

# **CITY OF HARTFORD HOUSING AUTHORITY, HARTFORD, CT**

## **REQUEST FOR PROPOSALS (RFP)**

### **ANNOUNCES AVAILABILITY OF PROJECT-BASED VOUCHERS (PBV)**

#### **1. Request for Proposals**

The City of Hartford Housing Authority (COHHA) invites property owners / developers to submit proposals demonstrating their project eligibility, qualifications, and interest in participating in the Housing Choice Voucher, Project Based Program. Proposals are being accepted to support the City of Hartford's goals to expand housing options for low-income households. Preference will be given to those submissions which pursue the rehabilitation of existing housing with a minimum expenditure amount of \$5,000 per unit for code compliance or repair of major building systems, engage in new construction activity, propose to initiate a smoke-free policy, or provide housing for elderly residents. The COHHA may award up to 50 PBV's under this Request for Proposals (RFP). This 50 Project Based Voucher initiative is intended for units that are designated for occupancy by households who qualify under the HUD program income and eligibility guidelines. The 50 PBV units through this round are dedicated to support this goal while maintaining and/or increasing the supply of decent, safe and sanitary housing.

#### **2. Program Design and Objectives**

The U.S. Department of Housing and Urban Development (HUD) regulations allow communities, such as Hartford, that are participating in the Housing Choice Voucher Program to allocate up to 20% of their authorized tenant-based vouchers for Project-Based Assistance. Subject to Federal requirements and in accordance with locally developed guidelines, rental subsidies are attached to specific rental units and, when the tenants of the units move, the rental subsidies remain with the units. Subsidies are used to pay the owner a portion of the monthly rent on behalf of the eligible households and participating tenants generally pay 30% of their income toward their housing costs.

The COHHA's Project Based Voucher program is designed to conform to the PBV program regulations found at 24 CFR Part 983. Owners must agree to comply with all federal Section 8 PBV voucher regulations and requirements. The Project-Based Voucher program does not provide rehabilitation funds. Rather it provides the owner with contract rental assistance, which the owner is able to use to secure the necessary financing. All financing of project costs and operating expenses will be the responsibility of the owner.

The City of Hartford Housing Authority's (COHHA) Project Based Voucher (PBV) Program is designed with the following in mind. The COHHA PBV program is designed to promote the preservation and expansion of the supply of affordable rental housing in Hartford, with a strong emphasis on new or existing rental housing developments that:

- Leverage and build on housing and/or other investments made or planned by the City of Hartford or COHHA.
- Support neighborhood revitalization;
- Increase housing choice for low income households in high opportunity areas;
- Provide options for low-income households to live in mixed-income and mixed-use developments; and;
- Incentivize developers to preserve or create affordable housing units that expand housing options for low-income households.

The COHHA is seeking proposals that reflect innovative approaches to addressing the community's housing needs. Selected proposals must be consistent with and supportive of the COHHA housing priorities and the goals established for this program initiative.

### **3. Limitations**

- a. Proposals that have units that are occupied by persons who are not eligible for participation, will not have project based awarded with respect to that unit.
- b. Fair Market Rent Limitation - Rent and utility costs for a PBV unit cannot exceed the published Fair Market Rent (FMR), subject to the rent reasonableness limitation.
- c. Tax Delinquent Requirements - Property owner(s) who are not current in all tax, contractual or other obligation(s) owed to the City of Hartford will not be considered.
- d. Housing types must not be manufactured homes, cooperative housing, transitional housing, owner-occupied units, shared housing, public housing, Section 202 and subsidized housing.
- e. Other issues for denying (i.e. fraud, bribery or a history of non-compliance in all federally assisted programs).

### **4. Proposal Selection – Threshold Requirements**

- A. **Available Units:** A total of 50 units are available. The application request must include a minimum request of 5 or more units. The COHHA reserves the right to adjust the number of awarded units per proposal.
- B. **Unit Size:** Unit size is expected to be one (1), two (2), three (3) and four (4) bedroom units.
- C. **Unit Condition:** Project-based assistance will be attached to existing structures that require a minimum expenditure of \$5,000 per assisted unit, including the unit's prorated share of work to be accomplished on common areas or systems, in order to:
  1. bring the unit (or common areas) in compliance with housing quality standards;
  2. replace or repair a major building system in danger of failure within two years form the date of the initial PHA inspection;
  3. make accessibility improvements to the property necessary to the requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act (modify units to make then accessible to person with disabilities), for up to seven percent of the units to be assisted.

