



Pinellas County Housing Authority  
11479 Ulmerton Road  
Largo, FL 33778

## **REQUEST FOR PROPOSALS (RFP)**

**# 25-003**

# **FOR ASSISTANCE UNDER THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM FOR EXISTING HOUSING UNITS IN ST. PETERSBURG, FLORIDA**

**February 10, 2025**

## Table of Contents

	<b>Page</b>
RFP Summary	3
Schedule of Events	4
I. Purpose and Eligibility	5
II. Eligible Applicants	7
III. Threshold Eligibility Requirements for Properties and Applicants Receiving Project-Based Vouchers from PCHA	8
IV. Specific Requirement	8
V. Application Instructions	11
VI. Application Contents	12
VII. Scoring Criteria	16
VIII. Application Forms Enclosed	18



**Date:** February 10, 2025  
**Project Title:** Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida  
**Delivery Date /Time:** March 12, 2025 at 2:00 p.m. Eastern Standard Time (EST)  
**To:** All Qualified Applicants  
**Subject:** Request for Proposals #25-003

The Pinellas County Housing Authority (PCHA) herein solicits proposals from property owner(s) to provide assistance under the Section 8 Project-Based Voucher (PBV) program for existing housing units in St. Petersburg, Florida.

Each Applicant shall submit one unbound hard copy, clearly marked 'original', and one digital copy (thumb drive, disc, etc.) of its Submittal to Pinellas County Housing Authority, attention: Minh Le, Contract Administrator at Pinellas County Housing Authority, 11479 Ulmerton Road, Largo, FL 33778. Submittals will be accepted until 2:00 p.m. EST, March 12, 2025.

**Submittals must be clearly marked** – “Request for Proposals #25-003 ~ Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida.”

Any Submittals received after the specified time and date will not be considered. All Submittals must be received and time-date stamped by the PCHA receptionist at the address listed above, on or before the above specified time and date. If you choose to mail in your Submittal, it must be mailed return receipt requested and arrive by the specified time, regardless of the postmark date. **THERE WILL BE NO EXCEPTIONS.**

By submission of a Submittal the Provider agrees, if its Submittal is selected, to enter into a contract with the Housing Authority to perform all services as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFP. The Proposers further accept all the terms and conditions of the RFP.

Submittals should be prepared in accordance with instructions contained within the RFP and shall remain valid for ninety (90) days. Submittals shall be evaluated by PCHA as stated in the evaluation factors noted in the RFP. PCHA reserves the right to request additional information concerning any and/or all Submittals received.

**NOTE: PCHA reserves the right to reject any or all submittals if such action is in the best interest of the Housing Authority and to waive and/or require correction of any and all informalities and minor irregularities. PCHA reserves the right to cancel this solicitation for any reason it deems is in the best interest of the agency.**

Questions regarding this RFP should be directed to Mr. Minh Le, [mle@pinellashousing.com](mailto:mle@pinellashousing.com)



**PINELLAS COUNTY HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS # 25-003**  
**FOR ASSISTANCE UNDER THE SECTION 8 PROJECT-BASED VOUCHER**  
**PROGRAM FOR EXISTING HOUSING UNITS IN**  
**ST. PETERSBURG, FLORIDA**

**I. PURPOSE AND ELIGIBILITY**

The Pinellas County Housing Authority ("**PCHA**") is accepting proposals from property owner(s) (each, an "**Applicant**") to provide assistance under the Section 8 Project-Based Voucher ("**PBV**") program. PCHA may use up to 20% of its Section 8 budget authority for project-based assistance. PCHA estimates that it will be able to provide project-based assistance for approximately **17 PBV** units of housing located within St. Petersburg, Florida for families and individuals under the PBV program to support affordable housing opportunities in St. Petersburg, Florida. Priority will be given to housing located in downtown St. Petersburg, Florida. PCHA reserves the right to award multiple contracts as deemed to be in the best interest of PCHA. PCHA may award all or none of the vouchers applied for.

PBVs are a component of PCHA's Housing Choice Voucher Program. PCHA will attach voucher assistance to a specific project. All units must meet the U.S. Department of Housing and Urban Development ("**HUD**") housing quality standards ("**HQS**"), and all rent must be considered reasonable by PCHA.

