

## **Request for Proposals for Veteran Affairs Supportive Housing Project-Based Vouchers**

### **Purpose and Description of Program:**

The New Jersey Department of Community Affairs (DCA) is accepting proposals for 50 HUD Veterans Affairs Supportive Housing (HUD-VASH) project-based vouchers. The HUD-VASH program, a collaboration between HUD and the Veteran's Administration (VA), provides permanent housing and ongoing treatment services to the hard-to-serve homeless veterans.

*Please note the following:*

- *All awards are contingent upon the DCA receiving the HUD-VASH project-based vouchers from the US Department of Housing and Urban Development (HUD).*
- *The 50 HUD-VASH PBA vouchers will be awarded to one project.*

### **Eligible Households:**

Homeless veterans, whose household income is thirty (30) percent or less of Area Median Income, who need case management services in order to obtain and sustain independent community housing.

Please note the following:

- The clinical eligibility for the program will be determined by the VA.
- Any member of the household that is required to maintain Lifetime Sexual Offender Registry status is not eligible to participate in this program.

### **Eligible Project:**

- Existing housing that is ready for occupancy **within 30 days** of HUD's issuance of the vouchers.
- Newly constructed or substantially rehabilitated units that will be ready for occupancy **within 12 months** of signing the Agreement to Enter into a Housing Assistance Payments contract.
- Newly constructed or substantially rehabilitated units that will be ready for occupancy **after 12 months** of signing the Agreement to Enter into a Housing Assistance Payments contract.

**Maximum Number of Project-Based Vouchers Awarded:** 50 PBA vouchers to one project.

**Term of Assistance:**

The term of assistance shall be for a maximum of 10 years, dependent upon continued funding availability and compliance with the terms of the Housing Assistance Payment Contract.

**Required Support Services:**

The project sponsor must identify the supportive services available from the Veterans Administration and other local social service providers to support the residents of the project.

**Reasonable Rents:**

Rents must be reasonable in comparison to other unassisted comparable apartments in the area. Applicants must demonstrate the reasonableness of their rents by providing information about market rents for comparable units.

## **RFP REQUIREMENTS**

### **Project Summary:**

#### ***Proposed Project Information:***

- Project name
- Project address
- Municipality
- County
- Census tract
- Total number of buildings in the complex
- Total number of HUD-VASH units per building
- Total number of HUD-VASH units by bedroom size
- Target population of non HUD-VASH units
- Identification by type and location of community facilities and resources for the veterans living at the project. This list should include but not be limited to: grocery stores, libraries, medical services, educational opportunities, and modes of transportation available if the resources are not easily accessible.
- A description of the specific supportive services available from the VA and other local social service providers to support the residents of the project including fair housing counseling. The description must include the type of service, the name of the provider, the length of time services will be available to each resident and how the services will be monitored by the VA or another responsible party.

#### **Project Type:**

Identify the type of the project: existing, substantial rehabilitation or new construction

For Existing Projects:

1. Identify the year that the project was placed in service;

2. Provide documentation that the building is in good standing, i.e. property taxes and insurance are current.
3. Identify all rental subsidy sources currently provided to the project and the addresses of subsidized units;
4. Identify the number of units that do not have rent subsidies and the current rent rates;
5. Identify the current occupancy and vacancy rates for the project;
6. Identify the current income levels for the project's tenants;
7. Identify the types of utilities that are included in the rent;
8. If the rents in your project are "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).

For New Construction and Substantial Rehabilitation (rehabilitation costs that exceed fifty percent of the value of the property):

1. Identify the date the project is anticipated to be placed in service;
2. Identify all funding sources and attach copies of funding commitments;
3. Identify the number of units by bedroom size;
4. Identify the number of proposed HUD-VASH units by bedroom size;
5. Identify the types of utilities that are included in the rent;
6. 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 Developer/Owner
  
- Contact Person
  
- Contact Phone Number, Fax and E-mail
  
- Identify your experience with developing supportive housing for veterans, homeless, elderly or disabled families.
  
- Identify your experience in collaborating with the VA

**Management Agent:**

- Name of Agent
  
- Contact Person
  
- Contact Phone Number, Fax and E-mail

**Project Narrative:**

- A description of the project, including a timeline for activities, specific benchmarks for acquisition; assembly of the development team, plans and specifications, completion of financial approvals, municipal approvals, building permits, project construction start date, completion date and estimated date of lease up.
  
- Operating pro forma listing all incoming revenue delineated by unit type, supplemental income, and expenses anticipated to be incurred.
  
- Development budget including acquisition, construction, soft costs, developer fees, all other operating costs and an operating reserve.
  
- Documentation to support rent reasonableness.

**RFP Submission:**

All RFP's, including an original and five copies, are due by December 3, 2010 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

**Attention: HUD-VASH Project-Based Assistance RFP**

In addition, please e-mail the complete package to the following address:  
[yvette.clarke@dca.state.nj.us](mailto:yvette.clarke@dca.state.nj.us)