



**PROJECT-BASED VOUCHER PROGRAM
PUERTO RICO DEPARTMENT OF HOUSING
RFP 2015**

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Section I. Introduction

The Puerto Rico Department of Housing (PRDH or the Department) announces the availability of a limited number of Project Based Vouchers (PBV) for the purpose of creating or expanding permanent, affordable housing for citizens with special needs, pursuant to 24 CFR 983.51(c).

In 2014, the PRDH published the State Housing Plan: 2015-2018. Supported by specific actions, the policies of the Plan target:

- the gap between the need for housing at affordable prices or rents, and available supply for working families, the elderly, single headed households and families seeking entry level housing, while minimizing sprawl, as well as travel costs and energy costs, both of which impose a heavy burden on low and very low-income families;
- integrated approaches that respond to the specific housing needs a rapidly growing and low income elderly population;
- the provision of permanent housing, together with the provision of needed supporting services; and
- the flexibility necessary in planning and land use regulations to facilitate the construction and rehabilitation of affordable housing, support the development of rural housing and deal with urban rehabilitation issues.

Operating a PBV program is consistent with the State Housing Plan. The PRDH may attach up to 20 percent of its voucher assistance to specific housing units if the owner agrees to either rehabilitate or construct the units, as specified in 24 CFR 983.6 and section 23.2 of the PRDH's Housing Choice Voucher Administrative Plan.

The statutory 25% per building cap will be enforced in this Request for Proposals (RFP) and the forthcoming Joint Agency Notice of Funding Availability (Joint Agency NOFA), although the PRDH may consider up to 100% of all units for buildings specifically made available to qualifying families, as provided for in 24 CFR Section 983.56(b), and Section 23.3 of the PRDH's Housing Choice Voucher Administrative Plan.

The PRDH estimates that up to six hundred and thirty (630) units can be assisted under this request for proposals throughout Puerto Rico. However, the PRDH might, at its discretion, select one or more of the proposals, or none of the proposals submitted.

Section II. General Provisions.

The purpose of this Request for Proposals is to provide the PRDH with a written selection policy to account for the fair and equitable selection of all persons or firms

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submitting proposals to participate in the PBV Program. Proposals will be accepted, evaluated and selected pursuant to the requirements of this RFP, applicable regulations, the PRDH's Housing Choice Voucher Administrative Plan, and the application package that will be released under the Joint Agency NOFA to be issued by the PRDH on August 5, 2015. The Joint Agency NOFA seeks to leverage funding from multiple sources, with underwriting criteria that will result in allocating multiple financing sources to projects that meet the State Housing Plan priorities.

Before selecting a unit or executing an Agreement, the PRDH will determine that the application is responsive to and in compliance with the Department's written selection criteria and is otherwise in conformity with HUD program regulations and requirements. Owners and developers are solely responsible for all guarantees of completion, working capital, operating deficits or tax credit compliance required by tax credit investors or lenders. The PRDH will not make any guarantees except as set forth in the "Agreement to Enter into a Housing Assistance Payment" (AHAP) or the "Project Based Housing Assistance Payment Contract" (HAP). The owner is also responsible for performing all of his/her responsibilities under the AHAP and the HAP contract.

Furthermore, one of the purposes of the assistance is to give to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, job training, employment, contracting and other economic opportunities to residents and business concerns under Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701(u)) and the implementing regulation in 24 CFR part 135.

Section III. Process.

The PRDH will follow the process, documentation and presentation requirements to be outlined in the Joint Agency NOFA to determine which applications will be awarded. Subject to allowable modifications, the process will provide for the following:

1. An Evaluation Committee designated to implement the selection of projects under the Joint Agency NOFA will review each application to ensure that the application is complete, including the submission of required attachments. Incomplete applications will not be accepted neither considered for evaluation nor scoring.
2. All complete applications will be reviewed to assess the application's compliance with threshold eligibility requirements under applicable regulations and HUD program regulations and requirements, including a determination that the property is an eligible housing (24 CFR 983.53 and 983.54), complies with the cap on the number of PBV units per building (24 CFR 983.56), and meets the site selection standards (24 CFR 983.57).

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3. The Committee will score complete and compliant applications following the factors and point-ranking system set forth in the selection criteria. The proposals that meet the minimum required score are to be ranked from the highest score to the lowest, until the amount of rental assistance is assigned. The PRDH reserves the right not to award rental assistance to any proponent, regardless of that proponent's point ranking, if the PRDH determines, in its sole and absolute discretion, that an award for such proponent or project does not further the purpose and goals of the State Housing Plan, the RFP or the Joint Agency NOFA; the proponent's proposed project is not financially viable; or there is not a substantial likelihood that the project will be able to meet the requirements for its execution in a timely manner.
4. As admissible under 24 CFR 983.51(b)(2), the PRDH may select proposals that were previously selected based on a competitive selection process in accordance with the requirements of the applicable program (e.g., HOME, LIHTC), where the proposal has been selected in accordance with such program's competitive selection requirements within three (3) years of the proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.
5. If the selection involves PHA-owned units, the HUD field office or HUD-approved independent entity must review the selection process and determine that the PHA-owned units were appropriately selected based on the selection procedures specified in the PRDH's Housing Choice Voucher Administrative Plan.
6. Site inspections before selection might be warranted as required under 24 CFR 983.103(a).
7. As directed by 24 CFR 983.51(d), the PRDH will send written notices to all proponents indicating whether or not they were selected and the score assigned to their proposals. The written notification will be delivered not later than thirty (30) days after the conclusion of the evaluation process.
8. If selected, the PRDH will proceed to perform a subsidy layering review by HUD or by an independent entity approved by HUD, as applicable under 24 CFR 983.55 and 24 CFR 983.59(b). Approval of the independent entity by HUD must be received prior to official awarding of vouchers. When a proposal for project-based voucher assistance is contemporaneous with the application for or award of tax credits, the subsidy layering review may be fulfilled by the IRC section 42(m)(2) review.
9. No assistance will be recommended, and the owner and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds, until the responsible entity has completed the environmental review procedures, HUD has approved the environmental certification and HUD has approved a request for release of funds, if the project is not exempted or categorically excluded from compliance

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under applicable environmental laws. No rental assistance might be committed through an AHAP or HAP before the completion of the environmental review and approval of the request for release of funds and related certification, except as authorized by 24 CFR part 58.

