

MANSFIELD METROPOLITAN HOUSING AUTHORITY

REQUEST FOR PROPOSALS

Project-Based Voucher (PBV) Program

The Mansfield Metropolitan Housing Authority (MMHA) invites property owners and developers in Richland County to submit written proposals demonstrating their project eligibility, qualifications, and interest in securing Project-Based Vouchers (PBV). PBV assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the PBV program.

Generally, the number of PBV assisted units cannot exceed the greater of 25 units in a project or 25% of the total dwelling units, except as provided by regulation. Exceptions include units in a building that are specifically made available for qualifying households that are elderly or disabled, or that are receiving specific supportive services, or single family housing, defined as one to four units. MMHA has reserved up to fifty (75) housing choice vouchers to be project-based in dwelling units that meet the program objectives specified in the Preferences and Project Selection Criteria in this Request for Proposals (RFP).

MINIMUM REQUIREMENTS & PREFERENCES

Proposed projects may be existing housing, a planned new construction, or an existing project in need of rehabilitation located in areas of low concentration of poverty in the County of Richland, i.e., in census tracts with poverty levels at or below 20%. (Refer to <https://www.huduser.gov/portal/maps/hcv/home.html> for poverty rate by census tract.)

Projects located in areas with higher poverty rates may also be considered, but the Proposer must submit justification for the need to project-base the proposed development in such an area (refer to 24 CFR 983.57).

The property must be eligible housing as determined under CFR 983.52 – 983.54. Furthermore, the proposed developments must meet HUD Site and Neighborhood Standards (see 24 CFR 983.57). Applicants are encouraged to include evidence that the proposed units are located proximate to public transportation, retail, and other essential services and amenities for the population served.

Sites selected for PBV assistance must be:

- Consistent with the goal of expanding housing and economic opportunities;
- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet NSPIRE site standards; and
- Must meet HUD regulations for site and neighborhood standards.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

FEDERAL REQUIREMENTS RELATED TO CONSTRUCTION AND OPERATIONS

Each Developer/Owner selected under this RFP will be required to meet HUD NSPIRE criteria. Applicants must respond to all elements of the Project Selection Criteria. Upon the award of the vouchers under this RFP, and subject to additional requirements, e.g. completion of a subsidy layering review and environmental review, the owner and MMHA shall execute an Agreement to enter into a Housing Assistance Payments (AHAP) contract. Upon final inspection of the work, the owner and MMHA shall execute a Housing Assistance Payments (HAP) contract.

Proposals should note that upon execution of the AHAP contract, the Developer/Owner will be required to comply with federal requirements imposed by the AHAP, including the use of Davis-Bacon prevailing wages, participation of Section 3, BABA and MBE/WBE businesses, and the need to obtain environmental clearance under the National Environmental Policy Act of 1969 (NEPA). AHAPs are available online at:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/forms.

TERM

Recipients of project-based vouchers may receive a Housing Assistance Payment (HAP) contract for up to twenty (20) years, which may be extended if MMHA determines the extension is appropriate to provide affordable housing in accordance with the HCVF Administrative Policy. Assistance to owners provided under the HAP contract is subject to annual congressional appropriations.

TENANT WAITING LISTS

MMHA maintains a list of households that have applied for the project-based rental assistance. Developer/Owners will be required to select applicants from that waiting list to fill all units. Developer/Owners may use their usual screening process (subject to Fair Housing laws and regulations) in making final selection of residents. When a vacancy in a project-based unit occurs through turnover, MMHA will provide the HAP for a period of up to two months or until the unit is re-rented, whichever comes first. In order to receive a vacancy payment, the Developer/Owner must make a written request and demonstrate that the vacancy is not due to a breach of the lease by the Developer/Owner or a violation of HAP contract provisions. In addition, the Developer/Owner must have a strategy in place to facilitate timely lease-up of vacant units. Such strategy must include ongoing communication with MMHA's Housing Choice Voucher department.

MMHA will accept proposals that meet the Project Selection Criteria described on the following pages. One (1) original copy of the proposal must be complete and all required documentation must be submitted in order to be considered. A proposal must receive at least 100 points in order to be awarded project-based vouchers. This does not assume that every proposal above 100 points is guaranteed an award.

