



**Jefferson Parish  
Housing Services Development District (HSDD)**

**Request for Proposals**

**Project-Based Vouchers (PBV)**

**April 19, 2024**

Jefferson Parish Housing Services Development District (HSDD) is currently accepting proposals for Project-Based Vouchers. There are two rounds of applications as noted in the schedule below:

**RFP Schedule (All times are Central Standard Time)**

<b>EVENT</b>	<b>DATE</b>
<b>RFP Begins</b>	April 19, 2024
<b>Round 1 Pre-Proposal Conference</b>	<b>2:00 P.M. April 29, 2024</b>
<b>Deadline for receipt of Round 1 questions at <a href="mailto:Nicole@jphsdd.org">Nicole@jphsdd.org</a></b>	<b>4:00 P.M. May 6, 2024</b>
<b>Deadline HSDD will post answers to Round 1 questions at <a href="http://www.jphsdd.org">www.jphsdd.org</a></b>	<b>4:00 P.M. May 13, 2024</b>
<b>Deadline for receipt of Round 1 Proposals</b>	<b>11:00 A.M. June 3, 2024</b>
<b>Round 2 Pre-Proposal Conference</b>	<b>2:00 P.M. October 28, 2024</b>
<b>Deadline for receipt of Round 2 questions at <a href="mailto:Nicole@jphsdd.org">Nicole@jphsdd.org</a></b>	<b>4:00 P.M. November 4, 2024</b>
<b>Deadline HSDD will post answers to Round 2 questions at <a href="http://www.jphsdd.org">www.jphsdd.org</a></b>	<b>4:00 P.M. November 12, 2024</b>
<b>Deadline for receipt of Round 2 Proposals</b>	<b>11:00 A.M. December 3, 2024</b>

Pre-Proposal Conferences will be held at via Zoom as follows:

Meeting ID: 290 824 7779

Passcode: HS2022

All questions about the RFP must be emailed to Nicole Landry at [Nicole@jphsdd.org](mailto:Nicole@jphsdd.org) by the dates noted above. The subject line must say, "PBV RFP Questions".

Proposals for Round 1 are due at 11:00 a.m. on June 3, 2024. Proposals for Round 2 are due December 3, 2024. Applications for existing units will be on a first-come first-served basis. Respondents shall submit one (1) USB Flash Drive, one (1) original bound copy of the proposal, and three (3) bound copies of the proposal to: Jefferson Parish

Housing Services Development District

121 Paillet Drive

Harvey, LA 70058

## **I. INTRODUCTION**

Jefferson Parish Housing Services Development District (HSDD) invites property owners and developers to submit proposals demonstrating their project eligibility, qualifications, and interest in securing Project- Based Vouchers (PBV). PBV assistance provides rental subsidies on behalf of eligible families who live in units that are contracted under the program. Up to two hundred (200) vouchers are available through this RFP process.

HSDD's goal is to expand housing opportunities in Jefferson Parish for homeless veterans, elderly persons, persons with disabilities, and other low and moderate - income families.

## **II. BACKGROUND INFORMATION**

HSDD will offer owners of selected quality affordable housing an allocation of vouchers that can be attached to designated units of their rental housing. Owners will gain the benefit of a multi-year contract with HSDD for their properties for up to 20 years. PBV program regulations are set forth in the Code of Federal Regulations, Title 24, Part 983, and the Housing Opportunity through Modernization Act (HOTMA). HSDD's policies concerning PBV are set forth in its Housing Choice Voucher Program Administrative Plan. Proposed projects must be able to meet all United States Department of Housing and Urban Development (HUD) requirements of the Project-Based Voucher program available for review at 24 CFR 983.

## **III. SCOPE OF SERVICES**

### **A. PBV Overview**

Under the PBV program, HUD allows Housing Authorities to attach up to 20% of its Section 8 Housing Choice Voucher Program vouchers to specific housing units. 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.

This Request for Proposals (RFP) solicits the participation of owners who request U.S. Housing and Urban Development (HUD) PBV assistance for either existing, rehabilitated or newly constructed units. HSDD may select multiple projects under this RFP up to a total of 200 vouchers. HSDD is particularly seeking units designated for the elderly aged 62 and over, persons with disabilities for whom supportive services are available, and homeless veterans through the HUD- Veterans Affairs Supportive Housing Program (VASH). However, housing units for all populations are welcomed.

The limitation on the number of PBV- assisted units in a project is the greater of 25 units or 25% of the units in the project. Notwithstanding this provision, exceptions to the cap include units in a project that exclusively serve elderly families, and units housing households eligible for supportive services available to all families receiving PBV assistance in the project.

## **B. Eligible Housing**

HSDD may authorize PBV assistance for existing housing units that substantially comply with Housing Quality Standards and newly constructed and rehabilitated housing units (units developed pursuant to an agreement for use in the PBV program).

