February 5, 2020

ADDENDUM NO 3. TO RRHA RFP 2020-01

Commodity:  Project Based Voucher Services

RFP Issued:  January 10, 2020

Proposal Due Date:  February 17, 2020 at 2:00PM

The above solicitation is hereby modified as follows:

ADDENDUM ITEMS:

ITEM NO. 1:  DUE DATE CHANGE:

The due date has been extended. The new Bid Closing Date and Time is February 18, 2020 at 2:00PM

ITEM NO. 2:  OWNERSHIP INTEREST:

RRHA is removing, in its entirety, the requirement for an ownership interest in any Project based Voucher Award. Please disregard any reference to an RRHA ownership interest, shares of developer fees or project cash flows.

ITEM NO. 3:  TENANT SELECTION CRITERIA:

The attached Tenant Selection Criteria will be required for all developers that are awarded RRHA Project Based Vouchers. The Tenant Selection Criteria will be included as a part of the Housing Assistance Payment (HAP) contract.

ITEM NO. 4:  AWARDING OF EVALUATION POINTS:

RRHA has received several questions generally asking to “pre-evaluate” proposal submissions (i.e. would specific experience on Project X score more points, etc.)

Each proposal will be evaluated in its entirety based upon the criteria included in Section V EVALUATION AND AWARD CRITERIA. RRHA cannot predetermine the scoring of any proposal prior to submission.
ITEM NO. 5: CHANGE: PAGE 5, SECTION 3, TIME FRAME for COMPLETION/LIHTC PROJECTS:

FROM:

Any selected PBV awardees through this RFP who have applied in the 2019 Virginia 9% Low Income Housing Tax Credit (LIHTC) Competitive Round….will receive a PBV commitment, which commitment shall be contingent upon receipt of a LIHTC allocation from the developer by…(VHDA)…”

TO (changes in Bold):

Any selected PBV awardees through this RFP who will apply in the 2020 Virginia 9% Low Income Housing Tax Credit (LIHTC) Competitive Round….will receive a PBV commitment, which commitment shall be contingent upon receipt of a LIHTC allocation from the developer by…(VHDA)…”

ITEM NO. 6: CHANGE: PAGE 13, SECTION A3, OWNER/DEVELOPER DEVELOPMENT CAPACITY:

FROM:

Highest scores will be awarded to proposals which best demonstrate the general experience of identified team members in planning, financing, and constructing or rehabilitating affordable or subsidized housing. Direct experience with projects supported by the Housing Choice Voucher program will be considered most favorably. Highest-scoring proposals will describe specific examples of past projects, including the location, unit count, and funding sources of such projects.

TO (changes in Bold):

Highest scores will be awarded to proposals which best demonstrate the general experience of identified team members in planning, financing, and constructing or rehabilitating affordable or subsidized housing. Direct experience with projects supported by the Housing Choice Voucher program will be considered most favorably. Additional consideration will be given to nonprofit entities or involvement by nonprofit entity partners. Highest-scoring proposals will describe specific examples of past projects, including the location, unit count, and funding sources of such projects.

ITEM NO. 7: CHANGE: PAGE 14, SECTION V A7, BUSINESS TERMS:

FROM:

Proposals will be scored based on Owner/Developer’s proposal of other business terms which benefit RRHA, including a share of any developer fee or project cash flow. Proposals that do NOT have a proposed fee share with RRHA will receive zero points for this criterion.

TO:

Proposals will be scored based on Owner/Developer’s proposal of other business terms which benefit RRHA.
ITEM NO. 8. QUESTIONS/ANSWERS:

The following questions were received after issuance of the RFP. Included are answers and/or clarification to the questions. Please consider each of the answers as your prepare your proposals.

Q1. What is the definition of supportive services?

A1. Supportive service are services that are available to assisted families that reside in the development. The services should be tailored to the needs of those residents. See 24 CFR 983.56 and HUD Notice PIH-2017-21, Attachment D, Section (1)(c) (at page 22) for additional guidance.

Proposers are encouraged to submit any plan they feel would be beneficial to the tenant population. RRHA will evaluate the submitted plan during proposal evaluation. The services must be consistent with the RRHA Administrative Plan. However, RRHA will amend the Administrative Plan to include favorable supportive services.

Q2. Will RRHA restrict award(s) based upon the specifics of a proposers LIHTC application (i.e. which pool the developer’s application will compete)?

A2. No. RRHA’s award decision will be based solely on the factors identified in will Section V EVALUATION AND AWARD CRITERIA.

Q3. Please define “Richmond metropolitan area,” as referenced in the RFP.