10. A Public Notice of the vouchers awarded will be published on the PRDH's website and might also be published in a major printed media source within the jurisdiction.
11. Pursuant to 24 CFR 983.51(e), the documentation regarding the basis for the PRDH's selection of a proposal will be made available for public inspection.
12. Subsequently, before new construction or rehabilitation of the units, the PRDH and proponent will execute an "Agreement to Enter into a Housing Assistance Payment" (AHAP) prior to the real estate closing and/or start of construction or rehabilitation. The AHAP must be drafted in the form required by 24 CFR 983.152(c) and executed promptly after the PRDH notice of proposal selection to the selected owner, but not before receiving approvals of the subsidy layering review and the environmental review, if applicable. The AHAP must specify the deadlines for project completion and for submission by the owner of the required evidence of completion.
13. The PRDH will inspect each contract unit before execution of the HAP contract. In case of PHA-owned units, the inspections will be performed by the HUD Field Office or a HUD-approved independent entity.
14. The owner will be required to report directly to the PRDH and through such mediums and formats, as the PRDH may direct, no less frequently than monthly or as directed by the PRDH, on progress with respect to the development or rehabilitation and related activities.
15. At least 60 days before the scheduled completion of the new construction or rehabilitation, the owner must notify the PRDH of any units expected to be vacant on the anticipated effective date of the HAP. The PRDH will refer to the owner appropriate-size families from its waiting list. The owner may also submit proponents from their own waiting list to be considered only after the PRDH list is exhausted.
16. Once HUD approves the request for PBV assistance and the units are completed and pass the inspection to determine compliance with the AHAP and applicable Housing Quality Standards (HQS) prescribed in 24 CFR 983.156 and section 23.10.15.1 of the PRDH's Administrative Plan, the PRDH and owner will enter into the HAP. If the PRDH determines the work has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion as prescribed under 24 CFR 983.155(b), the PRDH must submit the HAP contract for execution by the owner and must then execute the HAP contract in the form prescribed under 24 CFR 983.203. The owner will bear the



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responsibilities set forth in 24 CFR 983.209, 101, and 207, among other provisions.

Section IV. Priority Considerations.

In alignment with the objectives formulated under the State Housing Plan, priority will be afforded to proposals that:

1. Reduce the cost of housing for families because target both the physical characteristics to support the priority population groups and the social services to support them.
2. Reduce the initial and operational cost of the housing unit by incorporating innovative construction or energy efficient technologies while complying with all applicable housing quality, environmental, accessibility and site selection standards.
3. Contribute to deconcentrate poverty because are mixed-income, located in areas of low poverty density, or accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents; or are located within or in close proximity to urban centers with access to public facilities, employment and access to transportation.
4. Ease the Waiting List burden by being ready to serve the target population and start construction in a reasonable term and so are better positioned to maximize the use of the vouchers as opposed to projects that are still in the planning phase or do not have adequate site control.
5. Leverage additional local or federal funding resources.
6. Are led by Community Based Organizations, CHDOs, private-public alliances or experienced management teams with proven record and sensitivity to the needs of lower-income families and/or the ability to coordinate with supportive service providers.

Section V. Assistance Cap.

No more than twenty five percent (25%) of the total units in a project may have PBV assistance from either a federal or state funding source, except as provided under paragraph (b) of 24 CFR 983.56 and Sections 23.3 of the PRDH's Housing Choice Voucher Administrative Plan.

Section VI. Assistance Term.

As allowed in 24 CFR 983.205 and Section 23.11.2 of the PRDH's Housing Choice Voucher Administrative Plan, the PRDH may enter into a HAP contract with an owner for an initial term of up to 15 years for each contract unit. The length of the term of the HAP contract for any contract unit may not be less than one year, no more than 15 years. The PRDH may agree to enter into an extension at the time of the initial HAP contract term or any time before expiration of the contract, for an additional term of up to 15 years if the PRDH determines an extension is appropriate to continue providing affordable housing for low-income families.

Section VII. Eligible Uses.

Eligible PBV uses include new construction and substantial rehabilitation. Projects proposing substantial rehabilitation must comply with the Housing Quality Standards (HQS) and have a scope that meets or exceeds the minimum investment established under IRC 42 IRC 42(c)(3)(A)(ii). Eligible PBV uses exclude projects for rehabilitation not meeting the minimum investment criteria or existing rental housing.

Section VIII. Eligible Proponents.

Eligible proponents must meet the following threshold requirements:

1. Be able to provide a Corporate Resolution demonstrating the authority to enter into a HAP contract.
2. Demonstrate the financial and organizational capacity to undertake the proposed project.
3. Not be debarred or excluded from participation in federal housing programs.
4. Be currently in good standing with previously PRDH funded projects.
5. Comply with all requirements for the PBV Program set forth in the RFP, the Joint Agency NOFA and applicable regulations.

Section IX. Eligible Projects.

Eligible projects must meet the following threshold requirements:

1. Create permanent housing, excluding temporary and other housing types not eligible for PBV rental assistance listed in 24 CFR 983.53 and 983.54, and Section 23.5 of the PRDH's Housing Choice Voucher Administrative Plan.
2. Offer all facilities and amenities generally offered in the general market by rental communities housing to moderate-income families.

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3. The units must be independent units.
4. Be located in neighborhoods conducive to healthy family life and economic opportunity and comply with the site selection standards prescribed by 24 CFR 983.57 and section 23.5 of the PRDH's Housing Choice Voucher Administrative Plan.
5. Be located in compliance with HUD's poverty deconcentration standards prescribed by 24 CFR 983.57(b) and Section 23.5 of the PRDH's Administrative Plan.
6. All units to be assisted must meet the HQS performance requirements established under 24 CFR 982.401, at commencement and during the term of the assisted occupancy.
7. Projects must be managed to high standards with effective lease enforcement and operated in compliance with all requirements of applicable law and HUD regulations.
8. The owner and developer must comply with all Federal, State and local laws and ordinances relating to the development and subsequent operation of a project. This includes, but is not limited to, state and local requirements relating to employment, fair housing, obtaining bonds and licenses, complying with building codes and zoning requirements, among other listed in Section 23.7 of the PRDH's Housing Choice Voucher Administrative Plan, including:
 - 8.1. Restrictions on real property acquisition or rehabilitation under the Uniform Act (URA), 49 CFR 24.101(b) and Section 23.7 of the PRDH's Housing Choice Voucher Administrative Plan.
 - 8.2. Accessibility and non-discrimination requirements specified in Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.4(b)(5); Title VI of the Civil Rights Act of 1964 and implementing regulations 24 CFR 1; Title VIII of the Civil Rights Act of 1968 and implementing regulations 24 CFR 100 to 199; Executive Order 11063 and implementing regulations 24 CFR 107; Title II of the Americans with Disabilities Act; and, unless exempted under 24 CFR 100.205(a), design and construction requirements of the Fair Housing Amendments Act of 1988.
 - 8.3. Historic property review process under Section 106 of the National Historic Preservation Act of 1966 and 36 CFR 800.
 - 8.4. Environmental Review, pursuant to 24 CFR 983.58, to ensure development site has no obvious negative site impacts or recognized environmental conditions which cannot be cost-effectively corrected or mitigated to residential standards thus preventing the PRDH to enter

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into an AHAP or HAP with an owner until the environmental review or mitigation procedures are completed. The PRDH might not enter into an Agreement or HAP contract with an owner, and the PRDH, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities until completion of the environmental review procedures, and HUD has approved the environmental certification and given a release of funds; or there is a determination of exception or categorical exclusion.

