

**St. Clair County PHA**  
**Request for Proposals (RFP)**  
**for**  
**PROJECT BASED VOUCHERS**

**A. *Introduction***

The St. Clair County Public Housing Authority (PHA), administered through the Housing Assistance Program Unit within West Central Missouri Community Action Agency (West Central), operates the Housing Choice Voucher Program, funded by the US Department of Housing and Urban Development (HUD). The purpose of the program is to provide rental assistance to very low-income families enabling them to rent decent, safe and affordable housing. The PHA administers the Housing Choice Voucher program for the following jurisdictions; Bates, Benton, Cass, Cedar, Henry, Hickory, Morgan, St. Clair, and Vernon Counties. The program receives roughly \$6.9 million dollars in funding on an annual basis through HUD and has an allocation of 1308 Housing Choice Vouchers (HCV).

The shortage of available affordable rental units in the area has resulted in participants of the Housing Choice Voucher program being unable to utilize their vouchers. Because of this, the PHA is issuing this Request for Proposals (RFP) seeking proposals from owners and/or developers for Project-Based Vouchers (PBV) available under the Department of Housing and Urban Development Housing Choice Voucher program. Up to 20 Project Based Vouchers are available under this RFP. Proposed units must be within the jurisdiction of Cass County; specifically, Raymore, MO. The PHA intends to award Project Based Vouchers to one Respondent for any new construction family housing project.

Through this RFP, the PHA will offer an allocation of up to 20 Project Based Vouchers to be committed for rental units. The successful respondent will be offered a contract with an initial term of up to twenty (20) years.

This request for proposals (RFP) is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations Project Based Voucher Program Final Rule published in the Federal Register on October 13, 2003, Changes to the Section 8 Project-Based Voucher Programs Final Rule published on June 25, 2014, and the Housing Opportunities Through Modernization Act of 2016.

All proposals submitted in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments in its entirety.

Proposals must be received no later than 5:00 p.m. July 20, 2023 in accordance with the submission instructions included within this Request for Proposals.

**B. *Project Description***

The U.S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 20% of its Housing Choice Voucher program funding to housing units by project-basing vouchers. In contrast to the tenant-based voucher program, a housing subsidy will

remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

The PHA is making 20 Project-Based Vouchers available to property owners and/or developers through a competitive process in accordance with the requirements included within this Request for Proposals (RFP). This RFP solicits the participation of owners who request Project Based Voucher assistance for a new construction family project within Cass County; specifically, Raymore, MO.

### ***C. Application Requirements***

The PHA will review all applications for Project Based Vouchers (PBV) submitted by the deadline. Before selecting the project, the PHA will determine that each application is responsive to the selection criteria and procedures included in this RFP and Chapter 17 of the St. Clair County Housing Authority Administrative Plan, and in compliance with HUD program regulations at 24 CFR §983 and the Housing Opportunities Through Modernization Act of 2016. Applications that do not meet minimum accessibility requirements for units and project area will not be considered.

All applications must include the following items:

1. 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.
2. A statement that the property meets applicable eligibility requirements under Section 983 and HUD environmental regulations as per 24 CFR parts 50 and 58.
3. Certification that construction has not commenced prior to the execution of the Agreement to Enter into a HAP Contract (AHAP).
4. The proposed number of units to be project-based. The proposed number of project-based units should not exceed 25% of the total units in the project or 25 units.

5. A detailed description of the housing project including:
  - a. The number of buildings in the project, and identification, by building, of the number of units by size (square footage), bedroom count and bathroom count. Identify the number and anticipated locations of all accessible units.
  - b. A listing of all features of accessible units.
  - c. A listing of amenities and services which will be provided on site.
  - d. A detailed description of the supportive services to be provided for the residents. Include information on the type of services, the frequency the services are offered, whether the services are provided on-site and whether there is a fee charged.
  - e. A description of the area in which the project is located, including but not limited to employment centers, schools or colleges, public transportation, health facilities, and recreational areas that are in the general area of the site/project.
  - f. The estimated dates for the commencement and completion of construction.
  - g. Architectural schematic level drawings of the proposed project.
6. Evidence that the proposed new construction is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project.
7. The proposed contract rent per unit, including units to be project-based, including an indication of which utilities, services, and equipment are included in the rent and which are not included.
8. Information regarding the owner and other project principals, including:

- a. The identity of the owner and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest.
  - b. A disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the HAP contract; and
  - c. Information on the qualifications and experience of the principal participants.
  - d. Information concerning any participant who is not known at the time of the owner's submission must be provided to the Housing Authority as soon as the participant is known.
9. The owner's plan for managing and maintaining the units and identification of the proposed property management agent.
  10. Basic project financing schedule to include the following:
    - a. A twenty (20) year operating period pro forma cash flow analysis presenting anticipated initial contract rents for all units, both assisted and unassisted through PBV.
  11. The proposed term of the HAP contract; and
  12. Compliance with applicable General Plan policies and Development Code guidelines of the jurisdiction in which the PBV units are or will be located.
  13. A statement that the proposed project meets requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 and that the developer affirms continued implementation of all requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988.

