



**Baltimore
Metropolitan
Council**

Questions and Answers Regarding Baltimore Regional Project-Based Voucher (PBV) Program 2017 Request for Proposals

September 11, 2017

Question 1: This isn't the RFP that the Baltimore Regional Housing Partnership (BRHP) discussed at the recent Maryland Affordable Housing Coalition brown-bag lunch, is it?

Answer: No. This is a collaboration among the Baltimore Metropolitan Council, BRHP, and six Baltimore-area public housing agencies, using housing vouchers from each housing agency partner. BRHP is considering issuing an RFP using its own vouchers later this year.

Question 2: For investors looking to provide scattered site opportunities, would you consider having a two-step process? The first step would be to prequalify the team based on criteria that is not project specific such as experience, financial strength, experience with the product/subsidy etc. The second step would be the team's submission of five homes or more with the required project specific information.

Answer: This RFP does not allow for such a two-step process.

Question 3: Can four-bedroom homes qualify for this program?

Answer: Yes. Please see Appendix A of the RFP for the HUD fair market rent and housing agency payment standards for four-bedroom homes around the region.

Question 4: Is it possible for a development to be awarded vouchers for developments outside the BRHP opportunity areas specified in the RFP? What about areas that are considered opportunity areas by other entities?

Answer: The Regional Project-Based Voucher Program allows for up to one-third of the pooled vouchers to be used outside BRHP opportunity areas. Please review pages 13 and 14 of the RFP for the scoring and criteria that will apply to developments proposed outside BRHP opportunity areas, including locations that may be considered opportunity areas by other entities.

Question 5: The link provided to guide us towards BRHP's high opportunity areas does not lead to a list that says "high opportunity areas," only "opportunity areas" ... Do you want opportunity areas or high opportunity areas? Please clarify.

Answer: The term "high opportunity areas" in the RFP does refer to BRHP's "opportunity areas."

Question 6: How long does it take between the 5 unit submission to HUD and when funding occurs?

Answer: This RFP seeks proposals to our Baltimore Regional Project-Based Voucher (PBV) Program, not to HUD. Our program, under HUD regulations, can award PBVs to applicants on behalf of the participating public housing authorities (PHAs). We will strive to make our rolling decisions as quickly as possible. In general, we should have a decision to applicants within six weeks. Even after our award of vouchers, however, HUD funding will not occur until units are ready for occupancy and the owner has signed a Housing Assistance Payment (HAP) contract with the Baltimore Regional Housing Partnership, as specified in the RFP.

Question 7: My partners and I cannot make the June 15 meeting, but are very much interested in participating in the program. Would you be able to leave a package of the meeting materials at your office for me to pick-up afterwards?

Answer: Yes.

Question 8: Is it possible to use this program for phased development, such as the rehabilitation of public housing?

Answer: No. There is no provision in our RFP for phased development. In addition, page 9 of the RFP states that "Vouchers through this program must create new units affordable to households at or below 30% of Area Median Income ("AMI"), not replace apartments that have been subsidized using public housing funds and other forms of project-based assistance."

Question 9: I'd like some guidance on exactly what you are looking to be put in Section 14.

Answer: Section 14 of the "Submission requirements and format" portion of our RFP (page 11) refers to the "Design" portion of our Selection Criteria on page 13, which reads:

Developments must be well-designed, with building architecture, structure and mass that complement the existing neighborhood. Exterior architectural features and design elements should add interest and/or functionality, create unity with nearby architectural style, and generally improve the appearance of the building(s).

Those Design criteria are essentially the same as those in the third bullet of Section 4.6.3 of Maryland DHCD's [Multifamily Rental Financing Program Guide](#) (Project Durability and Enhancements). They reflect the priority we place on well-designed developments that complement any surrounding neighborhood.

In Section 14 of your application, please address how your proposed Development relates to our Design scoring criteria. You can address the bullet points in our Section 14 text on page 11 if they are applicable.