- 8.5. Provisions of the Clean Air and Federal Water Pollution Control Act.
- 8.6. Provisions of the Flood Disaster protection Act of 1973 and no construction activities in a flood hazard area unless all necessary governmental permits are obtained.
- 8.7. Requirements under the Lead-based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992 and implementing regulations at 24 CFR 35, subparts A, B, H and R, As prescribed by 24 CFR 983.101(c) and section 23.4 of the PRDH's Administrative Plan.
- 8.8. Executive Order 11246, Equal Employment Opportunity (for all construction contracts of over \$10,000).
- 8.9. Executive Order 11625, Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprises.
- 8.10. Executive Order 12432, Minority Business Enterprise Development, and 12138, Creating a National Women's Business Enterprise Policy.
- 8.11. Payments of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act, in an AHAP covering nine or more assisted units (whether or not completed in stages), and compliance with the Contract work Hours and Safety Standards Act. The HUD prescribed form of the AHAP will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.
- 8.12. The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations' laws and regulations.
- 8.13. Insurance coverage and requirements covering all operations related to the AHAP and HAP.

Section X. Eligible Households.

Pursuant to 24 CFR 983.251(c) and Section 23.15 of the PRDH's Housing Choice Voucher Administrative Plan, the PRDH may select families for the PBV program from those who are participants in the tenant-based voucher program and from those who have applied for admission to the voucher program (Waiting List).

Households must qualify as a family as defined by HUD, have income at or below HUD-specified income limits as per 24 CFR 982.201. At least 75 percent of the families admitted to the PRDH's PBV program waiting list must be classified as extremely low-income families.

Households must also qualify on the basis of citizenship or the eligible immigration status of family members, as provided under 24 CFR 982.201(a). In addition, an proponent family must provide social security information for family members, 24 CFR 5.216 and 5.218, and consent to the PRDH collection and use of family information regarding income, expenses, and family composition as established under 24 CFR 5.230. An proponent family must also meet HUD requirements related to current or past criminal activity.

Pursuant to 24 CFR 983.251(b) and Section 23.4 of the PRDH's Housing Choice Voucher Administrative Plan, an eligible family residing in a proposed PBV contract unit on the date the proposal for rehabilitation is selected by the PRDH is afforded protection from displacement under the PBV rule and must be placed on the PRDH waiting list. Contingent upon the family's continued eligibility being determined, the family must be given an absolute selection preference and the PRDH must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements.

Preferences in the household selection process is permissible only under the circumstances prescribed in 24 CFR 983.251(d)(1). As prescribed under 24 CFR 983.261(b), if the project will have more than 25 percent of the units receiving PBV assistance because those projects include "excepted units" (units specifically made available for qualifying families), the PRDH must give preference to such families when referring families to these units.

Section XI. Initial Rent Limits.

The PRDH approves the initial rent to owners for PBV contract units. The HAP must provide for adjustments of rent to owner during the contract term, as established in 24 CFR 983.302 and Section 23.22 of the PRDH's Administrative Plan. Initial rent limits are to be set:

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1. As established in 24 CFR 983.301 and 302, except as discussed for certain tax credit units, the initial rent to owner must not exceed the lowest of the following amounts:
 - 1.1. The higher of an amount determined by the PRDH, not to exceed 110 percent of the most recently published Fair Market Rent (FMR) in effect at the time of execution of the HAP contract (or any exception payment standard approved by HUD under 24 CFR 982.503) for the unit bedroom size minus any utility allowance schedule in effect at execution of the HAP contract; or, in case a contract unit receives a low-income housing tax credit, the tax credit rent minus any utility allowance if the contract unit is not located in a qualified census tract, there are comparable tax credit units in the building of the same unit bedroom size as the contract unit and the comparable tax credit units do not have any form of rental assistance other than the tax credit, and the tax credit rent exceeds the applicable fair market rent (or any exception payment standard approved by HUD under 24 CFR 982.503).
 - 1.2. The reasonable rent determined by the PRDH as directed by 24 CFR 983.303.
 - 1.3. The proposed contract rent requested by owner (must be within the existing fair market rent limitation), including an indication of which utilities, services, and equipment are included in the rent and which are not included. For those utilities that are not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy.
2. In any project where the rents are restricted or will be restricted as a result of a governmental funding program, the maximum contract rent will be capped at the restricted rent of the funding program; however, rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements. At its discretion, as authorized by 24 CFR 983.304, the PRDH may reduce the initial rent to owner because of other governmental subsidies, including grants and other subsidized financing.

For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

Section XII. Proposal Selection Criteria.

Prior to score any proposal, the information to be submitted in response to this RFP and the Joint Agency NOFA will be evaluated to determine if the project complies with all requirements established by HUD on 24 CFR 983.

Where not otherwise precluded by statute, in the evaluation of applications for the award of assistance, consideration shall be given to the extent to which an

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proponent has demonstrated that it will train and employ Section 3 residents and contract with Section 3 business concerns for economic opportunities generated in connection with the assisted project or activity.

Consistent with the State Housing Plan priority considerations, the Committee will consider the specified factors and corresponding score in ranking the submitted proposals. The Committee will select PBV proposals in accordance with the competitive selection procedures laid out in the PRDH's Housing Choice Voucher Administrative Plan, this RFP and the Joint Agency NOFA.

Every sponsor, developer, owner, or consultant attests to the correctness of the information provided as a condition to rank the project's application pursuant to the Point Ranking Criteria. Failure to uphold the information submitted or the representations made to support the application's evaluation and ranking throughout the evaluation and awarding process will result in a finding of noncompliance and limited participation in further competitive processes for every person, developer, owner or consultant which participates in the project's application. The PRDH might pursue any other available or enforceable remedies under federal or state laws, regulations or any applicable professional codes of conduct.