Bullets 1-3 above do not apply to New Construction. All property units must substantially comply with the Section 8 Housing Quality Standards and the Housing Code for the City of Hartford, as well as any other applicable City or State codes. The COHHA or its contractor shall inspect the property prior to selection to insure compliance.

### **D. Inspection and Determination of Unit Eligibility:**

1. Initial Inspection and Determination of Unit Eligibility - The COHHA or its contractor shall inspect the property to ensure that the property meets the minimum expenditure amount of \$5,000 per assisted unit rehabilitation requirement, inclusive of the unit's prorated share of work to be completed on common areas and/or systems.
2. The proposed rehabilitation must upgrade the property to decent, safe, and sanitary conditions to comply with the Section 8 Housing Quality Standards (HQS) and the Housing Code for the City of Hartford, as well as any other applicable City or State codes.
3. The rehabilitation may repair or replace building systems or components in danger of failure.

4. The City of Hartford shall, upon inspection of the proposed units, determine the specific work items that are needed, at minimum, to bring each unit to the applicable standards.
5. The rehabilitation work (minimum expenditure amount of \$5,000 per unit) must be performed after the selection by the City of the project-based Section 8 units and after the initial inspection of the property by the City.

**E. Maximum Units per Building:** The greater of 25 units or 25% of a building's unit can receive PBV. Exceptions to this limit are permitted for:

- Units exclusively for elderly families
- Units for households eligible for supportive services available to all families receiving PBV assistance in the project
- Units where the project is located in a census tract with a poverty rate of 20 percent or less

**F. Building Type:** Building type is limited to existing buildings with a minimum expenditure amount of \$5,000 per assisted unit or new construction or rehabilitated buildings.

**G. Lead Paint Requirement:** All units must be in full compliance with HUD and State of Connecticut regulations.

**H. Subsidy Layering Review (SLR):** HUD requires a subsidy layering review for all PBV units that have other forms of publicly supported housing funds. The COH may only provide PBV assistance in accordance with HUD subsidy layering regulations (24 CFR 4.14) and other requirements. The subsidy layering review (SLR) is intended to prevent excessive public assistance for the housing by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

**I. Environmental Review:** HUD requires that all PBV units comply with HUD environmental regulations stated in 24 CFR parts 50 and 58. HUD or a unit of general local government, county or state (the "responsible entity [RE]") must ascertain that the building complies with the requirements of the National Environmental Policy Act (NEPA) or is categorically excluded from a federal environmental review.

The COHHA will not enter into an Agreement to enter into a Housing Assistance Payment (AHAP) contract nor enter into a HAP contract until it has complied with the environmental review requirements. 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 under this part, until the environmental review is completed. The COHHA must supply all available, relevant information necessary for the responsible entity to perform any required environmental review for any site. The COHHA will require the owner to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

**J. Conduct of Development Work:**

Labor Standards:

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving

Davis-Bacon wage rates. The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.

**Equal Opportunity:**

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 135. The owner must also comply with federal equal employment opportunity requirements.

**Owner Disclosure:**

The Agreement and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs. The owner must also disclose any possible conflict of interest that would be a violation of the Agreement, the HAP contract, or HUD regulations.

**K. Financial Feasibility:**

Proposed project must be financially feasible.

**L. Expanding Economic Opportunities:**

Expanded economic opportunities includes: the availability of mortgage financing for low-income persons at reasonable rates using nondiscriminatory lending practices; the establishment, stabilization, and expansion of small businesses (including microbusinesses); the employment of low-income persons; the access to capital and credit for development activities that promote the long-term economic and social viability of the community; and empowerment and self-sufficiency opportunities for low-income persons to reduce generational poverty in federally assisted and public housing.

**5. RFP Submission Instructions**

**Inquires** - Applications must be submitted to the City of Hartford Housing Authority, c/o Imagineers, 635 Farmington Avenue, Hartford, CT 06105. Only those proposals submitted in response to this advertisement will be considered for selection. Awards will be contingent upon compliance with the threshold criteria noted above and, in the application, and rating and ranking. Questions regarding this RFP should be directed to Maria Stoute (phone: 860-768-3304 or by email: [mstoute@imagineersllc.com](mailto:mstoute@imagineersllc.com)).

**Submission Date(s)** - The COHHA will select PBV proposals through a competitive process. Application will be reviewed and ranked by a selection committee in accordance with the selection criteria outlined in this RFP. The City of Hartford will publish a Request for Proposal (RFP) in the Hartford Courant for 50 available units. The advertisement shall be published at least once a week for three consecutive weeks. The advertisement will specify the number of units expected to be assisted and the rolling application deadline dates. Only applications submitted in response to the advertisement will be considered for the funding award.

