



ADDENDUM NUMBER ONE

June 5, 2019

REQUEST FOR PROPOSALS #19-914-20; PARTICIPATION IN THE PROJECT BASED VOUCHER PROGRAM 2019

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

ITEM #1 QUESTIONS ASKED DURING PRE-PROPOSAL MEETING

Q1: Will the addenda be posted on the HANO website?

A1: Yes.

Q2: Are four-bedroom units included in this RFP?

A2: HANO is not accepting applications for four bedroom units under this RFP.

Q3: What is the minimum number of units?

A3: The minimum number is 15 units per project. Single family scattered site developments would qualify as a single project. A single family unit for PBV purposes is defined as a building with one to four units.

Q4: Should the letter of support from City Council be from the City Councilmember for the district that the property is located in, or can it be from a City Councilmember At-Large?

A4: HANO would strongly recommend that the letter of support come from the City Councilmember of the District where the proposed project is located; however, it is not required.

ITEM #2 PART III – SUBMISSION REQUIREMENTS

DELETE: Remove the following bullet from **PART III – SUBMISSION REQUIREMENTS, Section I – Owner/Developer Site and Neighborhood Standards Workbook, Paragraph 2, Site and Neighborhood Standards, Subsection b:**

“• A City Council Resolution of Support”

INSERT: “• A City Council Letter of Support.”

ITEM #3 WRITTEN QUESTIONS RECEIVED

- Q1: Is there a possibility of extending the application deadline by a couple of days? Or, could we supplement our application with one item that becomes available on June 12?**
- A1: The proposal due date will not be extended at this time. All documents required pursuant to the RFP must be submitted by the proposal due date and time.
- Q2: Under Part III, Section 1, subsection 2 (Site & Neighborhood Standards), is a City Council Motion/Ordinance for e-zoning/Conditional Use sufficient evidence of Council Support through a Resolution? Elsewhere (under Part I) it appears that a support letter is sufficient.**
- A2: Refer to Item #2 of this Addendum.
- Q3: The application within the RFP specifically lists 1-3 bedroom units as eligible for the program. Are 4 bedroom units eligible for the program, assuming there is evidence of demand in a third party market study?**
- A3. HANO is not accepting applications for four bedroom units under this RFP.
- Q4: Would HANO consider including efficiencies in this RFP? Many projects are constrained by existing historic floor plans. The result is a unit that is larger than a standard studio and slightly smaller than a full one bedroom.**
- A4: HANO will not accept applications for efficiencies through this RFP.
- Q5: Is it possible to extend the application deadline by a few days? If the application deadline cannot be extended, can our application be a supplemented with one item that becomes available on June 12?**
- A5: Refer to Item #3, A1 of this Addendum.
- Q6: For section II, Weighted Scoring Criteria, how are points in the sub categories calculated? Is it an all or nothing scenario or will projects have the ability to score some points depending on the scoring selections? Can you provide a scoring rubric if the second scenario is the case?**

- A6: The weighted scoring criteria does not use an all or nothing scoring method. If the project meets some of the criteria listed in a particular section, partial points can be awarded. A specific scoring rubric for partial points will not be provided; however, after an award is made, HANO can provide details as to why particular points were given.
- Q7: Please provide a fillable copy of the application in PDF.**
- A7: See "OWNER/DEVELOPER SITE AND NEIGHBORHOODS STANDARDS WORKBOOK", as attached.
- Q8: Can you provide an estimated timeline for the awards and AHAP execution?**
- A8: Awards will tentatively be made in July 2019. A specific timeline for AHAP execution cannot be provided, as it depends on how long it takes for development team to complete and receive approval of a Subsidy Layering Review as well as an Environmental Review. All substantial rehabilitation or new housing construction should be completed within 18 months and work cannot start until the AHAP is executed.
- Q9: If a project has 32 total units and seeking to participate in the PBV program and the total number of PBV units that assistance can be obtain under 25% is 8 units and under the 40% maximum threshold 13 units, would the project fit the minimum criteria?**
- A9: The minimum project size is 15 units. Neither 8 nor 13 units would meet the minimum project size.
- Q10: Does an option on a property meet the qualification for ownership?**
- A10: An option to purchase does not meet the qualification for ownership. The applicable definition of owner is any person or entity with the legal right to lease or sublease a unit to a participant.
- Q11: Will HANO consider allowing PBVs under this RFP for efficiency apartments? Our project includes 9 such units, along with 16 1-bedroom units. We are constrained by the redevelopment of an historic building that cannot be designed like a new construction building to accommodate all 1-bedroom units; rather, we must work within existing conditions. In addition, our project is serving seniors, many of which are single-person households who can be accommodated in an efficiency unit.**
- A11: Refer to ITEM #3, A4 of this Addendum.

