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## **Northwest Oregon Housing Authority**

### **Request for Proposals for Project Based Vouchers (PBV's) (RFP 2024-01)**

**RFP Issue Date: Monday, February 19, 2024**

**Closing Date: Friday, March 22, 2024  
Closing Time 2:00 PM PT**

## **GENERAL INFORMATION**

The Northwest Oregon Housing Authority (NOHA) voluntarily participates in and administers the Section 8 Project-Based Voucher (PBV) program, attaching rental assistance to structures. NOHA seeks to enter into a Housing Assistance Payment (HAP) contract with property owners for existing, newly constructed, or rehabilitated housing units. This initiative aims to provide up to 100 units of project-based voucher assistance within Clatsop, Columbia and Tillamook Counties, supporting NOHA's mission of facilitating suitable and affordable housing for eligible residents. The families served by the PBV program will have an income at or below 50% of the area median income. Additional consideration will be given to projects and owners that offer supportive services and/or serve families at or below 30% of the area median income.

**Proposals Deadline:** Proposals must be received by NOHA no later than 2:00 p.m., Friday, March 22, 2024. Late applications will not be accepted.

## **DESCRIPTION OF PBV PROGRAM**

NOHA intends to establish a HAP contract with selected property owners, for a term of up to twenty (20) years, contingent on funding availability. Housing assistance subsidies will be provided while eligible families occupy units meeting program standards. NOHA will manage the waiting list, referring program participants to fill vacant units. Proposals for units where NOHA has an "identity interest" must be approved by HUD or an independent entity approved by HUD.

Certain housing units and developments are ineligible for PBV assistance, including shared housing, units on institutional grounds, nursing homes, educational institution-owned units, manufactured homes, cooperative housing, transitional housing, owner-occupied units, and others outlined under HUD regulations at 24 CFR 983.

The number of PBV-assisted units generally cannot exceed 25 units or 25% of the total dwelling units, as per 24 CFR 983.56.

### **Site Selection Criteria:**

Selected sites for PBV assistance must:

- Align with de-concentrating poverty and expanding housing and economic opportunities, consistent with NOHA's PHA Plan and Administrative Plan.
- Comply with applicable laws regarding nondiscrimination and accessibility requirements.
- Meet Housing Quality Standards (HQS) site standards.
- Adhere to HUD regulations for site and neighborhood standards, including factors outlined in 24 CFR 983.57.

**Environmental Considerations:**

Activities under the PBV program are subject to HUD environmental regulations and may undergo review under the National Environmental Policy Act by local authorities.

For properties with nine or more proposed PBV units, the owner, contractors, and subcontractors must pay Davis-Bacon wage rates to laborers and mechanics.

The selected owner shall be responsible for the costs associated with the cost of the Environmental Review and Davis Bacon wage monitoring, when applicable.

**Owner Responsibilities:**

The owner is responsible for screening applicants based on tenancy histories. At least seventy-five percent (75%) of approved families should have an annual income not exceeding thirty percent (30%) of the median income for this area, as determined by HUD and adjusted by family size.

During the tenant’s lease, the owner may not terminate the lease without good cause. "Good cause" excludes business or economic reasons or the desire to use the unit for individual, family, or non-residential rental purposes. Upon lease expiration, the owner may renew the lease, refuse renewal for good cause, or refuse renewal without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. The rent to owner including utility allowances must not exceed the lowest of:

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

The payment standards currently in effect for the project-based voucher program are:

<b>Payment Standards (eff. 1/1/2024)</b>								
<b>Jurisdiction</b>	<b>SRO</b>	<b>0-Bed</b>	<b>1-Bed</b>	<b>2-Bed</b>	<b>3-Bed</b>	<b>4-Bed</b>	<b>5-Bed</b>	<b>6-Bed</b>
<b>Clatsop</b>	\$771	\$1,028	\$1,101	\$1,401	\$1,885	\$2,381	\$2,738	\$3,095
<b>Columbia</b>	\$1,350	\$1,800	\$1,932	\$2,206	\$3,088	\$3,552	\$4,084	\$4,617
<b>Tillamook</b>	\$677	\$903	\$998	\$1,290	\$1,818	\$1,989	\$2,287	\$2,585

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

## REVIEW PANEL

NOHA’s Executive Director will appoint a PBV Selection Panel to review, evaluate, rank, and select applications according to the criteria described herein. If NOHA-owned units are recommended for project basing, applications, and the panel's recommendation will be forwarded to an independent entity approved by HUD for further review.