Proposals are due starting Thursday, October 27, 2022 by 4:00 p.m. and thereafter quarterly every 1<sup>st</sup> Thursday by 4:00 p.m. in January, April, July and October in a rolling application manner until all PBV units have been awarded or the COHHA discontinues its solicitation. Owners may submit applications

at any time until all PBV units have been awarded or the COHHA discontinues its solicitation. Proposal application packages are provided with the RFP.

Proposals should be submitted as follows: one (1) original and five (5) copies, as well as one (1) PDF version on flash drive prepared in the format as outlined below, to enable the COHHA to make a thorough evaluation. Proposals are submitted by either mail or delivery to the following location:

Attn: Maria Stoute  
 City of Hartford Housing Authority, c/o Imagineers,  
 635 Farmington Avenue,  
 Hartford, CT 06105

The City will initially review applications for technical deficiencies and notify the owner/developer of the deficiencies by letter. If an application has technical deficiencies, the owner/developer will have seven (7) calendar days from the date of issuance of the City notification letter to submit the missing or corrected information to the City. Curable technical deficiencies relate to items that do not improve the substantive quality of the application relative to the rating factors.

The COHHA will determine which, if any, proposals meet the criteria outlined in the RFP. Proposal must meet all eligibility and submission requirement stated in this RFP to be considered for award. The COHHA will determine if a proposal meets a compelling community need and is otherwise consistent with COHHA's long-term affordable housing goals. Based on the threshold factors, a minimum score of 70 is required for approval. Proposals that the COHHA determines do not meet these standards will be rejected. In the event that the evaluation of the proposals results in a tied score, a lottery will be conducted to determine who will be awarded the Project-Based Voucher units. Applications that are submitted and not selected for earlier funding rounds but meet the minimum scoring requirements will be held and re-considered for subsequent funding rounds. Each rolling application round as defined by the quarterly due dates will constitute the pool of potential applications under consideration each given round.

The COHHA reserves the right in its sole discretion to:

- Reject, in whole or in part, any or all proposals received in response to this solicitation;
- Cancel, terminate or re-issue this solicitation;
- Modify the selection and evaluation procedures, the scope of the proposed program and/or the format for required responses;
- Request amendments and/or additional information to supplement or clarify proposal submissions; and/or,
- Negotiate modifications to proposal submissions that are deemed by COHHA to be in the best interests of COHHA.

## **6. Submittal Requirements**

Proposals should be organized as follows:

### **Tab 1 – Cover Letter**

The letter should describe the subject property, identify the key players and highlight the respondents' qualifications. It should also be responsive to the material requested in the selection criteria.

**Tab 2 – Proposal Application Package – Attachment A**

Completely fill-out the “Proposal Application Package” attached to this RFP and provide the corresponding requested information.

**Tab 3 – Other Attachments**

- Attachment B – Owner’s Certification for De-Concentration of Poverty and Expanding Housing and Economic Opportunities
- Attachment C - Certification Regarding Debarment, Suspension
- Attachment D - Lead Disclosure Form
- Attachment E - Owner’s Rent Reasonableness Checklist and Certification

Submit each application in a binder, with a separate tab for each of the application’s required components. Applications that are not complete will be returned and will not be reviewed until submitted as requested. A **Definition of Key Terms** is provided at the end of the application along with a **Checklist page** for required documents and attachments. Call Maria Stoute at 860-768-3304 for assistance.

**7. Selection Criteria**

For existing or rehabilitated properties, units requested must be inspected by the City of Hartford / Imagineers in accordance with HUD HQS before final scoring can occur. If the application is more than 10 units, a representative sample of each unit size will be inspected before selection. If an existing HQS or equal inspection has been done within the last 12 months that inspection report can be used to satisfy this requirement. The purpose of the inspection is to confirm that the application meets the minimum expenditure amount of \$5,000 per assisted unit rehabilitation requirement.

The City of Hartford Evaluation Panel will review and score each proposal based on the below factors. The selection criterion outlined below identifies and specifies the weight given to and the factors that will be used to rank and select applications in response to the October 5, 2022 RFP. The points listed below are maximum points, which may be scored during the review process. Project selection criteria for the City of Hartford PBV program will consist of the following factors and weight: A total of 120 points may be achieved.