- Q12:** Please confirm that the Council letter need only be a letter of support from the relevant Council person, not a Council resolution.
- A12: Refer to ITEM #1, A4 of this Addendum.
- Q13:** Can a PBV award be assigned to a related entity within the project structure prior to the HAP contract? Our applicant LLC is the entity that currently holds site control, but the project financing may require creating a to-be-formed entity that leases the housing units.
- A13: This cannot be answered definitively and would have to be assessed at the time, but generally, if the entity would meet the same qualifications as the applicant entity under this RFP, and intends to develop/manage the same project awarded under the RFP, that should be an option.
- Q14:** Section II. #1, describes both a cover letter and Summary of Proposed Project, with the latter having a 4-page limit. Does HANO want a separate cover letter and project summary or are these the same document?
- A14: The cover letter is meant to contain the project summary, with a maximum length of 4 pages; however, if the applicant would prefer to submit a separate cover letter and project summary, that is acceptable. The 4-page limit would still apply.
- Q15:** The Index of Submittal Documents includes a Design Architect's Certification. Can HANO provide a template for this document?
- A15: HANO does not have a standard format.
- Q16:** The Index of Submittal Documents includes a Self-Certification Statement - Compliance with Title VI. I don't see this certification in the application package. Can HANO provide?
- A16: See "CERTIFICATION OF EQUAL OPPORTUNITY" as attached.
- Q17:** Can HANO circulate an editable PDF of the application?
- A17: Refer to ITEM #3, A7 of this Addendum.
- Q18:** Under paragraph 5 of the Financial Feasibility section, the agency requests the following items:
- A determination that the PBRA is needed...The proposal would not be receiving more subsidy than is needed to ensure feasibility.

- **Confirmation that the costs funded do not exceed the maximum per unit limits**
- **The projected cash flows provide reasonable assumptions given current economic conditions.**

Is there a form that the developer should complete to certify the above items, or will the agency provide this certification upon review of the application?

A18: There is not a HANO form for the information in this section. For the determination that the PBV assistance is needed, the applicant can provide a narrative, but should also document through their pro forma that the PBV funds are necessary to make the project financially feasible. The applicant should ensure that the contract rents being requested are not greater than the applicable payment standard minus the applicable utility allowance. This should be documented by listing the requested rents, which HANO will confirm are within the limits. The projected cash flow can be documented by narrative, but should also be reflected in the pro forma.

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 Tuesday, June 11, 2019. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER ONE

**HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR PROPOSALS
FOR PARTICIPATION IN THE
PROJECT BASED VOUCHER PROGRAM - 2019
RFP #19-914-20**

OWNER/DEVELOPER SITE AND NEIGHBORHOODS STANDARDS WORKBOOK

PART III – SUBMISSION REQUIREMENTS - SECTIONS 1 AND 2 (PASS/FAIL)

1. Owner/Developer Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
2. Type of Project: Multifamily, Single Family, Elderly, Special Needs, Townhouse
(Specify One) _____
3. Development Method: (Check One) Substantial Rehabilitation New Construction
4. Census Tract: _____ Poverty Rate: _____ Minority Rate (non-white): _____
5. Please provide a narrative, not to exceed one page, explaining why the criteria apply to the project and identify data sources used.

Check all of the boxes below that apply.