The purpose of this Request for Proposals for Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida (this "**RFP**") is to select a project that requires and is eligible to use PBVs for the continued operation of affordable housing. An award of PBVs will be made pursuant to an agreement between PCHA and the Applicant, for use under the PBV program and for existing housing units within the downtown area of the City of St. Petersburg, Florida.

Applicants should be aware of the following conditions:

1. All required land use approvals must be obtained by the Applicant. Any award of vouchers is contingent upon the Applicant receiving all required land use approvals.
2. The project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations (24 CFR 983).
3. The project will be subject to a HUD subsidy layering review, in accordance with HUD subsidy layering regulations (24 CFR 4.13) to prevent excess subsidy. Successful Applicants will be required to submit a list of documents to PCHA, which will then be submitted to HUD for review.

4. The project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.
5. Participation in the PBV program requires compliance with the HUD Office of Fair Housing and Equal Opportunity's requirements for participants, which includes but is not limited to the requirements in the following statutes: The Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, The Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972 and the Violence Against Women Act.
6. The successful selected applicant and PCHA will, subject to the terms and conditions of this RFP and the applicable Housing Choice Voucher program regulations, execute a Housing Assistance Payments Contract ("**HAP Contract**").
7. Any award is contingent upon PCHA's receipt of adequate funding and necessary approvals from HUD.

The following housing types *are not eligible* for PBV awards under this RFP:

1. Shared housing units;
2. Units on the grounds of a penal, reformatory, medical, mental or similar public or private institution;
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care or intermediate care (however, PBV assistance may be provided in assisted living facilities);
4. Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students;
5. Manufactured homes;
6. Cooperative housing;
7. Transitional Housing;
8. Units occupied by an owner of the housing; or
9. Units occupied by a family ineligible for participation in the PBV program.

In addition, PBV assistance *will not* be provided to:

1. A public housing unit;
2. A unit subsidized with any other form of Section 8 assistance;
3. A unit subsidized with any governmental rent subsidy;
4. A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
5. A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1) (except that PCHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
6. A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program);
7. Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
8. Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
9. Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
10. A Section 101 rent supplement project (12 U.S.C. 1701s);
11. A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (e.g., a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 *et seq.*); or
12. A unit with any other duplicative federal, state or local housing subsidy, as determined by HUD or by PCHA in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; a social security payment; or a federal, state or local tax concession (such as relief from local real property taxes).

## II. ELIGIBLE APPLICANTS

Applicants owning existing housing units of affordable housing for low or moderate income families, veterans and individuals in St. Petersburg, Florida, with priority given to units located in downtown St. Petersburg, Florida.

### III. THRESHOLD ELIGIBILITY REQUIREMENTS FOR PROPERTIES AND APPLICANTS RECEIVING PROJECT-BASED VOUCHERS FROM PCHA

1. The property must be located in the City of St. Petersburg, Florida;
2. The Applicant must prove ownership of the site or control of proposed site by a purchase contract, purchase or lease option, deed or, lease, in each case, where such control extends through the proposed date for acquiring title to the site;
3. The Applicant must be incorporated, formed or organized in the State of Florida;
4. The Applicant must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a complaint procedure;
5. The Applicant must have in place the following insurance which shall be written by companies authorized to do business in the state of Florida and acceptable to PCHA:
  - a. Comprehensive general liability insurance at limits not less than One Million Dollars (\$1,000,000.00) combined single limits;
  - b. Commercial general liability insurance including contractual liability coverages in the amount not less than One Million Dollars (\$1,000,000.00) combined single limits; and
  - c. Workers Compensation Insurance as required under Florida law.
6. The Applicant must comply with the laws and regulations of the City of St. Petersburg, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance;
7. The Applicant must not be involved in any current litigation or contractual dispute with PCHA, the City of St. Petersburg or any municipality in Pinellas County;
8. The Applicant must designate a point of contact for PCHA staff; and
9. The Applicant must provide to PCHA, HUD or its agents reports, financial and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations.

### IV. SPECIFIC REQUIREMENTS

- **Resident Choice and Continued Assistance.** When a family or individual moves out of a unit with PBV assistance, it will be replaced by a family/individual that is referred from PCHA's waiting list or a Veteran's wait list of a Veterans Affairs Supportive Housing Voucher. This will ensure that the specified number of subsidies continue to be used at the project throughout the term of PCHA's HAP Contract with the Applicant.
- **HAP Contract.** A form of the HAP Contract can be found at HUD.Gov.



