

**THE KENNER HOUSING AUTHORITY**  
**PROJECT-BASED VOUCHER PROGRAM**  
**REQUEST FOR PROPOSALS**

In order to improve the utilization of voucher funding and increase the number of available affordable housing units in the City of Kenner, herein referred to as the Kenner Housing Authority, the Kenner Housing Authority intends to project base up to 265 of its ACC vouchers for existing housing units, rehabbed, or newly constructed units to provide affordable housing to low-income residents in the Kenner, Louisiana housing authority's jurisdiction. Preference will be given to existing available housing units that meet Housing Quality Standards (HQS).

The Kenner Housing Authority is seeking owners and developers interested in project basing existing housing, rehabbed housing and newly constructed units that are of high quality and that provide access to transportation, health services, schools and other supportive services. The required area for Project Based Voucher units will be areas within the City of Kenner (Zip Code 70062 and 70065). The statutory goal of project basing units is to deconcentrate poverty and expand housing and economic opportunities for low-income families. Preference will be given to projects with larger bedroom sizes (3 BRM and higher) and units that will provide supportive services. However, all owners are welcome to apply.

The Kenner Housing Authority does business in accordance with all equal opportunity and federal fair housing laws. The Kenner Housing Authority does not discriminate against any person or business because of race, color, religion, sex, handicap, familial status or national origin. A complete packet may be picked up at 1003 31<sup>st</sup> Kenner LA., Monday- Thursday 8 A.M. thru 4 P.M., or requested by E-Mail at [BBordelon@KennerHA.Com](mailto:BBordelon@KennerHA.Com)



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## PROGRAM INFORMATION

Under the PBV program, the Kenner Housing Authority enters into a Project Based Voucher Housing Assistance contract with the owner for specified rental units, for a specified term (up to twenty years) subject to funding availability. Assistance or subsidy can be provided to existing tenants as long as the existing family is income eligible and the units meet other program requirements, like Housing Quality Standards (HQS). To fill any vacant project-based units, the Kenner Housing Authority will establish and manage a separate waiting list for PBV developments. The Kenner Housing Authority subsidy standards determine the appropriate unit size for the family composition and all families must come from the Kenner Housing Authority waiting list unless they are eligible low-income in-place tenants.

PBV assistance may also be authorized for newly constructed housing developed pursuant to an Agreement to enter into a PBV HAP Contract (AHAP) as long as construction has not commenced.

Housing units and/or projects that are NOT eligible for PBV assistance include:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing);
- Units owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

Generally, the number of PBV assisted units per project cannot exceed the greater of 25 units in a project or 25 percent (25%) of the total number of dwelling units a project, except as provided by regulation. Exceptions include units in a building that are specifically made available for qualifying households that are elderly, or that are eligible for supportive services, or where the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates.

Sites selected for PBV assistance must be:

- Consistent with the goal of expanding housing and economic opportunities;
- Deconcentrating poverty

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- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards.

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

When newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS. Kenner Housing Authority may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

The Kenner Housing Authority will enter into a Housing Assistance Payments (HAP) contract with the owner for existing units selected that are approved for PBV assistance. The Kenner Housing Authority will make housing assistance payments to the owner in accordance with the PBV HAP contract for those contract units leased and occupied by eligible households during the HAP contract term.

Kenner Housing Authority has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by Kenner Housing Authority to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the households approved for tenancy shall be households whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner must not exceed the lowest of:

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

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Current Fair Market Rents for the City of Kenner are:

Unit Size (Number of Bedrooms)	HUD's FY 2021 Fair Market Rent for Kenner, LA
0	\$786
1	927
2	\$1,089
3	\$1,404
4	\$1,623

In no event will the rent exceed 110 percent of HUD's published Fair Market Rent less tenant-paid utility allowances. The utility allowance schedule will be provided upon request.

An independent reasonable rent study will be prepared to determine the rent. 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 Kenner Housing Authority in accordance with the contract with the owner. The Kenner Housing Authority determines the tenant rent in accordance with HUD requirements.

The rules and requirements for the Project Based Voucher Program are included in Kenner Housing Authority's Housing Choice Voucher (HCV) Administrative Plan", Chapter 17-Project Based Vouchers. Interested parties may request an electronic copy by contacting Barry Bordelon, Executive Director at [bbordelon@kennerha.com](mailto:bbordelon@kennerha.com).

