

GRAND RAPIDS HOUSING COMMISSION

Project-Based Vouchers Request for Proposals

A. Introduction.

The Grand Rapids Housing commission (GRHC) operates a “Section 8” Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development. The purpose of the program is to provide rental assistance to lower income households enabling them to rent decent, safe, and affordable housing. The GRHC’s service area for the Housing Choice Voucher program is the City of Grand Rapids and surrounding Kent and Ottawa Counties. The program receives roughly \$32 million dollars in funding on an annual basis through the U.S. Department of Housing and Urban Development (HUD) and has an allocation of approximately 3400 Housing Choice Vouchers (HCV).

To increase housing opportunities within our community, the GRHC is issuing the Request for Proposals (RFP) seeking applications from owners and/or developers for Project-Based Vouchers (PBV) funded under the U.S. Department of Housing and Urban Development Housing Choice Voucher program. Existing units, substantial rehabilitation projects, and new construction programs are all eligible for consideration. Up to one hundred-fifty (150) Project-Based Vouchers are available under this RFP. Proposed units must be within the service area of the Grand Rapids Housing Commission. The GRHC intends to award Project-Based Vouchers to more than one Respondent.

Through the RFP, the GRHC will offer an allocation of Project-Based Vouchers to be committed for designated rental units. Successful Respondents will be offered a contract with an initial term of up to twenty (20) years and a possible renewal term of 20 years predicated upon adequate and on-going federal funding.

This RFP is established pursuant to 24 CFR, Chapter IX, Part 983 of the Code of Federal Regulations Project-Based Voucher Program Final Rule published in the Federal Register on October 13, 2003, changes to the Section 8 Project-Based Voucher Program Final Rule published on June 25, 2014, and the Housing Opportunities Through Modernization Act of 2016.

All proposals submitted in response to this solicitation must conform to all the required specifications outlined within this document and any designated attachments in its entirety.

Proposals must be received no later than 3:00 p.m. October 5, 2023, in accordance with the submission instructions included within this Request for Proposals.

B. Project Description.

The U.S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 30% of its Section 8 Housing Choice Voucher program funding to specific housing units by project-basing vouchers. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

The GRHC is making one hundred-fifty (150) Project-Based Vouchers available to property owners and developers through a competitive process in accordance with the requirements included within this RFP. This RFP solicits the participation of owners who request PBV assistance for either existing, substantial rehabilitation, or newly constructed units. The number of project-based vouchers requested can be the lesser of 35 vouchers or 50% of the total units in the project. The GRHC intends to select multiple projects under this RFP so long as the total number of vouchers committed does not exceed one hundred-fifty (150). In addition, the GRHC reserves the right to cap awards at a number less than the requested number of PBV in order to maximize the availability of affordable housing in the community.

C. Application Requirements.

The GRHC will review all applications for PBV submitted by the deadline. Before selecting projects, the GRHC will determine that each application is responsive to the selection criteria and procedures included in this RFP, Chapter 17 of the Grand Rapids Housing Commission's Housing Choice Voucher Administrative Plan, and in compliance with HUD program regulations at 24 CFR Part 983 of the Code of Federal Regulations Project-Based Voucher Program Final Rule published in the Federal Register on October 13, 2003, changes to the Section 8 Project-Based Voucher Program Final Rule published on June 25, 2014, and the Housing Opportunities Through Modernization Act of 2016.

All applications must include the following items:

Threshold Requirement:

Site Control – Projects must meet this minimum threshold or are ineligible for consideration.

Proposal Requirements:

Exhibit A – Application Cover Sheet

Exhibit B – Application

1. Evidence of Site Control

2. Documentation of the poverty rate in which the site/project is located. The GRHC will prioritize proposals located in a census tract with a poverty rate of not more than 20%
3. Project Design
4. Relocation Information (if applicable)
5. Financial Feasibility.
6. Development Capacity
7. Management Capacity
8. Affordability

Exhibit C – Certifications and Acknowledgements

Proposed projects must be able to meet all HUD requirements of the PBV program available for review at 24 CFR Part 983. Respondents may also be asked for additional supporting documents from GRHC including, but not limited to: applicable environmental review, prevailing wage requirements, zoning compliance, Section 3 requirements, schematic drawings, relocation information, affordability information, and subsidy layering review. Respondents will be expected to communicate with the GRHC regarding these requirements and supply any additional information requested by the GRHC to complete the application process.

