

Request for Proposals (RFP)  
Project Based Vouchers

The Winooski Housing Authority (WHA) is issuing a Request For Proposals (RFP) awarding up to 15 Section 8 Project-Based Vouchers (PBV's) for Existing, New Construction or Substantially Rehabilitated housing units. The units must be within the jurisdiction of the Winooski Housing Authority.

Project-Based Voucher Housing Assistance Payments (HAP) Contracts will be available for an initial period of up to twenty (20) years with the potential for extensions. WHA will rank each application based upon evaluation criteria and preference points consistent with program requirements, WHA's PHA Plan, and Administrative Plan.

Only complete applications that are consistent with one or more of the Priorities defined below will be considered for PBVs under this competition.

**Priority 1: New construction projects or acquisition rehabilitation projects that are creating net new affordable housing units using tax exempt financing.**

*Projects that currently include affordable housing units may not be considered for this preference unless new affordable units are being constructed as part of the acquisition and rehabilitation.*

Projects must utilize tax exempt financing for 50% or more of their total development costs and meet the threshold for accessing 4% Federal Housing Credits per Internal Revenue Tax Code §42 to qualify for this preference.

**Priority 2: New construction, substantially rehabilitated or existing housing proposals that designate at least 25% of the total affordable housing units in the subject property to supportive housing for persons with disabilities or elderly persons / or housing for the homeless.**

**Priority 3: New construction, substantially rehabilitated or existing housing proposals that designate at least 25% of the total affordable housing units in the subject property to have affordable housing units in the subject property with three or more bedrooms .**

Proposals must designate at least 25% of the total affordable housing units within the project to one of the following categories:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).
- Are specifically made available to house families that are comprised of or include a veteran. *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
  - Supportive Housing units may be located at the proposed project site or within the owner's existing housing portfolio that are not already dedicated as Supportive Housing.

- Affordable Supportive Housing units must be additive to the number of Supportive Housing units available in the state.
- Provide family housing that has three (3) or more bedrooms per apartment unit.
- Are in a census tract with a poverty rate of 20 percent or less (in areas where vouchers are difficult to use), as determined in the most recent American Community Survey Five-Year Estimates.

Number of PBV's Set-aside: Up to 15, not to exceed the Agency's ACC Authority, as approved by HUD, subject to funding availability.

**Timelines:**

- RFP and bid packet will be posted to WHA's website at [www.winooskihousing.org](http://www.winooskihousing.org) beginning 9:00 a.m. April 11<sup>th</sup> through 4:00 p.m. April 25, 2022.
- To obtain a bid packet please visit the WHA website or contact Wendy Sweet at [wsweet@winooskihousing.org](mailto:wsweet@winooskihousing.org)
- Newspaper advertising will occur on April 11<sup>th</sup>, April 18<sup>th</sup>, & April 25<sup>th</sup> in Public Notice section of The Burlington Free Press.
- Proposals should be submitted via email to [wsweet@winooskihousing.org](mailto:wsweet@winooskihousing.org) or USPS to Wendy Sweet, Winooski Housing Authority, 83 Barlow Street, Winooski, VT 05404.
- Proposals submitted electronically will receive confirmation that proposal was received.
- Proposals will be accepted until 4:00 p.m. April 28, 2022.
- Awards will be announced no later than May 25, 2022.

*WHA reserves the right to reject, in whole or in part, any or all proposals in response to this RFP. WHA reserves the right to cancel or re-issue this RFP, or to modify the selection procedure. WHA reserves the right to waive any informalities or minor irregularities if it serves the best interest of WHA to do so. WHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBVs. WHA reserves the right to make award of PBVs based on geographic disparity.*

*The WHA does not discriminate based on race, color national origin, religion, sex, disability, familial status, or age.*

Each proposal will be evaluated on its merits using the factors below (*narrative and project description must address these factors*):

1. Extent to which the project meets the criteria of this specific solicitation (priorities of the RFP and submission requirements); and
2. Extent to which the project furthers WHA's goal of providing affordable housing in the City of Winooski.
3. Extent to which the project furthers WHA's goal of deconcentrating poverty and expanding housing and economic opportunities; and
4. Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
5. Extent to which the project targets extremely low-income households by utilizing National Housing Trust Fund Financing. 5 bonus points will be provided to proposals demonstrating the use of National Housing Trust Fund Financing.

