



**Request for Proposals**  
**Housing Choice Voucher / Project-Based**  
**Assistance**  
**for Newly Constructed or Existing Multi-Family Housing Units**  
**for**  
**Klamath Housing Authority**

PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN  
5:00 P.M. ON

**June 12, 2023**

KLAMATH HOUSING AUTHORITY  
ATTN: DIANA OTERO  
1445 AVALON ST  
KLAMATH FALLS, OR 97603  
(541) 884-0649 EXT. 109  
diana@klamathhousing.org

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE KHA ADDRESS NOTED ABOVE ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. KHA 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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<b>(24 CFR Part 983)</b>	

## Program Description

Klamath Housing Authority (KHA) is seeking rental property owners and/or developers who wish to attach federal rental subsidies to **newly constructed or existing affordable** rental housing through KHA's Housing Choice Voucher Program and the U.S. Department of Housing and Urban Development Department's (HUD) Project-Based Voucher Rental Assistance Program. It is KHA's intention to solicit proposals from such owners (Offerors), evaluate the qualifications, establish a competitive range, conduct interviews, verify the information presented, and enter into an Agreement with the successful Offeror(s).

The Housing Authority intends to issue a maximum of twenty-five (25) project-based vouchers to eligible, existing or newly constructed housing projects located in Klamath County. KHA, in its continuing mission to facilitate the expansion of housing opportunities for low to moderate income families, invites responses that utilize existing or create newly constructed, affordable housing projects. All applications that target this population will be fully considered and evaluated.

Project-Based Section 8, known herein as Project Based Assistance (PBA), is a federal rental assistance program that aids low to moderate-income families through the attachment of rental subsidies to single and multifamily housing units. The rental subsidy is paid by HUD and administered by KHA and reduces an eligible family's monthly housing costs to no more than 40% of adjusted monthly income. KHA is authorized to utilize up to 20% of its allocated Housing Choice Voucher Program subsidy for a Project Based Assistance program. KHA seeks to meet the agency's local goals, as outlined in the KHA Administrative Plan, with the award of a limited number of Project Based Assistance vouchers.

Minimum requirements for the program include:

- 1) All project locations must be located within a Klamath County qualified census tract, which meets HUD's goals for the deconcentration of poverty. See 24 CFR 983.57 for site selection standards. Projects must be located in census tracts with a poverty rate of 20% or less. Projects located in areas with higher poverty rates may be considered, but the owner must submit justification for the need to project-base their development in such an area AND identify the positive impact(s) that the project will contribute to the jurisdiction. Project located in nonqualified census tracts require HUD review and approval.

Please refer to Attachment 1 for a list of Klamath County Qualified and Non-Qualified Census Tracts.

- 2) Number of Units to be project based: Non-elderly, non-disabled project (with more than four units per building) are subject to a 25% limit of PBA units per building. Buildings with four or fewer units have no limit. Elderly and disabled

projects have no PBA limit. In addition, projects in which tenants are receiving supportive services are exempt from the 25% limit.

- 3) All units must have one to four bedrooms and meet or exceed HUD's established Housing Quality Standards prior to occupancy.
- 4) All project locations must meet HUD's site and neighborhood standards as described in 24 CFR 983.57 and the KHA Administrative Plan.
- 5) Successful applicants must execute a Housing Assistance Payment (HAP) contract with KHA for a term of twenty (20) years. **PBA proposals for a HAP contract less than twenty years will not be accepted.**

At the end of the initial twenty-year term, HAP Contracts are renewable for an additional five years, upon consent of the Owner and should the Housing Authority determine an extension is appropriate.

- 6) The gross rent (rent plus utility allowance) for all subsidized units will be established as per KHA's approved administrative plan.
- 7) KHA must inspect all sites, including a sample of units, and review complete drawings and blueprints in the case of rehab or new construction, prior to the issuance of a PBA Agreement.
- 8) KHA must review and approve each owner's proposal for financing the project.
- 9) This RFP is subject to all of the applicable HUD regulations for the Project Based voucher program located at 24 CFR Part 983, Attachment 2 of this document.

