. **The HAP Contract must be executed on HUD forms. Copies will be made available upon request or can be found at:**

<http://portal.hud.gov/hudportal/documents/huddoc?id=52530b-1.pdf>

<http://portal.hud.gov/hudportal/documents/huddoc?id=52530b-2.pdf>

<http://portal.hud.gov/hudportal/documents/huddoc?id=52530a-1.pdf>

<http://portal.hud.gov/hudportal/documents/huddoc?id=52530a-2.pdf>

- k. **LMH’s Administrative Plan Project-Based Vouchers Policy**

<https://lucasmetrophanhousingauthority.sharefile.com/d-s756d272397644501b025d934b4ab1249>

|                   | FY 2022 Payment |       |       |         |         |         |         |
|-------------------|-----------------|-------|-------|---------|---------|---------|---------|
| Bedroom Size      | 0               | 1     | 2     | 3       | 4       | 5       | 6       |
| Payment Standards | \$608           | \$685 | \$886 | \$1,203 | \$1,312 | \$1,508 | \$1,705 |

**LMH’s Utility Allowances can be found at:**

<https://lucasmetrophanhousingauthority.sharefile.com/d-s4b375fbc33ac4a9e848b00220dc53eb3>

**EVALUATION CRITERIA**

The selective process will involve the ranking of proposals by the appointed LMH evaluation committee. Evaluation criteria to be used in reviewing proposals and their respective weights are as follows:

## Evaluation Factors and Proposal Submittal Details

### Section 1:

- a. Completion of LMH's PBV Application Form – Exhibit 7

### Section 2:

- a. Provide a brief narrative of the project.
- b. Include a description of any on-site and nearby amenities and/or supportive services to be provided to tenants.
- c. For projects requesting an amount of PBV units that exceeds HUD's project cap, please provide a description of the specific HUD exemption under which the project will qualify. Exemptions to the income mixing requirement cap of PBVs can be found in 24 CFR 983.56 (b).
- d. Provide your written tenant selection criteria and plan to fill the PBV units. The plan must include a statement that all PBV vacancies must be filled by PNV eligible applicants for the LMH waitlist and must describe, within specificity, your tenant screening criteria. The plan must include any tenant selection preferences for the project. Screening criteria for assisted and unassisted tenants must be consistent.

### Section 3: Identify interested Parties and Conflicts of Interest

- a. Include the identity of the Owner and if applicable: Developer, Architect, and Management Agent, seller of the property, officers and principal members, shareholders, investors, and other parties having a substantial interest in the project.
- b. Disclose any possible conflict of interest of any parties (possible or apparent conflicts shall be stated at this time). Include a statement if there are no known conflicts/potential conflicts.
- c. Federal rules and regulations expressly prohibit certain individuals from having an interest, either direct or indirect, in a HAP contract. These restrictions involve present and past employees and Commissioners of LMH, as well as certain local and elected officials. If any individuals involved with the project may meet this definition, please list their names, and describe the circumstances.
- d. Certification that the owner and other project principles are not in the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs. Applicant is to provide proof.

**A written statement for paragraphs a – d above should be included in the proposal.**

#### **Section 4: Financing and Site Control**

- a. For new construction and rehabilitation projects, provide a Development Pro Forma.
  - Financing commitments from lenders are not required at the time of submission to LMH; however, the developer or project sponsor should address how they will obtain any necessary financing and the time period for obtaining these funds.
- b. For all projects, provide an Operating Pro Forma for a minimum of five years.
- c. The applicant must have site control at the time of submission to LMH as evidenced by a deed, option, purchase and sale agreement or another instrument acceptable to LMH. Site control must be for at least six months to allow for the completion of the HUD review process and the time required to secure any development financing.
- d. For rehabilitation projects, provide an itemized listing of the work to be performed and an average per unit cost of the work to be performed.

#### **Section 5: Zoning**

LMH will give preference to proposals that contain evidence of zoning ordinance and final site plan approval.

#### **Section 6: Experience of Developer or Project Sponsor**

LMH will give preference to proposals from the developer, owner and/or project sponsor has substantial experience in the management and development of large affordable housing projects and has experience in the management and development of supportive housing for the homeless, the elderly and/or disabled families, re-entry, and youth in transition.

