

RFP-PBV-2025-Q3

HOUSING AUTHORITY of BEXAR COUNTY, TEXAS

Request for Proposals (RFP)

for

HOUSING CHOICE VOUCHER PROGRAM

PROJECT BASED VOUCHERS

A. Introduction

The Housing Authority of Bexar County Texas (HABC) operates the Bexar County Housing Choice Voucher Program, funded by the US Department of Housing and Urban Development (HUD). The purpose of the program is to provide rental assistance to very low-income families enabling them to rent decent, safe, and affordable housing. HABC receives roughly \$20 million dollars in funding on an annual basis and has an allocation of 2,176 Housing Choice Vouchers (HCV). This allocation includes standard tenant based vouchers as well as special program vouchers including VASH, Emergency Housing, Stability, Foster Youth, and Mainstream. Participating Housing Authorities have the regulatory authority to convert a portion of its tenant based vouchers to project based vouchers subject to HUD guidelines and each Housing Authority's HCVP Administrative Plan. In contrast to the tenant-based voucher program, a project based housing subsidy will remain connected to a housing unit for the term of a Housing Assistance Payment (HAP) Contract.

B. RFP Description

The shortage of available affordable rental units in the area has resulted in participants of the HABC's Housing Choice Voucher program being unable to utilize their voucher. Because of this, HABC is issuing this Request for Proposals (RFP) seeking applications from affordable housing owners and developers for Project-Based Vouchers (PBV). Up to sixty six (66) Project Based Vouchers are available under this RFP.

Successful Respondents will be offered a contract with an initial term of up to fifteen (15) years with an optional renewal term of an additional 15 years. HABC reserves the right to select one, more than one, or no developments under this RFP and under no conditions shall the vouchers awarded either singularly or in combination exceed a total of sixty six (66) vouchers. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

This Request For Proposals (RFP) is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations Project Based Voucher program Final Rule published in the Federal Register on October 13, 2003, Changes to the Section 8 Project-Based Voucher Programs Final Rule published on June 25, 2014, and the Housing Opportunities Through Modernization Act of 2016.

C. Additional Funding Available

The US Department of Housing and Urban Development (HUD) allows net proceeds from the disposition of public housing units to be used to develop HCV project based voucher units. Subject to this authority, the HABC board of commissioners has, by resolution, approved up to \$3.5 million of HABC's disposition funds to be awarded to the selected respondent(s) of this RFP.

For newly constructed or rehabilitated housing, disposition proceeds may be used for PBV unit development including land acquisition. Proceeds may also be used for hard construction or rehabilitation costs, funding of reserve accounts, reasonable soft costs or predevelopment costs. For existing housing, proceeds may be used for property acquisition costs but can also be used for minor property repairs and upgrades.

Disposition proceeds may be awarded to PBV projects that include non-PBV units (e.g., market rate or LIHTC only units) provided the proceeds are contributed on a pro-rata basis to the PBV units.

Terms for the eligibility and use of the funds will be made a part of the AHAP and subsequent HAP contract with the project owner. HABC reserves the right to either grant the funds or loan the funds to the project subject to need. The amount of funds awarded shall be determined based on financial need.

D. Eligibility Requirements

Proposed projects must be within the territorial jurisdiction of the Housing Authority of Bexar County Texas. This includes all of Bexar County except for any area within the territorial jurisdiction of a municipality within Bexar county. Projects within the ETJ of a municipality are eligible for consideration. HABC owned projects (i.e. projects where HABC has an ownership interest as defined by HUD) are also eligible for consideration.

This specific RFP will allow owners/developers of existing projects, substantial rehabilitation projects, and new construction projects to apply and be considered for award. Existing projects are defined as *all HAP designated contract units in the proposed project must fully comply or substantially comply with HUD's Housing Quality Standards on the proposal submittal date or project selection date*. Additionally, existing rental projects are defined as *multi-family rental housing having a minimum of five (5) rental units at a single site*.

E. Selection Criteria

Before selecting a project(s), HABC will determine whether an application a) is responsive to the selection criteria and procedures included in this RFP, b) complies with Chapter 18 of the Housing Authority of Bexar County's Texas HCVP Administrative Plan, c) and complies with HUD program regulations at 24 CFR §983. Applications that do not meet minimum accessibility requirements for units and project areas will not be considered.