Submission Requirements for PBV proposals submitted under a competitive RFP:

All information and documentation must be provided with the original submission of the proposal.

Incomplete proposals or proposals that are inconsistent with this solicitation, program regulations and statutory requirements will not be considered for voucher assistance. Proposals submitted in response to a WHA competitive RFP must contain the following information:

- a. Project Narrative: A narrative of how the proposed housing project meets the funding priorities of the RFP including the target population to be served.
- b. Need for Housing and Compliance with HUD's Consolidated Plan: A narrative that demonstrates the *Need* for the housing being proposed and that the housing being proposed is consistent with the priorities of this solicitation, and with the Winooski Housing Authority's HUD Agency Plan.
- c. Project Description: A description of the housing to be provided including square footage per unit, bedroom count, bathroom count, sketches of the proposed new construction or rehabilitation, unit plans, listing of amenities and services.
- d. Proposed Contract Rents for each unit type, including list of utilities, services and equipment which will be included in the rent, and those which will not be included. For those utilities not included in the rent, an estimated monthly cost for each unit type for the first year of occupancy.
- e. Rent Comparability: Documentation that the rent being proposed are reasonable and comparable to rents being charged for similar housing, with similar amenities in the same market area as the proposed project.
- f. The identity of the Owner, management agent, officers and principal members, shareholders, investors and other parties with substantial interest and prior HUD program participation and

- a disclosure of possible conflict of interest of any of the parties that would be in violation of the Contract, and qualifications and experience of the principal participants.
- g. Disclosure of other governmental assistance.
  - h. Site Selection Standards: Proposal must demonstrate that the proposed project is consistent with HUD’s statutory goal of deconcentrating poverty and expanding housing and economic opportunities, as set forth in the PBV regulations, 983.57.
  - i. Proposed Contract Term. *5 bonus points will be provided to proposals agreeing to maintain the subject units affordable to households at 50% of median income for 5 years beyond the HAP Contract expiration date. A certification must be included in the proposal to qualify for the bonus points.*

Proposals must be complete, and consistent with project-based voucher program regulations and statutory requirements found at:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/project](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project)

Or the

Winooski Housing Authority Section 8 Administrative Plan Chapter 17 Project Based Vouchers  
(available by request)

WHA is an Equal Housing Opportunity Provider.

Submit Questions to Wendy Sweet 802.655.2360 or [wsweet@winooskihousing.org](mailto:wsweet@winooskihousing.org)

Definitions:

**24 CFR 5.403 – definition of persons with disabilities / elderly persons**

Disabled family means a family whose head (including co-head), spouse, or sole member is a person with a disability. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides. Displaced family means a family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief. Elderly family means a family whose head (including co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides. Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, and such group includes, but is not limited to: (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family); (ii) An elderly family; (iii) A near-elderly family; (iv) A disabled family; (v) A displaced family; and (vi) The remaining member of a tenant family.

**42 USC §11302 definition of homelessness.**

General definition of homeless individual (a) In general For purposes of this chapter, the terms “homeless”, “homeless individual”, and “homeless person” means— 1 (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence; (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (3) an individual or family living in a supervised publicly

or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing); (4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided; (5) an individual or family who— (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by— (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days; (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause; (B) has no subsequent residence identified; and (C) lacks the resources or support networks needed to obtain other permanent housing; and

(6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who— (A) have experienced a long term period without living independently in permanent housing, (B) have experienced persistent instability as measured by frequent moves over such period, and (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment. (b) Domestic violence and other dangerous or life-threatening conditions Notwithstanding any other provision of this section, the Secretary shall consider to be homeless any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing. (c) Income eligibility (1) In general A homeless individual shall be eligible for assistance under any program provided by this chapter, only if the individual complies with the income eligibility requirements otherwise applicable to such program. (2) Exception Notwithstanding paragraph (1), a homeless individual shall be eligible for assistance under title I of the Workforce Investment Act of 1998 [29 U.S.C. 2801 et seq.]. (d) Exclusion For purposes of this chapter, the term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law. (e) Persons experiencing homelessness Any references in this chapter to homeless individuals (including homeless persons) or homeless groups (including homeless persons) shall be considered to include, and to refer to, individuals experiencing homelessness or groups experiencing homelessness, respectively.