Question 10: Is it possible that I may meet with a Baltimore Metropolitan Council member or other person to confirm the completeness of my proposal prior to final submission?

Answer: No. Section VI of our RFP (page 15) states our process for questions so all potential applicants have access to the same information:

Any requests for interpretation or questions concerning this application **must be submitted via e-mail** to Dan Pontious at dpontious@baltometro.org. The Regional PBV program will regularly compile all inquiries and responses, distribute them by email to all who have posed questions or expressed interest, and post them online at <http://bit.ly/RegionalPBV>.

Question 11: Under Submission Requirements Section #7 – Proposed Contract Rent Per Unit – the only information that is requested is about utilities. Is this correct? I want to be sure I'm not leaving information out if anything is required about the actual rents themselves or a proposed voucher amount per unit.

Answer: In Section 7 we are asking what rent amount you are proposing for your Housing Assistant Payments (HAP) contract with the Baltimore Regional Housing Partnership (BRHP) if you are awarded vouchers under this RFP. We are also asking whether any utilities (e.g. electric, gas, water), services (e.g. trash pickup), and equipment (e.g. washer/dryer) are included in this rent amount.

For additional detail, also see page 6 of the RFP -- the "Rent for Regional PBV Units" section. The rent amount you request in Section 7 of your proposal will be the "rent requested by the owner" cited in this portion of the RFP.

Question 12: The exhibit list [under Section 9 of the Submission Format: Management and maintenance] calls for the community's management plan. The plan that I have is 169 pages. I'm happy to send you that document in its entirety, but in case you're not looking for the whole thing, I've included the attachment list below. As an alternative, feel free to select which exhibits you would like for me to include.

Answer: Please send us your full management plan.

Question 13: Regarding the utility allowances, at what points in time can they be modified? post application but pre-AHAP? At the time of AHAP? Neither? Other?

Answer: The utility allowance will be set by the most up-to-date PHA utility allowance schedule for the jurisdiction in which the project is to be located. The *estimated* amount of the initial rent, and determination of utility allowance, will be calculated and stated in the AHAP at the time it is ready for execution, which is after the subsidy layering and environmental review are complete and approval received. The PHA's utility allowance schedule at that time would be used. However, the *actual* amount of the utility allowance is established by the PHA's utility allowance schedule at the beginning of the HAP contract term.

Question 14: We own and operate a multifamily community that we have invested heavily in to rehabilitate and bring up to our community standards – the majority of the rehab has been completed already. Given that there are vacant units whose substantial rehabilitation is complete – would those units be able to be considered for the program?

Answer: Our current RFP applies only to new construction and substantial rehabilitation that has not yet begun, so we would not be able to consider units where most of the rehab has already been completed.

Question 15: We only recently become aware of the RFP for this program – given the deadline of next Friday or until all 84 vouchers are awarded, would it make sense to prepare an application if it misses the September 15th deadline or are we expecting all vouchers to be awarded by then?

Answer: We cannot accept applications after September 15.

Question 16: I understand regional PHAs have some discretion over certain aspects of PBV programs: will this PBV Program include any vacancy payment? (detailed on <https://portal.hud.gov/hudportal/documents/huddoc?id=52530a-1.pdf> page 4, section 2.); Also regarding vacancies – if a contracted unit is not able to be filled by PHA waiting list referrals due to valid rejection criteria, is there a number of waiting list applicants that are processed before the owner refers non-waiting list applicants for the unit? (without the 120 day rule of unit removal from contract kicking in that is detailed on <https://portal.hud.gov/hudportal/documents/huddoc?id=52530a-2.pdf> page 9, section b.4.)

Answer: Vacancy payments can be discussed with owners after we award project-based vouchers. Regarding vacancies, our RFP is clear that all vacancies will be filled from our regional waiting list.

Question 17: Has an inspection schedule been determined – e.g. every unit turn plus subject to the 20% of all contract units annual?

Answer: No inspection schedule has been determined.