



The Housing Authority
of the City of Augusta, Georgia

Section 8
Project Based
Voucher Program

**Augusta Housing Authority
Project Based Voucher Program
Assistance Plan**

A. Proposals

Owners/Developers (Owners) of residential rental property that is located in Augusta-Richmond County, Georgia are invited to submit proposals to the Augusta Housing Authority (AHA) for the Project Based Voucher (PBV) Program. Proposals must be submitted to AHA no later than **May 5, 2023**. The PBV Program provides rental assistance to eligible low and moderate-income families. Owners who receive Project Based Vouchers will receive rental income payments from AHA during the term of the Housing Assistance Payment (HAP) Contract. To receive these funds, Owners must meet all program requirements as outlined by the U.S. Department of Housing and Urban Development (HUD) and the Augusta Housing Authority during the term of the contract. Up to 25 units will be assisted under this PBV Program. Proposals from Owners must be for new construction units only. For approved proposals, AHA will execute a HAP Contract for 10 - 15 years with the Owner and provide a rental subsidy for the eligible units during the contract period. Proposed rents must be reasonable, as determined by AHA, and prospective tenants must be eligible pursuant to HUD regulations. Units occupied by ineligible tenants will not be considered for the PBV Program.

Only proposals that provide supportive services to veterans will be considered under this RFP.

AHA will consider only those proposals submitted in response to these guidelines by the deadline noted above. Information packets may be obtained from the Augusta Housing Authority, 1435 Walton Way, Augusta, Georgia. For additional information, please call Douglas Freeman, Deputy Executive Director, at (706) 312-3167.

B. Proposal Submission Requirements

The following materials must be submitted by Owners. Failure to provide the required information in the required format will result in AHA's rejection of the proposal as non-responsive. The proposal (**original and two copies**) must be submitted in a suitable binder with no loose documents, tabbed according to designated sections presented below and properly

identified in a Table of Contents. The "Owner/Developer Certification" form (**Attachment 1**) must be completed in its entirety and included as page one of the proposal. All proposals must meet requirements outlined under HUD rules and regulations promulgated under 24 CFR Part 983 entitled "Section 8 Project Based Voucher Program."

1. Description of Proposed Project

The proposal must clearly indicate the unit address, a description of the housing to be constructed, the number of units by size (square footage), bedroom count, bathroom count, sketches of the proposed new construction, unit plans, listing of amenities and services, estimated date of completion and a certification that the unit(s) will meet Section 8 Housing Quality Standards (HQS) after completion of all construction. If the proposal is for multi-family housing, the Owner must indicate the number of units requested for the PBV Program. The Owner must indicate the minimum number of PBV units he or she will accept, if AHA cannot allocate the number requested by the Owner.

2. Rents

Owners must submit proposed contract rents per unit, including an indication of which utilities, services and equipment are included in the rent and which are not.

The initial rent to the Owner in the PBV Program may differ from Section 8 Payment Standard amounts in the Payment Standard Schedule adopted for the AHA's Tenant Based Voucher Program when implementing the program requirements. As with the Tenant Based Voucher Program, the initial and adjusted rent to Owner in the Project Based Voucher Program must be reasonable in relation to rents charged in the private market for comparable unassisted units.

The HAP Contract between the AHA and an Owner must provide for adjustments of rent to Owner during the contract term, and the adjusted rents must be reasonable in comparison with rents charged for comparable units in the private, unassisted local market. The statutory maximum rent limits apply both to the establishment of the initial rent to Owner and adjusted rents during the HAP Contract term.

The amount of the initial rent to Owner of units receiving PBV Program assistance is established at the beginning of the HAP Contract term. In general, the rents to Owner must not exceed the lowest of an amount determined by AHA, not to exceed 110% of the HUD-established Fair Market Rents (FMR) for the unit bedroom size minus any utility allowance; the reasonable rent; or the rent requested by the Owner.

If a unit has been allocated a low-income housing tax credit under the Internal Revenue Code of 1986, but is not located in a "qualified census tract" as defined in the law, the rent to Owner must not exceed the lowest of the tax credit rent minus any utility allowance; the reasonable rent; or the rent requested by the Owner.

