HOUSING AUTHORITY OF NEW ORLEANS

REQUEST FOR PROPOSALS
FOR
PARTICIPATION IN THE
PROJECT BASED VOUCHER PROGRAM 2019

RFP NUMBER: 19-914-20

SUBMISSION DATE: TUESDAY, JUNE 11, 2019

2:00 P.M. CST

Prepared By:

Housing Authority of New Orleans
Department of Procurement and Contracts
4100 Touro Street
New Orleans, LA 70122

Gregg Fortner
Executive Director

Issue Date: Friday, May 17, 2019
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HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR PROPOSALS
FOR PARTICIPATION IN THE
PROJECT BASED VOUCHER PROGRAM - 2019
RFP #19-914-20

The Housing Authority of New Orleans (HANO) is requesting proposals from Owners/Developers of property in Orleans Parish who are interested in participating in the Department of Housing and Urban Development (HUD) Housing Choice Voucher Program.

It is HANO's goal to deconcentrate poverty in Orleans Parish, as well as promote the expansion of affordable housing opportunities for low-income families, the elderly and persons with disabilities through its Project-Based Voucher (PBV) Program. This program provides rental assistance to Owners/Developers of property located in Orleans Parish, who meet the criteria contained in the submission requirements of this Request for Proposals (RFP).

Proposals will be accepted from property Owners/Developers who intend to construct new housing units or perform substantial rehabilitation to a minimum of 15 units (per project site). Housing structures may consist of one, two and three bedroom units, and must be located in Orleans Parish. All housing units considered to receive PBV assistance must meet Housing Quality Standards (HQS).

It is anticipated HANO will issue a minimum of 15 (per project site), up to 1500 Project Based Vouchers (PBV), pursuant to this RFP. It is also anticipated that one or more property owners may be selected to participate in the program.

Sealed responses to this solicitation will be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contract until 2:00 p.m. local time on Tuesday, June 11, 2019.

A Pre Proposal Conference will be held in the Board Room at 10:00 a.m. on Thursday, May 23, 2019.

Deliver four (4) complete sets (one original clearly marked or stamped "original", and three (3) copies of the required submittals, in a sealed envelope or box clearly marked with the words "RFP Documents", to the Department of Procurement and Contracts at the following address:

Housing Authority of New Orleans
Attn: Audrey Plessy, Procurement Manager
4100 Touro Street,
New Orleans, Louisiana 70122

Place the following information in the upper, left-hand corner on the outside of the envelope or box when submitting proposals:

Name and Address
RFP Name and Number
Date and time responses are due

Single copies of this RFP may be downloaded from the HANO website at www.hano.org.

All responses submitted are subject to these Instructions and Supplemental Instructions to Offerors, and all other requirements contained herein, all of which are made a part of this Request for Proposals by reference. The Housing Authority of New Orleans reserves the right to reject any or all proposals for just cause, waive any formalities in the submission process, and negotiate and enter into an agreement with the Owner/Developer whose proposal is in the best interest of the housing authority.

HOUSING AUTHORITY OF NEW ORLEANS

Gregg Fortner
Executive Director
INDEX OF SUBMITTAL DOCUMENTS

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Submittal Documents contains a listing of all required submittal items.

Please review this table, and submit with your proposal all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>REQUIRED SUBMITTAL</th>
<th>SIGNATURE REQUIRED</th>
<th>NOTARY/CORPORATE SEAL REQUIRED</th>
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<td>Self-Certification Statement – Compliance with Title VI, Civil Rights Act of 1966</td>
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<td>Design Architect’s Certification (New Construction Only)</td>
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NOTE: ALL REQUIRED SUBMITTAL DOCUMENTS MUST BE SUBMITTED WITH THE PROPOSAL PACKAGE
1. Preparation of Offers
(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror’s risk.
(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the HA.
(c) Offers for services other than those specified will not be considered.

2. Submission of Offers
(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.
(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.
(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations
(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
(b) Offerors shall acknowledge receipt of any amendments to this solicitation by
   (1) signing and returning the amendment;
   (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer;
   (3) letter or telegram, or
   (4) facsimile, if facsimile offers are authorized in the solicitation.
   The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors
Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor
(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must:
   (1) Have adequate financial resources to perform the contract, or
   the ability to obtain them;
   (2) Have a satisfactory performance record;
   (3) Have a satisfactory record of integrity and business ethics;
   (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
   (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.
(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers
(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and if
   (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
   (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or facsimile, and it is determined by the HA/HUD that the late receipt was due solely to mishandling by the HA/HUD after receipt at the HA;
   (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term “working days” excludes weekends and U.S. Federal holidays; or
   (4) Is the only offer received.
(b) Any modification of an offer, except a modification resulting from the HA’s request for “best and final” offer or if this solicitation is a request for proposals, is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.
(c) A modification resulting from the HA’s request for “best and final” offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.
(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. “Postmark” means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull’s-eye postmark on both the receipt and the envelope or wrapper.
(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.
(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the “Express Mail Next Day Service-Post Office to Addressee” label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. “Postmark” has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull’s eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including telexgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

(1) reject any or all offers if such action is in the HA’s interest,
(2) accept other than the lowest offer,
(3) waive informalities and minor irregularities in offers received,
and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror’s best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer’s specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to be sure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring office only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here]
1. Submission of Proposals

Deliver proposals including all required attachments in an envelope to the Department of Procurement and Contracts to the following address:

   Housing Authority of New Orleans  
   Procurement and Contracts Department  
   Audrey Plessy, Procurement Manager  
   4100 Touro Street  
   New Orleans, Louisiana 70122  

2. Interpretations/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 4 business days before the submission due date and time to:

   Housing Authority of New Orleans  
   Department of Procurement and Contracts  
   Attn: Dianne Wiltz-Hunley, Contract Administrator  
   4100 Touro Street  
   New Orleans, LA 70122  
   (504) 286-8224 (fax); (504) 670-3249 (phone)  

Questions may also be submitted via e-mail to dwiltz@hano.org

3. Addendum and Update Procedures for the RFP

During the period of advertisement, HANO may wish to amend, add to, or delete from the contents of this RFP. In such situations, HANO will issue an addendum setting forth the nature of the modification(s). All addenda will be available on the HANO website at www.hano.org. Hard copies may be faxed or mailed upon request.