- **Contract Term and Extension.** PCHA has the discretion to set the initial contract term for any period of time up to a maximum of twenty (20) years, subject to the availability of adequate annual appropriations. The initial contract may be less than twenty (20) years at PCHA's discretion and may be extended for a period of up to twenty years if PCHA considers such extension appropriate to achieve long-term affordability or to expand housing opportunities. At PCHA's option, the initial contract may bind the Applicant to accept extensions offered by PCHA.
- **HQS and Inspections.** Each unit identified to receive project-based assistance must pass a HQS inspection before a HAP Contract may be signed. PBV contracts are subject to the same annual/biennial inspection requirements as tenant-based vouchers.
- **Rent.** PCHA's HAP Contract with the Applicant sets the rent for each unit with PBV assistance. The amount of the rent may not exceed the lower of the applicable maximum level, as explained below, or the "reasonable" rent in light of the rents charged for comparable unassisted units in the area. The applicable maximum level is the maximum voucher payment standard which is 110 percent of the HUD-determined fair market rent ("FMR"). Up to this maximum, the rent for a unit is allowed if the rent is reasonable. In some cases, HUD may approve at their discretion exception rents for as much as 120 percent of the HUD-determined FMR. An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. The total rent to the Applicant for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by PCHA in accordance with the HAP Contract.
- **Rent Increases.** Rent increases during the term of the contract may be approved by PCHA so long as the increased rents do not exceed the above rent limits and are reasonable. HUD's annual adjustment factors do not apply.
- **Individual or Family Share of the Rent.** Individuals or families with PBVs pay 30 percent of their adjusted income for rent and utilities.
- **Waiting List.** PCHA may, at its discretion, maintain a separate waiting list for any project eligible for PBV assistance. Applicants are responsible for selecting tenants for units assisted with PBVs from among the persons or families referred by PCHA from its waiting list. An Applicant may refer persons or families that apply directly to the project to PCHA to be placed on the waiting list. No person or family is required to accept PBV assistance; persons or families that reject an offer of PBV assistance or are rejected by the Applicant and are on the tenant-based voucher waiting list retain their place on that list.
- **Targeting.** The income of persons or families selected for PBV units is considered by determining whether PCHA has complied with the requirement that at least 75 percent of new admissions to the voucher program each year must have incomes at or below 30 percent of the area median income.
- **Viability.** Existing projects must show a financial need for a PBV award, as demonstrated by a submission of operating proformas. The proformas must show the project's need for

the PBV award to make the project operationally and financially viable. This will be demonstrated by providing proformas that show the project's operational and financial viability with and without an award of PBVs.

➤ **Priority Projects.**

- 1. Projects utilizing an award of PBVs to achieve operational and financial viability will be given priority over projects that do not require an award of PBVs for operational and financial viability.
- 2. Projects that have been developed using low-income housing tax credits and have remained affordable will be given priority over projects that have not been developed using low-income housing tax credits and have not maintained affordability requirements.
- 3. Projects that are located in downtown St. Petersburg, Florida.

- **Location.** PCHA will provide PBV assistance with the goal of expanding housing and economic opportunities to the maximum extent feasible, to existing projects located in St. Petersburg, Florida and in close proximity to social, recreational, educational, commercial and health facilities and other municipal facilities and services, either on site or off-site.

It is PCHA's goal to select sites for PBV assistance that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, PCHA will limit approval of sites for PBV assistance in census tracts that have poverty concentrations of 25 percent or less. However, PCHA will grant exceptions to the 25 percent standard where PCHA determines that the project-based assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 25 percent, such as:

- A site which is located in a census tract in which the existing project will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A site which is located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A site which is located in a census tract in which the existing project will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A site which is located in a census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A site which is located in a census tract where there has been an overall decline in the poverty rate within the past five years; or

- A site which is located in a census tract where there are meaningful opportunities for educational economic advancement.
- **Supportive Services.** An Applicant intending to make supportive services available at a project must make such supportive services available to all residents receiving PBV assistance in the project, but the residents do not actually have to accept and receive supportive services for the unit to be considered an "excepted unit" (as such term is defined in 24 CFR Part 983), however, the family occupying such excepted unit must be eligible to receive the supportive services for such unit to be considered an excepted unit). It is not necessary that the services be provided at or by the project but must be reasonably available to residents receiving PBV assistance at the project and designed to help families in the project achieve self-sufficiency or live in the community as independently as possible. PCHA may not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered.