THRESHOLD REQUIREMENT

SCORED CRITERIA FOR NEW CONSTRUCTION: CRITERIA	MAX. POINTS AVAILABLE
1. Term of Contract Requested	25
2. Site Location	20
3. Design	20
4. Development Experience	10
5. Owner Experience	5
6. Management Experience	5
7. New Construction	15
8. Project Location	15
9. Project Feasibility/Readiness to Commence Construction	15
10. Public Purpose	20
11. Financial Feasibility	10
TOTAL	160

1. TERM OF CONTRACT REQUESTED (MIN. 5 PTS. REQUIRED)	MAX PTS.
Twenty years with commitment to an additional twenty-year renewal term	25
Twelve to 20 years	20
Eight to 11 years	10
Five to 7 years	5
2. SITE LOCATION (MIN. 10 PTS. REQUIRED)	MAX PTS.
Site is within 1 mile of amenities including transit including a bus station, or public bus stop, public parks, public libraries, grocery store, public schools, places of significant employment offering a range of jobs for lower income workers, and a significant health facility	20
Same as above but distance is more than one mile but less than five miles	10
If project for the elderly or disabled, site is within ½ mile of shopping, significant health facility and neighborhood services, or is within ½ mile of bus to these services	20
Same as above but distance is more than ½ mile but less than two miles	10
3. DESIGN (MIN. 10 PTS. REQUIRED)	MAX PTS.
If architectural elevations, setbacks, and massing considered acceptable for proposed use and in relation to adjacent land uses by City Planning Department staff; project amenities are appropriate for the planned use*	20
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet City Planning approval	10
* Project Amenities: If a family housing development, the site plan provides for laundry facilities, recreational facilities on site or such facilities exist within ¼ mile of the project site.	
4. DEVELOPMENT EXPERIENCE (MIN. 5 PTS. REQUIRED)	MAX PTS.
If applicant has closed on LIHTC financing with OHFA for 180 or more low-income housing units as primary/lead or co-developer in the past five years	10
If applicant has developed less than 180 low-income housing units as primary or co- sponsor in the past five years	5
5. OWNER EXPERIENCE (MIN. 1 PT. REQUIRED)	MAX PTS.
If principals of the applicant has 20 or more years' experience in owning affordable rental housing	5
If principals of the applicant has 5 to 19 years' experience in owning affordable rental housing	2
If principals of the applicant has 15 or more years' experience in owning other types of rental housing	2
If principals of the applicant has 10 to 14 years' experience in owning other types of rental housing	1
6. MANAGEMENT EXPERIENCE (MIN. 1 PT. REQUIRED)	MAX PTS.
If proposed management agent has 20 or more years' experience in managing and maintaining affordable rental housing	5
If proposed management agent has 5 to 19 years' experience in managing and maintaining affordable rental housing	2
If proposed management agent has 15 or more years' experience in managing and maintaining other rental housing	2
If proposed management agent has 10 to 14 years' experience in managing and maintaining other rental housing	1
7. NEW CONSTRUCTION OR SUBSTANTIAL REHABILITATION	MAN PTS.
If the project is new construction or is rehabilitation of existing housing with a minimum of \$60,000 of rehab cost per unit.	15
8. TOTAL NUMBER OF VOUCHERS TO BE USED	MAX PTS.
If the project seeks 20 or more Project Based Vouchers	20
If the project seeks to use 12 or more Project Based Vouchers	12
If the project seeks to use 6 or more Project Based Vouchers	6
If the project seeks to use 3 or more Project based Vouchers	3
9. PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION (MIN. 10 PTS. REQUIRED)	MAX PTS.
If zoning and other required entitlements are approved (provide written proof documenting jurisdiction approvals):	15
If zoning and other required entitlements are likely to be approved:	0
10. PUBLIC PURPOSE (MIN. 5 PTS. REQUIRED)	MAX PTS.
If 100% or more of units in the project will be restricted to low-, very-low or extremely-low income occupancy	20
If 50% to 75% of units in the project will be restricted to low-, very-low or extremely-low income occupancy	10
If 25% to 49% of units in the project will be restricted to low-, very-low or extremely-low income occupancy	5
11. FINANCIAL FEASIBILITY	MAX PTS.
If the project has been awarded other federal, state or local sources for development assistance (e.g. HOME, ARPA, LIHTC, etc.) or intends to submit a non-competitive LIHTC application in the next 6 months.	10
If the project has been awarded any federal, state or local sources for development assistance	5
If the project has submitted an application for (and remains eligible for) development assistance sources	2

A. Proposal Summary & Responses to Project Selection Criteria

Provide a narrative describing how the project meets the Project Selection Criteria. *All selection criteria must be addressed for the proposal to be considered.* The proposal summary should include any other federal, state, or local subsidies or financial assistance received.

Provide a statement that the applicant is aware of the federal requirements imposed upon projects receiving project-based vouchers and that the applicant is willing and able to comply with such requirements.

Provide a plan for managing and maintaining the proposed units, including a strategy to minimize unit turnover.

B. Project Certification

Complete Exhibit B and include the following information:

Provide evidence that the proposed new construction (if applicable) is permitted by the zoning ordinance or evidence to indicate that any rezoning or relief required would likely occur and not delay the project.

Identify the owner and other project principals and the names of officers, staff and principal members, shareholders, investors, and other parties having a financial interest in the project.

Provide a disclosure of any possible conflict of interest by any of these parties that would be a violation of the HAP contract. Information concerning any participant who is not known at the time of the proposal submission must be provided to MMHA as soon as the participant is known.

Disclose any foreclosure or receivership actions, adverse government actions or health and safety violations related to the project site.