D. Respondent Questions and Responsibilities.

It is the responsibility of the Respondent to address all communications pertaining to this RFP **in writing** to: RFP Selection Committee, only. Any party responding to this RFP or a party representing a Respondent shall not influence or attempt to influence any member of the selection committee, any member of the Board of Commissioners, or any employee of the GRHC, with regard to the acceptance of a response to this RFP. Any party attempting to influence the RFP process through ex parte contact may be subject to rejection of their response. Any oral communication by the GRHC's designated contact person or any other GRHC staff member concerning this RFP is not binding on the GRHC and shall in no way modify the RFP or any obligations arising hereunder.

Written questions must be submitted **via email** to: RFPsubmissions@grhousing.org by the due date included within the schedule below. Emails should include "RFP for Project-Based Vouchers" in the subject line. Questions will not be accepted via telephone. Written responses to all questions received will be posted on the GRHC's website at <https://www.grhousing.org> in accordance with the schedule below.

E. Proposal Submission Requirements:

1. Form:

Respondents must do **all** of the following:

- Attach an electronic copy of their proposal to RFPSubmissions@grhousing.org **and**,
- Submit one (1) signed original to the address below. Proposals must be enclosed in a sealed envelope or package and clearly marked:

PROJECT-BASED VOUCHER PROPOSAL. Proposals shall be submitted to:

Project-Based Voucher RFP Selection Committee
Grand Rapids Housing Commission - Creston Plaza Apartments
1080 Creston Plaza Drive, NE
Grand Rapids, MI 49503

2. Due Date: Proposals must be received no later than 3:00 p.m. October 5, 2023. The proposal due date is subject to change. If the proposal due date is changed, all known recipients of the original RFP will be notified of the new date. The amendment modifying the due date will also be posted on the GRHC's website.

3. General Instructions: To receive consideration, proposals shall be made in accordance with the following general instructions:

- a. The completed proposal shall be without alterations or erasures.
- b. No oral or telephonic proposals will be considered.
- c. The submission of a proposal shall be an indication that the Respondent has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality, and scope of the work to be performed, and the requirements of the GRHC, including all terms and conditions contained within this RFP.

4. Format and Contents:

For ease of review and to facilitate evaluation, the Proposal for this project should be organized and presented in the following order:

- a. Signed Cover Sheet (Exhibit A)
- b. Completed and Signed Application for Project-Based Vouchers (Exhibit B)
- c. Certifications and Acknowledgements (Exhibit C)

F. Schedule.

The following schedule is subject to change. Changes will only be made by written amendment to this RFP. Any amendment shall be posted on the GRHC’s webpage.

Date	Event
August 27, 2023	Release of Request for Proposals
September 22, 2023	Deadline for Respondents Questions
September 29, 2023*	GRHC’s Responses to Questions Due
October 5, 2023	Proposals Due

*Questions will be responded to daily.

G. Proposal Selection.

Completed proposals submitted to the GRHC in the required format, including all required documentation, will be reviewed, evaluated, and ranked by the Project-Based Voucher Selection Committee. The GRHC’s Board of Commissioners will make the final selection decisions.

The Project-Based Voucher Selection Committee will consider the content of each application, using the evaluation criteria outlined in Exhibit D including, but not limited to, threshold requirements, poverty rate, project design financial feasibility, development capacity, management capacity, and affordability.

A minimum score of 90 points (out of a maximum of 135 points) is required for a proposal to be considered. In the case of a tie score, award will be determined based on the higher points in the categories/areas of:

Rank	Category
First	Affordability
Second	Financial Feasibility
Third	Development Capacity

If there are not enough vouchers to fully fund a proposal, the Respondent will be given the opportunity to accept a lesser number of vouchers than requested or decline all the vouchers.