Proposed projects must be able to meet all HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to evidence of site control, applicable environmental review, prevailing wage requirements and subsidy layering review. Respondents will be expected to communicate with the PHA regarding these requirements and supply any additional information requested by the PHA to complete the application process.

**D. *Respondent Questions and Responsibilities***

It is the responsibility of the Respondent to address all communications pertaining to this RFP **in writing** to Amy Anderson at [aanderson@wcmcaa.org](mailto:aanderson@wcmcaa.org), the Agency Contact. Any party responding to this RFP or a party representing a Respondent shall not influence or attempt to influence any member of the selection committee, any member of the Board, or any employee of the St. Clair County PHA, with regard to the acceptance of a response to this RFP. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their response.

Written questions must be submitted **via e-mail** to Amy Anderson at [aanderson@wcmcaa.org](mailto:aanderson@wcmcaa.org) by the due date included within the schedule below. E-mails should include “RFP for Project Based Vouchers” in the subject line. Questions will not be accepted via telephone.

**E. *Proposal Submission Requirements***

1. Form:

Submit one (1) signed original to the address below. Proposals must be enclosed in a \_\_\_\_\_ sealed envelope or package and clearly marked **PROJECT BASED VOUCHER PROPOSAL**. Proposals shall be submitted to:

West Central Missouri Community Action Agency  
St. Clair County PHA  
Att: Amy Anderson  
Chief Housing Assistance Program Officer  
112 W 4<sup>th</sup> St  
Appleton City, MO 64724

2. Due Date: Proposals must be received no later than **5:00 p.m. on July 20, 2023**. The proposal due date is subject to change. If the proposal due date is changed, all known recipients of the original RFP will be notified of the new date. The amendment modifying the due date will also be posted on the Agency website.

3. General Instructions: To receive consideration, proposals shall be made in accordance with the following general instructions:

- a) The completed proposal shall be without alterations or erasures.
- b) No oral or telephonic proposals will be considered.
- c) The submission of a proposal shall be an indication that the Respondent has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the PHA, including all terms and conditions contained within this RFP.

4. Format and Contents

For ease of review and to facilitate evaluation, the Proposal for this project should be organized and presented in the following order:

- a) Signed Cover Sheet (Exhibit A)
- b) Completed and Signed Application for Project-Based Vouchers (Exhibit B)
- c) Specific information concerning the organization's experience in the development of affordable housing projects.
- d) Responses to all items included in Section B of this RFP, Application Requirements. Where an item is not applicable, indicate such.
- e) Debarment or Other Disqualification: Disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Describe the nature of the debarment/ disqualification, including where and how to find complete information on any such debarment or disqualification.

**F. *Proposal Selection***

Complete proposals submitted to the PHA in the required format and including all required documentation will be reviewed, evaluated and ranked by a Project-Based Voucher Selection Committee.

The Project-Based Voucher Selection Committee will consider the content of each application, including but not limited to responsiveness to the requirements of this RFP, references, related experience, and the Respondent's professional qualifications, using the evaluation criteria identified in Exhibit C.

The Project-Based Voucher Selection Committee will use the Evaluation Criteria to rank applications. A minimum score of 68 points is required for a proposal to be considered.

The PHA will make every effort to provide a written selection decision to all Respondents

within 30 days of the close of this Request for Proposals. If selected, the Respondent will be expected to cooperate with the PHA in providing any additional information requested by the PHA or HUD in the final approval process.

#### **G. *Corrections***

1. If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Respondent shall immediately notify the contact person of such error in writing and request clarification or modification of the document.
2. If a Respondent fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the Respondent shall submit a proposal at their own risk, and if the Respondent is awarded project-based vouchers, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.

#### **H. *Reservation of Rights***

The issuance of this RFP does not constitute an agreement by the PHA that any contract will actually be entered into by the PHA. The PHA expressly reserves the right at any time to:

1. Right to Reject, Waive, or Terminate the RFP. The PHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by the PHA to be in its best interests. By submitting a proposal in response to this RFP, the Respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, the PHA's selection of a proposal, and the PHA's rejection of any and all submittals.
2. Right to Not Award. The PHA reserves the right not to award project-based vouchers pursuant to this RFP.
3. Right to Terminate. The PHA reserves the right to terminate an award of project based vouchers pursuant to this RFP, at any time for its convenience upon 5 business days written notice to the successful Respondent(s).