NOTE: Clinical Services, except for drug and alcohol treatment, cannot be used to meet the minimum required services for a PBV unit to be considered an excepted unit.

Applicants who can offer the minimum level of supportive services as may be required by Florida Housing Finance Corporation in connection with the award of low-income housing tax credits will be given priority.

Provided that all other requirements under this RFP have been met, PCHA will enter into a HAP Contract with the Applicant for the site selected and approved for PBV assistance. PCHA will make housing assistance payments to the Applicant in accordance with the HAP Contract for those contract units leased and occupied by eligible families during the HAP Contract term.

## V. APPLICATION INSTRUCTIONS

Any questions regarding the application must be submitted in writing. Questions are to be directed to Mr. Minh Le, Contract Administrator, Pinellas County Housing Authority, 11479 Ulmerton Road, Largo, Florida 33778, or by email at [mle@pinellashousing.com](mailto:mle@pinellashousing.com), no later than 2:00 p.m., eastern standard time on February 21, 2025.

Applications are due at 2 P.M. eastern standard time on March 12, 2025, and must be received by PCHA by 2:00 p.m., eastern standard time, at the office of PCHA located at 11479 Ulmerton Road, Largo, Florida 33778, Attention: Minh Le, Contract Administrator. Responses will not be read aloud. Late responses may not be accepted. Fax responses will not be accepted.

Only proposals submitted in response to this RFP will be considered. Submitted responses must respond to all requirements as outlined in this RFP; incomplete proposals will not be considered for award.

No proposals may be withdrawn for a minimum period of 90 days following the RFP deadline without the consent of PCHA.

Minority-owned and women-owned business enterprise businesses are encouraged to respond to this RFP.

Please tab responses as required (see Application Contents below). Also, submit two copies of your application. Copies must be packaged in sealed envelopes marked with the following:

**Title: REQUEST FOR PROPOSALS FOR ASSISTANCE UNDER THE SECTION 8  
PROJECT-BASED VOUCHER PROGRAM FOR EXISTING HOUSING UNITS IN ST.  
PETERSBURG, FLORIDA**

- Applicant's Name and Address

## **VI. APPLICATION CONTENTS**

Omission of any of the following information, documents or certifications will render the application non-responsive. All applications shall contain the following:

**Tab 1      Application Form:** (Use enclosed form --- Application Form and Schedule of Buildings Proposed for Assistance.)

**Tab 2      Threshold Application Requirements:**

1.      **Letter of Interest.** Applicant's submittals shall be accompanied by a Letter of Interest on the Applicant's letterhead. The letter should state Applicant's understanding of the engagement, a brief statement indicating why the Applicant believes itself to be best qualified to perform the engagement and a statement that the response is firm and irrevocable for 90 days.
2.      **Proven Ownership or Control of Property Proposed for Project-Based Assistance.** Applicant's submittals shall include proof of ownership of the site or control by deed, option or long term lease agreement.
3.      **Compliance with Fair Housing and Civil Rights Laws.** (Use enclosed form --- Certification of Previous Compliance with Fair Housing and Civil Rights Laws.)

All Applicants and their employees must comply with all Fair Housing and civil rights laws, statutes, regulations and executive orders as enumerated in 24 CFR 5.105(a).

The Applicant will not be eligible for consideration if the Applicant—

- Has been charged with a systemic violation of the Fair Housing Act by HUD alleging ongoing discrimination;

- Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
- Has received a letter of noncompliance findings under Title VI, Section 504 or Section 109.

PCHA will not rate or rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in this RFP. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit or letter of findings.

4. **Certification that the Applicant has not been deemed ineligible for participation in Federal and HUD programs.** (Use enclosed form --- Certification of Eligibility for Participation in federal and HUD Programs.)

The Applicant will not be eligible for consideration if the Applicant:

- Has had its participation in federal programs limited;
- Has been debarred from participation in federal programs;
- Has been charged with fraud or abuse of a Section 8 program;
- Is a defendant in a fraud or abuse lawsuit filed by the Department of Justice, HUD or PCHA alleging fraud or abuse; or
- Has received a letter from the Department of Justice, HUD or PCHA alleging fraud or abuse.

PCHA will not rate or rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in this RFP. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of fraud or abuse in the policies or practices involved in the charge, lawsuit or letter of findings.