KHA is an equal housing opportunity agency. Notification of this RFP will appear in the *Herald & News* newspaper one day each week for three consecutive weeks in the months of April and May 2023. All applicants must certify that no member of the development team, the property management team or any proposed contractor or subcontractor is currently subject to any pending or active debarment action by HUD or any other federal or local government agency. **Application packets for this Request for Proposal (RFP) may be obtained via:**

- 1) Pick up at KHA Office located at 1445 Avalon St, Klamath Falls, OR 97603
- 2) or by calling Diana Otero, Executive Director at (541) 884-0649 ext. 109. Upon request a RFP Packet will be sent via U.S. Mail.
- 3) by downloading the RFP from the KHA website at [www.klamathhousing.org](http://www.klamathhousing.org).

## **PRE-PROPOSAL CONFERENCE/INQUIRIES**

A pre-proposal conference will be held on May 31, 2023 at **2:00 p.m.** at the Housing Authority conference room located at 1445 Avalon St, Klamath Falls, OR 97603, or by zoom. Attendees must register in advance for in person or zoom. The purpose of the pre-proposal conference is to answer questions and provide any needed clarification for prospective Offerors.

All other inquiries about the RFP must be made in writing to KHA, ATTN: Diana Otero, 1445 Avalon St, Klamath Falls, OR 97603; or via e-mail to [diana@klamathhousing.org](mailto:diana@klamathhousing.org). Answers will be submitted in writing to all parties who have received this RFP.

## **SUBMISSION PACKAGE REQUIREMENTS**

An unbound original and three (3) copies (a total of four) of the complete submission package must be received by KHA by **5:00 P.M.** on **June 12, 2023**. The original and all copies of the Proposal must be submitted in a sealed, opaque envelope. The outside of the envelope should clearly show the Offeror's name, address, phone number, the due date and the project title "HOUSING CHOICE VOUCHER/PROJECT BASED ASSISTANCE". Proposals must be submitted to KHA, Attn: Diana Otero, 1445 Avalon St, Klamath Falls, OR 97603. The submission package must be signed by a representative of the Offeror who is legally authorized to enter into a contractual relationship in the name of the Proposer.

## **ANTICIPATED SCHEDULE OF EVENTS**

		<b><u>DATE</u></b>
RFP available for distribution		<b>April 26, 2023</b>
Pre-proposal Conference	<b>2:00 p.m.</b>	<b>May 31, 2023</b>
Proposal Submission Deadline	<b>5:00 p.m.</b>	<b>June 12, 2023</b>
Oral Interviews		<b>TBA</b>
Final Selection		<b>TBA</b>

## **EXPENSE OF QUALIFICATION STATEMENT and PROPOSAL SUBMISSION**

All expenses involved with the preparation and submission of proposals to KHA shall be solely born by the Proposer.

## Other Important Program Requirements

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

- 1) 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).
- 2) If an assisted family moves out of the unit, the owner may keep the housing assistance payment payable for the calendar month when the family moves out (“move-out month”). If KHA determines that the vacancy is the owner’s fault, the owner may not keep the payment.
- 3) The Project Based Assistance subsidy will be permanently attached to each assisted unit. The subsidy will become attached to a particular unit after the first subsidized occupant moves in. Thereafter, only qualified program participants may occupy those specific units.
- 4) KHA will maintain separate waiting lists for its Housing Choice Voucher and Project Based Assistance programs. Prospective tenants on KHA’s Project Based Assistance waiting list will be referred to eligible owners for screening and selection. Owners may also refer applicants to KHA for eligibility determination and, if deemed qualified, added to the Project Based Assistance waiting list.
- 5) All applications will be ranked according to specific criteria, based on KHA’s housing goals. KHA will negotiate further with the top ranked proposers. Pending KHA and HUD approval (as applicable), the successful Offeror(s) may enter into a PBA Agreement with KHA for a predetermined amount of units.
- 6) Assisted units will be inspected by KHA on an annual basis to verify continued compliance with HUD’s Housing Quality Standards.
- 7) KHA will not award Project Based Assistance for shared housing, cooperative housing, transitional housing, manufactured home space rental, or the homeownership option. Additionally, KHA will not award Project Based Assistance for properties that are already subsidized under the following programs: Public Housing, any form of Section 8, any local or state rent subsidy, Section 236, Section 521, Section 202, Section 202 Loan, Section 811 or Section 101 Rent Supplement.
- 8) All building sites and neighborhood locations proposed for new construction must receive HUD approval prior to the award of subsidy. The sites and

neighborhoods will be assessed for the fulfillment of specific HUD criteria, as referenced in 24 CFR 983 and the KHA Administrative Plan.