The following are types of housing units and/or developments that are not eligible for PBV assistance:

- Shared housing
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution
- Manufactured homes
- Cooperative housing
- Transitional housing
- Owner-Occupied housing units
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract

## **C. Site Selection Standards**

Sites selected for PBV assistance must:

- Be consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, and consistent with HSDD Administrative Plan, and other local plans. In complying with this goal, HSDD will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20% or less. HSDD will grant exception to the 20% standard if PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20% and other criteria as outlined in 24 CFR 983.57 (b); and
- Comply with the applicable laws regarding non-discrimination and accessibility requirements; and
- Comply with Housing Quality Standards (HQS) site standards; and
- Meet HUD regulations for site and neighborhood standards. For existing and rehabilitated housing, the site selected must: a) be adequate size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low- income persons; c) be accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in the neighborhoods consisting largely of unassisted units; d) be located within reasonable travel times and cost via public transportation or private auto to places of employment. For new construction units, site and neighborhood standards are detailed at 24 CFR 983.57 (e).

**D. Housing Assistance Payments (HAP) Contract**

HSDD will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. HSDD will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability. HSDD will make vacancy payments up to 60 days.

**E. Waiting List and Tenancy**

HSDD will establish and manage separate waiting lists for individual PBV projects or buildings.

HSDD does not conduct screening to determine a PBV applicant family's suitability for tenancy. The owner is responsible for screening and selection of all families, despite being referred by HSDD waiting list. The owner's tenant screening criteria is subject to HSDD approval. Such criteria must adhere to HSDD, local, state, and federal requirements. The owner must apply the same screening criteria to all tenants, regardless of PBV assistance.

During the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason, or desire to use the unit for an individual, family, or non-residential rental purpose.

For existing or rehabilitated housing units, the owner must provide HSDD enough information regarding existing tenants prior to execution of the HAP contract to determine if the families are eligible for PBV assistance. Existing tenants who qualify for PBV assistance will be placed on HSDD PBV waiting list and given an "absolute preference" for continued occupancy in their unit with PBV assistance. Existing tenants who do not qualify for PBV assistance cannot be displaced in order for their unit to be project based; instead, their unit will not be included in the HAP contract.

**F. Rent**

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by HSDD, not to exceed 110 % of the applicable fair market rent (FMR) for the unit bedroom size, including any applicable tenant-paid utility allowance.
- The reasonable rent.
- The rent requested by the owner.

An independent reasonable rent study will be prepared to determine the rent.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by HSDD in accordance with the contract with the owner. HSDD determines the tenant rent in accordance with HUD requirements.

## G. Application Certification

In submitting the application, the owner certifies that the application and the property are in conformity with HUD program regulations and requirements, including the following items:

- The indicated owner is indeed the owner of the property, or for new construction or rehabilitation, the owner has appropriate site control and could submit evidence upon request.
- The owner and other property principals are not on the U.S. General Services Administration (GSA) list of parties excluded from federal procurement and non-procurement program.
- The property is appropriately zoned or in the process of being rezoned for the intended use and meets local design standards as well as the site and neighborhood standards explained above.
- For occupied rehabilitation housing, the owner will provide a relocation plan and certifies that any relocation will be done in accordance with the Uniform Relocation Act.
- For new construction or rehabilitation, the owner will comply with and provide appropriate documentation to confirm compliance with labor standards, including Davis-Bacon and Section 3 employment and training requirements.
- The owner has necessary property insurance, including flood insurance, if necessary
- The owner is current on property taxes and utilities.
- Existing housing units must, at the time of HSDD's selection, substantially comply with the Housing Quality Standards.
- The owner understands the rent amounts will be set in accordance with the rent calculations explained above.
- The property is not an ineligible housing type or does not utilize prohibited housing subsidies.
- For new construction projects, no construction has begun, as evidence by HSDD inspection.
- Existing housing, as well as new construction and rehabilitation projects must meet program accessibility standards of both Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8 and the Fair Housing Amendments Act of 1988. Specifically, for projects containing four or more units that are designed, constructed, or altered after July 11, 1988, a minimum of five percent (5%) of the total PBV units, or at least one, whichever is greater, must be fully accessible for people with mobility impairments. An additional two percent (2%) must be fully accessible for persons with hearing or vision impairments.

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor.

## H. Other Requirements

Before executing an Agreement or HAP Contract with any selected owner, HSDD will:

- Establish rents in accordance with §983.301 (Determining Rent to Owner).
- Obtain subsidy-layering reviews from HUD or a HUD-approved Housing Credit Agency, if applicable.
- Obtain environmental clearance in accordance with §983.58.