**Tab 3 Property Requirements:**

1. The application for project-based assistance must provide a schedule of buildings indicating that the units proposed for participation in the project-based program are either: (a) equal to or less than 25 percent of the units in the participating project, (b) excepted units in a multifamily building because they are specifically made available for elderly families or families receiving supportive services (also known as qualifying families), (c) the unit(s) are in a single-family dwelling, defined as 1–4 family dwellings per building, (d) the proposed project will be for families or individuals and will provide resident services for all residents in accordance with the U.S. Housing Opportunities Through Modernization Act of 2016 ("**HOTMA**"), as implemented by HUD or (e) as otherwise permitted by HOTMA, as implemented by HUD (Use enclosed form --- Application Form and Schedule of Buildings Proposed for Assistance).
2. The Applicant must submit proformas evidencing the need for a PBV award to achieve financial and operational viability for the project. Two versions must be submitted, one showing the rents from the existing housing units without an award of PBVs and one showing the rents from the existing housing units with an award of PBVs to determine the need for such award. Sizing of the actual voucher need will be in accordance with the HUD Subsidy Layering Review requirements and may be more formally determined after scoring.
3. The Applicant must provide a schedule of units indicating the extent to which units are occupied by families that are eligible to participate in the PBV program.
4. A letter signed by the Applicant must be submitted that assistance will not be attached to a unit that is occupied by the Applicant.

**Tab 4 Management Capability:**

The Applicant shall submit the following information regarding its qualifications:

1. **Organizational Structure and Staffing.** Provide a detailed description of the organizational structure and staffing of the Applicant. List the members of the Applicant's team; indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the Applicant's team. Additionally, for each discipline represented on the Applicant's team, indicate if familiarity with state or local rules, practices or conditions are important to the effective accomplishment of the project and, if so, indicate the extent of and basis for the team's familiarity.

2. **Profile of Principals and Key Staff.** Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous similar development experience, and whether the staff will be locally based. Identify the individual who will serve as the project manager.
3. **Termination.** Indicate whether the Applicant or any Applicant team member has been terminated from a contract, and if so, describe the circumstances and outcome.
4. **Litigation.** Indicate whether the Applicant or any Applicant team member has ever sued or been sued by a public agency, and if so, describe the circumstances and outcome.
5. **Previous Housing Development Experience.** Provide information on the most recent multifamily rental development projects (up to 20) in which the Applicant has participated. This information should list the location, size, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of project (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, extent and nature of resident services programs and development cost.
6. **Capacity.** Applicant shall certify that the Applicant and all team members are available to start immediately. The Applicant should describe any existing time commitments of the proposed team members or their proposed staff which would impair the Applicant's ability to proceed expeditiously.
7. **References.** Provide the name, mailing address and telephone number of two community partner references, two housing authority references (if Applicant has housing authority experience and if not, provide 2 others), two tax credit investor references and at least one housing finance agency reference. Please provide list only and not letters of reference.
8. **Understanding Local Requirements.** Demonstrate that the Applicant possesses an understanding of local requirements and procedures that will enable the effort to be efficiently completed.

Applicants may submit as much information as necessary to prove the above. The rating of the Applicant and the Applicant's company and staff, for technical merit or threshold compliance will include any agents, consultants and members of boards of directors.

The proof submitted may take a variety of forms including experience statements, resumes of staff in key management positions, operating and maintenance procedures, staffing patterns, etc.

**Tab 5**

Please remember that only those Applicants determined by PCHA to have management capability will be selected for participation.

**Other submission requirements:**

In addition to the above, the Applicant must submit the following certifications:

- a. Non-Collusive Affidavit and Certificate of Non-Organizational Conflict of Interest (enclosed);
- b. Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters (enclosed); and
- c. Certification Regarding Lobbying (enclosed).