- 9) All awards of subsidy are conditional upon the successful completion of an environmental review by the respective local government for each building site and neighborhood location in accordance with 24 CFR part 58.

## **PROPOSAL CONTENT and RANKING CRITERIA**

All proposals must be submitted by **5:00 p.m.** on **June 12, 2023**. The minimum required information is listed below. All proposals that are not received by the deadline will be considered late and will be returned to the proposer unopened.

### **Answer all questions thoroughly and provide all requested information.**

- 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 if project is located in a qualified census tract.)**
- 2. Describe your project.** Please explain why this project is being proposed. Describe the location, physical characteristics, amenities, design, target population, unit type and number of units in the development. Describe the housing types in the neighborhood, including the concentration of multi-family affordable housing. **(20 Points Maximum)**
- 3. Describe the resources that were used for existing housing, or will be used in the development of your project for new housing.** Identify the sources of funding and/or financing needed to develop your project. Discuss the status of funding and/or financing resources (Example: are funding sources pending, reserved, or committed to your project?) **(10 Points Maximum)**
- 4. Identify the target population (i.e. family, elderly, disabled, etc.) of your project.** Include income level restrictions proposed for the project including non-subsidized units. **(No points assigned; for informational purposes only)**
- 5. Identify the proposed rents.** Please identify the proposed rents by unit type for your project. Included proposed contract rents for PBA 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 for paying? **(No points assigned; for informational purposes only)**
- 6. Describe the affordability of your project.** Include an analysis of proposed rents versus household income levels to be targeted. What term of affordability is proposed for your project. (How many years will your project remain affordable?) **(15 Points Maximum)**
- 7. Describe the housing need not currently being met. How will your project address the need?** **(25 Points Maximum)**
- 8. Describe the structure and staffing of the organization as it relates to this project.** Explain how your organization's experience and ability has prepared the project sponsor to properly develop and/or manage this project. Identify the project owner, developer, architect, builder and property management agent. Also describe your organization's past experience, if any, in the administration or management of government subsidized affordable housing projects. **(20 Points Maximum)**



9. Discuss the project schedule as it relates to the development of the project. Describe at what phase the project currently exists, if applicable, proposed dates of construction start, substantial completion and lease-up. **(10 Points Maximum)**

10. Identify the number of Housing Choice Vouchers you are requesting to be Project-Based at your site. **(No points assigned; for informational purposes only)**

**MAXIMUM POINTS - 100**

**The following additional information will be requested of owners/proposers upon project selection and condition approval.**

1. Evidence of Site Control.
2. Architectural Drawings including a Site Plan, Exterior Building Elevations and Floor Plans.
3. Evidence of proper zoning and documentation that the project will conform to local building code.
4. The completion of an Environmental Review.
5. A complete management and maintenance plan. This plan will describe all aspects of the site management plan, including the Resident Selection Policies. The plan should also describe the preventive, routine and emergency maintenance procedures for the entire site.
6. A complete financial plan and proposed timeline.

## **Attachment 1** **Census Tracts**

Per the requirements of 24 CFR Part 983 and this Request for Proposal applies to properties located within qualified census tracts in Klamath County. It is important to note that if the subject property is not located in a qualified census tract, the Offeror must submit justification for the need to project-base their development in such an area AND identify the positive impact(s) that the project will contribute to the jurisdiction. Project located in nonqualified census tracts require HUD review and approval.

Those who wish to confirm census tract location for a particular site may visit the U.S. Census Bureau's website at: [www.huduser.gov/portal/maps/hcv/home.html](http://www.huduser.gov/portal/maps/hcv/home.html)

### **Special Instructions for Internet Census Tract Look-Up:**

**Access the U. S. Census Bureau's website at: [www.huduser.gov/portal/maps/hcv/home.html](http://www.huduser.gov/portal/maps/hcv/home.html)**

1. On the left-hand side of the screen, the user can click "Show tract" to view the tract boundaries. Each tract having an average poverty of less than 20 will be colored.
2. You can also use the address search to drop a pin and know if the tract that the address falls in is qualified for poverty less than 20.

Other Information:

- Click "Clear" to clear the map.
- You must be zoomed to level 9 or more to see the tract overlay.
- A pop-up window will provide the census tract number and whether the tract has a poverty rate less than or equal to 20 percent.

**Attachment 2**  
**24 CFR Part 983 - Project Based Voucher Program**

To see all regulations pertaining to the Project Based Voucher Program

24 CFR 983  
PIH Notice 2017-22