The GRHC will make every effort to provide a written selection decision to all Respondents within ten (10) days of the close of this RFP. If selected, the Respondent will be expected to cooperate with the GRHC in providing any additional information requested by the GRHC or HUD in the final approval process.

H. Corrections and Addenda.

1. If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, they are asked to contact the RFP Selection Committee at RFPsubmissions@grhousing.org, of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
2. If Respondent fails to notify the RFP Selection Committee five (5) days prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the Respondent shall submit a proposal at their own risk, and if the Respondent is awarded project-based vouchers, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
3. Addenda issued by the GRHC interpreting or changing any of the items in this RFP including all modifications thereof, shall be incorporated in the proposal. The Respondent shall submit the addenda cover sheet with the proposal (or deliver them to the GRHC in accordance with the submission instructions included in this RFP if the Respondent has previously submitted a proposal to the GRHC). Any oral communication by the GRHC's RFP Selection Committee or any GRHC staff member concerning this RFP is not binding on the GRHC and shall in no way modify the RFP or any obligations arising hereunder.

I. Reservation of Rights.

The issuance of this RFP does not constitute an agreement by the GRHC that any contract will actually be entered into by the GRHC. At any time, the GRHC expressly reserves the right to:

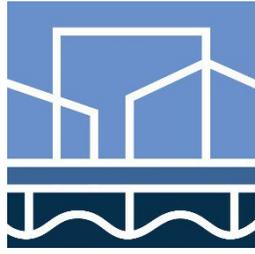
1. Right to Reject, Waive, or Terminate the RFP. The GRHC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by the GRHC to be in its best interests. By submitting a proposal in response to this RFP, the Respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, the GRHC's selection of a proposal, and the GRHC's rejection of any and all submittals.
2. Right to Not Award. The GRHC reserves the right not to award project-based vouchers pursuant to this RFP.
3. Right to Determine Financial Responsibility and Viability. The GRHC reserves the right to require of Respondent information regarding financial responsibility

and viability or such other information as the GRHC determines is necessary to ascertain whether a proposal is in fact financially viable.

4. Right to Request Additional Information. The GRHC may, during the evaluation process, request from any Respondent additional information which the GRHC deems necessary to determine the Respondent's ability to construct and manage proposed units. If such information is requested, the Respondent shall be permitted two (2) working days to submit this information.
5. Right to Retain Written Proposals. The GRHC reserves the right to retain all written proposals submitted to the GRHC by all Respondents in response to this RFP.
6. Right to Reject Any Proposal. The GRHC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
7. No Obligation to Compensate. The GRHC shall not be liable for any pre-contractual expenses incurred by any Respondent. The GRHC shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
8. Public Disclosure of Proposal Documents. To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the Michigan Freedom of Information Act. In the event that the Respondent desires to claim portions of its submittal exempt from disclosure, it is incumbent upon the Respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The GRHC will consider a Respondent's request for exemption from disclosure; however, the GRHC will make a decision based upon applicable laws. Assertions by a Respondent that the entire submittal or large portions are exempt from disclosure will not be honored. All responses to this RFP shall become the property of the GRHC and will be retained or disposed of accordingly.

All Respondents submit their applications to the GRHC with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Board of Commissioners.

For additional information on this RFP, please contact RFPsubmissions@grhousing.org



GRAND RAPIDS HOUSING COMMISSION

EXHIBIT A

Project-Based Voucher Application COVER SHEET

Legal Name of Organization		Tax ID Number
Mailing Address		
Name of Contact Person for Application		Title
Telephone	Email Address	Organization Website Address