**VII. SCORING CRITERIA FOR EXISTING HOUSING UNITS:**

1. **Rating Panels.** To review and rate proposals PCHA will establish a rating panel. This panel may include persons not employed by PCHA.
2. **Threshold Requirements.** PCHA will review each proposal to determine whether it meets all of the threshold requirements. If the proposal does not meet the threshold requirements, it may not be rated or ranked.
3. **Rating.** PCHA will evaluate and rate all applications for assistance that meet the threshold requirements according to the rating factors below. The rating of the applications for technical merit or threshold compliance will include any owners, employees, agents, consultants and members of boards of directors.
4. **Ranking.** PCHA will rank all Applicants who meet the threshold requirements by assigning points to each of the rating criteria requirements. Ranking will be given with those Applicants by points assigned.
5. **Negotiations.** Negotiations shall be conducted with Applicants who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the factors as specified in this RFP. Such Applicants shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise Applicants of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the requirements of this RFP. No Applicant shall be provided with information about any other Applicant's proposal, and no Applicant shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations.
6. **Award.** After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm(s) whose qualifications and other factors considered are the most advantageous to PCHA. Within 10 business days of PCHA making the



selection, PCHA will notify the selected Applicant in writing of the Applicant's selection for the PBV program under this RFP. PCHA will also notify in writing all Applicants that submitted applications that were not selected and advise such Applicants of the name of the selected Applicant. In addition, PCHA will publish its notice for selection of PBV applications for two consecutive days in the same newspapers and trade journals PCHA used to solicit the applications. The announcement will include the name of the Applicant that was selected for the PBV program under this RFP. PCHA will also post the notice of Applicant selection on its website.

7. **Right to Award Multiple Contracts.** PCHA reserves the right to award multiple contracts under this procurement as deemed to be in the best interest of PCHA. Furthermore, PCHA reserves the right to award all or none of the vouchers applied for and to cancel and/or reissue this RFP at any time in PCHA's sole discretion.
8. **Factors for Award Used to Evaluate and Rate Applications.** The points awarded for the base rating factors total 100.

Criteria	Points
<b>Base Factors</b>	
<b>Property Requirements</b>	
1. Extent to which providing an award of PBVs to the existing project will further PCHA's goal of expanding housing and economic opportunities	25
2. The project has been developed using low-income housing tax credits and has remained affordable	15
3. Extent to which services and amenities will be provided on site or in the immediate area for occupants of the existing project, including social, recreational, educational, transportation, commercial and health facilities and services and other municipal facilities and services	10
4. The project is located within downtown St. Petersburg	10
5. Extent to which the units are occupied by families that are eligible to participate in the PBV program	10
<b>Management and Financial Capability</b>	
6. The Applicant has adequate experience with the Housing Choice Voucher program, which may include, without limitation, tenant-based vouchers and/or other affordable housing programs and a history of compliance with the applicant's obligations under such programs	10
7. The applicant's project must be financially and operationally viable and show a financial need for an award of PBVs, as demonstrated by the submission of operating proformas	20

**VIII. APPLICATION FORMS ENCLOSED**

1. Application Form and Schedule of Buildings Proposed for Assistance;
2. Certification of Previous Compliance with Fair Housing and Civil Rights Laws;
3. Certification of Eligibility for Participation in federal and PCHA Programs;
4. Non-Collusive Affidavit;
5. Certificate of Non-Organizational Conflict of Interest;
6. Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters; and
7. Certification Regarding Lobbying.

**APPLICATION FORM AND SCHEDULE OF BUILDINGS PROPOSED FOR ASSISTANCE**

**Property Owner's Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

1. OWNERSHIP

A. Property Owner: \_\_\_\_\_

Entity Type: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

B. Site Control

(Please check the appropriate response and attach one of the following documents as evidence of site control).

\_\_\_\_\_ Deed                      \_\_\_\_\_ Contract of Sale                      \_\_\_\_\_ Option to Purchase

\_\_\_\_\_ Pre-Lease Agreement                      \_\_\_\_\_ Long-term Lease Agreement

Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. BUILDING CHARACTERISTICS

Demographic: \_\_\_\_\_

Type of Building design: \_\_\_\_\_

Number of Residential Buildings: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Available Parking: \_\_\_\_\_ Off-Street \_\_\_\_\_ On-Street \_\_\_\_\_

Units to Receive Project Based Assistance:

1-Bedroom \_\_\_\_\_

2-Bedroom \_\_\_\_\_

3-Bedroom \_\_\_\_\_

Other (describe) \_\_\_\_\_

Amenities and Services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Number of Units at the project to Receive Project Based Assistance: \_\_\_\_\_

Total Number of Units at the project: \_\_\_\_\_

Are the units proposed for participation in the PBV program equal to or less than 25 percent of the total units at the project? \_\_\_\_\_

If no, are the Units:

(a) Excepted units in a multifamily building because they are specifically made available for elderly families or families receiving supportive services (also known as qualifying families)?