Questions regarding this Request for Proposals may be submitted in writing to [bbordelon@kennerha.com](mailto:bbordelon@kennerha.com).

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## APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described below. The following procedures will be followed by Kenner Housing Authority in accepting and screening owner applications submitted for the PBV Program.

### **Application Submission Deadline**

Owner applications will be accepted in an **electronic format (PDF)** via email to: [bbordelon@kennerha.com](mailto:bbordelon@kennerha.com)

Applications and supporting documentation for project-based voucher units will be accepted and reviewed on a first come- first served basis until 4:00 p.m. on Thursday, September 30, 2021 or until all available PBV assistance has been committed.

### **Non-Compliant Applications**

If the Kenner Housing Authority determines that an application is non-compliant with this RFP (i.e., outside of the City of Kenner) or HUD program regulations, the application will be returned to the applicant with its deficiencies described. The Kenner Housing Authority will give the applicant ten (10) business days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

The Kenner Housing Authority reserves the right to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

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**Application Content**

The applicant must provide the following information in no more than 15 pages (one-sided, single spaced, 12-point font, one-sided). See **Ranking and Selection Criteria** below for details.

- Owner Name and contact information, including email address
- Number and bedroom size of units proposed for PBV
  - Include number of accessible units to be included in the proposal that comply with Section 504 of the Rehabilitation Act
  - The common areas and designated units will comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
  - For a federally-assisted new construction housing project, Section 504 requires 5% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
- Utility Responsibility and type (i.e., gas or electric) for cooking, heating, electricity, water and trash; additionally, if stove and refrigerator is provided.
- If units will be Project Based with in-house families, include the estimated annual income of existing residents and number of persons in the household. The current income limits for in-place families are:

Income Limit FY 2020*	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low (80%) Income Limit	\$39,450	\$45,050	\$50,700	\$56,300	\$60,850	\$65,350	\$69,850	\$74,350

*\*Note: Income limits are published by HUD and are subject to change*

- Project Location
- Term of PBV Contract Requested
- Site and Census Tract Location
- Amenities at the property
- Owner Management Experience
- If New Construction or Rehabilitation units
  - Project Feasibility/Readiness to Begin Construction

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**Additional Documentation to Submit with Application**

The applicant must provide the following information in no more than 50 pages (one-sided, single spaced, 12-point font, one sided)

- A. Tenant Selection Plan
- B. Financial statement (Proforma/Income and Expense Statement) for property's most recent operating year if rehabbed or existing housing
- C. Certification of Payments to Influence Federal Transactions (HUD Form 50071), see attached
- D. Applicant/Recipient Disclosure Update Report (HUD Form 2880), see attached
- E. Certification of Participation in the Low-Income Housing Tax Credit Program, if applicable
- F. If new construction:
  - a. Preliminary Construction Drawings/Construction Estimate
  - b. Evidence of financing/lender interest and the proposed terms of financing if new construction

**Application Review Panel**

A third-party vendor will act as the selection panel appointed by the Kenner Housing Authority and approved by HUD, will review, evaluate, rank and select the applications in accordance with the Administrative Plan policies and the Request for Proposal. Proposals selected for project basing will be forwarded to the Kenner Housing Authority Board of Commissioners for final approval.

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## Application Review

Kenner Housing Authority will review all applications. Before selecting units, the Kenner Housing Authority will determine that each application is responsive to and in compliance with Kenner Housing Authority's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Evidence of site control/ownership
- 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.
- Proposed initial gross rents must be within 110% of the HUD published Fair Market Rent for the City of Kenner for the size of the unit.
- Property meets eligibility requirements under §983.52 (Eligible Housing Type), and §983.57 (Site selection standards).
- Property will be constructed in accordance with §983.55 (Prohibition of excess public assistance), if applicable.
- If new construction or rehabilitation, no construction has begun, as evidenced by a Kenner Housing Authority site inspection.
- For new construction projects of four or more units, Kenner Housing Authority will determine whether any work items necessary to meet the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 will be completed.
- Not more than 25 units or 25 percent of units (whichever is greater) per building are eligible for PBV assistance, except units in a building that are specifically made available for qualifying households:
  - That are elderly (age 62 or older);
  - Will house a U.S. Veteran;
  - Where the owner will provide supportive services

In these cases, 100 percent of the units in such buildings are eligible for PBV assistance. Where the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40% of the units in the project.