Project Summary									
Project Name:									
Project Address:		Parcel #:							
Project Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Substantial Rehab Is Relocation Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing Housing ¹	Property previously issued LIHTC Award: <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No <input type="checkbox"/> Are applying for LIHTC in upcoming round?	Estimated Date of: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Construction Start:</td> <td style="width: 100px;"></td> </tr> <tr> <td style="padding: 2px;">Construction End:</td> <td></td> </tr> <tr> <td style="padding: 2px;">Occupancy:</td> <td></td> </tr> </table>		Construction Start:		Construction End:		Occupancy:	
Construction Start:									
Construction End:									
Occupancy:									
Structure Type (e.g., Low-Rise or Hi-Rise Apt., Townhome, Duplex/Triplex/Fourplex, Single Family):									

¹ A public housing authority may provide project-based assistance for “existing” housing that does not need rehabilitation, as well as for newly constructed or rehabilitated housing. *Existing housing (units)* is defined as units that “substantially comply” with the Housing Quality Standards (HQS) at the time of selection in an RFP process.

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

1. Evidence of Site Control.

Applicant is to provide documentation of site control as evidenced by an option to purchase, land contract, offer to purchase, purchase agreement, long-term lease or other appropriate documentation, and ability to keep same for 120 days from the date of application due date, with the ability to provide additional extensions as necessary to accommodate application processing timelines. If site control is vested in an entity other than the anticipated owner, the control must be unilaterally assignable to the proposed owner. Site control documents must clearly identify the physical location of the property (i.e. property address, full legal description or plat map identifying street names) and be consistent with the rest of the development information provided in the application including the title insurance commitment. If the site control documentation does not clearly identify a detailed breakdown of the components of the purchase price to be paid to the seller, a written narrative from the applicant providing additional detail may be submitted to accompany the site control documentation.

Applicant is providing the document(s) checked below:

- | | |
|---|---|
| <input type="checkbox"/> Warranty Deed | <input type="checkbox"/> Option to Purchase |
| <input type="checkbox"/> Land Contract | <input type="checkbox"/> Offer to Purchase |
| <input type="checkbox"/> Purchase Agreement | <input type="checkbox"/> Long-Term Lease |
| <input type="checkbox"/> Other Appropriate Documentation: | |

2. Documentation of the poverty rate in which the site/project is located.

a. Is property located in a Qualified Census Tract¹?

- Yes
 No

b. Census Tract of property

¹ Qualified Census Tracts can be found at <https://www.huduser.gov/portal/maps/hcv/home.html>. This site looks up the census tract by street address and identifies if the address is in a qualified census tract. Enter project address (left hand side). Check box for Zoom 9+. Click "GO". Census tract number will show in popup box and indicate if the poverty rate is less than or equal to 20% or does not have enough residential households to measure poverty rate.

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

3. Project Design.

a. Property Configuration

Total Number of Buildings:						
UNIT INFORMATION:	1 BR	2 BR	3 BR	4 BR	5 BR	TOTAL
Number of Units:						
Number of Accessible Units:						
Number of Bathrooms Per Unit:						
Square Footage per Unit:						
Contract Rent per Unit:						

b. Features of Accessible Units. (Identify by unit bedroom size features of accessible units for the proposed project.)

Accessibility Feature	1 BR	2 BR	3 BR	4 BR	5 BR	TOTAL
Total units including PBV						
Total fully accessible units including non-PBV units.						
Total PBV Units.						
Light switches, electrical outlets, thermostats, other environmental controls in accessible locations.						
Reinforcements in bathroom walls to allow later installation of grab bars or currently have grab bars.						
Usable kitchens/bathrooms allowing individual in wheelchair can maneuver about the space.						
Total of fully accessible PBV units.						
Public and Community Space						
Public/common areas readily accessible to and usable by disabled persons.						
All doors within the premises are sufficiently wide to allow passage by disabled persons in wheelchairs.						

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

3. Project Design – Features of Accessible Unit, Continued

Public and Community Space						
Public restrooms with barrier-free accessibility.						
Elevators or lifts available for use by disabled persons.						
Accommodations for blind or hearing impaired persons.						
Other, please identify:						
Other, please identify:						
Other, please identify:						

c. A listing of amenities and services provided on site.