Every project must meet the minimum threshold amount of 30 points (out of a total of 112) to be further considered in the evaluation process.

Criterion		Score
I	Project Location	Up to 18 pts
I.1	Location. Project located within one of the following areas:	Up to 5 pts
	Urban area defined as: Central Urban Area in the Planning Board's <i>Reglamento de la Infraestructura en el Espacio Público</i> ; or Urban Center designated by the Department of Transportation and Public Works or adopted under an Urban Center Area Plan; or a state-designated Historical Zone or federally-designated Historical District.	5
	Documentation required: Certification of location by a licensed land surveyor; physical address and coordinates. Any project property straddling the limit of the designated urban area will be considered as located within.	
	The portion of a census tract outside an urban area, as defined above, that has a rate of:	
	20% or less below poverty line.	3
	more than 20% and less than 30% below poverty line.	2
	more than 30% and less than 40% below poverty line.	1

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Criterion		Score
	Documentation required: Certification of location by a licensed land surveyor; census tract number; census tract's "% Below Poverty Line" as per the Federal Financial Institutions Examination Council's (FFIEC) 2014 Census Report. Any project property straddling the limit of the census tract will be considered as located within.	
	The zone of influence around an Urban Train Station, as defined under section 3(e) of Law 74-1965, as amended.	1
	Documentation required: Certification of location by a licensed land surveyor; physical address and coordinates. Any project property straddling the limit of the zone of influence will be considered as located within.	
I.2	Desirable Activities	Up to 8 pts
I.2.1	General. Projects located within 500 meters of the following amenities will be awarded a point each, up to 5 points:	Up to 5 pts
	Town square of an urban center.	1
	Public park (must incorporate a passive non-sports area).	1
	Traditional town market (plaza de mercado).	1
	Public or licensed elementary, middle or high school.	1
	Shopping center (100,000 square feet or more of net commercial space; no other listed use is eligible if located within a shopping mall).	1
	Grocery store or supermarket with meat, produce and dairy.	1
	Hospital, diagnostic and treatment center (CDT) or federally qualified health center.	1
	Pharmacy.	1
	Federal post office.	1
	Public transit terminal (bus, <i>públicos</i>).	1
	Documentation required: Map certified by a licensed land surveyor attesting to location of the facilities and the distance along a walkable public pathway or roadway between the project main pedestrian entrance and the closest point of a town square or park facility or a public entrance to any target facility (in case of a shopping mall, to the commercial concourse or a big box-type facility entrance). If close to more than one installation belonging to the same type, only one point will be awarded.	
I.2.2	Targeted. Projects with excepted units for elderly households located within 500 meters of the following amenities will be awarded a point for each one of the following, up to 3 points:	Up to 3 pts
	Physician or dental office.	1
	Civic center or voluntary work facility.	1
	Certified WIA training center.	1



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Criterion		Score
	Documentation required: Map certified by a licensed land surveyor attesting to location of facilities and distance along a walkable public pathway or a roadway between the project's main pedestrian entrance and the public entrance to any target facility. If close to more than one installation belonging to the same type, only one point will be awarded; name and physical address of facilities; authorization for WIA Center under DoLHR's " <i>Procedimiento Procedimiento para la Determinación de Elegibilidad Inicial y Subsiguiente para Proveedores de Servicios de Adiestramiento</i> ".	
I.3	Undesirable Activities. Even if compliant with required environmental review, projects will be discounted one point for each one of the listed undesirable activities, up to 5 points, if located:	Down by as many as 5
	Within one-eight mile of a:	
	Junkyard.	-1
	Landfill or dumpsite.	-1
	Industrial site.	-1
	Airport.	-1
	Wastewater treatment plan.	-1
	Adjoining a property which is or contains a:	
	Gas station.	-1
	Auto repair, paint or tire repair shop.	-1
	Woodworking shop.	-1
	Unabated nuisance, as declared by a Municipality.	-1
	Documentation required: Map prepared by a licensed land surveyor certifying due diligence by identifying any of the listed nuisances within the established distance measured along the shortest straight line between the project lot and the nuisance property.	
I.4	Deconcentration. Projects will be awarded 5 points if located in a census tract where the concentration of publicly assisted housing units will be or has decreased as a result of public housing demolition.	5
	Documentation required: Census tract number.	
II	Project Characteristics	Up to 57 pts
II.1	Infill or nuisance. Projects will be awarded one point if proposed to develop an infill site or a site expropriated as part of a nuisance abatement process; and one additional point, up to 5 points, for each contiguous infill site or a site expropriated as part of a nuisance abatement process that is incorporated in the project. An infill site shall be defined as a site that is bound on all except one of its sides, or two of its sides in case of a corner-type property, by adjoining built-up properties, and that has immediate access to existing public infrastructure of roads, water, sewer, and power.	Up to 5 pts



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Criterion		Score
	Documentation required: Aerial photograph for each infill site showing adjoining properties; cadastral numbers of adjoining properties; nuisance abatement completed by Municipality supported by property deed and certification provided by Municipality.	
II.2	Historic property. A substantial rehabilitation project site is located in or incorporates a state designated historic property, federally designated historic place or a contributing resource to a federally designated Historic District.	3
	Documentation required: Act citation or Planning Board Resolution number and date in case of state designated properties; listing in the National Register of Historic Places in case of federally designated properties; State Historic Preservation Office's (SHPO) certification of contributing resource.	
II.3	Adaptive reuse. The residential use is an adaptive reuse of an existing non-residential property.	1
	Documentation required: Appraisal certifying present use of the property, completed within a period not greater than 6 months before the date of submittal.	
II.4	Site Characteristics.	Up to 14 pts
II.4.1	Mobility. Projects that incorporate improvements aimed at facilitating the mobility of its residents and promoting public transportation will be awarded up to 4 points, as follows:	Up to 4 pts
	The project provides an accessible and dedicated pedestrian network within the project site to connect the building(s) main pedestrian entrance(s) with egress points on all property sides adjoining a public street.	1
	Documentation required: Site plan certified by the project's designer identifying the proposed improvements.	
	Provided it is not required by a competent authority as an off-site improvement, the project includes the construction or rehabilitation of sidewalks in the perimeter of the project site adjoining a public roadway, in compliance with applicable accessibility standards and local codes.	1
	Documentation required: A separate architectural drawing certified by the project's designer identifying any segments of the existing pedestrian pathways requiring accessibility improvements or in need of repair, and proposed improvements or new construction required to comply with applicable accessibility standards and local codes; approval from Municipality and competent transit authority, if applicable; letter from competent authority attesting the improvement is not a required off-site.	