4. Proposal Submission

Respondents shall submit one (1) original and three (3) copies of the Owner/Developer Application for the Project Based Voucher Program, and all other required submittal documents in a sealed envelope or box clearly marked with the words "RFP Documents" to the Procurement and Contracts Department. All copies of the submittal must be identical in content and organization. The Respondent's shall consider and include the requirements outlined in the Scope of Services and Part III - Submission Requirements when submitting their proposal.
5. **Submittal Forms**

Provide as a part of the proposal, all required certifications and forms outlined in the Index of Submittal Documents.

6. **Acceptance of Proposals**

Proposals must be received no later than the proposal submission date and time. Proposals submitted after the designated date and hour will not be accepted for any reason. HANO reserves the right to accept or reject any or all submissions, to take exception to this RFP's specifications or to waive any formalities.

7. **Time for Reviewing Proposals**

Proposals received prior to the due date and time will be securely kept, unopened. After the closing date, all proposals received are opened and evaluated in confidence. Proposals are not opened publicly. The Contracting Officer's authorized designee will decide the time to open and review proposals. Once submitted, proposal become the property of HANO.

9. **Selection of Respondents**

Respondents shall be selected in accordance with the evaluation criteria contained herein, provided the proposal is in the best interest of the housing authority (HANO). The selected Respondents will be notified at the earliest practical date. Subsequent contract awards may be subject to approval from the Housing Authority of New Orleans' Board of Commissioners, and/or the U.S. Department of Housing and Urban Development. No respondent listed on the System for Award Management (SAM) Excluded Parties List of companies or firms ineligible to receive awards will be considered.

10. **Protest of Award**

Any protest against the award of a contract agreement or purchase order based on a formal method of procurement, where the solicitation is advertised, must be received by the Manager of the Procurement and Contracts Department within three business days after notice of award, or the protest will not be considered. HANO shall issue a written decision to a properly filed protest within 15 business days of receipt.

11. **Certification of Legal Entity**

Prior to execution of a contract agreement the company/firm shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under Louisiana law.

13. **Costs Borne by Respondent**

All costs related to the preparation of responses to this RFP and any related activities are the responsibility of the respondent. HANO assumes no liability for any costs incurred by the respondent throughout the entire selection process.
14. **Best Available Data**

All information contained in this RFP is the best data available to HANO at that time. The information given in the RFP is not intended as representations having binding legal effect. This information is furnished to assist Respondents in preparing a response; HANO assumes no liability for any errors or omissions.

15. **Contact with HANO Staff, Board Members, Evaluation Committee, Residents and Consultants**

Respondents may not make direct contact with HANO Staff, its Board Members, Evaluation Committee Members, Residents or Consultants. All communications regarding the RFP shall be in writing as provided in HUD Form 5369-B, Instructions to Offerors for Non-Construction, Paragraph 4 and these Supplemental Instructions to Offerors.

16. **Respondent Responsibilities**

Each Respondent is presumed by HANO to have thoroughly studied this RFP and become familiar with the requirements of this solicitation. Failure to do so may be at the Respondent’s own risk.

17. **Public Access to Procurement Information/Confidentiality**

All information submitted in response to a solicitation issued by the Housing Authority of New Orleans (HANO) shall remain confidential until after final approval by HANO’s Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). HANO's policy regarding public access is in strict accordance with the guidelines set forth in its Procurement Policy, Section 1.6 - Public Access to Procurement Information, HUD Procurement Handbook for Public Housing Agencies, Section 1.6 - Public Access to Procurement Information and Section 7.2 (J) Confidentiality. Furthermore, pursuant to Louisiana Revised Statute 40:526(8), HANO shall not disclose information submitted in confidence in response to this RFP, and as determined by HANO, not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

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

PART I – INTRODUCTION/PROJECT BASED VOUCHER PROGRAM

The Housing Authority of New Orleans (HANO) is requesting proposals from Owners/Developers of property in Orleans Parish who are interested in participating in the Department of Housing and Urban Development (HUD) Housing Choice Voucher Program.

It is HANO’s goal to deconcentrate poverty in Orleans Parish, as well as promote the expansion of affordable housing opportunities for low-income families, the elderly and persons with disabilities through its Project-Based Voucher (PBV) Program. This program provides rental assistance to Owners/Developers of property located in Orleans Parish, who meet the criteria contained in the submission requirements of this Request for Proposals (RFP). It is anticipated HANO will issue a minimum of 15 (per project site), up to 1500 Project Based Vouchers (PBV), pursuant to this RFP. It is also anticipated that one or more property owners may be selected to participate in the program.

Owners/Developers shall submit project proposals that detail their intent to construct new housing units, or perform substantial rehabilitation to a minimum of 15 units (per project site) that are currently uninhabitable. The project proposal must include the following: location of units; age and condition of housing units for substantial rehabilitation; square footage; bedroom and bathroom mix by the number of units and types; common area and communal facilities; amenities; major systems; and the proposed rent structure. Housing structures may consist of one, two and three bedroom units, and must be located in Orleans Parish. All housing units considered to receive PBV assistance must meet Housing Quality Standards (HQS), and other environmentally sustainable design and construction practices.

Housing under the PBV program may be selected only if consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. Poverty concentration data in Orleans Parish, by neighborhood, must be determined by utilizing the United States Census Bureau website, and will be verified and approved by HANO.