24 CFR 983.6 Supportive services. The units provide supportive housing to persons with disabilities or to elderly persons. For the purpose of this exception, supportive housing means: A project that makes supportive services available for all of the assisted families in the project and provides a range of services tailored to the needs of the residents occupying such housing. Such services may include (but are not limited to): meal service adequate to meet nutritional need; housekeeping aid; personal assistance; • transportation services; • health-related services; • case management; • child care; educational and employment services; job training; counseling; or other services designed to help the recipient live in the community as independently as possible. A PHA must include in its Administrative Plan the types of services offered to families for a project to qualify for the exception and the extent to which such services will be provided (e.g., length of time services will be provided to a family, frequency of services, and depth of services). Such supportive services need not be provided by the owner or on-site, but must be reasonably available to the families receiving PBV assistance in the project. A PHA must not require participation in the supportive services as a condition of living in an excepted unit. In accordance with 24 CFR §983.354, with the exception of an assisted living facility, the owner of a PBV project may not require the assisted family to pay charges for meals or supportive services, and non-payment of such charges by the family is not grounds for termination of tenancy. In the case of an assisted living facility (as defined in 24 CFR §983.3) receiving PBV assistance, owners may charge families for meals or supportive services. These charges may not be included in the rent to owner or the calculation of reasonable rent.

## Scoring Sheet for PBV Application

Selection Criteria	Standard	Possible Points
Baseline Requirements	Projects will not be scored unless the following requirements are met. Please submit checklist provided.	
Application is Complete	Assure all three (3) requirements are met and clear. Information is provided for scoring below.	
Project Meets Priority Qualifications	Indicate under which of the three (3) priorities this application covers.	
Area Served	Indicate the address of a property within the jurisdiction of the Winooski Housing Authority - withing six (6) miles of the Winooski borders	
Checklists complete:	WHA and HUD Checklists complete and attached.	
Owner Experience with Program	The owner/manager is able to select tenants (if not done by WHA), maintain compliance records, and pass HQS inspections	10
Project Deconcentrates Poverty	The location of the project meets HUD goals of assuring that properties that serve low income families and are not concentrated in a single area.	10
Project meets goal of providing housing for elderly, homeless, disabled, and/or Veteran households	Apartments are designated to house at least on of the categories.	10
Multi-Bedroom Units	Apartments could house larger families. Points listed below:	
	2 bedroom average	10
	3+ bedroom average	20
	4+ bedroom (2 bonus points for each qualifying apartment).	
Winooski Apartments	Property lies in the City of Winooski	20
Term of the Contract	Term of the requested contract	
	Under 10 years	5
	10 - 20 Years	15
	20 Years	20
Occupancy	The apartments will be available for rent in the shorest amount of time:	
	Immediate occupancy with eligible tenants in place. Building must meet HQS and City standards, be in compliance with City ordinances, and have tenants eligible for the program.	15
	Permits and financing are in hand for needed renovation, occupancy within one year. (This could be achieved though a "rolling renovation" where at least 8 units are available in a project.	10
	Project is proposed.	5
Complementary to Other HUD Programs	The HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.	5
National Housing Trust Fund Financing.	The proposal will use National Housing Trust Fund Financing.	5
Tax Credit	The project is approved for or will apply for tax credit financing.	10

# Application Checklist

Please submit Checklist with application

<i>Office Use:</i>
Date Rec'd: _____
Time Rec'd: _____

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
 \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

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Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_  
 \_\_\_\_\_

Attachments:

Project Narrative:   
 Project Description:

Owner's Experience with PBV's:   
 List of Other Governmental Assistance:

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**Project Details**

Number of Units by Bedroom Size:

	Number of Units	Proposed Monthly Rent	Number of Elderly, Homeless, Disabled, Veteran	Date of Projected Occupancy
Studio	_____	_____	_____	_____
One Bedroom	_____	_____	_____	_____
Two Bedroom	_____	_____	_____	_____
Three Bedroom	_____	_____	_____	_____
Four Bedroom	_____	_____	_____	_____
Five Bedroom	_____	_____	_____	_____

Type of Financing:

Tax Credit: \_\_\_\_\_  
 National Housing Trust  
 Fund Financing \_\_\_\_\_

Proposed Years of Contract: \_\_\_\_\_