



## **ADDENDUM NUMBER TWO**

June 13, 2016

**REQUEST FOR PROPOSALS FOR PARTICIPATION IN THE PROJECT BASED VOUCHER PROGRAM 2016  
RFP #16-914-16**

THE ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS

**ITEM #1      QUESTIONS ASKED DURING THE PRE-PROPOSAL CONFERENCE HELD THURSDAY MAY 12, 2016, AND WRITTEN QUESTIONS RECEIVED**

**Q1:            Regarding Section I – Paragraph No. 3, Property Management Team:**

**The property management team has the experience in terms of linear years over their management career but in terms of recent years, it may not meet the last five years component for affordable multifamily rental property.**

**Can overall affordable experience (properties under management) impact the RFP if it is not within the five consecutive year component?**

**A1:**            HANO is interested in property managers with experience in managing affordable multi-family rental housing within the last 5 years. Private sector experience may be included. Refer to Part III –Submission Requirements, Section I, 3. Property Management Team.

**Q2:            What is the deadline for submission of proposals?**

**A2:**            The submission deadline has been extended to Wednesday, June 29, 2016. Refer to Addendum No. 1.

**Q3:            How are you defining the project, if there are multiple parcels that are not contiguous such as scattered sites, single family, or doubles?**

**A3:**            In accordance with the Department of Housing and Urban Development (HUD) 24CFR 983.3 (b), a project is defined as “a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. Contiguous in this definition includes “adjacent to”, as well as touching along a boundary or a point.”

**Q4: Will a complete separate package be required for each project within a proposal?**

A4: Each project should be submitted as a separate proposal, except in the case of single-family scattered site projects.

**Q5: In the summary of proposed projects, the last bullet point of the requested cover letter indicates that a description of the Handicapped accessible services are to be included. Do you mean “services” or do you mean “features” within a unit?**

A5: This bullet refers to “services”.

The third to last bullet in this section refers to “accessibility features” of the design.

**Q6: The submittal requirements for neighborhood services asks to provide a map of the neighborhood services, and to list the distance in blocks or miles from the property for various neighborhood amenities, like supermarkets, shopping districts, etc.**

**Would providing the distance for each of those community amenities suffice, or is an actual graphic of a map showing all items required?**

A6: As required in the RFP, please provide a map.

**Q7: Is the distance in miles required on the map, or can the information be shown on a table?**

A7: The distance may be provided on a separate table, which should correspond to the location(s) depicted on the map.

**Q8: Is one map required if multiple projects are in close proximity, or are separate map required if you are submitting multiple projects in a proposal.**

A8: HANO will not limit proposals to one map. If a respondent wishes to provide more than one map, each map will be reviewed.

**Q9: Regarding site control, in terms of evidence, would a resolution from NORA or Pike suffice, or would some other instrument be needed?**

A9: As stated in the RFP, evidence of site control includes any and all Agreements, Sales Contract, or proof of ownership. A resolution from NORA documenting the details of an Agreement between NORA and the property developer would be acceptable.

**Q10: With a scattered site, would the ADA 504 require a minimum number of units within a proposal to comply? Is there a percentage?**

A10: Per the Program Accessibility Requirements, outlined in Section 504 of the Rehabilitation Act of 1973, and Implement Regulations at 24CFR Part 8, a minimum of five percent of the total dwelling units or at least one unit in a project, whichever is greater, shall be made accessible for persons with mobility impairments. An additional two percent of the units (but not less than one unit) in such a project shall be accessible for persons with hearing or vision impairments.

**Q11: During the process of rezoning, what is accepted as proof to demonstrate that we can build?**

A11: Respondents must demonstrate that their property is in compliance with the City of New Orleans zoning designation. A letter from the City of New Orleans Board of Zoning Adjustments will be accepted.

**Q12: The City Planning Commission has approved our zoning change, but we still have to go through the City Council and we anticipate getting through the City Council around June 4, 2016. How will the time affect us?**

A12: Respondents must provide documentation of their expected time of completion for the zoning change.

**Q13: Do you have any reports on any environmental issues affecting the properties? If so, can we request a copy?**

A13: HANO does not maintain reports on environmental issues.

**Q14: If lead is suspected in the properties, how would that be addressed?**

A14: All properties must comply with HUD 24CFR Part 35, Lead-Based Paint Poisoning Prevention in Certain Residential Structures. Specifically refer to Subparts A, B, H, and R.

**Q15: A copy of the census tract is requested. Do you want just the tract number or do you want the printout?**

A15: Respondents may include Census Tract Number.

**Q16: You do not want a (census) map?**

A16: Respondents may include a map. It will be left to the respondent's discretion.

**Q17: In Appendix A, of the questionnaire, many of the questions require a "yes/no" answer. You are not requesting anything to substantiate the answers, and there is no guidance on the criteria we should analyze in order to make that final determination. Do you want an example?**

A17: The applicant should provide supporting documentation and source material used to determine the responses to questions in Appendix A.

**Q18:** Appendix A, page 23, number 11 of the criteria for application asks to check whether our project meets the criteria listed. It seems that HANO needs to make those determinations.

A18: Respondents shall answer each question to the best of their ability, and provide source documentation for each answer.

**Q19:** Number 14 on page 24 asks if the project is located in a neighborhood that is seriously detrimental to family life. Without defining what one considers to be “detrimental to family life,” how do you respond?

A19: The questions are derived from the PBV Regulations, HUD 24CFR Part 983 - Site Selection Standards. Respondents shall answer each question to the best of their ability, and provide source documentation for each answer.

**Q20:** If we reference the census tract information as our authority, would that be satisfactory?

A20: Respondents may use Census Data to document their responses to the questions in Appendix A. If you choose to use Census Data Information, you must provide the specific source information that details the Data Set used (e.g. table name etc.)

**Q21:** Would you enter into a HAP agreement prior to the unit being developed or after?

A21: In accordance with HUD 24CFR 983.204(c), a HAP Contract for newly constructed or rehabilitated housing “must be executed after the PHA has inspected the completed units, and has determined that the units have been completed in accordance with the Agreement, and the owner has furnished all required evidence of completion.” Additionally, the PHA must determine that all units comply with Housing Quality Standards prior to the execution of the HAP Contract.

**Q22:** In applying for tax credits for your project, can you submit the Notice of Award in the application as a funding source?

A22: Yes.

**Q23:** Can we start construction before AHAP agreement has been signed?

A23: In accordance with HUD 24 CFR 983.152(c), “the PHA may not enter into the agreement [AHAP] if construction or rehabilitation has commenced after the proposal submission.” All construction or rehabilitation work must wait until the AHAP is executed. If work begins prior to the execution of the AHAP, the project would not be eligible for PBV assistance.

**Q24: The language in the RFP indicates that PVBs are for future construction or substantial rehabilitation. Our property was previously rehabilitated and is in operation. Can this property qualify?**

A24: At this time, HANO is not considering award of PBVs to existing units. Pursuant to this RFP, PBV will be awarded to Owners/Developers of properties with units that require substantial rehabilitation (converting previously uninhabitable units) and units for new construction.

**Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts no later than 2:00 p.m., CST on Wednesday, June 29, 2016. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER TWO**