Proposals received from Owner/Developers who own property and intend to construct new housing units, or are substantially renovating housing units should begin the work within six (6) months of issuance of notice to award from HANO. Substantial rehabilitation and/or new housing construction should be completed within eighteen (18) months of notice to award. PBV assistance may not be issued to Owners/Developers who fail to meet their stated project completion date established at the time of award.

Non Discrimination and Other Federal Requirements

Owners/Developers will comply with the following requirements, as applicable:

A. The Fair Housing Act, 42 U.S.C. 3601-19, and regulations issued thereunder, 24 CFR Part 100; Executive Order 11063 (Equal Opportunity in Housing) and regulations issued thereunder, 24 CFR Part 107; and the fair housing poster regulations, 24 CFR Part 110, and advertising guidelines, 24 CFR Part 109;
B. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, and regulations issued thereunder relating to nondiscrimination in housing, 24 CFR Part 1;

C. Age Discrimination Act of 1975, 42 U.S.C. 6101-07, and regulations issued thereunder, 24 CFR Part 146; and


E. The Davis-Bacon Act requires the payment of prevailing wage rates (as determined by the Department of Labor) to laborers and mechanics on Federally-assisted construction projects in excess of $2,000. Also, pursuant to 24 CFR § 983.154, the Owner/Developer’s contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development or rehabilitation of the housing (with nine or more contract units) using PBRA.


PROJECT BASED VOUCHER PROGRAM

It is HANO's intent to meet the requirements of the Code of Federal Regulations 24 CFR Part 5, 983, Section 8 Project-Based Voucher Programs; PIH Notice 2017-21 Implementation Guidance: Housing Opportunity Through Modernization Act of 2016; and the Final Rule, as revised on June 25, 2014. Project-Based Vouchers (PBV) are a component of HANO's PBV program whereby a voucher is assigned to specific (privately owned) housing units to be used to assist eligible families and/or individuals with rental payments. Owners/Developers of property that qualify pursuant to this RFP will enter into a Housing Assistance Payment (HAP) Agreement with HANO, and may receive assistance for up to fifteen years, subject to available funding. Vouchers will only be distributed to Owners/Developers of property in Orleans Parish that provide quality rental units to low-income families, the elderly and persons with disabilities. Family eligibility and unit size is determined by HANO. Families eligible for the PBV program are placed on a waiting list and will be referred by HANO to the property Owners/Developers selected pursuant to this RFP. Property Owners/Developers may screen applicants to determine if the family is suitable to reside in their property.

PART II – SCOPE OF SERVICES

Owners/Developers proposals shall identify whether the PBV will be applied to New Construction or Substantial Rehabilitation units. The proposal shall identify the age and condition of units proposed for substantial rehabilitation.

All proposed units must include the location; square footage; bedroom and bathroom mix by the number of units and unit types; common area(s); communal facilities; amenities; major systems and the proposed rent structure (subject to HANO’s market rent analysis).
Documentation of support from the affected neighborhood group shall be provided from at least one (1) of the following sources:

1) A City Council Member representative of the district
2) A letter from the President and/or Chair Person of the Neighborhood Planning Unit

The proposal shall include evidence of the entity’s ownership status as either For Profit or Non-Profit, and provide evidence of ownership of the property and proposed units. All entities and/or individual(s) that comprise ownership of the property must be identified as stated in Part III - Submission Requirements of the RFP.

Owners/Developers awarded PBV assistance pursuant to this solicitation shall be responsible for the administration and management of the project(s), and shall be subject to said delegation in accordance with the terms of the Housing Assistance Payment Contract (HAP).

Owners/Developers shall lease the PBV units to Eligible Households and maintain and operate the PBV units in compliance with all applicable HUD Regulations, HANO’s Administrative Plan and Inspection Standards, and in accordance with the HAP Contract (collectively, the preceding requirements are referred to as the “Applicable PBV Requirements”)

Project Type

In submitting a proposal in response to this RFP, Owners/Developers shall consider the following:

- A project is a single building, multiple contiguous building on contiguous parcels of land. Contiguous in this definition includes “adjacent to”, as well as touching along a boundary or point.

- Housing unit types eligible to receive Project-Based Vouchers under this program are as follows:
  - New Construction and Substantial Rehabilitation: Units newly constructed or substantially rehabilitated for which work began after submission of the proposal but prior to execution of the Agreement to enter into the Housing Assistance Program (HAP), do not qualify as new construction or substantial rehabilitation.

Construction begins when excavation or site preparation (including clearing of the land) begins. Rehabilitation begins with the physical commencement of rehabilitation activity on housing units.

HANO may issue PBV under the program to HANO-owned units upon the approval of HUD or a HUD approved independent entity.

All units selected for PBV assistance must meet Housing Quality Standards (HQS), and/or other local standards, as required by HANO and the City of New Orleans.

Owners/Developers property (Housing Units) will not receive PBV assistance if deemed ineligible as outlined below:
1. Ineligible Housing (type of unit)

- Units for which construction or rehabilitation has commenced after proposal submission and prior to execution of an Agreement;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (including assisted living facilities);
- Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students;
- Transitional housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Shared housing;
- Manufactured housing; and,
- Any unit occupied by a family ineligible for participation in the PBV program

2. Unit Ineligible to Receive Subsidy

- A public housing unit;
- A unit subsidized with any other form of HCV assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that HANO may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for the non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rental supplement project;
- A unit subsidized with any form of tenant-based rental assistance; and,
- A unit with any other duplicative federal, state, or local housing subsidy

3. Project Cap on Total PBV Units

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) percent of the total number of dwelling units (assisted or unassisted) per project or twenty-five (25) units during the term of the PBV HAP Agreement.