<input type="checkbox"/>	A HUD-designated Enterprise Zone, Economic Community, or Renewal Community
<input type="checkbox"/>	Decreasing the concentration of assisted units as a result of public housing demolition and redevelopment
<input type="checkbox"/>	Undergoing significant revitalization as a result of state, local, or federal dollars invested in the area
<input type="checkbox"/>	Developing new market rate units that will positively impact the poverty rate in the area
<input type="checkbox"/>	Experiencing an overall decline in the poverty rate within the past five years, if the poverty level is over 20%
<input type="checkbox"/>	Providing meaningful opportunities for educational and economic advancement

If the proposed development is not located in an area of poverty concentration of 20% or less and none of these apply, the proposal does not qualify for PBV assistance, and will be rejected from this procurement.

Owner/Developer (Print)

Owner/Developer (Signature)

Date

**HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR PROPOSALS
FOR PARTICIPATION IN THE
PROJECT BASED VOUCHER PROGRAM - 2019
RFP #19-914-20**

File # _____

**OWNER/DEVELOPER APPLICATION
PARTICIPATION IN THE PROJECT BASED VOUCHER PROGRAM**

New Construction Substantial Rehabilitation (Check one)

INSTRUCTIONS:

Please complete the attached Owner/Developer Application. Failure to provide complete and accurate information and/or documentation shall deem your proposal non-responsive. (Use additional sheets of paper, if necessary)

A. IDENTITY OF APPLICANT/OWNER

PROPERTY NAME: _____

PROPERTY ADDRESS: _____

(Street, City, State, Zip Code)

CENSUS TRACT IN WHICH PROPERTY IS LOCATED: _____

PROPERTY TYPE: _____
Multifamily, Single Family, Elderly, Special Needs, Townhouse (Specify One)

DESCRIPTION OF PROPERTY

1. Address of property to be rehabilitated/constructed. Specify address for each building:
(USE ADDITIONAL SHEETS OF PAPER, IF NECESSARY)

***NOTE: LIST ALL UNITS ON THE PROPERTY – (NOT ONLY UNITS THAT ARE TO RECEIVE PBV SUBSIDY)**

Address of Property	Total Number of Units by Bedroom Size		Type of Building (e.g. Multifamily, Single Family, Elderly, Special Needs, Townhouse)
e.g. 123 Main St, New Orleans, LA 70123	3	1 BR/1 BA	Single Family

Address of Property	Total Number of Units by Bedroom Size		Type of Building (e.g. Multifamily, Single Family, Elderly, Special Needs, Townhouse)

2. Complete the following for each building that you propose to assist and designate the number of units by unit type to which you are proposing to attach assistance.

Bedroom Size	Total Number of Units	Number of Units to be assisted with PBV
1 Br		
2 Br		
3 Br		

3. TOTAL NUMBER OF UNITS IN PROPOSED PROJECT (List total number of each unit type):

4. TOTAL NUMBER OF UNITS FOR WHICH PROJECT-BASED ASSISTANCE IS REQUESTED (Minimum of 15 units (per project site)): _____

Note: HANO will not select a proposal to provide PBV rental assistance for units in a project if the total number of dwelling units proposed exceed the greater of twenty-five (25) units or twenty-five (25) percent of the total number of dwelling units (assisted or unassisted) per project during the term of the PBV HAP Agreement. However, HANO may consider projects that use project-based vouchers to house qualifying families, and the PBV units will not count against the 25 unit or 25% per project cap if; the units are in a single-family building; and the units are in a multifamily project and are being made available to the elderly or disabled families or families receiving family supportive services, which will be verified by HANO. If the project is located in a Census Tract with a poverty rate of 20% or less, the maximum number of PBV units is the greater of 25 units or 40% of the total units in the project.