If a project does not meet the requirements indicated above, it will be designated non-compliant. A notice mailed to the applicant will identify the disqualifying factor.

Proposals that meet the requirements will be evaluated and ranked by the Kenner Housing Authority panel. A Kenner Housing Authority ranking list will be prepared according to the points awarded to each proposal. Kenner Housing Authority may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.



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The Kenner Housing Authority reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the Kenner Housing Authority to be in its best interest. The Kenner Housing Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The Kenner Housing Authority shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

**Other Requirements**

1. Before executing an Agreement with any selected owner, the KHA must:
  - a) Establish rents in accordance with §983.301 and §983.302.
  - b) Obtain subsidy-layering contract rent reviews from HUD, if applicable for new construction only
  - c) Obtain environmental clearance in accordance with §983.58, if applicable
  - d) Submit a certification to the HUD field office stating that the unit or units were selected in accordance with Kenner Housing Authority’s approved unit selection policy.
  
2. The local HUD field office or their designee will conduct the subsidy layering and environmental reviews, if applicable
  
3. Before an Agreement is executed for new construction units, the owner must submit the design architect’s certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.

**Ranking and Selection Criteria:**

The Kenner Housing Authority will use the following to rank and select applications for the PBV Program. Each factor is comprised of several components with an associated point value. The total points awarded to an application will be an aggregate of the component subtotals.

CRITERIA	MAX. POINTS AVAILABLE
1. Unit Sizes Offered	10
2. Term of Contract Requested	15
3. Supportive Services Provided	10
4. Site/Census Tract	10
5. Amenities	15
6. Management Experience	15
7. Existing Housing or New Construction	15
8. Availability of PBV Units to be Placed Under Contract	10
<b>TOTAL</b>	<b>100</b>

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<b>1. UNIT SIZES OFFERED</b>	<b>MAX PTS.</b>
The proposed units include 3 bedroom or larger units	10
The proposed units contain at 2-bedroom units	5
The proposed units are one bedroom or smaller	0
<b>2. TERM OF CONTRACT REQUESTED</b>	<b>MAX PTS.</b>
Twenty years commitment	15
10 to 15-year contract term	10
5 to 9-year contract term	5
<b>3. SUPPORTIVE SERVICES PROVIDED</b>	<b>MAX PTS.</b>
The project owner offers supportive services at the site for residents.	10
The project owner does not offer supportive services at the site	0
<b>4. SITE/CENSUS TRACT LOCATION</b>	<b>MAX PTS.</b>
The site is in a low poverty census tract (in the City of Kenner) or within 1 mile of amenities including transit, public parks, grocery stores, public schools, places of significant employment offering a range of jobs and a significant health facility	10
The site is within 5 miles of amenities including transit, public parks, grocery stores, public schools, places of significant employment offering a range of jobs and a significant health facility The project owner does not offer supportive services at the site	5
<b>5. AMENITIES</b>	<b>MAX PTS.</b>
The site has three (3) or more amenities	15
The site has two (2) or fewer amenities	5
<b>6. MANAGEMENT EXPERIENCE</b>	<b>MAX PTS.</b>
Applicant has 11 to 20 or more years of experience in managing and maintaining affordable rental housing	15
Applicant has 5 to 10 years' experience in managing and maintaining affordable rental housing	10
Applicant has less than 4 years or no experience in managing and maintaining affordable rental housing	0
<b>7. EXISTING HOUSING OR NEW CONSTRUCTION</b>	<b>MAX PTS.</b>
The proposed project is existing housing	15
The proposed project is new construction or substantial rehabilitation	5
<b>8. AVAILABILITY OF PBV UNITS FOR PLACEMENT UNDER CONTRACT</b>	<b>MAX PTS.</b>
Project units will be available (meet HQS and in-place income requirements) to be placed under contract and leased within 60 days of award	10
Project units will be available (meet HQS and income requirements) to be placed under contract and leased within 6 months of award	5
Project units will be available beyond 6 months of award	0