However, HANO may consider issuing vouchers to qualifying families, and the PBV units will not count against the 25 units or 25% per project cap if:

- The units are in a single-family building (one to four units);
- 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.
Units in projects that are in a census tract with a poverty rate of 20% or less are subject to a higher 40% cap. For those projects, up to the greater of 25 units or 40% of the units may be project based.

Site Selection

PBV rental assistance will be awarded to Owners/Developers of projects that are consistent with HANO's goal to deconcentrate poverty in Orleans Parish, as well as promote the expansion of affordable housing opportunities for low-income families, the elderly and persons with disabilities.

HANO will prioritize the award of PBV to Owners/Developers of property in a census tract with a low concentration of poverty (less than twenty (20) percent). Poverty concentration data in Orleans Parish, by census tract, must be determined by utilizing the United States Census Bureau website, which will be verified and approved by HANO.

Proposals submitted by Owners/Developers of property located in a census tract with a poverty rate greater than 20 percent must meet at least one of the neighborhood and site requirements outlined below:

1. **HUD Designated Zone** - Whether the census tract in which the proposal will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;

2. **Public Housing Demolition** - Whether the concentration of assisted units will be or has decreased as a result of public housing demolition;

3. **Significant Revitalization** - Whether the census tract is undergoing significant revitalization;

4. **Public Investment** - Whether government (public) funding has been invested in the area;

5. **New Market Rate Units** – Whether new market rate units are being developed in the area which are likely to positively impact the poverty rate in the area;

6. **Decline in Poverty Rate** - If the poverty rate in the area is greater than 20 percent, whether in the past five years there has been an overall decline in the poverty rate; and,

7. **Education and Economic Opportunities** - Whether there are meaningful opportunities for educational and economic advancement in the area.

An Owner/Developer of property proposing **Substantially Rehabilitated Housing Units** must meet the neighborhood requirements and the following standards:

- Adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- 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 standard housing of similar market rents; and,
• Located in an area that allows travel time and cost via public transportation or private automobile from the neighborhood to places of employment, and is not excessive.

An Owner/Developer of property proposing Newly Constructed Housing Units must meet all of the neighborhood and site requirements outlined below:

• The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
• The site must have adequate utilities and streets available to service the site;
• The site must not be located in an area of minority concentration unless it can be documented that sufficient, comparable opportunities exist for housing for minority families 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;
• The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area;
• 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;
• The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
• 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,
• 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.

Owners/Developers shall also consider the following criteria when preparing their proposal:

• Evidence of site control;
• Certification that the Owners/Developers and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs;
• Proposed initial gross rents must not exceed HANO's established Payment Standard including any applicable allowance for tenant-paid utilities for the size of the unit;
• Property must meet eligibility requirements under §983.7 (Eligible and ineligible properties and HANO-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards);
• Construction has not begun, as evidenced by a HANO inspection. Units for which new construction or substantial rehabilitation was started in accordance with Subpart D of the PBV Final Rule will not qualify;
• All properties must adhere to the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988; and,
• No more than the greater of 25 units or 25 percent of units per project are eligible for PBV assistance, except to the extent such units are in a senior housing project or housing project for persons with disabilities meeting any applicable federal standards pursuant to the Civil Rights Act and the federal Fair Housing Amendments Act, in which case up to 100 percent of the units in such buildings are eligible for PBV assistance. Additionally, for properties
located in Census Tracts with a poverty rate of 20 percent or less, the maximum number of PBV assisted units is the greater of 25 units or 40 percent of the total units in the project.

Determining Contract Rents

Except for certain tax credit units, PBV rental assistance to the Owners/Developers shall not exceed:

- 110 percent of the applicable fair market value of rent (or an exception payment standard as approved by the Secretary of HUD) for the unit bedroom size minus any utility allowance, which will be provided by HANO;
- The reasonable rent cost; or
- The rent requested by the Owners/Developers

Current utility allowances are available for review on Landlord Forms provided under the Landlord Tab at www.hano.org.

The amount determined by HANO is the Payment Standard effective January 1, 2019, as detailed below:

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>HUD's 2019 Fair Market Rent for New Orleans Metropolitan Area</th>
<th>HANO's Payment Standards Effective January 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 bedroom</td>
<td>$844</td>
<td>$928</td>
</tr>
<tr>
<td>2 bedroom</td>
<td>$1,008</td>
<td>$1,108</td>
</tr>
<tr>
<td>3 bedroom</td>
<td>$1,304</td>
<td>$1,434</td>
</tr>
</tbody>
</table>

HANO has also established Exception Payment Standards for five zip codes, as detailed below:

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>70115</th>
<th>70116</th>
<th>70118</th>
<th>70124</th>
<th>70130</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bedroom</td>
<td>$1,166</td>
<td>$957</td>
<td>$1,023</td>
<td>$1,243</td>
<td>$1,342</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$1,397</td>
<td>$1,144</td>
<td>$1,221</td>
<td>$1,485</td>
<td>$1,606</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>$1,804</td>
<td>$1,485</td>
<td>$1,584</td>
<td>$1,925</td>
<td>$2,079</td>
</tr>
</tbody>
</table>

HANO will perform site visits of the proposed projects upon selection of Owner/Developer proposals and prior to execution of AHAP/HAP Agreement.

Proposals submitted requesting PBV assistance for HANO owned or controlled units proposed will be forwarded to HUD for review and approval. HANO owned or controlled units will be inspected by a HUD approved independent entity.

Subsidy Layering and Environmental Review

PBV assistance may be provided in accordance with HUD subsidy layering regulations as outlined in [24 CFR 4.13] and other requirements. Upon selection of proposals, Owners/Developers will prepare the required documents for HUD or a HUD designated agency review and approval. The
subsidy layering review is intended to prevent excessive public assistance to units, when combining housing assistance subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, as well as assistance from tax concessions or tax credits. HANO may not enter into an Agreement to Enter into a HAP Contract (AHAP) until this review has been completed and approved.