#### **Section 7: Amenities and Services**

LMH will give preference to proposals with site location near services and public amenities (e.g., parks, recreation centers, shopping or public transportation, health facilities, etc.) Sites that incorporate one or more on site services/amenities (e.g., day care center, park, community center, laundry facility, etc.) will be given additional points when scored.

#### **Section 8: Management / Marketability**

Proposals should contain data on the near and long-term marketability of the project showing the following:

- a. Independent market study demonstrating sufficient demand for the proposed units toward the target population and marketing plan.
- b. Defined admissions policy
- c. Defined Management/Occupancy Policy Manual (Plan) including tenant relations.
- d. Defined Maintenance Plan
- e. Home Ownership opportunity for PBV units

**Section 9: Revitalization and Supportive Housing**

LMH will give preference to proposals with a project in a designated City of Toledo “Focused Investment Strategy” Area. If applicable the proposal should demonstrate how it leads to neighborhood revitalization or improvements. Documentation must include letters of support demonstrating a link between the project and revitalization efforts in the particular census tract where the project is located.

LMH will give preference to projects that are Supportive Housing Projects serving Veterans and all other qualified Supportive Housing Projects.

**Section 10: Proof of Award from a Competitive Funding Process**

The proposal must include a letter from the “selection agency” that competitively selected the project for housing assistance under a federal, State, or local government program. This letter, submitted on the “selection agency’s” letterhead and signed by an authorized official, must include the following information:

- Date of the proposed selection.
- A certification that the proposal was competitively selected by the agency in full compliance with all publicly advertised selection requirements.
- A statement that the proposal selection did not involve any consideration that the project would receive PBV assistance.
- A description of the housing program for which the applicant successfully completed, noting any special restrictions and/or special considerations.

**PROJECT BASED VOUCHER AWARDS**

LMH will determine which, if any, proposals meet the criteria outlined in this RFP. Proposals must meet all eligibility and submission requirements stated in this RFP to be considered for award.

LMH will determine if a proposal meets a compelling community need and is otherwise consistent with LMH’s long-term affordable housing goals. Based on the threshold factors below, a minimum score of 70% is required for approval. Proposal that LMH determines do not meet these standards will be rejected.

LMH will evaluate each proposal based on the following factors:

|                               |           |
|-------------------------------|-----------|
| <b>Site Control</b>           | <b>10</b> |
| <b>Zoning</b>                 | <b>5</b>  |
| <b>Feasibility</b>            | <b>10</b> |
| <b>Development Experience</b> | <b>10</b> |
|                               |           |

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|                                   |                 |
|-----------------------------------|-----------------|
| <b>Owner Experience</b>           | <b>10</b>       |
| <b>Management Experience</b>      | <b>10</b>       |
| <b>Community Amenities</b>        | <b>20</b>       |
| <b>Complex Amenities</b>          | <b>20</b>       |
| <b>Management / Marketability</b> | <b>20</b>       |
| <b>Deconcentration of Poverty</b> | <b>25</b>       |
| <b>Revitalization Bonus</b>       | <b>Up to 20</b> |
| <b>Supportive Housing Bonus</b>   | <b>Up to 20</b> |
|                                   |                 |
| <b>Total Maximum Points</b>       | <b>180</b>      |
|                                   |                 |
| <b>Threshold for Approval 70%</b> | <b>126</b>      |

PBV awards will be contingent upon:

- The availability of LMH’s voucher and budget authority at the time the proposal is submitted.
- The proposal’s consistency with the RFP requirements.
- Compliance with all applicable HUD and LMH PBV requirements prior to and during the AHAP and HAP contracts. These requirements include, but are not limited to, a subsidy layering review, an environmental review, Davis-Bacon wage rate requirements, Section 3 employment plan, HUD’s deconcentrating poverty and expanding housing and economic opportunities goals, site selection standards, and HUD/ LMH Housing Quality Standards (HQS) Inspections.

The Evaluation Process will be used to select the agreement award(s), beginning with the highest ranked firm or firm that meets LMH’s goals. LMH reserves the right to enter into an agreement with individual (s), firm (s), or organization (s) that provides the greatest benefit to LMH. Firms in the competitive range may be required to be interviewed by the evaluation panel or asked to submit additional information.