C. Rent Schedule

Provide a rent schedule indicating the rents for each unit type (including rents requested for PBV units) and the overall project. The Rent Schedule must include whether utilities will be resident paid and include applicable utility allowances.

D. Operating Pro forma and Development Budget

Provide an operating pro forma for the proposed duration of the HAP contract. Operating budget should demonstrate rent assumptions, lease up schedule, and the need for the project based vouchers. Provide a Development Budget indicating all sources of funding.

ADDITIONAL DOCUMENTATION TO SUBMIT WITH APPLICATION

A. Management Plan

B. Identification and description of the proposed site, site plan and neighborhood, and evidence of site control

C. Evidence of permissive zoning

D. Certification of Fair Housing and Equal Opportunity

E. Certification regarding compliance with the Uniform Relocation Act

F. Certificate(s) of Previous Participation (HUD Form 2530)

G. Financial statement (Income and Expense Statement) for property's most recent operating year and evidence of financing/lender interest and the proposed terms of financing

H. The proposed term of the contract

I. If applicable, copies of Code Enforcement Inspection Reports, and correspondence

J. Disclosure of Lobbying activities (HUD Form - OMB 0348-0046)

K. Certification of Participation in the Low-Income Housing Tax Credit Program

- L. Letter of consistency of project with local government Consolidated Plan (HUD Form 2991)
- M. Design Architect's Certification (New Construction Only)
- N. Preliminary Construction Drawings or Floorplans/Construction Estimate
- O. Eligible Census Tract Certification
- P. Certification of Payments to Influence Federal Transactions (HUD Form 50071)
- Q. Additional Government Funding (HUD Form 2880)
- R. Disclosure of Lead-Based Paint/Hazards

SUBMISSIONS

Proposals will be accepted for consideration on a continual basis from August 1, 2026 through September 1, 2026, so long as there remain vouchers to be awarded. MMHA reserves the right to reject any or all proposals and to terminate the RFP process at any time if deemed by the MMHA to be in its best interest.

One (1) original digital copy of the proposal must be submitted by emailing sandrews@ncohiohousing.org. Proposals must meet the Proposal Submission Requirements.

Completed proposals can also be submitted to:
Mansfield Metropolitan Housing Authority
Attention: Steve Andrews
88 W 3rd St.
Mansfield, OH 44902

If an applicant fails to give complete information or documentation as required, the application will not be considered for review. If you have any questions, or need assistance in completing the application, please contact Steve Andrews by email at sandrews@ncohiohousing.org or by calling 419-524-0029.

MMHA will offer owners of selected quality affordable housing an allocation of vouchers that can be attached to designated units of their rental housing. Proposals will be independently evaluated by and awards will be made at the sole discretion of MMHA. MMHA reserves the right to award some, all, or none of the allocation of project-based vouchers under this RFP based on review and evaluation of proposals received. Applicants are expected to be familiar with project-based voucher regulations, specifically 24 CFR part 983 as published by the United States Department of Housing and Urban Development (HUD). A copy of the regulations can be found at www.ecfr.gov. MMHA's policies concerning PBV are set forth in its Housing Choice Voucher Program Administrative Plan.

MANSFIELD METROPOLITAN HOUSING AUTHORITY
PBV Application Cover Sheet
Exhibit A

Legal Name of Organization

Tax ID #

Organization Mailing Address

Name of contact person for this application

Title

Phone # Email Address Website Project Summary

Project Name:

Project Address:

Census Tract:

Project Type:

Estimated Date of
Occupancy:

Proposed Term of HAP
Contract (up to 20 years):

_____ Existing Housing

_____ Substantial

_____ Rehabilitation

_____ New Construction

Number of Project-Based
Vouchers Requested:

Total units in this Project:

Percent of units to be
Project-Based:

By signing this application, the following certifications are made by the applicant:

1. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Authorized Signature Date

Printed Name and Title

**MANSFIELD METROPOLITAN HOUSING AUTHORITY
PROJECT-BASED HOUSING CHOICE VOUCHER PROGRAM
REQUEST FOR PROPOSALS**

EXHIBIT B

Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion

I hereby verify that I meet the following criteria for participation:

- 1) I (we) have not been debarred or suspended by any government agency or subjected to a limited denial of participation under the Debarment and Suspension Rules of the United States Department of Housing and Urban Development (2 CFR Part 2424);
- 2) I (we) have not engaged in any drug-related criminal activity or any violent criminal activity;
- 3) Neither the Federal government nor any state or local government has instituted an administrative or judicial action against me (us) for violation of the Fair Housing Act or other equal opportunity requirements;
- 4) No court or administrative agency has determined that I (we) have violated the Fair Housing Act or other equal opportunity requirements;
- 5) I (we) have not committed fraud, bribery or any other corrupt or criminal act in connection with any Federal, state or local housing program;
- 6) I (we) am not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.

Authorized Signature

Date

Printed Name and Title