Owners/Developers are required to comply with the Environmental Reviews as outlined in the PBV Program, which are subject to HUD environmental regulations in 24 CFR parts 50 or 58. Owner/Developers are responsible for compiling the necessary documentation for the Environmental Review, which HANO will provide to the City of New Orleans, the entity responsible for performing the federal environmental review under the National Environmental Policy Act of 1069 (42 U.S.C. 4321 et seq.).

HANO may not enter into an Agreement to Enter into a HAP Contract (AHAP) until the proposed project has complied with the environmental review requirements. HANO, the Owners/Developers, 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 process is completed.

PART III – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in your proposal. The proposal should reflect the objectives outlined in the Scope of Services and Submission Requirements. Each section must be clearly labeled using the bold-faced titles listed below, and shall be assembled in the order listed below. The proposal must be bound and each section labeled. Owners/Developers must compile responses using the following outline:

**Section I – Owner/Developer Site and Neighborhood Standards Workbook (Pass/Fail)**

Respondents are required to complete the Owner/Developer Site and Standards Workbook, which is located in Appendix A of this RFP. In addition, a response to each of the Pass/Fail Evaluation Criteria must be provided in narrative format, which shall include detailed descriptions and/or lists for each of the criteria where applicable. All documentation submitted in response to this proposal shall be current, in order to receive a passing score in this section.

1. **Previous Experience of Owners/Developers (Pass/Fail)**

   The Owners/Developers shall describe in narrative format their previous experience and qualifications in developing and managing multi-family property. List and briefly describe 3 projects within the last 10 years that demonstrate this experience. If the Owner/Developer has completed similar work with HANO in the past, information on these HANO affiliated projects should be provided, as well. For each project, provide the following information:

   a. Project Name and location
   b. Number of units requested to receive PBV
   c. Brief description of the project (indicate if new construction or rehabilitation and indicate financing sources and amounts)
   d. Owner Entity or Developer Team member and an organizational chart
   e. Contract Period (dates of service)
   f. Describe the services performed and your firm’s role
g. In narrative format, provide a brief description of the community, including:
   i. Population type and income levels served
   ii. Type of local/state/federal funding or rental assistance (if applicable)
   iii. Physical description (number of units, number of buildings/stories, square footage, site acreage)
   iv. Support services program(s) (if applicable)

2. Site and Neighborhood Standards  
(Pass/Fail)

   a) Provide current documentation of the poverty rate in the proposed project(s) neighborhood(s) using the United States Census Tract;
   b) The project meets HUD’s Site and Neighborhood Standards, as documented by the Owner/Developer in Appendix A.

HANO will review and confirm this information prior to selection.

Owners/Developers shall also submit the following:

   o Documentation of support from at least one (1) of the following sources:

      • A City Council Resolution of Support
      • A letter from the corresponding Neighborhood Planning Unit (NPU); signed by the Chair
      • A letter from the corresponding neighborhood association, signed by an authorized staff member

3. Property Management Team  
(Pass/Fail)

Owners/Developers shall provide in narrative format, their experience and capabilities of their Property Manager in managing affordable multi-family rental properties. A current organizational chart should be provided, as well.

Provide a brief description of 3 projects within the last 5 years that demonstrate their experience in multi-family property management. For each project, provide the following information:

   a. Project name and location
   b. Dates during which services were performed
   c. Describe the services performed
   d. Type of local/state/federal funding or rental assistance or market rate
   e. Physical description (number of units, number of buildings/stories, square footage, site acreage)

4. Site Requirements  
(Pass/Fail)

The Owners/Developers shall provide documentation to evidence site control that demonstrates the following:

   • Provide evidence of site control, including any and all agreements, sales contracts or proof of ownership;
• Project proposal must have at least fifteen (15) units within the scope of the project; and,
• Provide documentation demonstrating that the property is appropriately zoned, or is in the process of being re-zoned for its intended use (include expected time of completion).

5. Financial Feasibility (Pass/Fail)

Owners/Developers shall submit the following:

• A 15-year pro forma illustrating proposed rents for PBV units;
• Proof of funding sources (e.g. letters of interest or commitments) for all proposed funding sources for at least one year;
• Certification identifying whether the units covered by the Project Proposal are currently receiving rental assistance or operating subsidy from any source (local, state, or federal sources as well as other public or private sources including other project-based assistance, rent supplement and/or tenant-based voucher programs);
• A determination that the Project Based Rental Assistance is needed and the units covered by the Project. 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; and,
• The projected cash flows provide reasonable assumptions given current economic conditions.

Section II – Owner/Developer Application (Weighted Scoring Criteria)

Owners/developers are required to complete the Owner/Developer Application, which is located in Appendix B of this RFP.

In addition, a response to each of the Weighted Scoring Criteria must be provided in the order in which they appear below, narrative format, and shall include detailed descriptions and/or lists for each of the criteria where applicable. All documentation submitted in response to this proposal shall be current, in order to receive a passing score in this section.

The maximum points that shall be awarded for each of the Weighted Scoring Criteria are described below:

1. Submission of Proposals, Table of Contents and Summary of Proposed Project(s) (Up to 10 points)

   Submission of Proposals

   Deliver four (4) complete sets (one original clearly marked or stamped “original”, and three (3) copies) of the required submittals, in a sealed envelope or box clearly marked with the words “RFP Documents”, to the Department of Procurement and Contracts at the following address:

   Housing Authority of New Orleans
   Department of Procurement and Contracts
   Attn: Audrey Plessy, Procurement Manager
   4100 Touro Street,
   New Orleans, Louisiana 70122
Table of Contents

Include a table of contents that outlines the order of the submission requirements, which must be tabbed and assembled in accordance with instructions outlined above.

Summary of Proposed Project(s)

Provide a cover letter on the Respondent’s company letterhead (name of pre-selected Development Entity). The letter shall summarize the design plan, construction, financing, and management plan to develop or substantially rehabilitate the properties. The letter must identify the primary contact, including phone number, facsimile number and email address. The letter must be signed by an authorized principle of the Owner/Developer Entity. The Summary of Proposed Project(s) must also include the following information: (Maximum length - 4 pages)

- A complete disclosure statement of all entities and/or individuals comprising the Owner/Development entity;
- Extent to which the project furthers HANO’s goal of deconcentrating poverty and expanding housing and economic opportunities;
- If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property;
- Extent to which the project serves the elderly, disabled, and/or homeless populations;
- Owner/Developer experience in the low-income housing tax credit program, HUD or other federal or state programs.
- Owner/Developer experience in the tenant-based voucher program.
- Extent to which the design of the units promotes energy efficiency, green building, and other environmentally sustainable design and construction practices;
- Extent to which units will be suitable for families that are eligible to participate in the PBV program;
- Extent to which the total number of dwelling units, per project, for which PBV are requested, will not exceed the greater of twenty-five (250 units or twenty-five (25)) percent of the total number of dwelling units (assisted or unassisted) during the term of the PBV HAP Agreement.
- New construction or substantial rehabilitation of units will meet the intended deadlines upon commencement, and will be completed in the timeframe as outlined in the Agreement;
- Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, HOME program activities, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- Quality of the housing design, including amenities, size of the units, and accessibility;
- Extent to which the project plan meets all requirements of the HUD Uniform Relocation Act; and,
- Description of Handicap Accessible Services.
2. Poverty Rate

Provide United States Bureau Census Tract information including the poverty rate for each respective Census Tract. Projects located in a Census Tract with a poverty rate of twenty (20) percent or less will receive maximum points for this category. If the proposal is for a scattered site project, the scoring will be based on the percentage of the individual lots or properties that are located within a Census Tract with a poverty rate of twenty (20) percent or less.

3. Neighborhood Services

Provide a map of the neighborhood services within a 3 mile radius of the proposed project(s) that include: educational opportunities (e.g. schools), commercial (e.g. grocery, retail), health, recreational/social and/or supportive service providers. List the distance in blocks or miles from the property.

Also, provide a narrative description of the surrounding community, including housing stock and the features listed below, if applicable: (Maximum one page)

- Supermarket
- Shopping District
- Public Transportation
- Hospital
- Public Park
- Public Library
- Public Schools
- Employment Centers

4. Safety and Security

Provide a list of the physical address of the proposed property, and include the design plan and features that provide resident safety, privacy and security (e.g., lighting, fencing and security systems).

5. Energy Efficiency

Provide a list of energy efficient materials and/or technology used to construct and/or operate the property in an energy efficient manner, which include the following:

- Lighting upgrades & controls
- Occupancy sensors
- Water heating equipment
- Domestic hot water measures such as low-flow showerheads, aerators, and pipe wrap
- Programmable thermostats
- Insulation
- Air sealing
• High-efficiency heating and cooling equipment upgrades and controls
• ENERGY STAR® qualified refrigerators and other eligible appliances
• Other energy improvements determined on a site-specific basis

6. Amenities and Design Standards

Amenities: Provide a list of amenities and/or design standards available or will become available for use in your project. The list may include, but may not be limited to the following:

- Washers/Dryers in Units
- Community Laundry Room
- Appliances (e.g. refrigerator/stove)
- Clubhouse/Community Center
- Computer Center
- Playground
- Picnic/BBQ Area
- Pool
- Playing Fields/Sports Facilities
- Exercise/Fitness Center
- Green Space/Walking Trails
- Energy efficiency/green features
- Transportation Shelter(s) on-site/nearby
- On-site Medical Office/Counseling Center
- On-site Defibrillator
- Safety and Security Features
- Pharmacy
- Off Street Parking
- Other (Describe below)

7. Term of Contract

Owners/Developers shall provide their preferred contract term, upon execution of a Housing Assistance Payments Agreement with HANO.

PART IV -- EVALUATION PROCESS/CONTRACT AWARD

3.1 - Evaluation Process/Contract Award

An evaluation committee will be established to review and evaluate each proposal. The committee will score each proposal. Scoring will be based on predetermined evaluation criteria. The available points associated with each criterion are described in this RFP.

Owners/Developers who submit the required documents and receive a passing score in Part III – Submission Requirements, Section I – Owner/Developer Site and neighborhood Standards Workbook Appendix A, shall be further evaluated and given a weighted score in accordance with Section II – Owner/Developer Application. Weighted Scores are based on the most important characteristics of the property, previous experience, and the completed Owner/Developer Application for the Project Based Voucher Program, located in Appendix B. The selection and award of proposal(s) shall be based on the Pass/Fail Criteria, and a Weighted Score of at least
60 points. HANO reserves the right to visit any proposed site(s), verify information/documentation submitted in response to this proposal, and contact Owners/Developers to clarify information.

HANO will not make award to an Owner/Developer who receives a weighted score on their proposal that is below 60 points, for either New Construction or Substantial Rehabilitation of Housing Units. An Owner/Developer that qualifies to receive PBV assistance pursuant to this RFP will execute an Agreement to enter into a HAP contract with HANO. The Agreement shall set-forth the terms and conditions necessary to complete the project. Upon completion of the project, HANO will execute a Housing Assistance Payments contract with the Owners/Developers for a term of up to fifteen (15) years, subject to funding availability. In order to enter into a HAP Agreement, the Owner/Developer must have completed a Subsidy Layering and Environmental Review.

In order to receive a passing score in Part III – Submission Requirements, Section I - Pass/Fail, respondents must complete the Owner/Developer Site and Neighborhood Standards Workbook. HANO's initial review for determination of eligibility will be based on verification of the information provided in the Workbook. If the units proposed in the Workbook are found to be ineligible, based on the criteria outlined in in Part III – Submission Requirements, Section I - Pass/Fail, the proposal will receive a failing score, and will be rejected from the procurement. Those respondents will be notified in writing, as soon as practical.