- LMH reserves the right to waive any minor irregularity or technicalities in the proposals received, as long as there is no unfair advantage in doing so. LMH reserves the right to award without discussion (s) and may make an award to multiple proposers. The Request for Proposals selective process will involve the ranking of proposers by the appointed LMH evaluation committee. Once the proposals have been evaluated, LMH will notify the Respondent (s) who fall within the competitive range.
- All qualified proposals shall be reviewed by the Review Committee using the included Threshold Factors sheet. The number of evaluation points for each section varies according to the value assigned for that particular aspect of the program.

### LMH Reservation of Rights

LMH reserves the right to:

- Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests. The recommendation of LMH staff, LMH President and LMH's Board of Commissioners shall be final.
- Not to award a contract pursuant to this RFP.
- Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful offeror(s).
- Retain all proposals submitted and not permit withdrawal for a period of 360 days subsequent to the deadline for receiving proposals without the written consent of LMH.
- Negotiate the fees proposed by the bidder entity.
- Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- Have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
- Make an award to multiple proposers (including joint ventures).
- Select a proposer(s) for specific purposes or for any combination of specific purposes.
- To defer the selection and award of any proposer(s) to a time of the LMH's choosing.
- At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the <https://housingagencymarketplace.com> (hereinafter, the "Marketplace" or the "Marketplace") and by downloading this document or by reviewing the RFP received via email, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the Marketplace, and further agrees that he/she will inform LMH in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by LMH that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve LMH, but not the prospective proposer, of any responsibility pertaining to such issue.

- Cancellation of the ensuing contract may be done at any time for unsatisfactory work, untimely service, or any other reason deemed necessary by the LMH.

### **General Information**

#### **Conflict of Interest**

No proposer will promise or give to any LMH employee anything of value that could influence that employee in their decision on awarding contracts. No proposer will try to influence an employee of LMH to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

#### **Confidentiality & Security**

Any vendor that has access to confidential information will be required to keep that information confidential.

#### **Disclosures**

Proposer must provide disclosure of any pending or threatened court actions and/or claims against the proposer. This information may not cause rejection of the proposal; but withholding the information may be caused to reject the proposal.

**False or Misleading Statements** Proposals containing false or misleading statements may be rejected.

#### **Examination of the RFP**

Proposers are expected to be familiar with the entire Request for Proposal (RFP). The proposer is expected to respond to the RFP in a manner clearly indicating it understands what is requested and have responded to all sections of the RFP are understood.

If a proposer discovers any mistakes or omissions, it must notify LMH's Contact Person in writing. Clarifications and corrections will be sent to all proposers who have registered with the agency for the RFP.

#### **Changes to RFP**

LMH may make changes to this RFP by addendum which shall be posted on LMH's eProcurement website located at <https://housingagencymarketplace.com>.

#### **Non-Appropriation Clause**

The proposed services will be subject to termination in the subsequent fiscal years if the sufficient funds are not appropriated and budgeted or are not otherwise available to continue making payments for the equipment of other services performing similar functions and services.

### Termination

LMH reserves the right to terminate an agreement without prior notification for reasons it deems in the best interest of LMH. If terminated, LMH will notify the contractor of the termination via electronic mail and shall pay contractor for services rendered prior to contractor's receipt of the Notice of the Agreement Termination.

### Contractors Right to Debrief

It is the LMH's policy to resolve all procurement and contractual issues informally at the Authority level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the Authority level. HUD will only review protests in cases involving violations of Federal law or regulations or failure of the Authority to review a complaint or protest.

### Public Records Law

All bids/proposals submitted to LMH are subject to the Ohio Public Records Law (O.R.C. 149.43 and the Sunshine Act [5 USC 522(b)]) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and upon request, one electronic copy of its proposal and other submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.

## **PROPOSAL FORMAT**

An original, properly indexed, complete with table of contents and clearly noted Sections; inclusive of an executive summary are to be submitted online to the **Housing Marketplace**, **no later than 3:00 pm** on the date that is listed for closing. The file must be labeled with the Respondent's name, and RFP title, and RFP number.

To simplify the process for evaluating proposals, and to assure each proposal receives the same review, all proposals must be submitted in the following format. Proposals must contain all the items listed here.

### **Proposals must correspond to the following format and lettering:**

## **TABLE OF CONTENTS**

### **TAB (A) – LETTER OF TRANSMITTAL**

A letter of transmittal (preferably on letterhead) bearing the signature of an authorized representative of the firm and the name(s) of the individual(s) authorized to discuss and enter into an agreement for services with LMH. Authorized individual contact information, including phone number and e-mail address shall be included within this letter.