FACTORS	MAXIMUM POINTS.
A. Support the City of Hartford’s PBV program goals	25
B. Property Owner/Developer Prior Experience and Project Readiness	25
C. Design	15
D. Site Location	15
E. Previous participation with City of Hartford Housing Programs and other general considerations	15
F. Overall Project Feasibility	15
G. Bonus Points – Preference for projects that propose to have a smoke-free policy	5
G. Bonus Points – Low poverty census tract bonus	5
<b>TOTAL MAXIMUM POINTS</b>	<b>120 (with bonus points)</b> (Minimum points required: 70)

SELECTION CRITERIA	MAX.
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	<b>PTS. AVAIL.</b>
<p><b><u>A.) Support the City of Hartford's PBV program goals</u></b></p> <ul style="list-style-type: none"> <li>• Leverage and build on housing and/or other investments made or planned by the City of Hartford or COHHA.</li> <li>• To encourage or support substantial rehabilitation of existing housing with a minimum expenditure amount of \$5,000 per unit for code compliance or repair of major building systems and/or to support new construction affordable housing development</li> <li>• Property applicant clearly demonstrates broader community benefits.</li> <li>• Provides demonstrated ability to leverage other funding resources.</li> <li>• Units are located in close proximity to public transportation, shopping centers, pharmacies and medical facilities.</li> </ul>	25
<p><b><u>B.) Property Owner/Developer Prior Experience and Project Readiness</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of previous experience or capacity to successfully rehabilitate, develop, market, manage and maintain rental housing. Owner/developer includes a narrative and/or other documentation demonstrating experience related to this RFP. For new construction or rehabilitation, information provided as to the developer's experience and capability to build or rehabilitate affordable housing; for existing housing, information provided to indicate experience as an owner in the Housing Choice Voucher program (project based and/or tenant based) and owner's compliance with owner obligations under the HCV program.</li> <li>• The ability to perform all required rehabilitation and maintain units with HCV fair market rents.</li> <li>• The ability for contract rents to be in accordance with rent reasonableness limitations;</li> <li>• The ability to demonstrate site control and permanent financing commitments.</li> <li>• For new construction and rehabilitation projects, a high scoring proposal must demonstrate that the applicant has either directly or through its team assembled all of the personnel, skills and other resources needed to complete the development project described in the proposal. This can be evidenced by reference projects of similar scale, budget and complexity. For all proposals (new construction, rehab, existing), a high scoring proposal must demonstrate that the applicant has a track record of successfully leasing up and managing projects of similar scale, complexity and resident populations, and has developed a responsive and comprehensive management plan. Information on the portfolio currently managed by the property management team must be presented including number of units, population housed, and location. A high scoring proposal will include a management plan that reflects the specific considerations of the site and the resident population including site/occupancy rules where applicable.</li> </ul>	25
<p><b><u>C.) Design</u></b></p> <p>Design consideration includes:</p> <ul style="list-style-type: none"> <li>• Assurances that the unit (s) will meet all local code requirements for use and occupancy.</li> <li>• Evidence that the units are designed to accommodate the intended resident population</li> <li>• Evidence of vacancy or assurances by the owner that no permanent displacement of current residents will occur, and when applicable, provision for temporary relocation.</li> <li>• Evidence that rents will meet rent reasonableness test and units will be marketable (use the "Owner's Rent Reasonableness Checklist and Certification" form – Attachment E – contained in the proposal package).</li> </ul>	15

<ul style="list-style-type: none"> <li>• Any new or substantial rehabilitation of a building with more than 4 rental units must include installation of broadband infrastructure.</li> <li>• 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.</li> </ul>	
<p><b><u>D.) Site Location</u></b></p> <p>Site consideration includes:</p> <ul style="list-style-type: none"> <li>• Evidence of site control.</li> <li>• Consistency with local plans and zoning requirements.</li> <li>• Evidence of ownership of the units by the owner.</li> </ul> <p>The applicant is able to demonstrate that the property site proposed for PBV assistance is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities through one of the following:</p> <ol style="list-style-type: none"> <li>1. The proposed applicant site is located in one of the following low poverty census tracts: 5006, 5007, 5011, 5020, 5022, 5023, 5024, 5025, 5026, 5036, 5037, 5038, 5039, 5040, 5041, 5042, 5044, 5045, 5047, or 5048. These will receive a higher ranking.</li> <li>2. All remaining census tracts must demonstrate that Project-based assistance for housing at the site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities in accordance with the COH PHA Plan and the COH Administrative Plan. The applicant must demonstrate that it meets at least one of the following standards: <ol style="list-style-type: none"> <li>a. The census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;</li> <li>b. The PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;</li> <li>c. The census tract in which the proposed PBV development will be located is undergoing significant revitalization;</li> <li>d. State, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;</li> <li>e. New market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area;</li> <li>f. If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, provide information to support why the COH should consider whether in the past five years there has been an overall decline in the poverty rate;</li> <li>g. That there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.</li> </ol> </li> </ol> <p>(Complete the “De-concentration Certification” form – Attachment B. – contained in the proposal package).</p> <ol style="list-style-type: none"> <li>3. For existing or rehabilitated housing: the site must meet the following site and neighborhood standards:</li> </ol>	15