A3. The Richmond metropolitan area is defined as Richmond, Henrico, Hanover, and Chesterfield counties.

Note: A signed acknowledgement of this Addendum must be received at the submission location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal.

Arthur J. Walker, CPPO
Director of Procurement and Contract Administration
804-780-44449

Name of Firm

________________________________________
Signature / Title

____________________
Date
Tenant Selection Criteria

Richmond Redevelopment and Housing Authority Resident in Good Standing Policy for
Properties Receiving Project Based Vouchers

Richmond Redevelopment and Housing Authority (RRHA) will utilize the following criteria to
certify to property owners receiving Project Based Vouchers that a referred household meets the
minimum tenant selection criteria. The attached Tenant Selection Criteria will be required for all
developers that are awarded RRHA Project Based Vouchers. The Tenant Selection Criteria will
be included as a part of the Housing Assistance Payment (HAP) contract:

1. **Rent Payment History**: The resident does not have an unpaid balance owing rent,
damages, or other charges unless previous arrangements for repayment have been made.

2. **Security Deposit**: Security deposits will not exceed the calculated total tenant payment.

3. **Utility Bills**: For developments with resident paid utilities, residents will have no
outstanding or delinquent debts owed to a utility provider. An allowance will be made for
residents who provide proof of being on a payment plan, in good standing and that the
utility provider is willing to establish an account in the resident’s name.

4. **Criminal Activity/Drug Activity**: RRHA will conduct criminal background checks on
all household members 18 years of age or older. Unacceptable Criminal Record - An
unacceptable criminal record is one wherein the applicant or any member of the
household has been convicted of a crime, within the time period specified on Attachment
A – Unacceptable Criminal Record, or triggers an inquiry that produces sufficient
evidence that admission of the applicant would jeopardize the health, safety and welfare
of the community:
   a. The resident or family member is not currently engaged in illegal drug use. Exceptions
      may be made for residents enrolled in a recognized rehabilitation program.
   b. The resident or family member is not currently engaged in criminal activity.
   c. The resident or family member is not registered on any states’ sex offender registry.

5. **Credit Verification**: RRHA will conduct a credit and debts owed verification to
determine is the applicant owes money to the Housing Authority. Amount of any balance
owed to RRHA or a Section 8 landlord (up to $500,000) and explanation for balance
owed (i.e. unpaid rent or other charges such as damages, utility charges, etc.); and
whether or not they have entered into a repayment agreement for the amount owed to
RRHA; and whether or not they have defaulted on a repayment agreement; and whether
or not they have filed for bankruptcy. RRHA will access this information to determine a
family’s suitability for rental assistance, and avoid providing limited Federal housing
assistance to families who have previously been unable to comply with HUD program
requirements.

**Attachment 1**
Unacceptable Criminal Record

RE-APPLY DATES ARE TO BE DETERMINED FROM THE DATE OF LAST CONVICTION.

a. *Denial for Life* - Includes a family or household member who has been convicted of manufacturing or producing methamphetamine on or off the premises of public housing and a family or household member who is subject to a lifetime registration requirement under a State or Federal sex offender registration program.

b. *Intent to Distribute Drugs or Other Controlled Substance* – Includes evidence of conviction for trafficking or intent to distribute drugs or other controlled substance of any type other than alcohol.

c. *Possession of Drugs* - Includes evidence of conviction for possession of drugs or other controlled substance other than alcohol. Favorable consideration shall be given after eighteen (18) months upon a professional agency verifying in writing that such applicant has been rehabilitated. RRHA shall have sole discretion in determining satisfactory evidence.

d. *Illegal Sale of Alcohol, Possession, Drunk, and/or DUI's* - Includes evidence of alcohol abuse of which can constitute a danger of disrupting the peaceful occupancy of other tenants. Favorable consideration shall be given after eighteen (18) months upon a professional agency verifying in writing that such applicant has been rehabilitated. RRHA shall have sole discretion in determining satisfactory evidence.

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<tr>
<th>Re-Apply:</th>
<th>Disapproval:</th>
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<tbody>
<tr>
<td>10 Years</td>
<td>One (1) conviction within ten years of application review</td>
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<tr>
<td>Permanent</td>
<td>Two (2) convictions</td>
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<tr>
<th>Re-Apply:</th>
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<tr>
<td>3 Years</td>
<td>One (1) conviction within three years from the date of application review</td>
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<tr>
<td>5 Years</td>
<td>Two (2) or more convictions within five years from the date of application review</td>
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<tr>
<td>10 Years</td>
<td>Four (4) or more convictions within ten years from date of application review</td>
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<tr>
<td>1 Year</td>
<td>One conviction within the past year of application review</td>
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2 Years | A combination of or two (2) of the above convictions within the past two years from the date of application review.
---|---
Permanent | Three (3) DUI’s or any combination of the above convictions within seven (7) years from date of application review.

e. **Brandishing and/or Discharging a Firearm - Concealed Weapon** – Such convictions include evidence of conduct which constitute a danger of disrupting the peaceful community of other tenants and endangering their welfare.