3. Identity

The Owner must disclose the identity of the Owner, management agent (and other participants) and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest in the units. He/she must also disclose any possible conflict of interest by any of these parties that would be a violation of AHA's policies or the contract. Information regarding the qualifications and experience of the principal participants must be provided. Information concerning any participant who is not known at the time of the Owner's submission must be provided to the AHA as soon as the participant is known.

The Owner must provide written certification showing that each of the above mentioned parties are not on the U.S. General Services Administration list of parties excluded from the Federal procurement and non-procurement programs.

4. Identification of Tenants by Unit

AHA is only considering newly constructed units for this request for proposals. It is anticipated that the units will not be occupied at the submission of this proposal.

5. Management Plan

The Owner's plan for managing, marketing, and maintaining the units during the term of the contract must be provided. The Owner must provide a description of any previous experience in residential management, especially for low-income housing.

6. Evidence of Financing

If the proposed project is not currently owned by the applicant, evidence of financing commitments and the proposed terms of financing must be included. Evidence of the applicant's ability to obtain ownership through a binding sales contract or other document must also be provided. Disclosure of all other forms of local, state or federal government assistance, including tax credits must be provided.

7. Contract Term

The HAP Contract between AHA and the Owner will be for a term between 10-15 years, which can be extended at AHA's sole discretion. HAP payments under this contract are subject to the future availability of appropriations from HUD and Owner's record of compliance.

Within one year before expiration of the HAP Contract, AHA may extend the initial term of the contract for an additional 5 or 10 years for a maximum of a 20 year initial term if the AHA determines an extension is appropriate to continue providing affordable housing for low-income families. All HAP Contract extensions will be contingent upon the availability of appropriations from HUD; the condition of the contract units; the Owner's record of compliance; and whether the funding could be used more appropriately for the Tenant Based Voucher Program.

8. Experience of Owner/Developer

Demonstrated past success in the ownership, operation or development of low-income housing similar to the requested project must be provided. References must also be included by the Owner.

9. Financial Responsibility

The Owner must provide evidence of the Owner's financial capacity. This includes the firm's or individual's ability to devote financial resources to the project as necessary. Acceptable documentation could include successful prior experience with AHA Section 8 Programs, or in lieu of such demonstrated experience, financial documentation indicating that the Owner has the resources necessary to successfully own and operate the property.

10. Site Control

Owners must provide evidence of site control; evidence that the proposed units are permitted by current zoning ordinances or evidence to indicate that the needed rezoning is likely and will not delay the project; description and/or map(s) demonstrating accessibility to social, recreation, educational, commercial, and health facilities and services as well as proximity and availability of public transportation to places of employment providing a range of jobs for lower income workers.

11. Relocation

AHA is only considering newly constructed units for this request for proposals. It is anticipated that the units will not be occupied at the submission of this proposal. The Owners must certify in writing that there will be no relocation/displacement required.

12. Housing Quality Standards

Owners must comply with HUD Housing Quality Standards (HQS) requirements at 24 CFR 983.101. Please see **Attachment 2** for a summary of these requirements. Owners must provide evidence, if applicable, if the units exceed the HQS. This includes such improvements or amenities as the use of energy-efficient building materials and/or upgraded appliances, central heating and air conditioning systems, carpeting, dishwashers, garbage disposals, etc.

C. Selection Criteria

The AHA will not limit the number of proposals that a single individual, corporation, or non-profit entity will be allowed to submit. However, in reviewing, rating and ranking proposals, the AHA will carefully consider the applicant's capacity as a manager of rental property for lower and moderate income families. In determining the applicant's capacity with property management, the AHA will consider the scope and cost of the project, adequacy of financial support, and the applicant's success or difficulties with previous housing programs.

The Review Committee shall determine the Owner's qualifications and interest by reviewing the Owner's Application and the Owner's written responses that documents the Owner's ability to undertake the project. When deemed necessary, the Review Committee will conduct formal interviews of selected respondents who are determined to be best qualified based upon the evaluation of written responses. In addition, AHA reserves the right to visit proposed sites, verify

information submitted in the proposals through third-parties verification and contact applicants to clarify information provided in the proposals.

