

**REQUEST FOR PROPOSALS
FOR
PROJECT-BASED SECTION 8 HOUSING VOUCHERS
FOR VETERANS**



**STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
Charles A. Richman, Commissioner**

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I. Introduction

The New Jersey Department of Community Affairs (DCA) announces the availability of 100 15 year project-based vouchers for veterans and their families who are confronting homelessness or are residing in unsafe housing. This RFP invites eligible service providers to submit proposals for the purpose of awarding project-based vouchers through an open competitive process.

Please note that no more than 20 vouchers will be awarded per proposal, and less than the proposed number of vouchers may be awarded.

Please note that no more than twenty-five (25) percent of the units in a building may have project-based assistance from any Federal project-based housing assistance.

Exceptions to this cap are:

Project-based dwelling units in a single family (one to four unit property); or
Units in a multifamily building (five or more) set-aside for the elderly or disabled.

II. Target Population

Very-low income households (or individuals) where a veteran is the head of household. All applicants must be referred by the service provider that was awarded the project-based vouchers.

III. Eligible Units

Market rate rental units that will be available for occupancy, or will become available within 24 months. Applicant must have a plan for site control. Acceptable forms of site control are an executed 15 year lease agreement, a deed or other proof of ownership, or contract for purchase.

- a. Applicant must include documentation that the building is in good standing, i.e. property taxes and insurance are current if applicable.

IV. Housing Model

Program participants will move into designated housing units that are affordable; the tenants will pay no more than 30% of their adjusted annual income towards their housing cost.

All of the housing units approved for occupancy must meet the following:

1. A lease agreement must be in place to protect the tenant/landlord rights
 - a. The rent and utilities must be clearly defined on the lease and the costs cannot include services (meals, transportation, maid service, etc.)

2. The unit must pass an annual DCA Housing Quality Standards Inspection
3. The gross rent (rent plus estimated cost of tenant paid utilities) must not exceed the current DCA payment standard. In addition, the rent must be reasonable (the total rent charged for a unit must be comparable to the rents being charged during the same time period for comparable units in the private unassisted market).

V. Supportive Housing Approach

If your agency is planning to work with another social service agency to provide support services, a Memorandum of Understanding (MOU) that delineates the roles and responsibilities of the respective parties must be submitted.

Please be advised that although the program requires supportive services to be provided at the onset of leasing, continued occupancy cannot be dependent on the household continuing to receive support services.

VI. Term of Assistance

The term of assistance shall be for a maximum of 15 years, dependent upon continued funding availability and compliance with the terms of the Housing Assistance Payment Contract

VII. RFP Applicant Qualifications

1. The applicant must be a government entity or a for-profit or nonprofit duly registered to conduct business within the State of New Jersey (Attachment A).
2. The applicant must have an established track record of successfully providing housing and supportive services to veterans.
3. Non-public applicants must demonstrate that they are incorporated through the New Jersey Department of State and, if applicable, provide documentation of their current nonprofit status under Federal 501 (c) (3) regulations (Attachment B).
4. If applicable, a copy of an executed Memorandum of Understanding (MOU) regarding the provision of supportive services from another agency must be provided (Attachment C).
5. A copy of the applicant's last two years of audits must be attached as Attachment D.

VIII. Requirements for Submission

Proposals must:

1. Include the cover sheet.
2. Indicate the number of requested project-based housing choice vouchers.
3. Describe the type of housing that will be made available (single family homes, shared living, scattered site apartments, apartment building with mixed use, condominiums, etc.). Include a rationale for choosing this particular housing design (scattered site, single family, shared, mixed use, etc.). Provide the address (es), including county, where the housing will be located. Attach proof of site control.
4. Identify staff (direct service, administrative and support) that will be used for this initiative. Describe how your staff will assist the veterans to maintain housing stability. Specifically address the areas of substance abuse, lack of finances, employment services, and challenging behaviors.
5. Describe how the veterans will be linked to support services; and how your agency will work with individuals that have a history of non-engagement with services.
6. Describe how potential voucher recipients will be selected and the types of support services that will be made available. In addition, identify any linkages that your agency has made with other social service providers.
7. Provide a detailed monthly timeline of activities from award notification to lease-up.

The format of proposal must follow the above requirements for submission, and include Attachments A, B, C and D as listed in section VII (Provider Qualifications).

VIII. Bidders' Conference (Mandatory meeting)

DATE: September 23, 2015
TIME: 10am to 12pm
LOCATION: 101 South Broad St. Trenton, N.J.
1st Floor Conference Room
Trenton, NJ 08625

To register for this bidder's conference, go to:

Margo.james@dca.nj.gov

or call 609-633-6286

X. Submission of Proposal

All RFP's, including an original and five copies, are due by xxxxx and should be mailed to the following address:

New Jersey Department of Community Affairs
Division of Housing and Community Resources
P.O. Box 051
Trenton, New Jersey 08625-0051
Attention: Section 8 – Project-Based Assistance for Veterans

XI. Review of Proposal and Notification of Preliminary Award

All proposals submitted on time that meet all of the requirements outlined in this RFP will be reviewed. The timeline for review and approval is as follows:

1. Notice of Funding Availability/RFP Publication – September 10, 2015.
2. Mandatory Bidders' Conference – September 23, 2015 .
3. Deadline for Receipt of Proposals –October 14, 2015.
4. Notification of Proposal Awards – October 21, 2015.

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PROPOSAL COVER SHEET

Date Received: _____

Applicant Information:

Name of Applicant: _____

Type of Agency: Public _____ For-Profit _____ Nonprofit _____

Federal ID Number: _____

Address of Applicant:

Contact (name/title): _____

Phone No.: _____

Email _____

Fax _____

Unit Information:

Number of vouchers requested: _____

County or counties in which housing and services are to be provided:

Authorization:

Name of Chief Executive Officer: _____

Signature: _____ Date: _____