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<td>5 Years.</td>
<td>One (1) conviction within the past five years from the date of application review.</td>
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<tr>
<td>10 Years.</td>
<td>Two (2) convictions within the past ten years from the date of application review.</td>
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f. **Assault, Battery and/or Bomb Threats; Arson, Damaging Property**: Includes evidence of acts of violence or of any other conduct which constitute a danger of disrupting the peaceful occupancy of the community.

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<td>3 to 10 Years.</td>
<td>Can include one (1) to ten (10) conviction from the date of application review. Number of convictions will also be the basis for determining the time period (from the date of last conviction) for reapplying with minimum disapproval being three (3) Years.</td>
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g. **Disorderly Conduct - Soliciting; Indecent Exposure; Urinating in Public; Immoral Conduct of Any Type** - Includes evidence of acts of violence or of any other conduct, which constitutes a danger of disrupting the peaceful occupancy of the community.

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<td>3 to 5 Years.</td>
<td>Three (3) convictions within the past three years from the date of application review. Such disapproval will be based upon individual circumstances relating to each conviction and will also be the basis for determining the time period (three or five years from last conviction) for re-applying.</td>
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h. **Fraud** - Includes all convictions for fraud/bribery or any other corruption regardless of the circumstances.

February 3, 2020
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<td>3 Years.</td>
<td>One (1) conviction within the past three (3) years.</td>
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<td></td>
<td>Eligibility to re-apply for housing also includes restitution.</td>
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</table>

**i. Crimes of Violent Behavior, Murder, Attempted Murder, 2nd Degree Murder, Felonious Assault, Breaking and Entering, Rape, Incest, Child Molestation or Sexual Deviation** - Includes any violent criminal activity that includes the use, attempted use, or threatened use of physical force substantial enough to cause or be reasonably likely to cause serious bodily injury or property damage. Includes crimes of violence which would constitute a danger to the community including indecent exposure, sodomy, carnal abuse, impairing the morals of a minor or similar crimes indicting sexual deviation.

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<td>Permanent disapproval</td>
<td>One (1) conviction within the past ten years from the date of application review.</td>
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**j. Forging** - Concealment and Uttering; Altering Prices; Shoplifting, Theft and Larceny. Includes convictions for one or a combination of the above crimes.

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<td>3 Years</td>
<td>Four (4) or more convictions within the past three years from the date of application review.</td>
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**k. Other Felonies** - Includes convictions for all other types of felonies.

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<tr>
<td>5 Years</td>
<td>Two (2) convictions within the past five years from the date of application review.</td>
</tr>
<tr>
<td>10 Years</td>
<td>Three (3) convictions within the past ten years from the date of application review.</td>
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<tr>
<td>Permanent</td>
<td>Four (4) or more felony convictions constitute permanent disapproval.</td>
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**l. Other Misdemeanors** - Includes convictions for all other types of misdemeanors.

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<td>Two (2) convictions within the past three years from the date of application review.</td>
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<td>5 Years</td>
<td>Three (3) convictions within the past five years from the date of application review.</td>
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February 3, 2020
10 Years

Four (4) convictions within the past ten years from the date of application review.

\[\text{Re-Apply:} \quad \text{Disapproval}\]

| 5 Years | Three (3) or more felonies within the past two (2) years from date of application review. |

\textit{m. Juvenile Felonies}

An unacceptable juvenile record is one wherein the juvenile has one (1) conviction within the past twelve (12) months for crimes outlined in categories (a) through (d), (h) and (j). Other convictions within the past twelve (12) months that fall within the remaining categories will be determined based upon the severity of the crime as indicated by the categories.

Satisfactory evidence of rehabilitation may include the following:

i. Evidence of completion of an appropriate substance abuse rehabilitation program and no additional involvement in such behavior for one (1) year.

ii. Results of current drug testing, showing no positive test results for at least one (1) year.

iii. Certification of completion of any relevant behavior modification/counseling course.

iv. Reports and/or letters from social service agencies or case managers who have been working with the resident for the past twelve (12) months.

v. The applicant may provide any other written documentation from any reliable source that may be deemed appropriate for determination of eligibility. RRHA shall have sole discretion in determining what constitutes adequate and credible documentation.