**TAB (B) – ORGANIZATION**

Information about the company: size, structure, history, and any relevant certifications as a Minority-owned or Disadvantaged Business Enterprise.

**TAB (C) – STAFF QUALIFICATIONS AND EXPERIENCE**

Describe your management team’s experience with managing affordable housing projects, providing rental assistance and supportive services to individuals and families experiencing homelessness. If you own other subsidized properties provide a list with the following information: Name of property, address, years owned, funding sources, total number of units, number of assisted units, unit bedroom size(s), and income served (2000 words or less). Be sure to answer questions that are asked in Section 3 and Section 6.

**TAB (D) – FUNDING COMMITMENT**

**Funding Commitments for Rehabilitation or New Construction (Not applicable for Existing Housing)** Other Information applicable to all housing types, and/or items requested in Section #4

Describe capital funding commitments secured for this project:

| Grant/Allocation | Type | Sourced | Amount | Date of Commitment |
|------------------|------|---------|--------|--------------------|
| 1.               |      |         |        |                    |
| 2.               |      |         |        |                    |
| 3.               |      |         |        |                    |
| 4.               |      |         |        |                    |
| 5.               |      |         |        |                    |

Provide the following information for each Grant/Allocation listed above:

| Grant/Allocation | Principle | Amortization Rate | Amortization Term |
|------------------|-----------|-------------------|-------------------|
| 1.               |           |                   |                   |
| 2.               |           |                   |                   |
| 3.               |           |                   |                   |
| 4.               |           |                   |                   |
| 5.               |           |                   |                   |
| 6.               |           |                   |                   |

Has this project received a pre-development Project Initiation Loan (PIL)?

If yes, describe the actions and /or items funded through the PIL (250 words or less):

Describe other funding either secured or under application for this project (250 words or less):

**Existing Housing or Status of Construction Activity**

Are units existing, substantially rehabilitated, or new construction? If rehabilitated or new construction, when is the start date of construction? Please state year built, when rehabilitated, current unit condition and if newly constructed, provide Certification of Occupancy (500 words or less):

**Rehabilitation or New Construction - If this property is not yet constructed, LMH will need to review the site and building plans and specifications. Issuance of Project Based Vouchers will be contingent upon LMH monitoring and acceptance of the project for consistency with agreed upon building elements. Please include the plans with the submission of this application.**

1. If occupied, please provide the current tenant roll, with current resident incomes and rents paid, including utilities if any.
2. Additional documentation required to support the request:
  - a. Itemized sources of funds - List each source separately with details:
    1. Principle
    2. Interest Rate
    3. Amortization Terms
  - b. Itemized uses of funds. - Detailed breakdown of project costs, including hard and soft cost items
  - c. Stabilized Operating Pro forma
  - d. Commitment Letters from all Sources of Financing (*disclosing significant terms*)
  - e. Appraisal Report establishing "As is" value of the properties (*for each property establishing the "as is" value of the property before construction or rehabilitation and without consideration of any financial implications of tax credits or project-based assistance*)
  - f. HUD-2880 Standard Disclosure and Perjury Statement, Identify of Interest statement
  - g. Detailed breakdown of Project Costs (*including hard and soft cost items*)
  - g. State Tax Credit Commitment Letter (*must disclose the amount of credits reserved or IRS Form 8609*)
  - h. Any Historic Tax Credits (*as applicable, include amount of credit*)

LUCAS METROPOLITAN HOUSING AUTHORITY

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- i. Equity Investment Commitment Letter (*must disclose amount of investment and Equity contribution schedule amount and timing*)
  - j. Bridge Loan Details (*if applicable*)
  - k. Operating Pro forma (*showing projected project income, expenses, and cash flow*)
  - l. Environmental Review (*if applicable*)
3. Show documentation that the current project rents are at or below the Fair Market Rents (FMR) for your area. Include number of units at or below FMR and number of units above FMR.
  4. Provide a copy of the management plan for the project.
  5. Furnish a copy of your tenant selection policy for the project.
  6. Will this request for project- based vouchers create displacement of residents permanently or for a short period of time? yes  no. If yes, please include a copy of your relocation plan. The plan must meet HUD guidelines. Also, explain how relocation will be funded.
  7. Identify all principal participants in your organization (i.e. Owner, Management Company, Service Provider). For each principal provide name, address, telephone number, fax, e-mail. Include a written certification that each principal participant (officers, members, shareholders, directors, board members investors or any person with substantial interest) is not on the U. S. General Services list of excluded parties.
  8. Provide a copy of the Capital Replacement Plan or Life-cycle plan for replacements.