4. Right to Determine Financial Responsibility and Viability. The PHA reserves the right to require of Respondent information regarding financial responsibility and viability or such other information as the PHA determines is necessary to ascertain whether a proposal is in fact financially viable.
5. Right to Request Additional Information. The PHA may, during the evaluation process, request from any Respondent additional information which the PHA deems necessary to determine the Respondent's ability to construct and manage proposed units. If such information is requested, the Respondent shall be permitted three (3) working days to submit this information.
6. Right to Retain Written Proposals. The PHA reserves the right to retain all written proposals submitted to the PHA by all Respondents in response to this RFP, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. The PHA may permit the withdrawal of proposals if requested in writing by the Respondent and such request is approved in writing by the PHA's Executive Director in his sole and absolute discretion.
7. Right to Reject Any Proposal. The PHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
8. No Obligation to Compensate. The PHA shall not be liable for any pre-contractual expenses incurred by any Respondent. The PHA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
9. Public Disclosure of Proposal Documents. To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the Missouri Sunshine Law. In the event that a Respondent desires to claim portions of its submittal exempt from disclosure, it is incumbent upon the Respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The Commission will consider a Respondent's request for exemption from disclosure; however, the PHA will make a decision based upon applicable laws. Assertions by a Respondent that the entire submittal or large portions are exempt from disclosure will not be honored. All responses to this RFP shall become the property of the PHA and will be retained or disposed of accordingly.

For additional information on this RFP, please contact Amy Anderson, Chief Housing Assistance Program Officer, for the St. Clair County Public Housing Authority, at [aanderson@wcmca.org](mailto:aanderson@wcmca.org).



**St. Clair County Public Housing Authority**  
**Project Base Voucher**  
**COVER SHEET**

*Legal Name of Organization*

*Tax ID Number Organization*

*Mailing Address*

*Name of contact person for this application*

*Title*

*Telephone*

*Email Address*

*Organization website address*

<b>Project Summary</b>		
<i>Project Name</i>		
<i>Project Address</i>		
Project Type:	Estimated Date of Occupancy:	
Number of Project-Based Vouchers Requested:	Total units in this Project:	Percent of units to be Project-Based:

By signing this application the following certifications are made by the applicant:

5. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983.
6. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105)(a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

Application for Project Base Vouchers

**I. Description of Property**

1. Project Name

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2. Property Address and Assessor Parcel Number(s)

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3. Projected date of occupancy:

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4. Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family)

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5. Is this a Tax Credit property?

- Yes
- No
- Intent to Apply

6. If Yes or Intent to Apply, is property located in a Qualified Census Tract<sup>1</sup>?

- Yes
- No

7. Census Tract of property

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9. Poverty rate in Census Tract:

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8. Configuration

	1 Br	2 Br	3 Br	4 Br	5 Br	Total
Total units including non-PBV						
Total fully accessible units including non-PBV units						
Total PBV units						
Total of fully accessible PBV units						
PBV rents (Gross Rent)						
Contract Rent						
PHA Utility Allowance						

Fair Market Rents (FMR)						
Tax Credit Rent, if applicable						

9. Complete the utility table below for the proposed PBV units.

Utility/Service	Owner or Tenant Paid	Natural Gas	Electric
Heating (Specify Type)			
Cooking (Specify Type)			
Water Heating (Specify Type)			
Other Electric			
Water			
Sewer			
Trash Collection			
Other (Specify)			

10. Is the property accessible for persons with disabilities?

- Yes, all units and common areas
- No, no accessibility features
- Some units (indicate number of units and identify accessible common areas)

11. Are there any non-residential units (e.g., commercial, office) on this property?

- Yes
- No

If yes, please describe:

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12. Site information:

Does applicant have site control? (Attach Evidence)	
Current Land Use Designation	
Proposed Land Use Designation	

Proposed Density (units/acre)		No. of acres	
Water/Sewer availability and location			
Is property subject to specific area plan?			

13. Is the property accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services.

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14. Environmental considerations Reports/Studies completed (if the reports/studies have been started please indicate where in the process the project is). Documentation must be provided

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Proximity to flood plain

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Indicate presence of wetlands, vernal pools, endangered plant or animal species

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Other known environmental constraints

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20. Affordability

Total number of units to be built: \_\_\_\_\_

Number of affordable units: \_\_\_\_\_

Number of units dedicated for:				
30% AMI	31-50% AMI	51-80% AMI	80%+ AMI	Non-Restricted

**II. Management Plan**

Please describe the management plan for the property. Use additional sheets as necessary and/or attach relevant documentation, identifying attachments in the spaces below:

1. Property Management Agent Name:

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2. Address of Property Management Agent:

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3. Property Management Agent website:

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4. Qualifications:

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5. Address and description of other properties managed:

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6. Personnel plan for the proposed project:

	No. of Staff	Working Days/Hours
Office Staff:	_____	_____
Maintenance	_____	_____
Staff:		

Is there a Resident Manager in addition to the above staff for after-hours emergencies?