Proposals for ineligible units will be rejected and not ranked or selected. Ineligible units are specified in the Federal regulations at 24 CFR 983.52 and listed at **Attachment 3**. Owners will be advised in writing of any ineligible submissions.

All units must be located in Census Tracts with poverty rates of 20% or less, as indicated by the link below. Exceptions to this requirement may be considered for important public policy reasons as determined by AHA at its sole discretion. Please provide justification for the exception if requesting PBVs for a location in a census tract with greater than 20% poverty rates.

Current census tract poverty rates can be retrieved at:
<https://www.huduser.gov/portal/maps/hcv/home.html>

Only proposals that provide supportive services to veterans will be considered under this RFP.

D. Proposal Deadline

To be considered, the Owner/Developer must submit his/her proposal to the Augusta Housing Authority no later than 5:00 pm current local time on **May 5, 2023**. Complete proposals must be mailed or hand-delivered to the following person:

Douglas Freeman
Deputy Executive Director
Augusta Housing Authority
1435 Walton Way
Augusta, Georgia 30901

APPENDIX *Additional Information for Owners/Developers*

Thank you for your interest in the Project Based Voucher (PBV) Program. When completing the proposal, please consider the following:

- The deadline for submission of proposals is 5:00 p.m. current local time on **May 5, 2023**;
- An original and two copies of your packet must be submitted in suitable binders with no loose documents;
- The first page of the proposal will be the Owner/Developer Certification Form (Attachment 1);
- The next section of the proposal should include the 12 requirements outlined in Section B of this Assistance Plan entitled “Proposal Submission Requirements.” The section headings are as follows:

<u>TABS</u>	<u>SECTIONS</u>
1	Description of Proposed Project
2	Rents
3	Identity
4	Identification of Tenants by Unit
5	Management Plan
6	Evidence of Financing
7	Contract Term
8	Experience of Owner/Developer
9	Financial Responsibility
10	Site Control
11	Relocation
12	Housing Quality Standards (HQS)

- A response must be provided for each section. Please make sure the information submitted is adequate and verifiable.
- The last section of the proposal (Tab 13) is the proposal form entitled, “Owner’s Application.” Please complete this information and make sure it is consistent with the information provided in tabs 1-12.

If additional assistance is needed, please do not hesitate to contact Douglas Freeman, Deputy Executive Director, at (706) 312-3167.

Attachment 1

Owner/Developer Certification

By signing this Certification, the Applicant certifies and acknowledges the following:

1. He/she possesses the legal capacity to submit this proposal, and if approved, the legal capacity to contract with the Augusta Housing Authority for the unit or units identified herein;
2. To the best of his/her knowledge and belief, the information provided is true, accurate and complete;
3. No relocation/displacement of tenants will be required;
4. If it becomes necessary, all temporary relocation costs will be assumed by the Owner, and any units used for temporary relocation must meet Section 8 Housing Quality Standards;
5. Contract rents must be comparable to rents being charged in the private unassisted market, and not in excess of rents currently being charged by the owner for comparable unassisted units;
6. Prospective tenant(s) must be eligible for Section 8 Project Based Voucher Program assistance;
7. The Owner does not occupy the property;
8. He/she and all parties identified in Item 3 of the Owner's Application are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs;
10. Any possible conflict of interest has been disclosed to the Augusta Housing Authority as a separate attachment and included in this application;
11. All units will be located in one of the eligible Census Tracts identified in the information packet; and
12. The Augusta Housing Authority reserves the right to reject any or all applications received.

Applicant's Name (Print or Type)

Applicant's Signature

Taxpayer Identification Number
(Employer Identification Number or Social Security Number)

Date

Attachment 2

Housing Quality Standards

The housing unit must meet the Housing Quality Standards (HQS) prior to the release of payments from the Augusta Housing Authority (AHA). The Owner must prepare the unit for inspection, participate in the inspection with AHA, and make repairs promptly.