Per HABC's Administrative Plan, HABC may not select a proposal unless it has determined that the

site/development a) is consistent with the goal of deconcentrating poverty, b) expands housing and economic opportunity, c) is suitable from the standpoint of facilitating and furthering full compliance with the applicable laws and regulations, d) meets HUD's HQS standards, e) completes a subsidy layering review (if applicable), and f) completes an environmental review (if applicable).

HABC may consider some or all of the following site/development selection criteria in evaluating proposals. **It is highly recommended that the proposer address each of the following items in their submission responses to maximize their potential score.**

- Housing that serves families with children consistent with the needs indicated by the HCV program waiting lists and/or other documented needs.
- Housing that serves homeless households.
- Housing that serves households with special needs.
- Housing that reduces concentrations of poverty and or need by serving very low-income populations within mixed income developments.
- Housing that provides opportunities to increase the diversity of Bexar County neighborhoods.
- Housing that provides an appropriate level of referrals to appropriate local services providers.
- Housing that commits to serving extremely low-income households.
- Housing that provides opportunities for clients to reach economic self-sufficiency.
- Housing that provides access to educational opportunities.
- Housing that maximizes the use of other funding sources and leverages the use of HCV Program funds.
- Housing that meets the accessibility requirements of section 504 of the Rehabilitation Act and the design and construction requirements of the Fair Housing Act.

HUD Waivers: If a project that requires a waiver from HUD does not receive a waiver, that project will not receive an award unless the Respondent revises their proposal to meet HUD requirements. If the revisions impact the scoring of the application, the selection committee will re-score and rank the proposal.

F. Respondent Questions and Responsibilities

Respondents will be expected to communicate with HABC regarding the application requirements and supply any additional information requested by HABC to complete the application process.

It is the responsibility of the Respondent to address all communications pertaining to this RFP in writing to Vince Michel at vince.michel@habctx.org the Housing Authority Contact, only. E-mails should include "RFP for Project Based Vouchers" in the subject line. Questions will not be accepted via telephone.

G. Application Requirements

All proposals submitted in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments in its entirety.

1. RFP Posting

Interested parties may find the RFP on HBC's website at <https://habctx.org/current-bids/>

The RFP shall be posted on Monday, July 21, 2025 through Wednesday, August 20, 2025.

2. Form:

Respondents must do the following:

Submit (1) signed original and two (2) copies to the address below. Proposals must be enclosed in a sealed envelope or package and clearly marked PROJECT BASED VOUCHER PROPOSAL RFP-PBV-2025-Q3. Proposals shall be submitted to:

Ms. Neldys Ortiz
Housing Authority of Bexar County, Texas
1954 East Houston Street San Antonio, Texas 78202

2. Due Date: Proposals must be received no later than 5:00 p.m. CST August 20, 2025. The proposal due date is subject to change. If the proposal due date is changed, all known recipients of the original RFP will be notified of the new date.

3. General Instructions: To receive consideration, proposals shall be made in accordance with the following general instructions:

- a. The completed proposal shall be without alterations or erasures.
- b. No oral or telephonic proposals will be considered.
- c. The submission of a proposal shall be an indication that the Respondent has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality, and scope of the work to be performed, and the requirements of the Housing Authority, including all terms and conditions contained within this RFP.

4. Format and Contents: For ease of review and to facilitate evaluation, the submitted proposal for this project should be organized and presented in the following order:

Cover Letter – Immediately inside the binder cover should be a brief introductory letter which identifies the respondent, discusses the reasons for applying for these vouchers, specifies the total number of project based vouchers being requested, specifies the amount (if any) of disposition funds being requested (see section C above). The letter should be signed and dated by the responsible person representing the applicant entity.

Marketing Material - Immediately behind the cover letter, please provide any marketing material, brochures, or other print media for the property and developer entity.

