



CITY OF
PORTLAND, OREGON
PORTLAND HOUSING BUREAU

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**Portland Housing Bureau REQUEST FOR PROPOSAL (RFP) for
Up to 25 Project Based Section 8 vouchers**

Release Date: October 2, 2009

The City of Portland's Portland Housing Bureau in collaboration with the Housing Authority of Portland, the Portland Development Commission and Multnomah County is soliciting Letters of Interest from qualified developers/organizations that seek federal rental subsidy for their current or planned affordable housing projects. Up to 25 Project Based Section 8 vouchers are currently available and will be allocated as a result of this RFP process. Projects selected will be required to address the policy criteria articulated in [Home Again, A 10-Year Plan to End Homelessness](#) adopted by the City of Portland in December 2004. There will be an emphasis on projects that include Permanent Supportive Housing (PSH) to families with children and on housing that can leverage homeless services funding from the County and other sources.

This RFP will focus on projects that require the Project Based Vouchers to maintain their viability as new construction or preservation of affordable housing. Projects selected will:

- Have significant local investment secured but the addition of Project-Based Housing Choice (Section 8) will ensure the projects viability as affordable housing with units set aside for homeless families.
- Provide suitable units for homeless families with children.

Additionally, information collected through this RFP for affordable housing projects that may be eligible for rental subsidy will be included and published in the previously established local inventory of affordable housing projects (the **Portland Housing Bureau Affordable Housing Pipeline Inventory**) with the goal of continuing to inform future Portland Housing Bureau funding processes.

The goals of this RFP are to:

1. Award up to 25 Project-Based Housing Choice (Section 8) vouchers to qualified Affordable Housing project(s).
2. Increase the information contained in the **Portland Housing Bureau Affordable Housing Pipeline Inventory**.
3. Administer a transparent and open process that communicates a clear decision making path for award funding based on city priorities.

Projects(s) selected through this RFP will be eligible for Risk Mitigation Pool (RMP) coverage. The RFP is released on October 2, 2009 and the City will accept completed applications through October 13, 2009. PBS8 awards will be decided by a selection committee after reviewing staff recommendations.

What are housing choice vouchers?

The Housing Choice Voucher Program (HCVP – Section 8) is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Housing

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. Rental units must meet minimum standards of health and safety as determined by Housing Quality Standards (HQS).

A housing subsidy is paid to the landlord directly by the Public Housing Agency (PHA - Housing Authority of Portland) on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home.

Project-Based Housing Choice vouchers (PBS8) are a component of a HCVP. A PHA can attach up to 20 percent of its voucher assistance to specific housing units if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development.

When calculating the maximum contract rent utilizing PBS8 vouchers, reduce the Payment Standard listed below by the appropriate utility allowance amount for tenant paid utilities at your property.

The current Payment Standard established by HAP less tenant paid utilities is the maximum contract rent that can be charged for units with PBA vouchers. This maximum ensures that the assisted units are fully accessible to low income and zero income applicants and tenants.

Payment	Standards		Effective	09-01-2009
Studio	1 Bed	2 Bed	3 Bed	4 Bed
\$585	\$720	\$832	\$1212	\$1456

The Current Utility Allowance Schedule can be found here: <http://www.hapdx.org/programs/pdfs/Worksheet-UtilityAllowance-S-5.pdf>.

Other PBS8 voucher program requirements:

Subsidy Layering Review

The Housing Authority of Portland may provide you Project Based Voucher assistance only in accordance with the HUD subsidy layering regulation located at (24 CFR 4.13) copy enclosed. The subsidy layering review is intended to prevent excessive public assistance by combining

(layering) housing assistance payment subsidy under the PNV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concession or tax credits. The HAP contract must contain a certification from the owner that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

Environmental Review

Before a property can be awarded Project Based vouchers an environmental review is required. In accordance with 24 CFR 983.58

(http://edocket.access.gpo.gov/cfr_2009/aprqtr/pdf/24cfr983.58.pdf) this review must be completed by the county or state. HAP cannot award vouchers to your property unless this review is completed, signed, and we receive a copy of such.