**Existing Housing – Please provide the following:**

The owner must provide documentation to demonstrate that the following minimum qualifications are met. Proposals not meeting the minimum qualifications will not be evaluated further for rating factors.

1. Documentation that the applicant has substantial experience managing housing for elderly, disabled, or permanent supportive housing. Proposals must include the following information:
  - Qualifications of key staff persons to be involved with all aspects of managing the project. Qualifications of key staff people involved overseeing the supportive services component of the property.
  - Management Plan and Lease Agreement, including:
    - Role and responsibility of the owner and/or delegation of authority.

LUCAS METROPOLITAN HOUSING AUTHORITY

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- Plans for maintaining an effective maintenance and repair program to ensure continued compliance with Housing Quality Standards.
- Rent collection and lease compliance policies
- Eviction procedures

2. Documentation of property ownership. This can be demonstrated by a property deed, county records, a purchase agreement, or an option to purchase. For a land contract, acceptable documentation includes a copy of the contract that permits the property to be leased, and proof that the contract is recorded with the county recorder's office.

3. Status of state, local real estate taxes, fines, or assessments

**TAB (E) – PROJECT INFORMATION**

**Applicable to Existing, Rehabilitation, and New Construction Housing.** General Unit information should include:

- Address
- Assessor's Parcel Number (s)
- Location Census Tract
- Total Number of Units
- Number of Units for which LMH Project Based Assistance is requested
- Percentage of Project Based Units in the project/building.
- Date of proposed HAP Contract

How many units do you expect to be vacant on this date?

Do any other units in the project/building receive (Section 8) Housing Choice Voucher Rental Assistance?

If yes, how many units:

Does the project receive rental assistance of any kind through any other agency?

If yes, please describe type of assistance and number of units covered under the assistance: How many units are handicapped accessible units?

Of those how many are sensory impaired?

How many of the units in the project/building set aside for homeless individuals?

## 1. Project Description:

Provide a narrative description of the project (include property name and location).

Provide a short description (limit to 1-3 sentences per bullet) of your project including EACH of the following items:

- o Total number of units
- o Types of units (ex. House, duplex, townhouse, apartment)
- o Bedroom distribution (by unit type bedroom size)
- o Portion (number of) and type of units receiving assistance, and compliance with partial assistance requirements
- o Supportive services offered
- o Amenities

Provide the following:

1. *Site*
2. *Building and neighborhood description* and include.
3. Census tract
4. Street address
5. Age of property
6. Current unit condition
7. Description of topography
8. Description of neighborhood
9. Location of public transit
10. Location of employment opportunities
11. Type and size of units and project

Describe the accessibility and location of social, recreational, educational, commercial, and health facilities. Describe any *physical design elements* included to directly benefit the population served. (1000 words or less).

### **De-concentrating Poverty**

Project Basing may not be located in areas of minority concentrations or in neighborhoods in which substandard dwelling or other undesirable conditions predominate. Describe any recent changes in the project's location in poverty percentage, new "market rate" development, economic revitalization etc. (750 words or less). Include a statement to Section 9 in your response.

**If this project requires a waiver of the de-concentration rule, that request must be approved prior to the final award of Project Based Vouchers. A copy of the formal waiver request to HUD must be submitted with this application.**

## 2. Population Served:

Does this project serve special needs populations, homeless, elderly & disabled, re-entry, youth? If yes, describe (500

**LUCAS METROPOLITAN HOUSING AUTHORITY**

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words or less):

Describe the services and supportive services provided (1000 words or less):

Describe the relationship between the project owner and the service provider (500 words or less):

**3. Number of vouchers:**

| Unit Size | Vouchers Requested | Requested Rent | Unit Type Breakdown (provide # of each different type of unit ex. Townhouses, high rise, etc.) |
|-----------|--------------------|----------------|--|
| 0 BR      |                    |                |  |
| 1 BR      |                    |                |  |
| 2 BR      |                    |                |  |
| 3 BR      |                    |                |  |
| 4 BR      |                    |                |  |
| Total     |                    |                |  |