Behind the cover letter and marketing material, please provide the following information under:

TAB A - Please include the following Owner information:

1. Legal name of ownership entity and Federal Tax ID number
2. Mailing address
3. Name, title, telephone, and email address of the contact person for this application

4. Organization website address
5. Organizational Chart showing all ownership entities, their percentage of ownership, and controlling interests.
6. List of affordable multi-family real estate owned by the owner entity.

TAB B - Under TAB B of your submission, please include the following:

A. Description of Development – Please include the following information in a description of the development.

1. Development Name and website address (if available)
2. Property Address and Assessor Parcel Number(s)
3. Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex)
4. Estimated date of occupancy. (if applicable)
5. Current Zoning / Land Use Designation.
6. Is there currently any Land Use Restriction Agreements (LURAS) attached to the property? If so, please identify the terms of the Agreement.
7. Is the project currently exempt from Ad Valorem taxes, or do you expect the project to qualify for an exemption in the future?
8. Property Configuration – include site plan.
9. Amenities – Include all on-site amenities.
10. Unit Configuration – Include unit diagrams and identify the square footage of each unit type.
 - a. Total units including non-PBV.
 - b. Total fully accessible units.
 - c. Non-PBV units.
 - d. Total PBV units.
 - e. Total of fully accessible PBV units
 - f. Affordability – Number of 30% - 40% - 50% - 60% - 80% AMI units and number of market rate units.
11. Rent schedule by unit type.
12. PHA Utility Allowances.
13. 2025 Fair Market Rents (FMR) for Zip Code.
14. Accessibility for persons with disabilities – units and common areas.
15. Non-residential units. (e.g., commercial, office)
16. Neighborhood Characteristics
 - a. Census Tract of property.
 - b. Poverty rate in census tract.
 - c. Is the site located in a HUD designated Opportunity Zone?
 - d. Provide a map and list the distance (in miles) from the property to the nearest:
 - Supermarket – full service with meat, and produce
 - Shopping district
 - Public transportation

Health services and pharmacy

Educational institutions including the nearest primary and secondary schools

Significant employers

Other neighborhood service

- e. Undesirable Site Characteristics – please identify if any of the following apply:
1. The site is located within 300 feet of junkyards.
 2. The site is located within 300 feet of an active solid waste facility, sanitary landfill facility, waste transfer station, or illegal dumping sites.
 3. The site is located within 300 feet of a sexually oriented business.
 4. The site is located within 500 feet of active railroad tracks.
 5. The site is located within 500 feet of heavy industry.
 6. The site in which the buildings are located within the accident potential zones or the runway clear zones of any airport.
 7. The site has exposure to an environmental factor that may adversely affect the health and safety of the residents or render the Site inappropriate for housing use and which cannot be adequately mitigated.
 8. The site or a portion thereof is located within the 100 year flood plain.

B. Management Plan

Please describe the management plan for the property and include the requested information below:

1. Property Management Agent Name
2. Address of Property Management Agent
3. Property Management Agent website
4. Qualifications
5. Address and description of other properties managed
6. Personnel plan for the proposed project
7. Supportive Services – Identify the type and frequency of any supportive services to be provided at the property or off-site that all residents may be able to utilize. Identify all third party providers demonstrating their record of providing services similar to those proposed. Identify within the financial proformas sufficient funding necessary to maintain the supportive services programs including any dedicated staffing throughout the entire term of the HAP contract.

C. Financial Information

1. Legal name of applicant with whom the Project-Based Voucher HAP Contract will be established.
2. Type of organization (corporation, partnership, etc.)
3. Is this a Tax Exempt organization? Non-profit?
4. Will rent at the property remain affordable after the expiration of the HAP contract?
5. Has the project received funding through any competitive process by any government entity?

6. Requested HAP Contract Term.
7. Financial Proformas – Please provide (2) fifteen year financial operating proformas. The first should detail the expected financial performance without revenue from the requested PBV requested vouchers. The second should detail the expected financial performance including revenue from the PBV requested vouchers. Both proformas should provide a debt service coverage ratio estimate.