<p>a. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.);</p> <p>b. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;</p> <p>c. Be accessible 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; and</p> <p>d. Be so located that travel time and 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. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.</p> <p>4. For new construction: the site must meet the following HUD required site and neighborhood standards:</p> <p>a. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;</p> <p>b. The site must have adequate utilities and streets available to service the site;</p> <p>c. The site must not be located in an area of minority concentration unless the PHA determines that sufficient, comparable opportunities exist for housing for minority households in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;</p> <p>d. The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;</p> <p>e. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;</p> <p>f. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and</p> <p>g. Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.</p>	
<p><b><u>E.) Previous participation with City of Hartford Housing Programs and other general considerations</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of previous experience or capacity to successfully manage and maintain rental housing.</li> <li>• Extent to which the owner has satisfactorily or dissatisfactorily participated in previous HUD or City housing programs.</li> <li>• Evidence of owner's experience in development, marketing and management.</li> <li>• Completeness of application.</li> <li>• Owners/Developers must be in good standing with the COHHA.</li> <li>• That gross rents are within the COHHA's payment standards.</li> </ul>	15

<p><b><u>F.) Overall Project Feasibility</u></b>          Considerations will include:</p> <ul style="list-style-type: none"> <li>• Submission of income and expense pro-forma showing that projected income covers expenses and demonstrates the need for Project-Based Voucher assistance;</li> <li>• Evidence of funding feasibility/commitment or to extent possible support or interest from funding sources.</li> </ul>	15
<p><b><u>G. &amp; H.) Bonus Points</u></b>          G.) Preference will be given for projects that propose to have a smoke-free policy.</p>	5
<p>H.) Low poverty census tract is located in (<b>Section D1</b>)</p>	5
<p><b>TOTAL MAXIMUM POINTS</b></p>	<p><b>120 (with bonus points)</b>          (Minimum points required: 70)</p>

## 8. **Evaluation and Selection of Proposals**

Eligible proposals will be reviewed by a committee composed of the City of Hartford's Department of Development Services Housing Division staff members against the selection criteria and program purpose. The review committee will make pre-selections subject to further verification of criteria. Once final selections are made, the review committee shall so advise the Director of Development Services of its evaluation and based on the evaluation, the Director of Housing and Property Management will select the projects to which Project-Based Voucher assistance shall be awarded.

## 9. **Project Base Contract Information**

The COHHA will enter into a Housing Assistance Payments (HAP) contract with an owner for units in existing housing or in newly constructed or rehabilitated housing. For new construction or rehabilitated housing, the housing will be developed under an Agreement to enter into a Housing Assistance Payments Contract (AHAP) between the owner and the COHHA. Contracts will be executed for all housing types when the units are ready for occupancy.

The HAP contract establishes the initial rents for the units and describes the responsibilities of the COHHA and the owner. New construction projects and projects proposing rehabilitation will first enter into an AHAP Contract. The AHAP is the HUD-approved legal instrument through which the Owner agrees to develop the contract units to comply with the COHHA's criteria for decent, safe, and sanitary units, and COHHA agrees that, upon timely completion of such development in accordance with the terms of the AHAP, the COHHA will enter into the HAP contract with the Owner for the contract units. Before the AHAP is signed, the COHHA will make a site inspection to verify conditions.

The COHHA will not enter into an AHAP if construction or rehabilitation has commenced after proposal submission but before execution of the AHAP. For the purpose of this determination, "construction" begins when excavation or site preparation (including clearing of the land) begins for the housing. "Rehabilitation" begins with the physical commencement of rehabilitation activity on the housing. The

COHHA will not enter into an AHAP until both the subsidy layering, and environmental reviews are completed, and the COHHA has received the environmental approval.