In the case of new construction or substantial rehabilitation, upon completion of the items listed above you will receive an Agreement to enter in a Housing Assistance Payment Contract. Upon review of the AHAP you will notice that following construction of the building being awarded vouchers the units and common areas will be required to pass a Housing Quality standards inspection. Upon the completion and passing of such inspection the actual Housing Assistance Payment contract for project based vouchers will be entered into. The AHAP cannot be entered into until the subsidy layering review has been completed.

If your project is new construction or substantial rehabilitation, and it has been awarded nine or more units that will have a project based voucher attached the owner and the owners' contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of the housing. The HUD prescribed form of the agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates. The owner, contractors, and subcontractors must also comply with the Contract Work Housing and Safety Standards act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The Housing Authority of Portland is required to monitor compliance with labor standards and will request verification of such. Equal Opportunity requirement as cited in [24 CFR] 983.154 (http://edocket.access.gpo.gov/cfr_2009/aprqtr/24cfr983.154.htm) are also applicable.

In the case of new construction or substantial rehabilitation the owner will be required to submit evidence that the work has been completed in accordance with HQS and all requirements of the agreement. The owner will also be required to certify that the owner has complied with labor standards and equal opportunity requirements.

POLICY TARGETS

These PBS8 vouchers will be administered in accordance with the City's Consolidated Plan priorities. These can be found at: www.portlandonline.com/bhcd/index.cfm?c=49920

Specifically to increase the range of housing opportunities affordable to households with incomes at or below 50% of the area's Median Family Income which includes programs that:

1. provide stable, decent, affordable housing for households with the greatest housing needs;
2. develop permanent supportive housing for very low income households (0-30% MFI) with disabilities;
3. assist low-income individuals and families (0-50% MFI) to locate, obtain and maintain housing;
4. preserve existing housing stock for low-and moderate-income individuals and families (0-80% MFI). Existing housing stock includes, but is not limited to, multi-family housing, manufactured housing parks, and single-family housing. If there are not sufficient resources to accomplish all preservation goals, priority should generally be given to properties that receive federal subsidy.
5. manage publicly-funded housing assets wisely for the long term;
6. increase the number of units with three or more bedrooms affordable to low-income (0-50% MFI) households;

TIMELINE

1. RFP Release	10/2/09
2. RFP Submission Deadline	10/13/09
3. Staff review of RFP Submissions	10/14-10/15/09
4. Selection Committee meeting	10/16/09
5. Award notification	10/17/09

FUNDING DECISION PROCESs

Upon receipt of responsive applications, staff will send acknowledgement of the project’s application to sponsors. A staff team will review the applications and prepare recommendations for the Selection Committee. The Selection Committee will include a representative or designee from:

- The Portland Housing Bureau,
- The Housing Authority of Portland,
- The Portland Development Commission, and
- Multnomah County.

The selection committee’s funding decisions will be based upon the following:

- The projects ability to meet City Housing Policy targets;
- The project’s readiness to proceed;
- The projects uniformity with federal, state and local compliances;
- The project’s financial feasibility;
- The project’s efficiency in use of public resources.

Questions about individual RFP submissions should be directed to Stephen Fulton, Housing Manager at 503.823.2388 or stephen.fulton@ci.portland.or.us

MINIMAL SUBMITTAL REQUIREMENTS

- RFP Letter of Interest/Application (no more than 4 pages including attachments each)
- Preliminary Pro Forma

Please answer the following questions - no more than 4 pages including attachments. Please submit two (2) copies and one electronic copy of completed information by October 13, 2009 by 4:00 pm to:

Stephen Fulton, Housing Manager
Portland Housing Bureau
421 SW 6th Ave, Ste 1100
Portland OR 97204
stephen.fulton@ci.portland.or.us