- Yes
- No

### III. Financial Information

1. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

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2. Type of organization (corporation, partnership, etc.)

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3. Tax Exempt organization

- Yes
- No

4. Will rents in the property remain affordable after the expiration of the HAP contract?

- Yes
- No

5. Has the project received funding through any competitive process by any government entity?

- Yes
- No

6. Requested HAP Contract Term:

7. Does the Owner/Developer have Quality Development Project Experience? If yes, please describe.

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8. Project Cost and Financing

Project Costs					
Land Cost	Land Cost Per Acre	Predevelopment	Soft Costs	Hard Costs	Total Project Cost
					\$
				Cost Per Unit	\$

Project Financing	
Anticipated funding from PBVs	
Additional Commission funding, if any	
Amount of other permanent financing	
Amount of cash or loans currently in project	
Amount of owner's equity in project	
Amount of Deferred Developer Fee	
Total	

What are the administrative costs of this project, and how will they be funded?

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**IV. CERTIFICATIONS**

The Applicant certifies that:

The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicants' knowledge;

The applicant acknowledges that any material changes to the project not disclosed to and approved by the PHA may result in a denial or termination of the AHAP contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units; changes to the development budget; changes to the proposed rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in

this application or changes to other application items;

The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public;

The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based Voucher funding;

The applicant agrees to abide by all federal, state and local Fair Housing laws; and,

The applicant agrees to abide by the Project-Based Voucher program regulations found at 24 CFR 983 and the St. Clair County Public Housing Authority Administrative Plan

**Applicant Representative(s)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Rater  
Name:

	Project-Based Voucher Proposal Evaluation Criteria		
<b>1.</b>	<b>Project Accessibility</b>		
	Does project meet Section 504 minimum accessibility requirements for units and project common areas?	Yes/No	
<b>2.</b>	<b>Financial Feasibility of Project Commitment to Providing Long-Term Affordable Housing</b>	<b>15 points maximum</b>	
	Project demonstrates financial feasibility for the 20-year Housing Assistance Payments Contract period.	10	
	Project demonstrates maximum feasible affordability of rent restricted and market-rate units over the life of the HAP contract.	5	
	<i>Total points awarded for category 2</i>		
<b>3.</b>	<b>Experience with Similar Projects</b>	<b>20 points maximum</b>	
	Owner/Manager demonstrates experience and ability to design and construct high quality affordable housing units at all levels of affordability utilizing project-based vouchers.	10	
	Owner/Manager does not have experience with a project-based voucher program, but is partnering with another entity with such experience.	5	
	Owner/Manager has experience with effective property management	5	
	<i>Total points awarded for category 3</i>		
<b>4.</b>	<b>Project Readiness</b>	<b>45 points maximum</b>	
	Project consists of newly constructed that will be ready for occupancy within 12 months of signing the Agreement to Enter into a Housing Assistance Payments (AHAP) contract.	15	
	Project has completed all necessary National Environmental Policy Act (NEPA) requirements – Documentation has been submitted with proposal	20	



	Project has provided evidence that National Environmental Policy Act (NEPA) requirements have begun – Documentation must be submitted	10	
	<i>Total points awarded for category 4</i>		
<b>5.</b>	<b>Supportive Services</b>	<b>20 points maximum</b>	
	Project will provide a wide range of appropriate supportive services provided by experienced service providers.	20	
	<i>Total points awarded for category 5</i>		
<b>6.</b>	<b>Deconcentration and Proximity/Accessibility to Transportation and Services/Opportunities</b>	<b>20 points maximum</b>	
	Project is located in an area where the poverty rate is less than 20%	5	
	The project is located in an area where there are, within a reasonable traveling distance, meaningful opportunities for educational and economic advancement. Educational opportunity includes adult education, vocational school, state or community college. Economic advancement opportunities include retail and other businesses offering entry-level job opportunities.	5	
	Property has access to public transportation.	5	
	Project demonstrates that it achieves social equity through affirmative marketing and furthers State and Federal Affirmatively Furthering Fair Housing goals	5	
	<i>Total points awarded for category 6</i>		
<b>7.</b>	<b>Unit Size Available</b>	<b>5 points Maximum</b>	
	Units to be project-based include are primarily two and three bedrooms.	5	
	<i>Total points awarded for category 7</i>		
<b>8.</b>	<b>Proposed Contract Rent</b>	<b>10 points maximum</b>	

	Proposed contract rent is no greater than the HUD published Fair Market Rent for the area	10	
	<i>Total points awarded for category 8</i>		
	<b>Total points Awarded for all categories</b>	<b>135 Points Maximum</b>	

**Notes:**