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Criterion		Score
	Provided it is not required by a competent authority as an off-site improvement, the project includes the construction or rehabilitation of transit pull-offs or public transit stops and required signage in any point of the roadway perimeter of the project site; or the provision or improvement of the sidewalks, crosswalks, refuge islands, and required signage to connect an off-site existing public transit stop with the project site, in compliance with applicable accessibility standards and local codes.	1
	Documentation required: A separate architectural drawing certified by the project's designer identifying any segments of the existing pedestrian pathways requiring accessibility improvements or in need of repair, and proposed improvements or new construction required to comply with applicable accessibility standards and local codes; approval from Municipality and competent transit authority, if applicable; letter from competent authority attesting the improvement is not a required off-site.	
	The project provides an enclosed bicycle storage facility for residents on the ground floor with at least one bicycle rack space for every two units; and an unenclosed bicycle storage facility accessible to visitors with at least one bicycle rack space for every 10 vehicle-parking spaces.	1
	Documentation required: Ground floor plan certified by the project's designer showing location and capacity of facilities.	
II.4.2	Urban Considerations. A proposed development that strengthens and improves the neighborhood's general urban character may be awarded one point for each one of the following criteria, up to 5 points, as follows:	Up to 5 pts
	The project achieves the maximum allowable gross floor area, housing density and/or height under applicable code provisions.	1
	Documentation required: Table with applicable code provisions, maximum parameters and project parameters certified by the project's designer.	
	The parking spaces and service areas are screened from any public sidewalk or roadway by green hedges, fences or walls with a void-to-solid area ratio of 1 or less.	1
	Documentation required: Site plan and elevation details certified by the project's designer identifying visual barriers and certifying compliance.	
	The building(s) main entrance(s) open(s) to the sidewalk of an adjoining public roadway.	1
	Documentation required: Site plan certified by the project's designer showing the location of the building's main entrance(s).	
	The commercial spaces offered to the project tenants serve the general public and can be directly accessed from a public	1

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Criterion		Score
	space.	
	Documentation required: Entry-level floor plan certified by the project's designer identifying commercial spaces and access from a public space; deed identifying commercial use.	
	The project dedicates an open garden or plaza to public use connected to or adjoining a sidewalk or roadway.	1
	Documentation required: Site plan certified by the project's designer identifying public space, area and relation to a sidewalk or roadway; documentation supporting property dedication to public use.	
II.4.3	Urban Revitalization. Projects will be awarded 5 points if contribute to the implementation of state-sponsored revitalization initiatives, including the San Juan Waterfront Redevelopment District and the Special Planning District of Caño de Martín Peña.	5
	Documentation required: Certification provided by the Puerto Rico Convention Center District Authority, the Planning Board, or appropriate government entity, specifying contribution.	
II.5	Building Characteristics.	Up to 10 pts
II.5.1	Unit Mix. Projects might earn up to 2 points for a unit mix preferring 2-bedroom units as follows:	Up to 2 pts
	75% or more non elderly 2-bedroom units	2
	50% or more non elderly 2-bedroom units	1
	Documentation required: Floor plans certified by the project's designer; project proforma.	
II.5.2	Accessibility. Exceeding the allocation required under 24 CFR 8.22(b), projects could earn up to 3 points for the amount of fully accessible units for mobility disabilities (compliant with requirements applicable to Type A dwellings as defined under section 1003 of ICC ANSI A117.1 (2009)), as follows:	Up to 3 pts
	At least 20% of total units are fully accessible units for mobility disabilities.	3
	At least 15% of total units are fully accessible units for mobility disabilities.	2
	At least 10% of total units are fully accessible units for mobility disabilities.	1
	Documentation required: Floor plans and elevations certified by the project's designer showing accessibility features; designer's certification of compliance; affirmative marketing plan in provided Fair Housing format.	
II.5.3	Building Amenities. Projects will be awarded one point, up to 5 points, for each one of the following building or unit features benefiting all units and, if applicable, not required by code or a permit authority:	Up to 5 pts

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Criterion		Score
	Centrally located courtyard or patio with an area of no less than 30 sq. ft. per unit directly accessible from the main entrance(s) of the building(s).	1
	Community or meeting center with an area of no less than 15 sq. ft. per unit, with kitchen and public bathrooms.	1
	Open balcony in each unit with an area of no less than 24 sq. ft.	1
	Equipped exercise room or rooms with an aggregate area of no less than 300 sq. ft.	1
	Common laundry or laundries equipped with at least a washer-dryer pair per 15 units or washer/dryer combo provided in each unit.	1
	Equipped playground outdoor area with visual control from the main entrance.	1
	Night shift security guard.	1
	Trash chutes (for mid or high rise facilities).	1
	Storm windows or shutters in all units.	1
	Ceiling fans for all bedrooms and living room areas.	1
	Documentation required: Floor plans and elevations certified by the project's designer showing designated spaces, equipment and/or floor area; designer's certification of compliance with applicable criteria.	
II.6	Innovative Design. The PRDH favors projects that advance the State Housing Plan's policy that seeks to identify, adopt and implement design, construction and rehabilitation standards and technologies that are appropriate for the island's climate, aimed at reducing construction costs and promoting energy efficiency.	Up to 19 pts
II.6.1	Cost Containment. The Authority's total development cost for non-elderly units averages close to \$232,504 and \$180,632 for elderly units; substantial rehabilitation averages close to \$167,552 and \$130,771, respectively. Projects that demonstrate the capacity to effectively curb costs while complying with applicable standards, threshold requirements and minimum scoring, might earn up to 5 points, as follows:	Up to 5 pts
	Total development cost per unit more than 20% below the applicable benchmark.	5
	Total development cost per unit more than 15% below the applicable benchmark.	3
	Total development cost per unit more than 10% below the applicable benchmark.	1
	Documentation required: Construction estimates prepared and certified by both the project's designer and a third-party Professional Cost Estimator or a Certified Cost Professional; project's total development cost; Sources and Uses of Funds.	
II.6.2	Energy Efficiency. Projects might earn up to 9 points by advancing energy efficiency and green design best-practices and	Up to 9 pts