Amenities	1 BR	2 BR	3 BR	4 BR	5 BR	TOTAL
Total PBV Units.						
In unit laundry equipment.						
Community laundry facilities.						
Air Conditioning provided.						
Dishwasher provided.						
Microwave provided.						
Garbage disposal provided.						
Patios/Balconies.						
Off-street parking.						
Guest parking.						
Extra Storage Space.						
Free in-unit or Wi-Fi access areas.						

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

3. Project Design – Amenities, Continued

On-line rent payments and/or maintenance requests.						
Other:						
Public and Community Space	Yes	No				
Community room or clubhouse.						
Inside recreational areas.						
Outside recreational areas.						
Community events/classes.						
Other:						
Other:						

d. Complete the utility table below for the proposed PBV units.

Utility/Service	Owner Paid	Tenant Paid	Natural Gas	Electric
Heating (Specify Type)				
Cooking (Specify Type)				
Water Heating (Specify Type)				
Other Electric				
Water				
Sewer				
Trash Collection				
Other (Specify)				

3. Project Design – Supportive Services

e. Are any of the units in the proposed project dedicated for seniors or people with disabilities receiving supportive services? (check any or all that apply).

- Elderly On-Site Services Yes No Off-Site Services Yes No
 Disabled On-Site Services Yes No Off-Site Services Yes No

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

3. Project Design – Supportive Services, Continued

Please describe services provided to elderly residents of proposed project. (Include information on the type of services, the frequency the services are offered, whether the services are provided on-site and whether there is a fee charged.):

Please describe services provided to disabled residents of proposed project (Include information on the type of services, the frequency the services are offered, whether the services are provided on-site and whether there is a fee charged.):

f. Greenbuild:

Will your project incorporate Leadership in Energy & Environmental Design (LEED); Green Communities; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or the GreenPoint Rated Program?

Yes No

If yes, identify the type of “Greenbuild” your project will incorporate, or has incorporated (existing projects)?

Leadership in Energy & Environmental Design (LEED);

Green Communities; Passive House Institute US (PHIUS);

Passive House;

Living Building Challenge;

National Green Building Standard ICC / ASRAE – 700 silver or higher rating;

GreenPoint Rated Program

4. Relocation Information (if applicable).

a. Do you have a relocation plan? Yes No

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

b. Will relocation of the tenant be due to ineligibility of current resident(s)?

Yes No

c. Does your Development Budget contain funding for the planned relocation activities?

Yes No

If no, please explain how the planned relocation activities will be performed, and paid for if necessary:

5. Financial Feasibility.

- a. For the proposed project, attach a 10, 15, or 20-year proforma. The term of the proforma must match the desired length of the Housing Assistance Payment contract. If a LIHTC application will be submitted for the proposed project, the term of the LIHTC proforma must also match the term of the HAP agreement.
- b. For the proposed project, attach a Sources and Uses form.
- c. For the Applicant Organization, provide your most recent financial statement and balance sheet.

6. Development Capacity.

a. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

b. Type of organization (corporation, partnership, etc.)

c. Tax Exempt organization?

Yes

No

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

6. Development Capacity - Continued

d. Has the proposed project received funding through any competitive process by any government entity?

Yes Date of Award: _____

Source of Funding: _____
(e.g., LIHTC, HOME)

No

e. Requested Housing Assistance Payment (HAP) contract term: _____

f. Complete the table below providing information on the last five (5) projects for which your organization acted as the primary for development activities. Please indicate if your organization is currently the owner and/or management entity of the identified project.

Project Name	Address	# Units	Date Completed	Current Owner (Yes/No)	Mgmt. Entity (Yes/No)

g. Does your organization have experience developing affordable housing? Yes No

h. If yes, list how many years of total experience developing affordable housing: _____ years.

7. Management Capacity.

Complete the table below providing information on the last five (5) developments your organization was identified as the management entity. Please indicate if your organization is currently the owner and/or management entity of the identified project.

Project Name	Address	# Units	Current Occupancy Rate	Affordable Housing Experience (Yes/No)	PBV Management Experience (Yes/No)

EXHIBIT B

Grand Rapids Housing Commission

Application for Project Based Vouchers

8. Affordability.

Number of Units Dedicated For:				
30% AMI	31-50% AMI	61-80% AMI	80%+ AMI	MARKET RATE RENTS

a. Will rents in the property remain affordable after the expiration of the HAP contract?