**IV. EVALUATION AND SELECTION CRITERIA**

HSDD’s Executive Director will appoint a PBV Evaluation Panel to review, evaluate, rank, and select proposal according to the criteria described herein.

Proposals that appear to meet requirements will be evaluated and ranked by the PBV Evaluation Panel. HSDD will prepare a ranking list in accordance with the points awarded to each proposal. HSDD may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

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

HSDD’s Evaluation Panel will review and score each proposal based on the criteria in the tables below:

<b>Criteria for Rehabilitated and Newly Construction Housing Units</b>	<b>Points</b>
<p><b>Experience of Owner</b> Extent to which the owner has a track record of successfully developing, building, and rehabilitating a project of a similar scale, and complexity.</p>	<b>25</b>
<p><b>Deconcentration of Poverty and Expansion of Housing and Economic Opportunities</b> Extent to which the project further HSDD’s goal of deconcentrating poverty and expanding housing and economic opportunities. Is project in a census tract where the poverty rate is 20% or less? If poverty rate is higher than 20%, the extent to which it meets other criteria required by HUD. Is the project in an area where there are, within a reasonable traveling distance, meaningful opportunities for educational and economic advancement? Educational opportunity includes adult education, vocational school, state or community college. Economic advancement opportunities include retail and other businesses offering entry-level job opportunities.</p>	<b>25</b>
<p><b>Services for Special Populations</b> If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property.</p>	<b>25</b>
<p><b>Percentage of Units Assisted</b> Projects with less than 25% of units assisted will be rated higher than projects with 25% of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, HHSD will rate partially assisted projects on the percent of units assisted. Projects with the lowest percent of assisted units will receive the highest score.</p>	<b>25</b>



Criteria for Existing Housing Units	Points
<p><b>Experience of Owner</b> Extent to which the owner has a track record as an owner in the Tenant- based voucher program and compliance with the owner’s obligations under the tenant-based program.</p>	25
<p><b>Deconcentration of Poverty and Expansion of Housing and Economic Opportunities</b> Extent to which the project further HSDD’s goal of deconcentrating poverty and expanding housing and economic opportunities. Is project in a census tract where the poverty rate is 20% or less? If poverty rate is higher than 20%, the extent to which it meets other criteria required by HUD. Is the project in an area where there are, within a reasonable traveling distance, meaningful opportunities for educational and economic advancement? Educational opportunity includes adult education, vocational school, state or community college. Economic advancement opportunities include retail and other businesses offering entry-level job opportunities.</p>	25
<p><b>Services for Special Populations</b> If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property.</p>	25
<p><b>Eligible Families</b> Extent to which units are occupied by families that are eligible to participate in the PBV program.</p>	25

Please note applications for existing units will be accepted on a first-come first-served basis.

**V. SUBMISSION PROCEDURES AND REQUIREMENTS**

Proposals must include the information contained in the application (ATTACHMENT 1) and the cover sheet (ATTACHMENT 2).

There are two rounds of applications. The deadline for the first round is 11:00 am on June 3, 2024. If PBV vouchers are still available after the first round, the deadline for the second round is 11:00 am on December 3, 2024.

Any proposal received after the specified date(s) and time(s) **will not** be considered for that round. Proposals must be in the specified office of HSDD on or before the specified date(s) and time(s). If you choose to mail your proposal, it must arrive by the specified date(s) and time(s), regardless of the postmark date. All packages are time stamped upon arrival.

The submission package must be **sealed**, and received by HSDD at the location listed below:

**Jefferson Parish  
Housing Services Development District  
121 Pailet Drive  
Harvey, LA 70058**

Respondents must submit the following in order for the submission to be considered complete:

- One (1) hard copy of the proposal with original signature labeled “Original”.
- Three (3) bound copies of the proposal labeled “Copy”.
- One (1) USB flash drive containing the full proposal.

## VI. GENERAL CONDITIONS OF THE RFP

### General Conditions

1. Late submissions will not be accepted.
2. HSDD reserves the right to accept or reject all proposals submitted, either in whole or in part, with or without cause; to waive any informalities of any proposal; to extend, amend or cancel this RFP at any time; and to make the award in the best interest of HSDD.
3. HSDD reserves the right to request additional information, if needed, from Respondents.
4. If it becomes necessary for HSDD to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective Respondents. Proposals must conform to any addenda that may be issued to this RFP.
5. Proposals that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents should carefully note the submission requirements.
6. All proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent shall provide an oral presentation regarding proposal submitted, if requested to do so by HSDD.
8. Respondents may modify or withdraw a proposal prior to the RFP due date, by an authorized representative of that organization. All submissions will become the property of HSDD after the RFP Deadline.
9. The Respondent affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered.
10. The Respondent affirms that its proposal is made without any understanding, agreement or connection with any other person, firm, partnership, or corporation making a submittal for the same purpose and is in all respects fair and without collusion or fraud.
11. The Respondent has carefully read the provisions, terms, and conditions of the RFP document and does hereby agree to be bound thereby.
12. HSDD reserves the right to make multiple awards from this RFP and retains the right to negotiate with the selected owners and developers.