Proposals that are rejected in the initial review are considered to be nonresponsive and will not receive further consideration. HANO reserves the right at any time during the evaluation process to reconsider any proposal submitted. It also reserves the right to contact an Owner/Developer at any time during the Evaluation Process to gather additional information.

Furthermore, HANO reserves the right to delete, add or modify any aspect of this procurement. HANO reserves the right to award a contract to one Owner/Developer; make multiple awards; award without discussions; and negotiate the final scope of services, price, schedule, and any and all aspects of this solicitation with all Owners/Developers. HANO may award one or multiple contracts pursuant to this solicitation to the responsible offers whose offers, conforming to the solicitation, will be most advantageous to the Authority. HANO reserves the right to make contract awards with or without negotiations, and to make no award or decline to enter into negotiations should it believe that no respondent to this RFP will be capable of delivering the required service.

### 3.2 Evaluation Criteria

Each proposal will be evaluated based on its responsiveness to this RFP, and in accordance with the Evaluation Criteria contained in the following table:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PASS/FAIL EVALUATION CRITERIA</th>
<th>PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Owner/Developer</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>2.</td>
<td>Site and Neighborhood Standards</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>3.</td>
<td>Property Management Team</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>4.</td>
<td>Site Requirements</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>5.</td>
<td>Financial Feasibility</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>SECTION II</td>
<td>WEIGHTED SCORING CRITERIA</td>
<td>POINTS</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>1.</td>
<td>Submission of Proposals, Table of Contents and Summary of Proposed Project(s)</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Census Tract</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>Neighborhood Services</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Safety and Security</td>
<td>15</td>
</tr>
<tr>
<td>5.</td>
<td>Energy Efficiency</td>
<td>15</td>
</tr>
<tr>
<td>6.</td>
<td>Amenities and Design Standards</td>
<td>20</td>
</tr>
<tr>
<td>7.</td>
<td>Term of Contract</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL POSSIBLE POINTS</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
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.

   □ A HUD-designated Enterprise Zone, Economic Community, or Renewal Community

   □ Decreasing the concentration of assisted units as a result of public housing demolition
     and redevelopment

   □ Undergoing significant revitalization as a result of state, local, or federal dollars invested
     in the area

   □ Developing new market rate units that will positively impact the poverty rate in the area

   □ Experiencing an overall decline in the poverty rate within the past five years, if the
     poverty level is over 20%

   □ 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 __________________________
Certifications and Representations of Offerors
Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offer procedures, implemented by HUD in 24 CFR 55.38, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerees to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement
(a) The bidder/offeree represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeree, the bidder/offeree:

(1) has not employed or retained any person or company to solicit or obtain contracts; and

(2) has not paid or agreed to pay to any person or company employed or retained to solicit or obtain contracts any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of the contract.

(b) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder/offeree shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeree shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation
The bidder/offeree represents and certifies as part of its bid/offer that it:

(a) is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(1) Black Americans
(2) Asian Pacific Americans
(3) Hispanic Americans
(4) Asian Indian Americans
(5) Native Americans
(6) Hasidic Jewish Americans

(7) Check the block applicable to you)

3. Certificate of Independent Price Determination
(a) The bidder/offeree certifies that:

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeree or competitor related to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeree, directly or indirectly, to any other bidder/offeree or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeree to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeree's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeree's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeree's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
6. Conflict of Interest
In the absence of any actual or apparent conflict, the offeror, by
submission of a proposal, hereby warrants that to the best of its
knowledge and belief, no actual or apparent conflict of interest
exists with regard to any possible performance of this procure-
ment, as described in the clause in this solicitation titled "Orga-
nizational Conflict of Interest."

7. Offeror's Signature
The offeror hereby certifies that the information contained in
these certifications and representations is accurate, complete,
and current.

Signature & Date:

Typed or Printed Name:

Title:

5. Authorized Negotiators (RFPs only)
The offeror represents that the following persons are authorized
to negotiate on its behalf with the PHA in connection with this
request for proposals: (list names, titles, and telephone numbers
of the authorized negotiators):
HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR PROPOSALS
FOR PARTICIPATION IN THE
PROJECT BASED VOUCHER PROGRAM - 2019
RFP #19-914-20

CONTRACTOR’S SUMMARY

If this Proposal is submitted by a joint venture, each business shall provide the information requested below.

Under penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that the statements set forth in this bid are true and correct.

(Company Name)

By: ________________________________

(Signature)

(Printed or Typed Name)

Title: ________________________________

Date: ________________________________

(If a Corporation, President or Vice-President should sign; If a Partnership, a Partner should sign. If some other Officer signs, evidence of authority must be submitted.)

Address: ________________________________

City, State, Zip: ________________________________

Telephone No.: ________________________________

Email Address: ________________________________

Taxpayer I.D. No.: ________________________________

(Affix Corporate Seal)

If a Corporate Seal is not affixed, this document must be notarized. If neither is done, this entire bid will be deemed non-responsive and rejected.

Subscribed and sworn to (Notary Public)

before me this __________ day of (Seal)

_____________________, 20____

My Commission expires: ________________________________

Date Contractor Signed: ________________________________
NON-COLLUSIVE AFFIDAVIT

(Prime Bidder/Offeror)

STATE OF ____________________________

City/Parish of ____________________________

________________________________________ Being duly sworn, deposes and says:

(Name)

That he/she is ____________________________

(A partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead profit or cost element of said bid price, or that any other bidder, or to secure any advantage against the Housing Authority of New Orleans or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Signature of

________________________________________

Bidder, if the bidder is an individual

________________________________________

Partner, if the bidder is a partnership

________________________________________

Officer, if the bidder is a corporation

Subscribed and Sworn to before me

This ____________ day of ____________, 20__________.