Yes No

b. If yes to 8.a., how will you sustain affordability?

c. Do you have experience in renewing/preserving affordable housing?

Yes No

If yes, please list the developments for which affordable housing has been renewed/preserved:

Project Name	Address	Date of Renewal	Renewal Term

EXHIBIT C

Grand Rapids Housing Commission

CERTIFICATIONS AND ACKNOWLEDGMENTS

GRAND RAPIDS HOUSING COMMISSION PROJECT BASED VOUCHERS REQUEST FOR PROPOSALS

By signing this application, the following certifications are made by the applicant:

1. The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicant's knowledge.
2. The applicant acknowledges that any material changes to the project not disclosed to and approved by the Grand Rapids Housing Commission may result in a denial or termination of the AHAP or HAP contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units; changes to the development budget; changes to the proposed rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in this application or changes to other application items.
3. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983 and the Grand Rapids Housing Commission's HCV Administrative Plan.
4. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5 (105)(a) including but not limited to, Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988, the Fair Housing Act, the Civil Rights Act of 1964, and the Americans with Disabilities Act.
5. Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
6. Certification that no rehabilitation or construction has commenced prior to the execution of the Agreement to Enter into a HAP Contract (AHAP), as evidenced by the Grand Rapids Housing Commission inspection (does not apply to existing housing).
7. Compliance with applicable local, State and Federal building codes and ordinances.
8. For existing housing only—an acknowledgment that the property meets the definition of "existing housing" for purposes of the Project-Based Voucher Program and that the units can be brought into Housing Quality Standards (HQS) compliance within 45 days of proposal selection. The units must pass HQS before execution of the HAP contract.
9. Acknowledgement for rehabilitated and existing housing that current tenants must be low-income and meet income eligibility requirements for the Section 8 Voucher Program. The Grand Rapids Housing Commission may not select a unit, or enter into a HAP Agreement with respect to a unit, if the unit is occupied by persons who are not eligible for participation in the program.
10. Identity of Interest/Conflict of Interest: If one of the Respondents presents an Identity of Interest/Conflict of Interest related to the purchase, rehabilitation, financing or operations of the property, the Respondent must submit a signed statement fully describing any identity of interest relationships. The proposal in question and the signed statement will be forwarded to the HUD field office or HUD-approved independent entity for review.
11. Acknowledge that the associated developer or managing entities to not have any debarment or other disqualification as a vendor for any federal, state or local entities. If there are any disqualifications, submit a separate statement that describes the nature of the debarment/disqualification, including where and how to find complete information on any such debarment or disqualification.
12. The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public.
13. The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based Voucher funding.
14. The applicant acknowledges that any in-place existing tenants must not be displaced in order to qualify

EXHIBIT C

Grand Rapids Housing Commission

CERTIFICATIONS AND ACKNOWLEDGMENTS

their units for Project-Based Voucher funding.

15. HUD Waivers: If a project that requires a waiver from HUD does not receive a waiver, that project will not receive a voucher award unless the Respondent revises their proposal to meet all requirements. If the revisions impact the scoring of the application, the GRHC will re-score and rank the proposal.

Applicant Representative(s)

Name

Name

Title

Title

Signature

Signature

Date

Date

EXHIBIT D

Grand Rapids Housing Commission

Project Based Vouchers RFP Scoring Sheet

Project:
Developer:
Rater Name:

THRESHOLD REQUIREMENTS			
1.	Evidence of Site Control		
	Site control is adequately demonstrated. <i>NOTE: Projects must meet this minimum threshold or is ineligible for consideration.</i>	Yes/No	
APPLICATION REQUIREMENTS			
2.	Poverty Rate	10 Points Maximum	
	Project is in a qualified census tract of less than 20%	10	
	<i>Total points awarded for category 2</i>		
3.	Project Design	30 Points Maximum	
	<p>Project design incorporates site, unit, and common area features and amenities that are responsive to the needs of the resident population.</p> <p>Points will be awarded specifically:</p> <ul style="list-style-type: none"> • Unit mix is stratified (i.e. development has 1,2,3, bedroom units) (maximum of 5 points) • Features for accessibility (maximum of 5 points) • Amenities and services (maximum of 5 points) • Supportive services (maximum of 5 points) 	20	
	For New Construction and Adaptive Reuse Projects: The applicant certifies that the project will be developed in accordance with the minimum requirements of any one of the following programs: Leadership in Energy & Environmental Design (LEED); Green Communities; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or the GreenPoint Rated Program.	10	

EXHIBIT D

Grand Rapids Housing Commission

Project Based Vouchers RFP Scoring Sheet

	For Rehabilitation Projects: The applicant certifies the project will be developed in accordance with the minimum requirements of any one of the following programs: Leadership in Energy & Environmental Design (LEED); GreenPoint Rated Existing Home Multifamily Program; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or 2015 Enterprise Green Communities, to the extent it can be applied to existing multifamily building.	10	
	For Existing: Provide documentation of green certification or LEED certificate.	10	
	<i>Total points awarded for category 3 (if a project has both new construction and rehab, a maximum of 10 points can be received.)</i>		
4.	Financial Feasibility of Project Commitment to Providing Long-Term Affordable Housing	35 Points Maximum	
	Project demonstrates financial feasibility for the Housing Assistance Payments Contract period. Projects receiving the highest scores will document operating feasibility using generally accepted affordable housing finance assumptions and modeling. Assumptions include debt service ratio coverage of 1.1 throughout the term of the HAP Contract, income and expenses, sources and uses, relocation costs appropriately funded, etc.). 1 point will be deducted for each year DSCR is less than 1.1 during the term of the HAP contract.	20	
	Project demonstrates maximum feasible affordability of rent restricted and market-rate units over the life of the HAP contract.	7	
	An additional 2 points will be provided to projects that provide maximum financial feasibility beyond 20 years for every additional 5-year period up to 40 years (20 year HAP + 20 year extension)	8	
	<i>Total points awarded for category 4</i>		
5.	Development Capacity	20 Points Maximum	
	Developer/owner demonstrates experience and ability to design and construct/rehab high quality affordable housing units. 1 point will be awarded for every 5 years of experience.	5	
	Project consists of Newly Constructed or Substantially Rehabilitated units that will be ready for occupancy within 18 months of signing the Agreement to enter into a Housing Assistance Payments (AHAP) contract.	10	
	Project consists of Newly Constructed or Substantially rehabilitated units that will be ready for occupancy between 19-24 months of signing the Agreement to Enter into a Housing Assistance Payments (AHAP) contract.	5	

EXHIBIT D

Grand Rapids Housing Commission

Project Based Vouchers RFP Scoring Sheet

	Project consists of existing Housing that is ready for occupancy within 45 days of project selection.	15	
	<i>Total points awarded for category 5</i>		
6.	Management Capacity	20 Points Maximum	
	Managing entity demonstrates experience and ability for operating affordable housing programs as demonstrated by the examples in Exhibit B. 3 points awarded per project for up to 5 examples	15	
	Manager has experience with a project-based voucher program. 1 point awarded per project up to 5 examples as demonstrated on Exhibit B.	5	
	Manager has no experience with PBVs or affordable housing but has demonstrated experience with other property management. (Provide examples)	5	
	<i>Total points awarded for category 6</i>		
7.	Affordability	20 Points Maximum	
	Proposed contract rent is: <ul style="list-style-type: none"> • Less than FMR= 10 points • Equal to the HUD published Fair Market Rent for the area= 7 points • Greater than FMR = 5 	10	
	Has the affordability of previous projects been renewed/preserved after the initial HAP period? (Maximum of 5 projects for 2 points each)	10	
	<i>Total points awarded for category 7</i>		
	Total points Awarded for all categories <i>Application must score 90 points to be considered for award</i>	135 Points Maximum	

Notes: