

**Request for Proposals  
For  
Housing Choice Voucher – Project-Based Assistance (HCV PBA)**

The New Jersey Department of Community Affairs announces the availability of a limited number of project-based vouchers for the purpose of creating and/or expanding permanent, affordable housing for citizens with special needs.

**Eligible Applicants:**

Nonprofit and for-profit housing developers/sponsors.

**Eligible Uses:**

Eligible uses include existing rental housing, new construction, and substantial rehabilitation.

Please note that no more than twenty-five (25%) percent of the units in a project may have project-based assistance from either a federal or state funding source. Exceptions to this cap are:

1. Project-based units in a single family property (one to four unit property); or
2. Units in a multifamily building (five or more) set-aside for the elderly or disabled.
3. This limit may be waived by DCA with substantial justification.

**Term of Assistance:**

The term of assistance shall be for a period of 15 years, dependent upon continued funding availability and compliance with the terms of the Housing Assistance Payment Contract. This may be extended with agreement of all parties.

**Eligible Households:**

- Individuals with mental illness
- Individuals with physical and developmental disabilities
- Youth aging out of foster care
- Runaway and homeless youth
- Individuals with AIDS/HIV
- Victims of domestic violence
- Disabled and homeless veterans
- Individuals and families who are homeless
- Individuals in treatment for substance abuse

**Notes:**

"Individuals with mental illness" means individuals with a psychiatric disability or individuals with a mental illness eligible for housing or services funded by the Division of Mental Health and Addiction Services in the Department of Human Services;

“Individuals with a developmental disability” means an individual with a severe, chronic disability, which is attributable to a mental or physical impairment or combination of mental or physical impairments; is manifested before the person attains age 22 and is likely to continue indefinitely. The disability results in substantial functional limitations in three or more of the following areas of major life activity: self-care; receptive and expressive languages; learning; mobility; self-direction; capacity for independent living; and economic sufficiency; and reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services that are of lifelong or extended duration and are individually planned and coordinated.

Individuals with a physical disability who need affordable housing with supportive services, including assistance with 3 or more areas of activities of daily living, to live independently in community settings.

“Homeless individuals or families” Includes the following:

- Individuals coming out of a state or county psychiatric hospital, a transitional living program, half-way house, jail or correctional facility, with no place to live may be considered homeless;
- people who lived in a shelter or a place not meant for human habitation prior to temporarily (30 days or more) residing in an institutional care setting;
- people who will imminently lose their housing and lack the resources and support networks needed to find other housing, including those who are being evicted within 14 days, people living in a hotel or motel and who lack resources to stay for more than 14 days;
- unaccompanied youth and homeless families who have not lived independently for a long time, have experienced persistent instability, and will continue to experience instability because of a disability, health problem, domestic violence, addiction, abuse, or multiple barriers to employment;
- people who are fleeing or attempting to flee domestic violence.

Households may earn up to thirty (30) percent of the area median income.

**Maximum Number of Vouchers:**

The maximum number of HCV-PBA vouchers per application is capped at ten. This limit may be waived by DCA with substantial justification.

**Reasonable Rents:**

Applicants will be required to demonstrate the reasonableness of their rents by providing information about market rents for comparable units.

**In any project where the rents are restricted or will be restricted as a result of a governmental funding program (i.e. Balanced Housing, Federal HOME, Regional Contribution Agreements, etc...), the maximum contract rent will be capped at the restricted rent of the funding program.**

**Priority Considerations:**

- Projects should have both the physical characteristics to support this population and also the social services to support them.
- For families and adults the vouchers are best placed in areas of low poverty density (i.e. suburbs), employment centers and access to transportation. These characteristics ensure the population we are serving has options for education and employment.
- Projects that can begin construction within a year are better positioned to maximize the use of the vouchers as opposed to projects that are still in the planning phase and do not have adequate site control.
- Projects that are mixed-income
- Project leveraging other resources
- Organizations with a proven record of successfully managing/developing similar project
- Projects which will be ready to serve the target population shortly.

## Housing Choice Voucher – Project-Based Assistance RFP Requirements

Please provide a summary of the project, including the following:

### 1. *Project Information*

- Project Name
  
- Project Address
  
- Municipality
  
- County
  
- Number of units in the project by bedroom size
  
- Number of HCV-PBA vouchers requested by bedroom size
  
- Population to be assisted:
  - Individuals with mental illness
  - Individuals with physical and developmental disabilities
  - Youth aging out of foster care
  - Runaway and homeless youth
  - Individuals with AIDS/HIV
  - Victims of domestic violence
  - Disabled and homeless veterans
  - Individuals and families who are homeless
  - Individuals in treatment for substance abuse
  
- The proposal must contain information on how the selected special needs preference will be validated.
  
- Project type: existing, substantial rehabilitation or new construction

For **Existing Projects**: Attach the current rent roll (not more than 60 days old) and identify the following:

1. The year that the project was placed in service
2. The number of units that are receiving either tenant-based rental assistance or project-based rental assistance
3. The type of utilities that are included in the rent
4. If the rents in the project are “restricted” - identify the program, and contact information of the administrative agent (name, address, phone, fax and e-mail) and attach a copy of Deed Restriction(s), note and mortgage

For **Substantial Rehabilitation** and **New Construction** include the following information:

1. The date the project is anticipated to be placed in service
2. Identify all of the funding sources and attach copies of funding commitments
3. Identify the number of units by bedroom size
4. Identify the type of utilities that are included in the rent
5. If the rents in your project will be “restricted”, identify the program and contact information of the administrative agent (name, address, phone, fax, e-mail) and attach a copy of the Deed Restriction(s), note and mortgage if applicable).

***Sponsor Information***

- Name of sponsor/owner
- Contact person
- Contact phone number, fax and e-mail
- Type of Sponsor/Owner: for-profit or nonprofit

***Management Agent (If applicable)***

- Name of agent
- Contact person
- Contact phone number, fax and e-mail

**2. Project Narrative:**

- Experience and qualifications of the project sponsor
- Timeline for project activities including: specific benchmarks for acquisition, assembly of the development team, completion of plans and specifications, completion of financial approvals, municipal approvals, building permits, project construction start date, completion date and the estimated date of lease up
- Operating pro forma
- Development budget including: acquisition, construction, soft costs, developer fees etc..., and an operating reserve
- Commitment letters from the funding sources
- Documentation to support rent reasonableness

For existing housing, include documentation that the building is in good standing, i.e. property taxes and insurance are current.

**RFP Submission**

All RFP's, including an original and five copies, are due by May 15, 2013 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: HCV – Project-Based Assistance RFP