A. AREAS COVERED UNDER HQS

There are eight (8) areas that must be reviewed for HQS compliance by an Augusta Housing Authority inspector:

- * Living room
- * Kitchen
- * Bathroom
- * Other Rooms Used For Living
- * Secondary Rooms (Not Used For Living)
- * Building Exterior
- * Heating and Plumbing
- * General Health and Safety

B. HQS REQUIREMENTS

Housing assisted under AHA's Section 8 Project Based Voucher Program must meet the HQS as outlined in 24 Code of Federal Regulations (CFR) 982.401. Information on HUD's minimum requirements are listed below:

Sanitary Facilities

The bathroom must be located in a separate private room and have a flush toilet in proper operating condition. The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water. The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water. The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

Food Preparation and Refuse Disposal

The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the Family. All of the equipment must be in proper operating condition. Either the Owner or the Family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an Owner-supplied oven and stove or range if the tenant agrees and microwave oven is furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system. The dwelling unit must have space for the storage, preparation, and serving of food. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g. garbage cans).

Space and Security

At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom. The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of opposite sex, other than children under six years of age, may not be required to occupy the same bedroom or living/sleeping room.

Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

Thermal Environment

There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy environment appropriate to the climate. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable. However, portable electrical heaters are not acceptable.

Illumination and Electricity

There must be at least one window in the living room and in each sleeping room. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

Structure and Materials

Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage. The roof must be structurally sound and weather tight.

The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc. must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable. Elevators must be working and safe.

Interior Air Quality

The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants. There must be adequate air circulation in the dwelling unit. Bathroom areas must have one operable window or other adequate exhaust ventilation. Any room used for sleeping must have at least one window. If the window is designed to be operable, the window must work.

Water Supply

An approvable public or private water supply that is sanitary and free from contamination must serve the dwelling unit.

Lead Based Paint

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, subparts A, B, M and R of this title apply to units assisted under this part.

The Owner is required to notify and certify to the Section 8 participant of any know lead based paint in the dwelling unit. In addition, the Owner's certification to the participant must be maintained in the tenant file that is kept by the Owner. A copy of the certification should be sent to the Augusta Housing Authority for the Section 8 participant record.

Access

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

Site and Neighborhood

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding; poor drainage; septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

Sanitary Condition

The dwelling unit and its equipment must be free of vermin and rodent infestation.

Smoke Detectors

Each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excluding crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If any hearing-impaired person occupies the dwelling unit, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

Additionally, Owners are subject to State and local laws as the laws pertain to building codes, regulations, and ordinances.

Attachment 3

Ineligible Properties

1. Shared housing; nursing homes; and facilities providing continual psychiatric, medical, nursing services, board and care or intermediate care;
2. Units within the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
3. Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students (College or other school dormitories);
4. Manufactured homes; cooperative housing and transitional housing;
5. Housing located in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act; or
6. Housing located in an area that has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
 - (i)(A) The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CFR parts 59 through 79); or
 - (b) Less than a year has passed since FEMA notification regarding such hazards; and
 - (ii) AHA will ensure that flood insurance on the structure is obtained in compliance with section 102(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et seq.).
7. AHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:
 - a. Public housing;
 - b. A unit subsidized by any other form of Section 8 assistance (tenant based or project based);
 - c. A unit subsidized with any local or State rent subsidy;
 - d. A Section 236 project (insured or noninsured); or a unit subsidized with Section 236 rental assistance payments;
 - e. A Rural Development Administration Section 515 project;
 - f. A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949 (a Rural Development Administration program);
 - g. Housing assisted under former Section 23 of the United States Housing Act of 1937 (before amendment by the Housing and Community Development Act of 1974);
 - h. A Section 221(d)(3) project;
 - i. A project with a Section 202 loan;
 - j. A Section 202 project for non-elderly persons with disabilities (Section 162 assistance);
 - k. A Section 202 supportive housing for the elderly;
 - l. Section 811 supportive housing for persons with disabilities;
 - m. A Section 101 rent supplement project;
 - n. A unit subsidized with tenant-based assistance under the HOME program; or
 - o. Any unit with any other duplicative Federal, State, or local housing subsidy, as determined by HUD. For this purpose, "housing subsidy" does not include the housing component of a welfare payment, a social security payment received by the family, or a rent reduction because of a tax credit.
8. AHA will not use a high-rise elevator development for families with children.