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	Criterion	Score
	protocols, as follows:	
	A point each will be awarded for any project that specifies and factors-in the initial costs of any the following:	Up to 5 pts
	All appliances initially placed in common areas and apartments, and building envelope products (specifically: refrigerators, bath fans, clothes washers-dryers, windows, doors, and skylights), as well as their replacement are specified to be Energy Star-qualified.	1
	Kitchen range directly vents to exterior and all hoods vent to the exterior dampered; Energy Star qualified bath fan where required with timer or humidistat.	1
	Energy Star qualified light fixtures throughout.	1
	All initial water conserving appliances and fixtures and their on-going replacements conform to or exceed the EPA's WaterSense standards for toilets, kitchen faucets, bathroom faucets, and showerheads.	1
	Recycling space and equipment, including recycling bins for each apartment.	1
	Documentation required: Architectural drawings specifying spaces, equipment and/or systems required; designer's certification of compliance; construction cost estimates identifying initial cost of equipment; proposed covenant provision for on-going replacements adopting most current program standard.	
	Construction permit is a Green Construction Permit (<i>Permiso de Construcción Verde</i>) from OGPe.	3
	Documentation required: Copy of Green Construction Permit (<i>Permiso de Construcción Verde</i>) from OGPe.	
	An Enterprise Green Communities' pre-build or a LEED Neighborhood Development Plan certification completed at date of application.	1
	Documentation required: Copy of certification.	
II.6.3	Design Layouts. Projects with design layouts resulting from a competitive selection process sponsored by the federal, state or local government will be awarded 5 points.	5
	Documentation required: Certification issued by appropriate government entity.	
II.7	Construction Readiness. Project has one of the following:	Up to 5 pts
	Unexpired construction permit or Notification of Approval of the construction permit.	5
	Documentation required: Document issued by OGPe, an Autonomous Municipality Permits Office or a <i>Profesional Autorizado</i> .	



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Criterion		Score
	Urbanization permit or notification of approval of the urbanization permit, infrastructure recommendations, along with threshold environmental applicable review format and Section 106 compliance, only if project does not require HOME funding.	3
	Documentation required: Documents issued by OGPe, an Autonomous Municipality or a <i>Profesional Autorizado</i> ; environmental applicable review format (Compliance Determination with a Statutory Checklist format, Environmental Assessment) filing completed with OGPe and copy of any required notice related to the specific Federal law and authority review triggered under the Compliance Determination or the Notice of Finding of No Significant Impact under the Environmental Assessment; compliance document issued by SHPO (e.g. Letter of No Adverse Effect, letter of no historic property affected by undertaking, programmatic agreement, MOU)	
	Recommendations (RECs) from infrastructure agencies, along with threshold environmental applicable review format and Section 106's compliance, only if project does not require HOME funding.	1
	Documentation required: Same as previous (except for copy of Urbanization Permit).	
III	Housing Needs Characteristics	Up to 9 pts
III.1	Income Targeting. A project might earn 3 points if at least half the units assisted with project-based rental subsidies are targeted for households with incomes under 30% AMI at the time of admission in a Waiting List.	3
	Documentation required: Restrictive covenant agreement provision; tenant selection procedures.	
III.2	Targeted Units. A project will be awarded up to 3 points if provides excepted units for elderly (62 years and older) or disabled households, as follows:	Up to 3 pts
	100% of total project units excepted.	3
	At least 75% of total project units excepted.	2
	At least 50% of total project units excepted.	1
	Documentation required: Affirmative marketing plan (in the provided Fair Housing format) and tenant selection procedures.	
III.3	Preservation. To strengthen the State Housing Plan policies that seek to maintain the stock of affordable rental housing, projects might be awarded up to 3 points, as follows:	Up to 3 pts
	A new construction might earn 3 points if proposed to replace at least half the amount of obsolete units in a rent-assisted or subsidized development demolished within five years prior to the application's deadline.	3
	Documentation required: PJ or PHA's certification indicating amount of previously assisted or subsidized units and demolition date.	



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Criterion		Score
	A substantial rehabilitation project that meets the threshold level of expenditure established under IRC 42(c)(3)(A)(ii), might earn up to 3 points if:	Up to 3 pts
	The project curbs the risk of loss due to physical condition by replacing more than one major building component, which includes roof, bearing wall, floor or foundation structures; plumbing system; electrical system; fire prevention and safety system; vertical transportation; or building envelope.	2
	Documentation required: Comprehensive capital needs assessment certified by a licensed architect or civil engineer including the identification of the condition of major building systems and the extent of required code compliance retrofitting.	
	The project curbs a significant risk for market conversion of a tax credit or otherwise rent-assisted property; or preserves a comparable level of existing project-based rental subsidies that will expire within two years of the application date.	1
	Documentation required: Housing market study must demonstrate the capacity of the project to compete for market rate tenants; copy of existing HAP, if applicable.	
IV	Project Developer Characteristics	Up to 9 pts
IV.1	Experience. Developer, General Partner or Managing Partner can demonstrate successful record and full compliance participating in same capacity in the development of rental-assisted projects in Puerto Rico. Up to 6 points, a point will be awarded for each documented project, up to a maximum of 3 projects, for each one of the following comparable characteristics:	Up to 6 pts
	If proposing to use only PBV, a project demonstrating utilization of PBV program or in combination with other programs; if proposing to use PBV in combination with any other federal or state program, project utilization of PBV combined with tax credits, HOME, or another federal or state program subsidizing development costs, long-term operations or providing long-term rental assistance.	Up to 3 pts
	Similar or deeper share of income targeted populations.	Up to 3 pts
	Documentation required: Copy of HAP, IRS form 8609, as applicable; relevant project documentation; letter certifying compliance issued by the Authority or the PRDH.	
IV.2	Financial Strength. Developer, general partner and manager partner have:	Up to 3 pts
	Combined current liquid assets equivalent to the greater of one million dollars (\$1,000,000) or 5% of the total development costs.	2
	Documentation required: Compiled or revised financial statements certified by a licensed accountant; sources and uses of funds.	
	Combined net worth equivalent to the greater of three million dollars (\$3,000,000) or 15% of total development costs.	1