**Utilities**

| Heating              | Forced-air Gas   | Forced-air Elec. | Electric Baseboard                       | Hydronic | Other (specify) |
|----------------------|------------------|------------------|--|----------|-----------------|
| Domestic Water       | City             | Well             |  |          |                 |
| Sanitary Sewer       | City             | Septic           |  |          |                 |
| Water Heater         | Individual Units | Central System   |  |          |                 |
| Main Heating Utility | Natural Gas      | Electric         | <input type="checkbox"/> Other (specify) |          |                 |

| Owner-Provided Appliances                 | Owner-Provided Amenities                 | Owner-Paid Utilities                 | Tenant-Paid Utilities                |
|---|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Stove            | <input type="checkbox"/> Air-conditioner | <input type="checkbox"/> Water/Sewer | <input type="checkbox"/> Water/Sewer |
| <input type="checkbox"/> Refrigerator     | <input type="checkbox"/> Washer/Dryer    | <input type="checkbox"/> Gas         | <input type="checkbox"/> Gas         |
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Electric    | <input type="checkbox"/> Electric    |
| <input type="checkbox"/> Garbage Disposal |  | <input type="checkbox"/> Trash       | <input type="checkbox"/> Trash       |
| Other (specify)                           |  | Other (specify)                      | Other (specify)                      |

**4. PHA Jurisdiction**

Is the project located in Lucas, Wood (*except for the city of Bowling Green*), and Fulton counties in Ohio, and Monroe County, Michigan.

***If the proposed project falls within a municipality in which a local housing authority is located or within a municipality contiguous to a municipality in which a local housing authority is located, then a letter must be submitted to LMH from the local housing authority operating in that location which states the local public housing authority cannot provide the vouchers and that LMH is allowed to administer the project***

*based program within the jurisdiction in accordance with LMH administration plan. Upon signing of the HAP contract, a formal MOU with the local Housing Authority will be required.*

**5. Lease Plan:**

Describe the plan to lease the units (500 words or less):

**6. Occupancy Contingency Plan**

If the project encounters difficulty serving the target population, describe what additional steps will be taken to ensure this project serves the target population described in the LMH Administrative plan (500 words or less):

**7. Regulatory Compliance**

Is the applicant barred from receiving LMH or Federal Funds?

If so, describe:

Has the applicant received any LMH or HUD findings with this or any other project?

If so, describe what actions were taken regarding the findings (500 words or less):

**TAB (F) – OTHER SUPPORTING MATERIAL**

The proposal should include any other additional information that may provide a well-rounded picture of the organization, such as partnerships that may contribute to supportive services, case management, health-provider services, etc.

**TAB (G) – MINORITY BUSINESS (MBE)/WOMEN' S BUSINESS ENTERPRISES (WBE) PARTICIPATION**

The proposal should include percentage participation of MBE/WBE of the firms that comprise the proposer's team. LMH has established an administrative goal of 35% utilization of disadvantaged and historically underutilized businesses for performance of the work under this procurement.

**TAB (H) - References**

Provide contact data for the project(s) listed in the "Statement of Experience and Qualifications." Data information should include a phone number, address, and an e-mail address. Include at least three (3) organizations and contact information where you have provided similar services within the last 24 months.

**TAB (I) – EXHIBITS**

(Exhibits 1-7) All other required information is set forth by each of the following exhibits. Please include in Tab I as noted below. .

(Other) **Any remaining attachments are for your information only and NOT to be returned.**

**Exhibit (1)** – HUD Form 5369B Instructions to Offerors (Non-Construction)

**Exhibit (2)** – HUD Form 5369C-Certifications and Representations of Proposers (Non-Construction Contract) - **information only**

LUCAS METROPOLITAN HOUSING AUTHORITY

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**Exhibit (3)** - HUD – 5370 C General Contract Conditions (Non-Construction) -  
information only

**Exhibit (4)** – Contractor/Vendor Qualifications Statement

**Exhibit (5)** – Standard Form LLL Disclosure of Lobbying

**Exhibit (6)** – Section 3 forms

**Exhibit (7)** – Application Form

**Attachment:**

Appendix A – LMH HCVP Administrative Plan – Chapter 17

Appendix B – Utility Allowance Schedule