**Augusta Housing Authority
Project Based Voucher (PBV) Program
Owner's Application**

Date: _____

1. Property Owner: _____
Owner's Mailing Address: _____

Telephone Number: _____
Fax Number: _____
E-mail: _____

2. Name of Applicant, if different from #1, above: _____

If "Applicant" is not the "Owner", explain the relationship:

Applicant's Mailing Address, if different from #1, above:

Telephone Number: _____
Fax Number: _____
E-mail: _____

3. List all other names of officers, shareholders, investors, and other partners that have a financial interest in this property: _____

4. Address of Property for PBV Program assistance (if more than one unit, attach a list): _____

5. Total number of dwelling units anticipated to be at this address: _____

6. Total number of dwelling units requested for PBV Program assistance: _____

7. What is the minimum number of PBV units you will accept, if AHA cannot fully fund your request? _____

8. Number of units in each bedroom category requested for PBV Program assistance:
0BR () 1BR () 2BR () 3BR () 4BR ()

9. Structure type: Single-family () Duplex () Multi-family () Other ()

10. Is it anticipated that this property will be assisted by any local, state or federal housing program?

Yes () No () If yes, explain: _____

11. Is the temporary relocation of any tenants required for any reason?
Yes () No () If yes, explain: _____

12. Anticipated date of construction: _____

13. Indicate your previous ownership and/or management participation in the following programs (show approximate number of units and/or number of year's experience.) Attach additional information as necessary:

Section 8 Existing/Housing Vouchers	_____
Tax Credits	_____
Other low income housing	_____
Other property management experience	_____

14. Provide evidence of property ownership -- current year's real estate tax receipt, copy of insurance premium or property deed.

15. Owner/Applicant's plans for property management, marketing and maintenance (if applicable, provide name of proposed property manager; indicate their Section 8 experience, if any):

16. Is the use of Low Income Housing or Historic Tax Credits planned or in progress?
Yes () No () If yes, indicate status of the project: _____

17. Describe the unit and project's accessibility for handicapped or disabled person(s):

18. Property Information (add additional pages, if needed. Provide this information for all units in the development, even if PBV Program assistance is not requested for all of them.)

Unit Number	# of Bedrooms	# of Bathrooms	Unit Vacant? Y/N	Current Monthly Rent	Proposed Monthly Rent	Tenant's Name (If applicable)	Tenant's Telephone Number

19. Utilities and Appliances (Insert "O" if furnished by Owner and is included in the rent, "T" if furnished by Tenant.

Item	Oil	Natural Gas	Electric	L.P. Gas	Other
Heat					
Cooking Fuel					
Air Conditioning					
Lighting/Refrigeration					
Water					
Sewer					
Trash Collection					
Range					
Refrigerator					
Hot Water					

20. Describe any energy efficiency upgrades, design or materials used: _____

21. Do all units have the same utility arrangement? Yes () No () If no, provide additional information in space below or attach additional information: _____

22. Provide evidence of project financing, lender interest, and the proposed terms of financing. If this item does not apply, please indicate this and explain: _____

23. Indicate the requested term of the HAP Contract. () 5 years () 10 years () other _____

24. Is the use of this property as rental housing permitted by current zoning regulations?
Yes () No ()

25. List the amenities and services to be provided:

_____	_____
_____	_____
_____	_____
_____	_____

26. Provide any additional information you think is pertinent regarding your experience in owning/managing, marketing and maintaining low income housing.

27. Attach map showing the accessibility of your units to nearby social, recreation, educational, commercial, health facilities, public transportation and places of employment

28. Provide floor plan showing unit layout and square footage of the unit (if available).

Name (Print or Type)

Applicant's Signature