13. The Respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of HSDD for the purpose of influencing consideration of a response to this RFP.
14. HSDD reserves the right to disqualify any proposal(s) that may present a conflict of interest between HSDD, its employees or Board members, Respondent(s), or parties identified in the proposal.

## ATTACHMENT 1

Jefferson Parish  
Housing Services Development District  
Project - Based Vouchers Application

This application is solely for applicants responding to Jefferson Parish Housing Services Development District (HSDD) Request for Proposals issued on April 19, 2024. All questions within the application must be answered in the order in which they are listed. If any questions are left blank, the application will be considered deficient and ineligible to compete in the RFP process.

### 1. Contact Information

Name of Owner  
Address  
Phone #  
E-mail  
Contact Person

### 2. Project Description-Provide a description of the project including the following information:

- i. Address of project or Assessor Parcel Number.
- ii. Location of project by census tract.
- iii. Poverty rate of the census tract.
- iv. Population the project will serve, i.e., families, elderly, disabled, homeless, homeless veterans, youth aging out of foster care.
- v. Total number of buildings in community.
- vi. Total number of units by bedroom size in each building.
- vii. Total number of PBV units.
- viii. Number and bedroom sizes of PBV units in each building.
- ix. Proposed contract rent for each unit size including which utilities are included and for those utilities not included, an estimate of average monthly costs for the first year of occupancy.

- x. For new construction or rehabilitation, provide sketches of the proposed unit plans, and provide a detailed description including amenities and services. For rehabilitation, the description must describe the property as is, and must also describe the proposed rehabilitation.
  - xi. Evidence of site control and for new construction, identification and description of the proposed site, site plan and neighborhood.
  - xii. Evidence of current zoning or evidence to indicate that rezoning is likely and will not delay the project.
  - xiii. Evidence of financing to support the project.
  - xiv. Evidence that the project has been selected in a competition process such as HOME, or Low-Income Housing Tax Credits within three years of such PBV proposal selection date, if appropriate.
  - xv. Identification of the owner and other project principals, investors and other parties that have a substantial interest in the project and information on the qualifications and experience of the principal participants.
  - xvi. Owner/applicant's experience in managing affordable housing units.
  - xvii. Description of any supportive services available to residents in the community. Include who will provide the services and the cost for the services.
  - xviii. Owner/applicant's plan for managing and maintaining the units.
  - xix. For existing units, the number of persons to be displaced, temporarily relocated or moved permanently within the building or complex, the estimated cost of relocation payments and services, and the organization (s) that will carry out the relocation activities.
3. Project Accessibility- The application must include a description of the project's accessibility to transit, employment opportunities, and to key neighborhood assets (which must be identified), such as quality grocery stores, banks, libraries, and parks and recreational facilities. Applicant must include transit options for the immediate area, such as rail, bus, ride/bike share etc., and may include scoring indices for neighborhoods, such as Walk Score (<http://www.walkscore.com>).
4. Deconcentration of Poverty- The applicant must include a description of how the project is consistent with the goal of deconcentrating poverty and expanding housing opportunities by explaining how the project area offers high quality housing, education, and employment

opportunities. Projects must be located in an area where the poverty rate is less than 20%. Please provide the poverty rate in this section. If the poverty rate is not less than 20%, the applicant must demonstrate the project is located in a census tract a) that is a Hud-designated Enterprise Zone, Economic Community, or Renewal Community, b) where the concentration of assisted units will be or has decreased as a result of public housing demolition and hope VI redevelopment, c) in which the proposed PBV development will be or has decreased as a result of state, local, or federal dollars invested in the area, d) where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area, e) where there has been an overall decline rate within the past five years, or f) where there are meaningful opportunities for education and economic advancement.

**ATTACHMENT 2**  
Jefferson Parish HSDD  
Project-Based Vouchers (PBV) Application  
Cover Sheet

Legal Name of Organization:

Tax ID #:

Name and Title of Contact Person:

Telephone # and Email Address of Contact Person:

**Project Summary** Project/Property

Name:

Project/Property Address:

Project Type (Select One):

- Existing Housing \_\_\_
- Rehabilitation \_\_\_
- New Construction \_\_\_

Estimated Date of Occupancy:

Number of Project-Based Vouchers Requested:

Total Units in this Project:

Percent of Units in this Project to be Project-Based:

By signing this application, the following certifications are made:

- I. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983.
- II. 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, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_