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	Criterion	Score
	Documentation required: Compiled or revised financial statements certified by a licensed accountant; sources and uses of funds.	
V	Financing Characteristics	Up to 14 pts
V.1	Funds Leveraging. The leveraging of capital funding from public grants or non financing sources, other than those being managed by the PRDH, the Authority or the Municipalities is encouraged by awarding a project up to 5 points as follows:	Up to 5 pts
	At least 15% of the total development cost covered by other sources of public funding.	5
	At least 10% of the total development cost covered by other sources of public funding.	3
	Documentation required: Sources of funds; binding commitment, agreement or award documentation.	
V.2	Local Government Funding. Up to 6 points are awarded for projects that:	Up to 6 pts
	Leverage local government capital funding through cash contributions, land donated or discounted, site or off-site improvements, grants, or a municipal construction tax abatement which is granted to the project and is not available under a local or state statute of general application, with a total value of:	Up to 5 pts
	At least 5% of the total development cost.	5
	At least 3% of the total development cost.	3
	At least 1% of the total development cost.	1
	Documentation required: Sources and uses of funds; binding commitment, agreement, contract or award documentation; if applicable, Ordinance, Resolution or Bid supporting property transaction; Ordinance or Resolution supporting construction tax abatement.	
	Leverage local government operational funding through local PHA rental assistance.	1
	Documentation required: Commitment letter from PHA or PJ.	
V.3	Operating Expenses. Project might be awarded 1 point if it meets the corresponding operating expense requirement on a per-unit per-annum (PUPA) basis in the first year:	1
	For developments with 79 units or less, a PUPA not less than \$3,000 but not more than \$3,600.	
	For developments with 80 to 120 units, a PUPA not less than \$2,900 but not more than \$3,400.	
	For developments with 121 units or more, a PUPA not less than \$2,800 but not more than \$3,400.	
	Documentation required: Certification provided by the management agent.	

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Criterion		Score
V.4	State Funding. Projects to which a federal or state entity has contributed land for the development of affordable housing will be awarded 2 points.	2
	Documentation required: Copy of long-term lease agreement, deed, or letter of commitment issued by the contracting entity.	
VI	Supportive Services	5 pts
VI.1	Supportive Services. To advance the public policy of the State Housing Plan to increase the provision supporting services by integrating agencies that provide these services and coordinate their actions to support permanent housing for populations with special needs, any project might earn up to 5 points for sustaining a funding allocation for the provision of supportive services of the type: 1) authorized under a federally subsidized program and that can be funded with resources obtained directly as a grantee in competitive or demonstrative grants, or as a recipient of any admissible operational assistance (i.e. CoC, VASH, GPD, SSVF, Veteran Per Diem, CDBG, HOPWA, FSS Program, etc.), or indirectly as sub-grantee or provider, or by contracting the services of a sub-grantee or provider, of any state or municipally managed program (i.e.: ADFAN's CSGb, VRA's Independent Living, ASSMCA's Homeless and Chronic Mental Health, ADFAN's Adult and Person with Disabilities Services, Medicaid's Home and Community-Based Service Waivers, among other); or 2) contracted for a certified Assisted Living facility under Act 244-2003, as follows:	Up to 5 pts
	Up to 5% of the project's annual operational cost for the length of the compliance period of affordability.	5
	Up to 3% of the project's annual operational cost for the length of the compliance period of affordability.	3
	Up to 1% of the project's annual operational cost for the length of the compliance period of affordability.	1
	Documentation required: Proforma; agreement provisions specifying operational budget commitment. On-going compliance will have to be demonstrated through: financial reporting evidencing compliance with funding commitment; and supporting documentation of managed, contracted or purchased services funded or authorized by any federally subsidized program; relevant reporting under Act 224-2003.	
Maximum Score		112
VII	Tie-Breaking Criteria	
	Will favor the project that is the readiest to proceed.	
	Will favor the project that is located in an urban area as defined in I.1.	
	Will favor the project with highest average debt service coverage ratio (ADSCR).	



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Criterion		Score
	Will favor the project that is located in a QCT and contributes to a concerted Community Revitalization Plan consistent with the policies of the Commonwealth or of a municipality. Endorsement from competent entity must be provided, if case arises.	
	Will favor the project that is located in a Municipality with the least amount of PBV allocated.	

Section XIII. Proposal Requirements

1. Application.

Responses to this RFP will be made to the extents, in the formats and date to be specified in the Joint Agency NOFA to be published on August 5, 2015.

Under the Joint Agency NOFA, submittal of joint applications for the PBV, HOME Investment Partnerships and/or Low-Income Housing Tax Credits programs, will be due on or around October 9, 2015.

Notwithstanding, any information that might be contained in the RFP and any amendments thereto, respondents are responsible for obtaining all information, thus enabling them to submit timely and complete responses to the requirements of this RFP and the Joint Agency NOFA. Failure to obtain clarifications and/or addenda from the PRDH will not relieve the respondent from being bound by any additional terms and/or conditions in the clarification and/or addenda. The PRDH will not be responsible for respondent's failure to consider additional information contained therein in preparing the proposal.

Pursuant to 24 CFR 983.51(d) the PRDH will give prompt and public notice of owner selection. The PRDH will make documentation available for public inspection regarding the basis for its selection of a PBV proposal.

Any comments, requests for information or clarification should be addressed as directed under the Joint Agency NOFA.

2. Project Information.

In the format and to the extents to be specified in the Joint Agency NOFA, respondent's application should contain the following information pertaining the PBV program:

2.1. Project name

2.2. Project location

Street address, cadastral identifier, coordinates, and census tract number.

2.3. Housing need and compliance with PRDH's Plans

- 2.3.1. Explanation of how the project addresses the PRDH's 5-Year Plan and State Housing Plan priority considerations.
- 2.3.2. Need of housing being proposed and PBV assistance.
- 2.3.3. Explanation of how the project serves target population groups and, if applicable how selected special needs preference will be validated.
- 2.3.4. If applicable, description of supportive service programs that will be available to residents of the PBV-assisted units.

2.4. Neighborhood and site selection standards

- 2.4.1. Size, exposure, and contour to accommodate the number and type of units proposed.
- 2.4.2. Utilities and streets available to service the site.
- 2.4.3. Accessibility 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.
- 2.4.4. Facilities that ease travel time and demonstrating cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive.
- 2.4.5. If substantial rehabilitation, age of property and current unit condition.
- 2.4.6. Description of how the project addresses HUD's site selection standards.

2.5. Deconcentrating poverty standards

Description of how the project addresses the criteria laid-out in CFR 983.57(b)(1) and, in case of new construction, (e)(2) and (3).

2.6. Project description

- 2.6.1. Total number of units in the project.