TAB C – Certifications – Please include the following certifications to be signed and dated under Tab C:

1. A statement certifying that the proposed project meets requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 and that the owner affirms continued implementation of all requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988.
2. A statement certifying that the owner and any other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
3. A statement certifying that the project is within the territorial jurisdiction of the Housing Authority of Bexar County.
4. A statement certifying that the information submitted in the RFP response and any supporting materials is true, accurate and complete to the best of the applicants' knowledge, and that the applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public. The applicant further acknowledges that submitting an application in response to the RFP does not promise or guarantee that the project will receive a Project-Based Voucher award.
5. A statement certifying that the contract units in the proposed project will either fully comply or substantially comply with HUD's Housing Quality Standards on the proposal submittal date and that no substantial rehabilitation will be needed at the project during the first two years of the HAP contract. (Existing and Substantial Rehabilitation projects only)
6. Conflict of Interest Form – Please complete and submit the form provided as attachment A to this RFP.

TAB D – Letters of Support (optional) – Behind TAB D, please include any letters of support from local government officials, , or local non-profit supportive services providers.

H. Proposal Selection

Proposals submitted to the Housing Authority in the required format that include all required documentation will be reviewed, evaluated, and ranked by a Project-Based Voucher Selection Committee. The Housing Authority's Board of Commissioners will make the final selection decisions. The Project-Based Voucher Selection Committee will consider the content of each application, including but not limited to responsiveness to the requirements of this RFP, references, related experience, and the Respondent's professional qualifications, using the evaluation criteria identified below.

The Project-Based Voucher Selection Committee will use the Evaluation Scoring Metrics provided in Section J (below) of this RFP to rank applications. Points may be awarded from none to the maximum identified for each category. The Housing Authority will make every effort to provide a written selection decision to all Respondents within 30 days of the close of this Request for Proposals. If selected, the Respondent will be expected to cooperate with the Housing Authority in providing any additional information requested by the Commission in the final approval process.

J. Proposal Evaluation Scoring Metrics

1. Project Location and Design and - 30 points maximum

- a. The project design incorporates site, unit and common area features and amenities that are responsive to the needs of the resident population. – 5 points.
- b. A project that fully complies with accessibility and design requirements regarding section 504 and the Fair housing Act. – 5 points
- c. A project that exhibits good neighborhood characteristics within close proximity to the site and that do not have any undesirable site characteristics. – 10 points
- d. A project that is located in an area where the poverty rate is less than 20%, or in an area where the overall poverty rate declined over the past five years (documentation demonstrating the reduction in poverty rate must be included). (note: The Commission will prioritize proposals located in a census tract with a poverty rate of not more than 20%. Projects located in areas with higher poverty rates may also be considered, but the Respondent must submit justification for the need to project-based units in such an area.) – 10 points.

2. Financial Need and Feasibility of Project - 30 points maximum

- a. A project that demonstrates through financial modeling that it's development, rehabilitation, or continued operations would not be financially feasible without the revenue assistance of the PBVs. – 20 points
- b. A project that demonstrates financial feasibility for the 15-year Housing Assistance Payments Contract period. Projects receiving the highest scores will document operating feasibility using generally accepted affordable housing finance assumptions and modeling and will provide a detailed operating proforma identifying all anticipated revenue sources and expenditures. – 5 points.
- c. A projects that utilizes multiple funding sources and leverages the use of HVC program funds. - 5 points.

3. Experience of Management Team and Supportive Service Providers - 20 points maximum

- a. Owner/Manager has experience with effective oversight and property management of mixed income projects providing supportive services for tenants. – 20 points.

4. Unit Bedroom Mix Available - 10 points Maximum

- a. Units to be project-based include more than one unit type and consist of all bedroom sizes including one, two, three and four bedrooms that promotes the availability of units for larger families. – 10 points.

5. Affordability - 20 points maximum

- a. Proposed contract rent is no greater than the HUD published Fair Market Rent for the area – 10 points.
- b. Units available and restricted for very and extremely low income persons. – 10 points.

6. Supportive Services – 10 points maximum

- a. Provided regularly and frequently primarily on-site that is easily accessible and offered at times that residents are able to use them. Services should include readily available resident services or service coordination that either aid in addressing debilitating conditions, or assist residents in securing the skills, assets, and connections needed for independent living. – 5 points.
- b. Supportive services are tailored for members of a household with specific needs, and persons unable to secure permanent housing elsewhere due to specific, non-medical, or other high barriers to access. – 5 points

Total combined maximum score – 120 points.