\_\_\_\_\_ If yes, please explain the type of excepted unit and how many such excepted units?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Located in a single-family dwelling (defined as 1–4 family dwellings per building)? \_\_\_\_\_

(c) Otherwise permitted to exceed the 25% per project cap pursuant to the U.S. Housing Opportunities Through Modernization Act of 2016, as implemented by the U.S. Department of Housing and Urban Development? \_\_\_\_\_ If yes, please explain the reasoning

\_\_\_\_\_

3. GENERAL LIVING QUALITY

Please provide detailed information about proximity to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services, either on site or off-site, including those that may be geared toward elderly or family residents.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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4. PRIORITY PROJECTS

1. Does the project require an award of PBVs to achieve financial and operational viability? This must be demonstrated through proformas submitted with this response showing the project with and without an award of PBVs.

YES \_\_\_\_\_ NO \_\_\_\_\_.

2. Was the project developed by using low-income housing tax credits for its financing?

YES \_\_\_\_\_ NO \_\_\_\_\_.

3. Has the project remained affordable for the entire span of its existence?

YES \_\_\_\_\_ NO \_\_\_\_\_.

**CERTIFICATION OF PREVIOUS COMPLIANCE WITH FAIR HOUSING AND CIVIL RIGHTS LAWS**

**Property Owner's Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name and Telephone Number:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

This is to certify that the above-named property owner, its directors, and employees are in full compliance with all Fair Housing and civil rights laws, statutes, regulations and executive orders as enumerated in 24 CFR 5.105(a).

The above-named property owner, its directors, and employees also understand that they will not be eligible for consideration as an Applicant for assistance for existing housing units under the PBV program if any one of the following is true —

- Has been charged with a systemic violation of the Fair Housing Act by HUD alleging ongoing discrimination;
- Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
- Has received a letter of noncompliance findings under Title VI, Section 504, or Section 109.

Additionally, the above-named property owner, its directors and employees also understand that PCHA will not rate and rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in the Request for Proposals for Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit or letter of findings.

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

**CERTIFICATION OF ELIGIBILITY FOR PARTICIPATION IN FEDERAL AND PCHA PROGRAMS**

**Property Owner's Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name and Telephone Number:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

This is to certify that the above named property owner, its directors, and employees have not had participation in federal programs limited; have not been debarred from participation in federal programs; have not been charged with fraud or abuse of a Section 8 program; is not a defendant in a fraud or abuse lawsuit filed by the Department of Justice, HUD or PCHA alleging fraud or abuse; or have not received a letter from the Department of Justice, HUD or PCHA alleging fraud or abuse in any federally-funded program, and that the occurrence of such would render the property owner, its directors, and employees ineligible for consideration as an Applicant for assistance for existing units under the PBV program.

Additionally, it is understood that PCHA will not rate and rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in the Request for Proposals for Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of fraud or abuse in the policies or practices involved in the charge, lawsuit or letter of findings.

**Definition of Fraud and/or Program Abuse**

"Fraud" and "abuse" mean a single act or pattern of actions made with the intent to deceive or mislead, constituting a false statement, omission or concealment of a substantive fact. Fraud and abuse result in the payment of housing choice voucher program funds in violation of program requirements.

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

**NON-COLLUSIVE AFFIDAVIT**

State of: \_\_\_\_\_ ) s.s.

County of: \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ the party making the foregoing bid or proposal, that such bid or proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant of any other vendor, or to fix any overhead, profit or cost element of said proposal price, or of that of any other vendor, or to secure any advantage against the Pinellas County Housing Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

Signature of:

\_\_\_\_\_  
Applicant, if the vendor is an individual

\_\_\_\_\_  
Partner, if the vendor is a Partnership

\_\_\_\_\_  
Officer, if the vendor is a Corporation

\_\_\_\_\_  
Manager/Officer, if the vendor is a Limited Liability Company

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_



**CERTIFICATE OF NON-ORGANIZATIONAL CONFLICT OF INTEREST**

**Property Owner's Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name and Telephone Number:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

The Applicant certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the Applicant's organizational, financial, contractual or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the Applicant; or,
- (b) Impair the Applicant's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

**Property Owner's Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name and Telephone Number:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

1. The Applicant certifies that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.
2. Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

**CERTIFICATION REGARDING LOBBYING**

**Property Owner's Legal Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name and Telephone Number:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

The Applicant and its principals certify that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**