________________________________________

Notary Public

My Commission Expires _____________________
CERTIFICATION OF CONTRACTOR NON-EXCLUSION

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S. 38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

(a) Public bribery
(b) Corrupt Influencing
(c) Extortion
(d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

(a) Theft
(b) Identity theft
(c) Theft of a business record
(d) False accounting
(e) Issuing worthless checks
(f) Bank fraud
(g) Forgery
(h) Contractors; misapplication of payments
(i) Malfeasance in office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to the provisions of LA R.S. Title 38, Chapter 10 – Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, HANO shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of, or have not entered a plea of guilty or nolo contender to any of the crimes listed above or equivalent crimes.

____________________________________________________________________
(Print)

____________________________________________________________________
(Signature)

____________________________________________________________________
(Date)
ACKNOWLEDGEMENT OF ADDENDA

Offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: ___________  Date Received: ___________
Addendum Number: ___________  Date Received: ___________
Addendum Number: ___________  Date Received: ___________
Addendum Number: ___________  Date Received: ___________

________________________________________
(Company Name)

________________________________________
(Signature)

________________________________________
(Printed or Typed Name / Title)
Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

### Applicant/Recipient Information

- **1.** Applicant/Recipient Name, Address, and Phone (include area code):
- **2.** Social Security Number or Employer ID Number:
- **3.** HUD Program Name
- **4.** Amount of HUD Assistance Requested/Received
- **5.** State the name and location (street address, City and State) of the project or activity:

### Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
   - [ ] Yes
   - [ ] No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
   - [ ] Yes
   - [ ] No.

If you answered "No" to either question 1 or 2, Stop! You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

### Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

<table>
<thead>
<tr>
<th>Department/State/Local Agency Name and Address</th>
<th>Type of Assistance</th>
<th>Amount Requested/Provided</th>
<th>Expected Uses of the Funds</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary.)

### Part III Interested Parties.

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

<table>
<thead>
<tr>
<th>Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)</th>
<th>Social Security No. or Employee ID No.</th>
<th>Type of Participation in Project/Activity</th>
<th>Financial Interest in Project/Activity ($ and %)</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary.)

### Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation. I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X
Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1986, 42 U.S.C. 3301. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987, 42 U.S.C. 3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1986, Pub. L. 101-235, approved December 16, 1989. These provisions will help to ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD’s implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (d) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.
A. Coverage. You must complete this report if:
   (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of $200,000 during the fiscal year;
   (2) You are updating a prior report as discussed below; or
   (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by “Recipients” of HUD Assistance):
   General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.
All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Enter the applicant/recipient’s SSN or EIN, as appropriate, (optional).
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the HUD-assisted project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.). Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to either questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicants and recipients disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as “total structure” to include a number of structural costs, such as roof, elevator, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of
funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. all developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and

2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.

2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.

3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).

4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note: that if any of the source/uses information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application. If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1986, at 63 Fed. Reg. 14448.]

2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Federal Acquisition Regulation (FAR) (48 CFR Chapter 1).

3. See 24 CFR §1.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof; that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.
Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3762)

[Signature]

Name of Authorized Official

Title

Date (mm/dd/yyyy)

Previous edition is obsolete

form HUD 60071 (01/14)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3
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)

<table>
<thead>
<tr>
<th>Address of Property</th>
<th>Total Number of Units by Bedroom Size</th>
<th>Type of Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.: 123 Main St, New Orleans, LA 70123</td>
<td>3</td>
<td>1 BR/1 BA</td>
</tr>
<tr>
<td>Address of Property</td>
<td>Total Number of Units by Bedroom Size</td>
<td>Type of Building (e.g. Multifamily, Single Family, Elderly, Special Needs, Townhouse)</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th>Total Number of Units</th>
<th>Number of Units to be assisted with PBV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Br</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Br</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Br</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Size of Units</th>
<th>Number of Units</th>
<th>Proposed Contract Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Br</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2 Br</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3 Br</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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

1. 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

2. Is the proposed project part of an integral overall local strategy for the preservation or restoration of the immediate neighborhood?

   () YES () NO

3. Is the proposed project in a neighborhood experiencing significant private investment that is demonstrably changing the economic character of the area?

   () YES () NO

4. Does the market analysis establish an overriding need for this housing?

   () YES () NO () N/A

5. 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.)

<table>
<thead>
<tr>
<th>Utility Type</th>
<th>Gas</th>
<th>Electric</th>
<th>Estimate Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooking</td>
<td>☐</td>
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<tr>
<td>Heating</td>
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<tr>
<td>Water Heating</td>
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<tr>
<td>Air Conditioning</td>
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<tr>
<td>Other Electric</td>
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<td>Water</td>
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<tr>
<td>Sewer</td>
<td>☐</td>
<td>☐</td>
<td>$</td>
</tr>
<tr>
<td>Trash Collection</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

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.)

<table>
<thead>
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</tr>
</thead>
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<td>☐</td>
</tr>
</tbody>
</table>
CERTIFICATION

The Owner/Applicant certifies that:

1. The owner has not required any tenant to move without cause during the 12 months prior to the date of application.

2. The owner is willing to comply with all the temporary relocation requirements of the Agency and will compensate, as required, a temporarily relocated tenant for the costs of such relocation.

3. The date and exhibits contained in this application and proposal are true, correct, and complete.

4. The owner will not require any tenant to move without cause during the period of time following submittal of this application until the date on which he or she signs an agreement to enter into a Housing Assistance Payments Contract, whenever that may occur.

_________________________  ________________  _______________________
Owner/Developer Signature  Date                  Contact Number

_________________________
Owner/Developer Address

_________________________  _______________________
Owner/Developer (Print)     Email Address