K. Corrections and Addenda

- 1. If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Respondent shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
- 2. If a Respondent fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the Respondent shall submit a proposal at their own risk, and if the Respondent is awarded project-based vouchers, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
- 3. Addenda issued by the Housing Authority interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The Respondent shall submit the addenda cover sheet with the proposal. Any oral communication by the Housing Authority's designated contact person or any other Housing Authority staff member concerning this RFP is not binding on the Housing Authority and shall in no way modify this RFP or any obligations arising hereunder.

L. Reservation of Rights

The issuance of this RFP does not constitute an agreement by the Housing Authority that any contract will actually be entered into by the Housing Authority. The Housing Authority expressly reserves the right at any time to:

1. Right to Reject, Waive, or Terminate the RFP - The Housing Authority reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by the Housing Authority to be in its best interests. By submitting a proposal in response to this RFP, the Respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, the Housing Authority's selection of a proposal, and the Housing Authority's rejection of any and all submittals.
2. Right to Not Award - The Housing Authority reserves the right not to award Project Based Vouchers pursuant to this RFP.
3. Right to Terminate - The Housing Authority reserves the right to terminate an award of Project Based Vouchers pursuant to this RFP, at any time for its convenience upon 5 business days written notice to the successful Respondent(s).
4. Right to Determine Financial Responsibility and Viability - The Housing Authority reserves the right to require of Respondent information regarding financial responsibility and viability or such other information as the Housing Authority determines is necessary to ascertain whether a proposal is in fact financially viable.
5. Right to Request Additional Information - The Housing Authority may, during the evaluation process, request from any Respondent additional information which the Housing Authority deems necessary to determine the Respondent's ability to construct and manage proposed units. If such information is requested, the Respondent shall be permitted three (3) working days to submit this information.
6. Right to Retain Written Proposals - The Housing Authority reserves the right to retain all written proposals submitted to Housing Authority by all Respondents in response to this RFP and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. The Housing Authority may permit the withdrawal of proposals if requested in writing by the Respondent and such request is approved in writing by the Housing Authority's Executive Director in her sole and absolute discretion.
7. Right to Negotiate Fees - The Housing Authority reserves the right to negotiate any price or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of the Housing Authority.
8. Right to Reject Any Proposal - The Housing Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. No Obligation to Compensate - The Housing Authority shall not be liable for any pre-contractual expenses incurred by any Respondent. The Housing Authority shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

10. Public Disclosure of Proposal Documents - To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the Texas Public Records Act. In the event that a Respondent desires to claim portions of its submittal exempt from disclosure; it is incumbent upon the Respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The Housing Authority will consider a Respondent's request for exemption from disclosure; however, the Commission will decide based upon applicable laws. Assertions by a Respondent that the entire submittal or large portions are exempt from disclosure will not be honored. All responses to this RFP shall become the property of the Housing Authority and will be retained or disposed of accordingly. All Respondents submit their applications to the Housing Authority with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Housing Authority's Board of Commissioners.

M. Protest Process

Any and all protests must be in writing and must comply with the timelines and procedures set forth below. Any directly affected party who is aggrieved in connection with the solicitation or award of a contract may file a protest regarding the procurement action. Such protest must be filed in writing with:

Housing Authority of Bexar County Texas
Neldys Ortiz, Executive Director/Contracting Officer
1954 East Houston Street
San Antonio, Texas 78202

Protests must be filed within seven (7) calendar days from the date notice of intent to award is issued by the Commission. Failure to timely file a protest shall constitute a waiver of any right to protest. Untimely protests will not be accepted or considered. Any protest shall:

- State in detail each and every ground asserted for the protest, citing to the law, rule, local ordinance, procedure or bid provision on which the protest is based; and
- Identify the remedy sought.

N. No Influence

Any party responding to this RFP or a party representing a Respondent shall not influence or attempt to influence any member of the selection committee, any member of the Board of Commissioners, or any employee of the Housing Authority, with regard to the acceptance of a response to this RFP. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their response.

Revised 1/1/2021