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- 2.6.2. Number of units for which PBV assistance is requested.
- 2.6.3. Percentage of PBV units requested in the project.
- 2.6.4. Type of units (i.e.: duplex, townhouse, low-rise, mid-rise, high-rise).
- 2.6.5. Location (level and orientation), area, and number of bedrooms and bathrooms in each PBV unit.
- 2.6.6. Services, maintenance, and equipment to be supplied by the owner and to be included in the rent to owner.
- 2.6.7. Utilities available to the PBV units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant.
- 2.6.8. For utilities that are not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy.
- 2.6.9. Proposed rent per unit type.
- 2.6.10. Features provided to comply with program accessibility requirements.
- 2.6.11. If applicable, number of units in any project that will exceed the twenty-five percent (25%) per project cap, which will be set-aside for occupancy by qualifying families.
- 2.6.12. Description of partial assistance requirements, supportive services offered and amenities, if applicable.

2.7. Project Development

- 2.7.1. Evidence of site control.
- 2.7.2. Evidence that proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations or evidence to indicate that the needed rezoning is likely and will not delay the project.
- 2.7.3. Evidence of compliance with restrictions on real property acquisition or rehabilitation under the URA and 49 CFR 24.101(b) and Section 23.7 of the PRDH's Housing Choice Voucher Administrative Plan.

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- 2.7.3.1. In case of relocation, provide: number of persons (families, individuals, businesses or organizations) occupying the property on the date of the submission of the application; number of persons to be displaced, temporarily relocated, or moved permanently within the building or complex; estimated cost of relocation payments and services, and the sources of funding; and the organization that will carry out the relocation activities.
- 2.7.4. Detailed site and location plan, ground floor plan, building plans and elevations, unit plans and work write-ups, in case of rehabilitation.
- 2.7.5. Designer's certification that the proposed new construction or rehabilitation reflected in the working drawings and specifications complies with Housing Quality Standards, local codes and ordinances, and zoning requirements, Uniform Federal Accessibility Standards, Fair Housing Design Manual and the ADA Accessibility Standards.
- 2.7.6. Construction permit, evidence of construction permit submittal, or evidence of readiness to proceed with construction permit submittal.
 - 2.7.6.1. Environmental Review, pursuant to 24 CFR 983.58 and section 27.3.1 of the PRDH Administrative Plan.
 - 2.7.6.2. Determination of review under section 106 of the National Historic Preservation Act and 36 CFR 800.

2.8. Project timeline

Project timeline for project activities including specific benchmarks for acquisition, assembly of the development team, completion of plans and specifications, completion of financial approvals, municipal approvals, building permits, project construction start date, completion date and the estimated date of lease-up.

2.9. Project budget

- 2.9.1. Appraisal establishing "as is" value of each property before construction or rehabilitation and without consideration of

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any financial implications of PBV assistance, funding or tax credits.

- 2.9.2. Sources of Funds, listing each source or capital funding commitments secured for this project separately with details of Type, Source, Amount, Date of Commitment, Principal, Interest Rate, Amortization Terms, and Costs; and description of other funding either secured or under application for the project.
- 2.9.3. Evidence of commitments from all sources of financing disclosing significant terms, low-income housing tax credit, any historic tax credits, equity investment (amount of investment and equity contribution schedule amount and timing); bridge loan details, if applicable, among other sources.
- 2.9.4. "Uses of Funds" with breakdown of project costs, including hard and soft cost items, site improvements, acquisition, relocation, financing and marketing costs and reserves.
- 2.9.5. Projected operations income, expenses and cash flow.
- 2.9.6. Proposed rents.
- 2.9.7. Proposed term of HAP.

2.10. Project operations

- 2.10.1. Management and maintenance plan for the project.
- 2.10.2. Capital Replacement Plan or Life-cycle plan for replacements.
- 2.10.3. Plan to lease the units.
- 2.10.4. Contingency plan targeting the event project encounters difficulty serving the target population, to ensure target population is served.
- 2.10.5. Written tenant selection procedures consistent with the purpose of improving housing opportunities for extremely low and very-low income families, and reasonably related to program eligibility and an proponent's ability to perform the lease obligations as required under 24 CFR 983.253(b) and Section 23.15.3.4 of the PRDH's Housing Choice Voucher Administrative Plan.



2.11. Owner/Sponsor Information

- 2.11.1. Type of owner (for profit or non-profit); name of the owner; name of other project principals; names of officers and principal members, shareholders, investors, and other parties having a substantial interest.
- 2.11.2. Certification showing that the above-mentioned parties are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs; disclosure of any possible conflict of interest by any of these parties that would be a violation of the agreement or the HAP contract.
 - 2.11.2.1. If the respondent has been barred from receiving PRDH or Federal Funds, describe actions taken in regards to related findings.
- 2.11.3. Experience and qualifications:
 - 2.11.3.1. Name, main address, telephone/fax numbers and email address of developer, if different from owner/sponsor.
 - 2.11.3.2. Address and telephone number of the office from which services will be provided to the development (if different from above).
 - 2.11.3.3. Name of Project Manager who will direct and coordinate the development effort to completion.
 - 2.11.3.4. Description of management team's experience with market rate or affordable housing projects and rental assistance.
 - 2.11.3.5. List of members of the development team, including identification of the architect, construction contractor (or how and when will it be selected), property manager and the principal professional disciplines and trades required for the success of the development effort; references of projects evidencing the experience of the architectural firm, contractor or property manager with the design, construction or management of residential developments similar to the proposed development.

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- 2.11.3.6. List of other market rate or subsidized properties, including name of property, address, years owned, funding sources, total number of units, number of assisted units, unit bedroom size(s), and incomes served.
- 2.11.4. All previous must also evince via sworn statement that they have not been involved or are in any conflict of interest (fact or appearance) in any way (either personally or in any other juridical capacity) with the PRDH and any of its affiliates, and pursuant to the terms of a release of a Joint Agency Notice of Funding Availability (Joint Agency NOFA), the PRHFA, or any of their employees, officers or agents participating in any capacity in the procurement, selection, award, or administration of a contract or agreement supported under the Joint Agency NOFA. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the PRDH or any of its affiliates, or the PRHFA must neither solicit nor accept gratuities, favors, or anything of monetary value from proponents, awardees, contractors or parties to subcontracts. In order to ensure objective consulting performance and eliminate unfair competitive advantage, contractors that develop or participate in drafting specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing in any capacity for such procurements. Any conflict of interest will immediately disqualify the proponent of any participation in PRDH's programs.
- Also, the developer shall identify and explain any identity of interest with any other party of the project.
- 2.11.5. The respondent shall demonstrate the ability to utilize M/WBE firms in and for the duration of the resultant contract.
- 2.11.6. The respondent shall demonstrate the ability to comply with HUD's requirement for Economic Opportunities for Recipients of HUD Assistance (Section 3).
- 2.12. Such other information as the PRDH believes necessary.