Housing Assistance Contract Term – The COHHA will execute the HAP contract term for a term of 20 years. For subsequent extensions beyond 20 years, the COHHA may further extend the HAP contract beyond its initial term as long as a determination is made no earlier than 24 months prior to the expiration on the HAP contract.

## **10. Tenant Selection for PBV Units**

Returning households who were occupying units awarded Project-Based Vouchers before the redevelopment will be given preference for initial PBV unit (if applicable). The COHHA will next provide preference for tenants who match the owner's set-aside state approved Tenant Selection Plan, if any. Otherwise when filling vacant units, the owner must notify the housing agency of the vacancies in the units to which assistance is attached and potential applicants will be forwarded by COHHA thru the existing waiting list of the HCV program.

In order to be eligible for admission to the Project-Based Voucher program all applicants must meet the following admission standards:

- a) An applicant's income cannot exceed the applicable Section 8 very-low income limits or an applicant must be income eligible according to the HUD's program standards. For the purposes of determining whether a family is initially eligible according to the HUD published income limits, the size of the family may be determined by counting a family that consists of pregnant woman as a two-person household in addition to any other family members. The COHHA may elect to require that a physician's statement support pregnancy in matters that impact the family size for the purpose of determining income-limit eligibility (income limits apply only at admission and are not applicable for continued occupancy; however, as income increases the assistance will decrease).
- b) An applicant must meet the HUD citizenship/eligible immigrant status criteria. For each household member to be eligible for assistance they must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U. S. C. 1436a(a)).
- c) An applicant must provide social security number documentation for all family members with the exception of individuals who do not contend to have eligible immigration status.
- d) An applicant must have each member of the family who is 18 years of age or older and each family head of household and spouse regardless of age sign one or more of the following consent forms; HUD-9886 Authorization for the Release of Information/Privacy Act Notice, INS consent forms, Certification to HUD Admission and Continued Occupancy Standards, Consent to Obtain Criminal History Records and Contact Drug and Alcohol Treatment Facilities.
- e) An applicant head of household and spouse must sign the Applicant Certification form to certify that the information given to the COHHA on household composition, income, net family assets and allowances and deductions is accurate and complete.
- f) An applicant has not committed fraud or misrepresentation in connection with any federally assisted housing program.
- g) An applicant does not owe rent or other amounts to the COHHA or any public housing in connection with Section 8 or public housing assistance under the U.S. Housing Act of 1937.

- h) An applicant must not be evicted from public housing or any Section 8 program for drug-related criminal activity within the last three years.
- i) The head of household or oldest family member is at least 18 years old or have the demonstrated “legal capacity” to enter into a lease under State or local law.
- j) All applicants will be screened using criminal history background checks. Applicants will be denied admission for the following offenses:
  - Persons currently engaged in drug related criminal activity or violent criminal activity.
  - Fugitives felons, parole violators and persons fleeing to avoid prosecution, or custody or confinement after convictions, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individuals flees.
  - Persons convicted for producing Methamphetamine on federal assisted housing property.
  - Sex offenders who are required by law to maintain permanent/lifetime registration with a State program. (The attempted background will be carried out with respect to the State of Connecticut and where members of the applicant household are known to have resided and/or information is obtainable.)
  - Persons whom a COHHA determines it has a reasonable cause to believe the household member’s illegal drug or alcohol abuse threatens the health, safety, or interferes with the peaceful enjoyment of the premises by other residents.
  - Persons evicted from federally assisted housing for drug-related criminal activity less than 3 years ago, unless the tenant successfully completes a rehabilitation program approved by a COHHA or the circumstances for the eviction no longer exist.

Applicants can refuse an offer for a PBV unit and retain their position on the waiting list. All of the vacant units will be rented to eligible households referred by the housing agency from the City’s Housing Choice Voucher waiting list. The housing agency will determine eligibility for participation in accordance with HUD requirements. The owner is responsible for screening and selection of tenants. The owner may refuse any family, provided the owner does not unlawfully discriminate.

### **11. Request for Applications**

The PBV application that will be used is included with this RFP. Additional copies are available at: City of Hartford, Department of Development Services, Housing Division, 260 Constitution Plaza, 1<sup>st</sup> Floor, Hartford, CT 06106 or at Imagineers Office at 635 Farmington Avenue, Hartford, CT 06105. It may also be downloaded from the City of Hartford website:

<https://www.hartfordct.gov/Government/Departments/DDS/DDS-Divisions/Housing-Division> or the Imagineers website at [www.imagineersllc.com/program\\_management.asp](http://www.imagineersllc.com/program_management.asp)

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