

**REQUEST FOR PROPOSALS (RFP)
RFP #V-729-00**

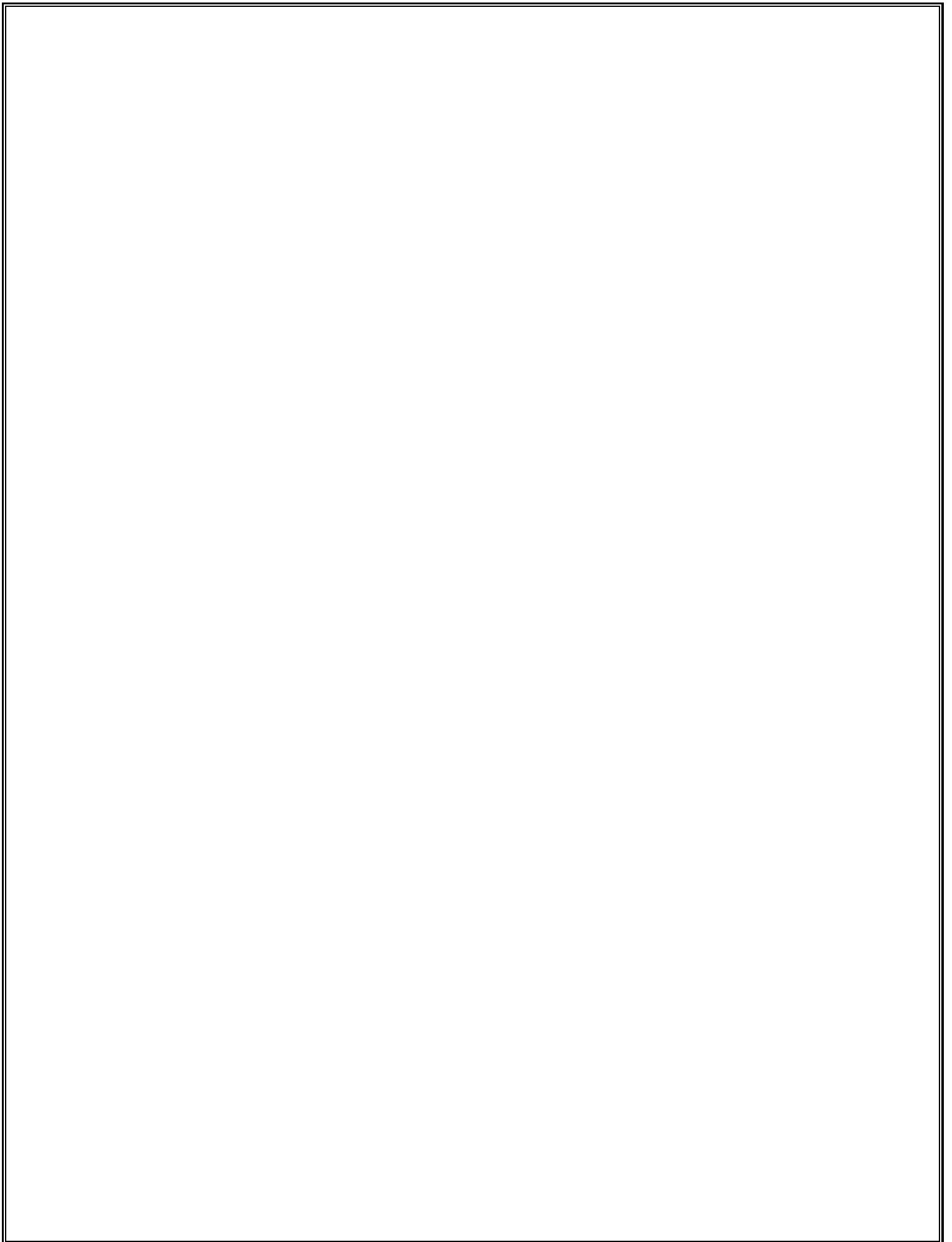
**HOUSING CHOICE VOUCHER PROGRAM
PROJECT-BASED ASSISTANCE FOR NEW DEVELOPMENT,
REHABILITATED HOUSING UNITS AND EXISTING HOUSING UNITS**



**CHATTANOOGA HOUSING AUTHORITY
CHATTANOOGA, TN**

Request for Proposals Issued on March 9, 2015

**This is an Open-Ended Request for Proposals
With Final Deadline for Submission at 4:30 P.M. ET on March 8, 2018**



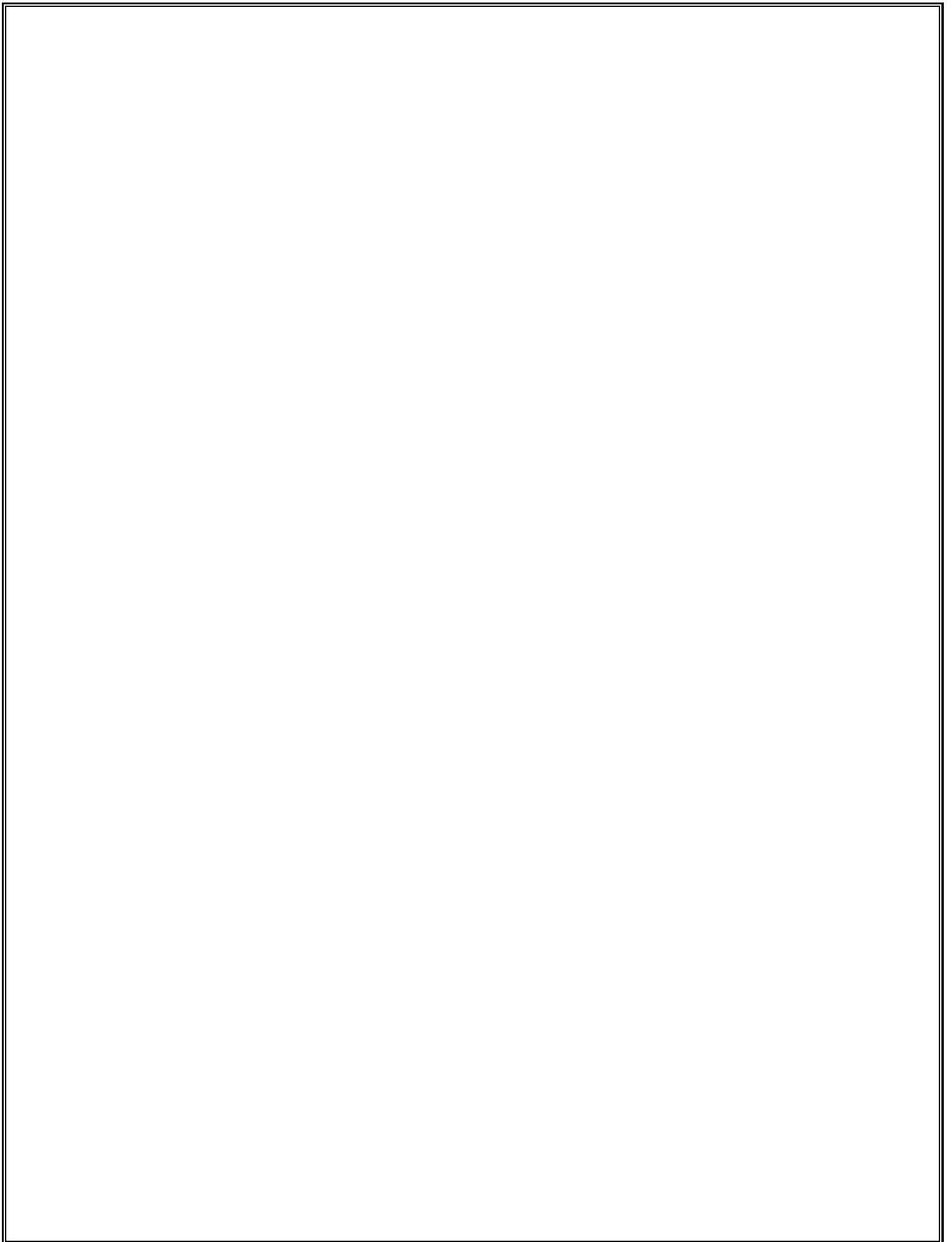


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(If you are obtaining this solicitation from the CHA website or by e-mail, please be sure to check our website at www.chahousing.org to download all of the CHA and HUD forms and certifications which are required information or forms to be submitted with your proposal and any addenda to the RFP which may be issued. Your e-mail or website version of the RFP may not contain all of the documents listed below in the RFP itself; however, they are all incorporated by reference and are a part of the RFP and contract.)

1. Click on "Doing Business with CHA" at the top.
2. Click on the correct solicitation under "RFP/Bids."

If you have any problems in accessing the RFP on the website, call Debbie Chadwick at 423-752-4192.

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CHATTANOOGA HOUSING AUTHORITY

REQUEST FOR PROPOSALS (RFP) #V-729-00 HOUSING CHOICE VOUCHER PROGRAM PROJECT-BASED ASSISTANCE FOR NEW DEVELOPMENT, REHABILITATED HOUSING UNITS AND EXISTING HOUSING UNITS

1. INTRODUCTION – SCOPE OF REQUEST

The Chattanooga Housing Authority (CHA) has identified a need in the jurisdiction of the CHA which includes the City of Chattanooga and Hamilton County, Tennessee, for certain affordable housing opportunities for families and individuals.

To this end, the CHA will make available project-based vouchers (vouchers) in its Housing Choice Voucher Program (HCVP) for new construction, existing housing that requires substantial rehabilitation, and/or existing housing that does not require substantial rehabilitation with efficiency, one-, two-, three-, four- and five- bedroom units located in Chattanooga and throughout Hamilton County, Tennessee. In the Project-Based Program, the assistance is “attached to the structure.” During the term of the Housing Assistance Payment (HAP) contract, the CHA makes housing assistance payments to the Owner for units leased and occupied by eligible individuals/families.

The CHA will receive proposals as they come in on an open-ended basis. The RFP will remain open for a total of three (3) years, with the final date and time CHA will receive proposals under this RFP to be 4:30 p.m. ET, March 8, 2018. CHA will evaluate the availability of Project-Based Vouchers at that time to decide when they will put out another similar RFP to award more Project-Based Vouchers.

Each proposal and the units in them will be graded on their own merit and not in competition with any other proposals. Award of vouchers will not be made to any project/property/unit that fails to receive a minimum of 60 points in the Comparative Evaluation Criteria component of this RFP.

In accordance with 24 Code of Federal Regulations (CFR) 983.255, the CHA has no responsibility or liability to the Owner or any other person for the family’s behavior or suitability for tenancy.

It is the policy of the CHA to encourage participation by Owners of units located outside areas of poverty or minority concentration to participate in the HCVP. The CHA has identified certain locations in the jurisdictions covered by this RFP as areas outside of poverty or minority concentration based on information obtained from the Federal Register, the Chattanooga Area Chamber of Commerce, the United States Census Bureau, and regulations governing the HCVP found at 24 CFR 982. These locations are set forth in **Appendix A**.

These vouchers **will not** be available for Section 202/811 properties and/or units receiving any other type of rental subsidy from local, state, county, and/or federal sources.

The award of the vouchers is subject to approval by the CHA Board of Commissioners (Board). The current schedule projects that the vouchers will be awarded in the September/October 2014 timeframe. The CHA intends to award ten-year contracts with up to five (5) one-year options to renew. Payments under the HAP contract are subject to the future availability of appropriations and future availability of funding under the Annual Contributions Contract (ACC).

The CHA invites Offerors to submit written proposals regarding the property(ies) for which they seek vouchers. An Owner may include multiple properties in a single response to this RFP. It is not necessary to file a separate response for each property for which vouchers are sought.

The CHA hereby incorporates HUD regulations found at 24 CFR 983 set out in **Appendix B** into the requirements of this RFP.

The CHA will accept proposals for the following Categories of projects located in Hamilton County, including those located within incorporated municipalities in Hamilton County:

Proposal Category 1: New efficiency, one-, two-, three-, four- and five-bedroom housing units. A “new unit” is a unit that, at the time of the CHA’s written notice of selection for project-based assistance, has not yet received a Certificate of Occupancy from the issuing jurisdiction.

Proposal Category 2: Existing efficiency, one-, two-, three-, four- and five-bedroom units requiring substantial rehabilitation. An “existing unit” is a unit that, at the time of the CHA’s written notice of selection for project-based assistance, will require **more than \$1,000** per assisted unit in renovation costs in order to comply with Housing Quality Standards (including the unit’s prorated share of any work required on common areas or systems).

Proposal Category 3: Existing efficiency, one-, two-, three-, four- and five-bedroom units that do not require substantial rehabilitation. An “existing unit” is a unit that, at the time of the CHA’s written notice of selection for project-based assistance, **will not require more than \$1,000 per assisted unit in renovation costs** in order to comply with Housing Quality Standards (including the unit’s prorated share of any work required on common areas or systems).

Special Needs Populations: Through collaboration with governmental officials, social service providers and other members of the Hamilton County Community, the CHA has identified populations of individuals/families who may benefit from case management services tied to project-based housing opportunities. Case management services are not exclusively defined as clinical/medical case management services, but may include wraparound services that address

educational issues, career enhancement, job readiness, housekeeping, etc. Some of the special needs populations identified in community meetings included: homeless/chronically homeless families; disabled families requiring accessible features; families with members experiencing mental illness, traumatic brain injuries, autism, intellectual disabilities, substance abuse issues; as well as the elderly, ex-offenders, veterans, and youths aging out of foster care. There likely are other special needs populations that may benefit from project-based assistance. Although this RFP does not require collaboration between the Owners and service providers, collaborations are encouraged in an effort to fill gaps in housing opportunities in the community.

2. RFP TERMS AND CONDITIONS

This is an Open-Ended Request for Proposals with Final Deadline for Submission at 4:30 p.m. ET on March 8, 2018.

All proposals must comply with the provisions of the CHA procurement policy, Tennessee law, 24 CFR 85.36, and applicable HUD procurement regulations.

The CHA reserves the right to modify this proposed allocation of vouchers and may increase or decrease the total allocation and/or the allocation of vouchers for particular bedroom sizes at its sole discretion based upon the response to this RFP. The CHA also reserves the right to determine the number of vouchers to award to an Offeror. The CHA may award vouchers for some, but not all, units contained in a proposal.

By submission of a proposal and in the event that an Offeror's proposal is accepted, the Offeror agrees to enter into a contract with the CHA that incorporates all of the requirements of this RFP and the HCVP. The Offeror further accepts all of the terms and conditions of this RFP. Also, all successful applicants must complete an environmental review prior to proceeding.

If the selected Offeror fails to enter into a HAP contract and/or AHAP contract within sixty (60) days following the HAP funding award announcement, then the CHA reserves the right to award the HAP contract to one or more other successful Offerors.

The CHA reserves the right to reject any and all proposals and to waive any technical or informal defects therein. The CHA reserves the right to reject any proposal if it is determined that such proposal does not represent the proposal of an Offeror that is competent to serve as a landlord in the HCVP.

The CHA will not be liable for any costs incurred by the Offerors prior to the issuance of a HAP contract award.

The CHA may award one or more HAP contracts (**Appendix C**) and/or AHAP contracts (**Appendix D**) to the responsible and responsive Offeror(s) whose proposal(s) is(are) considered to be the most advantageous to the CHA, taking into

consideration minimum and comparative evaluation criteria set forth in the RFP. At the CHA's sole discretion it may determine that no award shall be made.

Offerors' responses to this RFP may be modified only by written and sealed communication with Debbie Chadwick, Purchasing Agent of the CHA.

Offeror agrees to indemnify, hold harmless, and defend the Chattanooga Housing Authority, its Commissioners, employees, officers and agents, from and against all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incident thereto (including, but not limited to the cost of defense, settlement, judgment, and reasonable attorney's fees), which Chattanooga Housing Authority may hereafter incur, become responsible for, or pay out as a result of death or bodily injury or property damage to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of governmental laws, regulations or orders for work done pursuant to the terms of this agreement, except liability for personal injury, property damage and/or loss of life or property caused by the sole negligence of the Chattanooga Housing Authority. Nothing contained herein shall waive any privileges or immunities set forth under the Tennessee Governmental Tort Liability Act.

All proposals submitted in response to this RFP will become the property of the CHA and will not be returned.

3. GENERAL INSTRUCTIONS

A. Communication

In order to maintain a fair and impartial RFP process, the CHA will avoid private communication with prospective Offerors during the entire procurement process, with the exception of providing response to questions properly submitted to the Procurement Department as noted earlier in this RFP. Offerors shall not attempt to query members of the CHA Board, staff, and others who may have information about the RFP. Any questions about the RFP must be submitted in writing to Debbie Chadwick, Purchasing Agent, dchadwick@chahousing.org or by fax to 423-209-2230. Her phone number is 423-752-4192. Clarification of what is already in the RFP may be given individually. If there is an actual change, addition, or deletion of any part of the RFP, an addendum will be issued per Section B below. If there are questions about the Project-Based Voucher Program in general, the Offeror may be allowed to have a discussion with HCVP personnel.

B. RFP Addenda

The CHA reserves the right to issue addenda to this RFP. If it becomes necessary for the CHA to provide clarification or additional information, to answer questions which have been communicated, or to revise any part of this RFP after it is released, the CHA will provide a written addendum and post it on the CHA website, www.chahousing.org. The addendum shall be deemed a part of this

RFP and will supersede the original RFP requirements and standards. It shall be the Offeror's responsibility to check the CHA website for such addenda before submitting their proposal. See **Appendix J** for Frequently Asked Questions (FAQ) we have already compiled.

C. Pre-Contractual Expenses

"Pre-contractual expenses" include, but are not limited to, any expense incurred by an Offeror in the preparation and submission of a proposal in response to this RFP and engagement in any other RFP-related activities prior to the date of a contract award.

The CHA shall not, under any circumstances, be liable for any pre-contractual expenses incurred by an Offeror. An Offeror shall not include any such expense in its proposal.

D. Proposed Contract(s)

An Offeror selected for contract award (Landlord) shall be required to sign a Housing Assistance Payments (HAP) Contract (**Appendix C**) for Proposal Category 3 or an Agreement to Enter into Housing Assistance Payments (AHAP) Contract with the CHA for Proposal Categories 1 and 2 (**Appendix D**).

4. PROPOSAL FORMAT AND CONTENT

A. Presentation

The proposal shall be typed and submitted on 8½ x 11-inch paper with numbered pages using font size 12, bound with a metal binder clip, with tabs clearly identifying each section. Lengthy narrative is discouraged; the presentation should be brief and concise.

The form, content and sequence of the proposal should follow the outline presented below in Sections 4.B and 4.C of this RFP.

In order to be considered by the CHA, a proposal must be date-stamped or bear a handwritten inscription by an authorized CHA representative confirming receipt.

B. Proposal Submission

The Original proposal (so marked) and three (3) copies shall be enclosed in a sealed envelope. The Offeror shall clearly label the envelope as follows:

Proposal #V-729-00 for HCVP Project-Based Assistance for New Development, Rehabilitated Housing Units, and Existing Housing Units
Name of Offeror (Firm and/or Individual)

The Offeror shall submit proposal to:

Debbie Chadwick
Purchasing Department
Chattanooga Housing Authority
801 North Holtzclaw Avenue
Chattanooga, TN 37404

Proposals received after stated date and time shall be considered nonresponsive and will be returned without review to the Offeror.

A proposal shall constitute a firm offer subject to acceptance by the CHA, and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

C. Proposal Content

The Proposal shall include the following information, marked by numbered tabs:

Tab 1 – Letter of Transmittal

The Letter of Transmittal (Letter) shall be addressed to Debbie Chadwick, Purchasing Department, Chattanooga Housing Authority, 801 North Holtzclaw Avenue, Chattanooga, TN 37404. The Letter shall be signed by a company/ agency official or other person authorized to bind the Offeror (Official). The Letter should include the Official's name, address, telephone number, fax number, e-mail address, and identify all parties to the proposal. The Letter should also acknowledge any RFP addenda which have been issued. It shall be the Offeror's responsibility to check the CHA website, www.chahousing.org, for such addenda before submitting their proposal.

The Letter should provide information about the Offeror including background information about the Offeror's company/agency if applicable, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation), and for-profit or nonprofit status.

The Letter must clearly state the optimal number of vouchers sought and the minimum number that the Official will accept. The Letter must also state that the units will be available for occupancy **no later than sixty (60) days for existing units and one hundred and eighty (180) days for new construction. The CHA may elect in its sole discretion to extend this occupancy deadline upon written request.**

Finally, the Letter must indicate whether or not any of the parties to the proposal at any time have been disbarred or otherwise prevented from participation in HUD-funded contracts.

Tab 2 – Table of Contents

Include a table of contents for material contained in the proposal.

Tab 3 – Minimum Evaluation Criteria Certification

Include the Minimum Evaluation Criteria Certification that is marked as **Appendix E**, signed by the Official defined in Section 4.C, Tab 1, of this RFP.

Tab 4 – Property Description

It is expected that Offerors will propose different types of units located in different types of settings. The CHA would like to know as much about the units and their particular settings as possible. Some units may be located in large developments; others may be duplex units; others may be single-family homes. In this tabbed section, please provide the following information describing the proposed units, the development in which they will be located, and the property.

This tabbed section should clearly describe each unit and the development/ associated property for which the Offeror seeks a voucher(s) including, but not limited to, the following information:

a. Property Description

- Street address, city, state, zip code, Census Tract
- Physical description of site, including acreage and access to roads
- Proof of site control or ownership
- Proof of utility service
- Zoning of site, and proof that current zoning supports proposed developments/units
- Evidence that site is free from environmental hazards
- Neighborhood characteristics and nearby amenities (proximity to workplace opportunities, public transportation, medical facilities, retail locations, schools and educational facilities, civic locations, recreational areas and facilities).
- Photos, surveys and/or GIS Maps of site

b. Development Description

- Basic description, including number and type of units and buildings and construction type
- Photos, sketches or renderings of buildings/units
- Site layout plan
- Site accessibility and visitability for individuals with mobility impairments

- Unit's/development's amenities including security services/measures in place, availability of laundry rooms, community rooms, recreational facilities
- Off-street parking, garages
- Any other amenities that enhance tenants' quality of life
- Proposal development team, including proposed ownership entity (will be more extensive or detailed for projects proposing new construction)
- Development financial pro-forma (project sources and uses)
- Operating financial pro-forma (income and expense after completion)
- Information on the income ranges and demographics of anticipated resident household
- Documentation of the demand and need in the housing market area for the proposed units

c. Unit Descriptions

- Unit types (e.g. townhomes, flats, single family detached, duplex, etc.) and numbers
- Unit sizes and numbers of bedroom
- Accessibility features proposed for those with mobility and audio/visual impairments, and number of such units
- Unit age (if existing)
- Last Major Modernization/Rehabilitation Work, if existing
- Energy efficient and sustainable ("green") development information
- Include a photo of the interior of unit type (existing) or proposed floor plans (new construction)
- Each unit under consideration within a development must be assigned a specific number or letter/number combination to identify that unit for evaluation purposes. Any drawings or photos of individual units should bear the same designation.

d. Supportive Services (if applicable)

- Name, address, contact information of service provider
- A description of the service provider's experience
- Types of services to be offered
- Cost and frequency of services and location of services offered

e. Vouchers Sought

Specify the number of vouchers sought for each bedroom size at each development and specify the minimum number of vouchers that the Offeror will accept at each development.

For example, "The Offeror seeks project-based assistance for three (3) one-bedroom units at King's Court and one (1) two-bedroom unit at XYZ Gardens."

Tab 5 – References

Provide the names, addresses, and telephone numbers of three individuals/businesses whom the CHA may contact as references for the Offeror's ability to serve as a Project-Based landlord and/or developer. (The CHA may be used as a reference if desired.) If supportive services will be provided in conjunction with the project-based units, provide the names, addresses and telephone numbers of three individuals/businesses whom the CHA may contact as references for the service provider to service the property's clientele and provide positive outcomes.

Tab 6 – Mandatory Affidavits and Certification Forms

Include the following mandatory forms in the order listed below:

- Minimum Evaluation Criteria Certification (**Appendix E**)
- Certifications and Representations of Offerors - Non-Construction Contract (Form HUD-5369-C) (**Appendix F**)
- Corporate Certification or Partnership Certificate (**Appendix G**)
- Noncollusion Affidavit (**Appendix H**)

The Offeror should complete each form and sign and notarize the form when required. The Offeror should mark a form "Not Applicable" where appropriate.

5. PROJECT-BASED VOUCHERS – GENERAL INFORMATION

This information is offered to assist Offerors in understanding the terms of the Program.

- A.** If it is approved, the CHA will maintain a separate waiting list for the project in accordance with the CHA's Administrative Plan that is available for review at the CHA's Central Office located at 801 North Holtzclaw Avenue, Chattanooga, TN 37404 or on the CHA's website at www.chahousing.org.
- B.** In determining an appropriate rental assistance payment for a unit assisted under the Project-Based Program, the CHA will examine just those costs associated with the housing component of the unit. Costs related to supportive services associated with the unit, if any, may not be considered when establishing reasonable rental assistance payments for the unit.
- C.** The gross rent for the unit is the amount of assistance for rent and tenant-provided utilities. The gross rent shall not exceed the amounts in the CHA's Voucher Payment Standards set forth in **Appendix I**. Rents may be adjusted during the term of the HAP contract; however, the adjusted rents must be

reasonable in comparison with rents charged for comparable units in the private, unassisted local market.

- D. See **Appendix K** for eligible and ineligible unit types allowed for project based vouchers.

6. PROPOSAL EVALUATION AND VOUCHER AWARD

A. Evaluation Committee

The Evaluation Committee will consist of three (3) members and will be responsible for developing a recommendation to the CHA Board. The Evaluation Committee may designate non-voting technical advisors in its evaluation process.

B. Evaluation Process – An Overview

The Evaluation Committee will conduct a review of the Minimum Evaluation Criteria. **Proposals that do not meet the Minimum Evaluation Criteria will be disqualified from further consideration.**

The Evaluation Committee shall next conduct an evaluation using the Comparative Evaluation Criteria set forth in Section 6.D of this RFP. The Evaluation Committee shall arrive at a rating using the designated scoring system. If a proposal contains multiple developments, each development will be evaluated separately and will be assigned a composite rating. Each proposal and the units in them will be graded on their own merit and not in competition with any other proposals.

C. Minimum Evaluation Criteria

The proposal must comply with HUD program regulations and requirements including a determination that the property is eligible housing (see 24 CFR 983.53 and 24 CFR 983.54), complies with the cap on the number of project-based assisted units per building (24 CFR 983.56) and meets the site selection standards (24 CFR 983.57).

Developments of Proposal Category 1 (new construction) which propose units in census tracts with a poverty rate greater than 20% or with a minority concentration greater than 20% must demonstrate an overriding need for these affordable housing units in the proposed location. Submit under Tab 4(a) Property Description.

The units must be in the jurisdiction of the CHA which includes the City of Chattanooga and Hamilton County, Tennessee.

The units must be ready for occupancy no later than sixty (60) days for existing units and one hundred and eighty (180) days for new construction , **unless the CHA in its sole discretion grants an extension to the contract awardee.**

D. Comparative Evaluation Criteria

The Evaluation Committee will evaluate each unit proposed using the process described above and the factors specified below. Each unit will be assigned a rating. Award of vouchers will not be made to any project/property/unit that fails to receive a minimum of 60 points in the Comparative Evaluation Criteria component of this RFP.

a. Property Rating (Up to 22 Points)

- Physical Suitability of Site for Proposed Development (Topography, Access, Freedom from Environmental Hazards) - 6 Points
- Legal Suitability of Site for Proposed Development (Zoning, Utility existence, Site Control) - 6 Points
- Neighborhood Suitability (proximity to workplace opportunities, public transportation, medical facilities, retail locations, schools, civic locations, recreational areas and facilities). NOTE: Proposed Developments in Census tracts with a poverty rate greater than 20%, with or a minority concentration greater than 20% are limited to 6 points for this element. - 5 Points
- Properties located outside areas of poverty and/or minority concentration - 5 Points

b. Development Rating (Up to 35 Points)

- Quality of Proposed Site Layout, including parking and Accessibility and Overall Development Plan - 7 Points
- Development Amenities - 7 Points
- Experience and Capability of Development Team - 7 Points
- Financial Feasibility of Proposed Development - 7 Points
- Demand for the Proposed Units - 7 Points

c. Unit Rating (Up to 28 Points)

- Housing Quality of Proposed Units, their sizes and bedroom mix - 7 Points
- Unit accessibility for individuals with mobility and visual impairments - 7 Points
- Energy efficiency of the units and sustainable development features - 7 Points

- Financial feasibility of proposed development - 7 Points

d. Case Management Services (Up to 15 Points)

- Demonstrated Experience and Capability of Social Service Provider -15 Points

Note: In accordance with 24 CFR 983.103, after the Evaluation Committee determines that a proposal qualifies for project-based assistance, the CHA will inspect the unit(s) to ensure that it substantially complies with Housing Quality Standards. If it does not substantially comply with HQS, the unit will be deemed ineligible for project-based assistance.

E. Contract Award

The CHA reserves the right to award the contract(s) to the Offeror(s) whose proposal(s) is/are determined by CHA in its sole judgment to be the most advantageous proposal(s), taking into consideration the evaluation criteria. Should a selected finalist fail to enter into a HAP/AHAP with the CHA within sixty (60) days after award of the contract, the CHA reserves the right to award the contract to another/other Offeror(s). As an alternative, the CHA may choose to reissue the RFP if the rejection of all proposals is in the best interest of the CHA.

AREAS OUTSIDE OF POVERTY/MINORITY CONCENTRATION

For the purposes of this Request for Proposals, the shaded areas below are considered outside of poverty or minority concentration.

Zip Code	Population Total	Minority Total	% Minority	% Minority for MSA as Whole: 1-(#White Alone/ Total Pop.)	Result A: Minority this Zip Code >= 20% over MSA?	Total Population for Whom Poverty Status Is Determined	Below 100% Poverty	% Poverty	Result B: % Poverty >20%?
37302	2,515	116	4.6%	17.2%	N	2,504	218	8.7%	N
37308	2,490	50	2.0%	17.2%	N	2,476	324	13.1%	N
37336	3,398	161	4.7%	17.2%	N	3,398	396	11.7%	N
37338	2,491	75	3.0%	17.2%	N	2,480	354	14.3%	N
37341	11,714	840	7.2%	17.2%	N	11,714	583	5.0%	N
37343	37,305	2,847	7.6%	17.2%	N	37,144	2,233	6.0%	N
37350	2,087	61	2.9%	17.2%	N	2,085	101	4.8%	N
37351	293	0	0.0%	17.2%	N	293	10	3.4%	N
37353	3,747	138	3.7%	17.2%	N	3,747	404	10.8%	N
37363	24,208	3,032	12.5%	17.2%	N	22,905	1,293	5.6%	N
37373	2,563	69	2.7%	17.2%	N	2,563	284	11.1%	N
37377	14,569	312	2.1%	17.2%	N	14,433	696	4.8%	N
37379	23,441	659	2.8%	17.2%	N	23,282	1,832	7.9%	N
37402	4,206	2,730	64.9%	17.2%	Y	3,586	1,654	46.1%	Y
37403	4,096	2,326	56.8%	17.2%	Y	2,595	782	30.1%	Y
37404	13,861	9,336	67.4%	17.2%	Y	12,831	3,421	26.7%	Y
37405	12,977	1,946	15.0%	17.2%	N	12,759	2,299	18.0%	N
37406	14,850	12,529	84.4%	17.2%	Y	14,775	4,612	31.2%	Y
37407	7,737	2,528	32.7%	17.2%	N	7,683	2,191	28.5%	Y
37408	1,974	1,908	96.7%	17.2%	Y	1,974	1,160	58.8%	Y
37409	2,788	1,311	47.0%	17.2%	Y	2,765	521	18.8%	N
37410	4,738	4,432	93.5%	17.2%	Y	4,702	2,366	50.3%	Y
37411	17,329	10,192	58.8%	17.2%	Y	17,261	2,409	14.0%	N
37412	20,603	1,427	6.9%	17.2%	N	20,351	1,620	8.0%	N
37415	23,179	2,756	11.9%	17.2%	N	23,007	1,969	8.6%	N
37416	14,701	5,758	39.2%	17.2%	Y	14,647	1,215	8.3%	N
37419	5,486	141	2.6%	17.2%	N	5,470	404	7.4%	N
37421	40,714	7,858	19.3%	17.2%	N	39,280	2,502	6.4%	N

Source: Census 2000

Note: Use definitions of "areas of min. concentration," and "areas of poverty" from 2010 HUD Choice Neighborhoods NOFA, p. 25 near top.

Minimum Evaluation Criteria Certification

Offeror's Name: _____

By signing this document, I certify that:

1. This proposal includes all information specified in Section 4 entitled "Proposal Format and Content;" **and**
2. The undersigned further certifies under the penalties of perjury that this Proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. The undersigned further certifies under the penalty of perjury that the undersigned is not debarred from doing public work under the provisions of any state and/or federal rule or regulation. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.

Offeror's Signature

Date

**Certifications and
Representations
of Offerors**
Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offers represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offers, the bidder/offers:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offers shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offers shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offers represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- Black Americans Asian Pacific Americans
- Hispanic Americans Asian Indian Americans
- Native Americans Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offers certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offers or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offers, directly or indirectly, to any other bidder/offers or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offers to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offers's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offers's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offers's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

CORPORATE CERTIFICATION

(For Use when Proposer is a Corporation)

I, _____, certify that I am the Secretary of the corporation named as Contractor in the foregoing proposal; that _____, who signed this proposal on behalf of the Contractor was then _____ of said corporation; that said proposal was duly signed for and on behalf of said corporation by authority of its Board of Directors; and is within the scope of its corporate powers; and that said corporation is organized under the laws of the State of _____.

This _____ day of _____, 20_____.

(Corporation)

(Secretary)

(Corporate Seal)

PARTNERSHIP CERTIFICATE

STATE OF _____

COUNTY OF _____

On this ____ day of _____, _____, before me personally appeared _____

known to me to be the person who executed the above instrument, and who, being duly sworn, did depose and say that he/she is a general partner in the Firm of _____

and that said firm consists of Affiant and _____

and that Affiant executed the foregoing instrument on behalf of said Contractor for the uses and purposes stated therein, and that no one except the above-named members of the Contractor have any financial interest whatsoever in said proposed contract.

(Affiant)

Sworn and subscribed to before me, this ____ day of _____, _____.

Notary Public

My Commission Expires: _____

NONCOLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENT THAT I, _____
(name of affiant)

on oath depose and say:

That I am an owner or officer of the company filing this proposal or bid with the Chattanooga Housing Authority and with which this affidavit is being submitted;

That such proposal or bid is genuine and not collusive or sham;

That said proposer or bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this Affiant, has in anyway colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, bidder, Contractor, or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from offering indirectly, sought by agreement, or collusion, or communication, or conference with other offerors, Contractors, or persons to fix the price or prices or cost element of the proposal price or the proposal price of any other offer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Chattanooga Housing Authority or any person interested in the proposed contract; and

That all statements in said proposal or bid are true.

The undersigned certifies under penalty of perjury that this proposal is in all respects bona fide, the price or prices quoted in the attached proposal are fair and proper and made without collusion or fraud with any other person, collusion, conspiracy, connivance, or unlawful agreement on the part of the Offeror or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

As used in this document the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Signature of Affiant _____ Date _____

Title With Company _____

Sworn and subscribed to before me this ____ day of _____, _____.

Notary Public _____

Commission Expires _____

APPENDIX J

FREQUENTLY ASKED QUESTIONS

GENERAL INFORMATION AND CLARIFICATIONS

HUD forms can be found at http://www.hud.gov/offices/adm/handbks_forms/index.cfm or <http://hud.gov/offices/adm/hudclips/forms/>. Some made be in only PDF or Word format and some may be in both.

Zip codes designated with an "N" are the target areas on the Poverty/Minority Concentration spreadsheet (Appendix A). Locations within those zip codes would get more points in that particular part of the evaluation (See RFP Section D.a, page 11).

An official HQS inspection is done initially before move-in and then annually.

Each property will be rated independently; however, submit one proposal clearly explaining/documenting each property.

A Project-Based Voucher (PBV) is mobile only to another identical unit at the property.

A tenant family in good standing can get a regular mobile voucher to move anywhere after a year. If they have been evicted or owe money or had damages, they would not be eligible for mobile voucher.

A vacant unit can receive subsidy for up to 2 months as long as the owner/landlord is actively marketing and/or repairing to re-occupy the unit.

The CHA will keep the Waiting List for the property.

FREQUENTLY ASKED QUESTIONS

Question: XYZ Organization intends to apply for funds through several sources for the new construction of 20 units of housing for individuals and families who are formerly homeless. We have a land possibility in mind but we will not know if the land is feasible for the project before the RFP for project based vouchers is due. Is it possible to apply for the vouchers with a full description of the proposed units without a firm address?

Answer: CHA can evaluate without a street address, but we would need a definite legal description of the property and know which zip code would apply for evaluation purposes. We cannot evaluate just a plan, since the property is actually being evaluated as a part of the proposal. If you have more than one property in mind, you may submit information on each property and specify whether you are interested in vouchers for any and all properties if possible, or explain that it is an "either/or" situation depending upon the outcome of your property procurement endeavors.

Question: Is the cost of utilities to be backed into the numbers or do they pay their own utilities?

Answer: Either. The landlord can include the utilities in the rent price or use the utility allowance to back out this amount, and the tenant will pay the utility(ies).

Question: Please clarify what is required for the Environmental Review and what CHA will accept. Does it have to be with the proposal or can it be later?

Answer: It does not have to be done and submitted with the proposal or by the proposal deadline. See page 16 of 38 in CFR Title 14, Part 983 (Appendix B), Subsection 983.58 Environmental Review for HUD regulations.

Question: Is there a limit to only 25% of the property having PBV?

Answer: Yes, there is a limit of 25% unless the units are targeted to elderly or disabled or have required Family Self-Sufficiency (FSS) services attached. The 25% limit does not apply to single-family homes; only multifamily dwelling units. There can be regular market-rate units and units utilizing regular Section 8 vouchers at the same site.

Question: Can the proposed property just be in the planning stages at this point - construction not even begun?

Answer: Yes, it can be in the planning stages.

Question: The owner of a small complex that our group is acquiring cannot complete the sale until January due to restrictions from their funding source. However, they have signed an agreement turning over site control to our team for the purpose of management and renovating the property until the sale can be completed. Who should sign the ownership forms and submit the proposal? Should it be the current owner or our team since we have site control and a contract for sale?

Answer: Whoever has ownership would be the one to apply. If ownership changes after the contract is awarded, CHA would do an addendum to that contract to remove the previous owner and add the new.

Question: Is there any restriction on my selling the property after a lease up period? This would, of course, assume that the buyer maintains the same standards that are required by CHA for the vouchers to be granted and for them to stay in place. If the property were sold to another entity five years from now, would the vouchers also be conveyed with the ownership or would a new voucher agreement be required?

Answer: You could sell the property after award/contract and the vouchers would remain with the property and transfer to the new owner. CHA would complete an addendum to the contract to change ownership as stated above.

Question: Can one voluntarily withdraw from the Project Based Voucher Program at some point in the future if we were to be approved?

Answer: Yes, in accordance with provisions of the AHAP/HAP contracts.