## PROPOSAL REVIEW

NOHA will review all applications. Before selecting applications for scoring, NOHA will ensure each application is responsive and compliant with NOHA’s selection criteria, procedures, and HUD program regulations. Unless a waiver is requested, the minimum threshold requirements include the following items:

Threshold Requirement	New Construction/ Rehab Projects	Existing Housing Projects
Units designated for PBV must serve households at or below 50% of area medium income.	X	X
Evidence of site control.	X	X
Developer must demonstrate that project construction will commence within fifteen (15) months and occupancy will commence within thirty (30) months from date of preliminary award of PBV’s.	X	N/A
Units must substantially comply with the Housing Quality Standards (HQS) at the time of proposal submission and selection for the PBV program	N/A	X
Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non- procurement programs.	X	X
Proposed initial gross rents (rent to owner plus NOHA approved utility allowances) must not exceed the approved Payment Standards for the size of the unit.	X	X
Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and NOHA-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).	X	X
No construction has begun, including site preparation, as evidenced by NOHA inspection	X	N/A
Generally, not more than 25 units or 25 percent (25%) of the total number of dwelling units in the project are eligible for PBV assistance per 24 CFR 983.56.	X	X
Exceptions to cap on number of units will be considered when the PBV proposal demonstrates one or more of the following requirements: <ul style="list-style-type: none"> <li>▪ The building structure type is a single family dwelling unit.</li> <li>▪ Occupancy is exclusive to elderly and/or disabled residents.</li> <li>▪ Supportive services are provided, in accordance with the requirements defined in 24 CFR 983.56 (b)</li> </ul>	X	X

Exceptions to the cap on the number of units will be considered under certain circumstances, as outlined in the request for proposals.

If a project does not meet the indicated requirements, it will be designated non-responsive. A notice will be mailed to the applicant identifying the disqualifying factor. Proposals meeting the requirements will be evaluated and ranked by the NOHA panel, and a ranking list will be prepared according to the points awarded.

NOHA reserves the right to reject any or all proposals, waive informality, or terminate the process at any time if deemed in its best interests. NOHA also reserves the right to reject any proposal not meeting the RFP requirements, including incomplete or non-requested services, and may award fewer units if agreed upon by the requester. NOHA shall have no obligation to compensate an applicant for costs incurred in responding to the RFP.

### **OTHER REQUIREMENTS**

Before executing an agreement with any selected owner, NOHA will:

- Establish rents in accordance with §983.12. For any NOHA-owned unit, an independent entity will determine a recommendation for initial rents, submitted to the HUD field office for final approval.
- Obtain subsidy-layering contract rent reviews from HUD, if applicable.
- Conduct an Environmental Review in accordance with 24 CFR 983.58.
- Submit certification to the HUD field office stating that the unit or units were selected in accordance with NOHA’s approved unit selection policy.

### **RANKING AND SELECTION CRITERIA**

NOHA’s Evaluation Panel will review and score each proposal based on the following criteria:

<b>RANKING AND SELECTION CRITERIA</b>		<b>MAXIMUM POINTS AVAILABLE</b>	
		<b>New Construction/ Rehab Projects</b>	<b>Existing Housing Projects</b>
1	Developer experience and capability to build and operate affordable rental housing.	20	N/A
2	Owner experience and capability to manage and operate affordable rental housing	N/A	40
3	The financial viability of the project – including a proforma demonstrating the status of realistic and	20	N/A

RANKING AND SELECTION CRITERIA	MAXIMUM POINTS AVAILABLE	
	New Construction/ Rehab Projects	Existing Housing Projects
available sources and explanation of how construction and operating expenses were determined.		
4 Owner’s demonstrated past compliance with HCV program requirements, including but not limited to housing quality standards, HAP contracts, and fair housing.	20	20
5 Extent to which the project furthers NOHA’s goal of de-concentrating poverty and expanding housing and economic opportunities	20	20
6 Extent to which the project provides new units of Affordable Housing to NOHA jurisdiction.	20	20
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>	<b>100</b>

**SUBMISSION REQUIREMENTS**

Proposals will be reviewed and ranked based on the selection criteria described above. Proposals must include the forms and documents provided in Appendix 1.

**PROPOSAL SUBMISSION DEADLINE**

Proposals will only be accepted electronically until 2:00 PM on Friday, March 22, 2024. Submit proposals to [director@nwoha.org](mailto:director@nwoha.org).

**PRE-PROPOSAL CONFERENCE**

An optional pre-proposal conference will be held at 10:00 a.m. Monday, February 26, 2024, conducted remotely. The link will be posted at [www.nwoha.com](http://www.nwoha.com) at least 24 hours before the meeting. Pre-registration is not required.

**QUESTIONS**

Submit questions in writing. The deadline for the submission of questions is Friday, March 15, 2024 at 2:00 pm. Answers will be posted to NOHA's website at [www.nwoha.org](http://www.nwoha.org). Questions will be posted within one (1) business day of submission when possible.

## **NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS**

If NOHA determines an application is non-responsive or non-compliant, the application will be returned to the applicant with deficiencies described. The applicant has ten (10) calendar days to correct all deficiencies for the application to be considered.

NOHA reserves the right to cancel this RFP or reject applications at any time for misinformation, errors, or omissions, regardless of the process stage.