5. Indicate the proposed monthly rent expected under the Project-Based Voucher Program.

Size of Units	Number of Units	Proposed Contract Rent
1 Br		\$
2 Br		\$
3 Br		\$
Total		\$

Note: *Proposed contract rents must not exceed HANO's established Payment Standard minus the utility allowance for the applicable bedroom size, including any area wide exception Payment Standard, if applicable.*

SITE AND NEIGHBORHOOD STANDARDS

- If the project is in an area that is racially mixed, did the Owner/Developer provide a market analysis that includes information as to how this project would affect the proportion of Minority to Non-minority residents in the area?
 YES NO N/A
- Is the proposed project part of an integral overall local strategy for the preservation or restoration of the immediate neighborhood?
 YES NO
- Is the proposed project in a neighborhood experiencing significant private investment that is demonstrably changing the economic character of the area?
 YES NO
- Does the market analysis establish an overriding need for this housing?
 YES NO N/A
- Are there a sufficient number of comparable housing opportunities for minority families in the income range to be served by this project outside areas of minority concentration?
 YES NO

(Note: Units are considered "comparable opportunities" if they have the same household type and tenure type; require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition).

6. The following criteria for application of comparable housing opportunities apply to the proposed project:
- There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
 - There are racially integrated neighborhoods in the locality.
 - Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
 - Minority families have benefited from local activities undertaken to expand housing choice for minority families outside areas of minority concentration.
 - A significant proportion of minority households has been successful in finding units in non-minority areas under the HANO Housing Choice Voucher Program.
 - Comparable housing opportunities have been made available outside areas of minority concentration through other programs.

Comments:

7. Is the project located in an area containing a high proportion of low income persons?
- YES NO
8. Does the project promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons?
- YES NO
9. Is the project located in a neighborhood that is seriously detrimental to family life?
- YES NO
10. Is the project located in a neighborhood in which substandard dwellings or other undesirable conditions predominate, without a concerted program that is actively working to remedy the undesirable conditions?
- YES NO

11. Is the proposed project accessible to the following facilities and/or services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents? (Describe facilities, e.g. name, location):

Educational: _____

Commercial: _____

Health: _____

Recreational/Social: _____

12. Is the proposed project located in a neighborhood that provides easy access and via public transportation or private automobile to and from employment that provide a variety of job opportunities to low income households? Please describe all that apply below:

Street Car: _____

Bus Stops: _____

Other: _____

13. The site is adequate in size, exposure, and contour to accommodate the number and type of units proposed:

YES NO

Number of total units proposed: _____

Total acreage: _____ Density (units per acre): _____

Zoning Category: _____ Zoning Density Approved: _____

14. Are public utilities/services available to the site?

YES NO

Water: _____

Sewer: _____

Gas: _____

Electricity: _____

Streets: _____

Parks: _____

Other: _____

15. Are there any on-resident units (e.g. commercial office space) on the property being proposed to construct or substantially rehabilitate?

Yes No

If yes, please describe the non-residential unit including square footage and use:

16. Please indicate what will be the tenant-paid utilities? (Check any which apply and estimate the monthly tenant utility allowance or actual monthly cost.)

Utility Type	Gas	Electric	Estimate Monthly Cost
Cooking	<input type="checkbox"/>	<input type="checkbox"/>	\$
Heating	<input type="checkbox"/>	<input type="checkbox"/>	\$
Water Heating	<input type="checkbox"/>	<input type="checkbox"/>	\$
Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other Electric	<input type="checkbox"/>	<input type="checkbox"/>	\$
Water			\$
Sewer			\$
Trash Collection			\$

Is the Owner/Developer using the HANO published tenant utility allowances?

Yes No

17. Which utilities will be provided by the owner? (Check any that apply.)

Utility Type	Gas	Electric
Cooking	<input type="checkbox"/>	<input type="checkbox"/>
Heating	<input type="checkbox"/>	<input type="checkbox"/>
Water Heating	<input type="checkbox"/>	<input type="checkbox"/>
Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>
Other Electric	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>
Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Trash Collection	<input type="checkbox"/>	<input type="checkbox"/>



CERTIFICATION OF EQUAL OPPORTUNITY

I, _____, certify that, as the authorized owner of the project located at _____, shall comply with Title VI of the Civil Rights Act of 1966, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, Executive Order 11246, Section 3 of the Housing and Urban Development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 34 CFR.11 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction/rehabilitation of the project.

Signature

Date

Name and Title