

Request for Proposals

RFP-23-0628

**2023 PROJECT-BASED HOUSING CHOICE
VOUCHER PROGRAM**

Issued By:

**The Housing Authority of Kansas City, Missouri
3822 Summit Street
Kansas City, Missouri 64111**

June 28, 2023

REQUEST FOR PROPOSALS

RFP-23-0628

2023 Project-Based Housing Choice Voucher Program

**THE ABOVE NUMBER MUST APPEAR ON ALL RESPONSES
AND RELATED CORRESPONDENCE**

EXECUTIVE SUMMARY

The Housing Authority of Kansas City, Missouri (HAKC) is accepting proposals from property owners and developers for the Project-Based Housing Choice Voucher (PBV) Program. Qualified existing developments or new construction and rehabilitation projects may be awarded 1 to 20-year contracts renewable for a total of 40 years. Benefits to the property owner include increased and stabilized income and occupancy for the contract period.

Projects must be within HAKC voucher jurisdictional area which includes the following cities: Birmingham, Blue Springs, Blue Summit, Claycomo, Gladstone, Glenaire, Grandview, Kansas City, Lake Lotawana, Lake Tapawingo, Lake Waukomis, Lake Weatherby, Kansas City, North Kansas City, Parkville, Platte Woods, Pleasant Valley, Randolph, Raytown, Riverside and Sugar Creek.

Proposals will be accepted by HAKC on an on-going basis through December 31, 2023, or until all units have been awarded or the Request for Proposals is withdrawn. However, available funding is limited, and proposals will be reviewed in the order they are received.

The following Request for Proposals (RFP) details the goals, eligibility requirements, proposal submission contents and instructions, and reporting requirements for program participation. Proposals will be scored against the enclosed criteria and must meet a minimum scoring threshold to be approved.

Qualified sites may receive rental subsidy for qualified tenants in up to 25% of the units or 25 units in a family development (whichever is greater), or up to 100% of the units in a development for seniors or those providing permanent supportive housing for special needs populations, including the homeless.

HAKC will review and score proposals as they are received and provide notice regarding approval of proposals and a conditional reservation of funding within 60 days of proposal submission.

The total number of HAKC vouchers available for project-based contracts is 200. The number of HAP contracts to be awarded by HAKC, and the timing of awards depend upon the funding available to the HAKC Housing Choice Voucher (HCV) Program. Large HAP contracts may be implemented in phases. PBV funding may be impacted by shifts in federal allocations to the voucher program and local HCV utilization and turnover.

Questions regarding this RFP should be submitted to the HAKC Contract Specialist, Procurement Department, by e-mail to procurement@hac.org.

HAKC 2023 PROJECT BASED VOUCHER RFP
Table of Contents

Executive Summary	3
Part 1. INTRODUCTION	7
1.1 Goals of the Program	7
1.2 Benefits to the Property Owner / Developer	7
Part 2. HAKC PBV Program Overview	8
2.1 Eligible Properties	8
2.2 Maximum Eligible Units Available per Site	8
2.3 PBV Proposal Selection Process	8
2.4 PBV Housing Assistance Payment (HAP) Contract	9
2.5 PBV Rents and Subsidy Level	10
2.6 Eligible Tenants, Tenant Selection, and Site- Based Waiting List	10
2.7 Staff Training and Program Coordination	10
Part 3. Ineligible Projects	11
Part 4. Project Thresholds	12
Part 5. Submission Content	14
5.1 Proposal Requirements for All Properties	14
Cover Letter	14
Exhibit 1	14
Exhibit 2	15
Exhibit 3	15
Exhibit 4	15
Exhibit 5	16
Exhibit 6	16
Exhibit 7	16
Exhibit 8	16
Exhibit 9	17
Exhibit 10	17
Exhibit 11	17
5.2 Additional Requirements for New Construction or Rehab Projects	17
Exhibit 12	17
Exhibit 13	18
Exhibit 14	18
Exhibit 15	18

Exhibit 16	18
Exhibit 17	18
Exhibit 18	18
Exhibit 19	18
Exhibit 20	19
Part 6. Project Selection	19
6.1 Scoring Criteria	19
6.2 Selection Process	20
Part 7. Proposal Submission Instruction	22

APPENDICES

- A. Housing Quality Standards
- B. HAKC Payment Standards
- C. Forms for Housing Management Experience, Description of Proposed Property, Proposed Rents
- D. HUD Site and Neighborhood Standards
- E. HCV Owner Responsibilities
- F. Non-Collusive Affidavit
- G. Statement of Acceptance and Exceptions
- H. Authorization for Release of Information
- I. Diagram for Selection Process for New Construction/ Rehabilitation Projects
- J. Diagram for Selection Process for Existing Properties
- K. Joint Venture Questionnaire
- L. Utility Allowance

REQUEST FOR PROPOSALS FOR HAKC 2023 PROJECT-BASED HOUSING CHOICE VOUCHER PROGRAM

SECTION 1 INTRODUCTION

1.1 Goals of the Program

The Housing Authority of Kansas City, Missouri (HAKC) is accepting proposals from property owners and developers for its Project-Based Housing Choice Voucher (PBV) Program. HAKC seeks to work with private owners to increase and preserve the supply of affordable housing in Kansas City. Specifically, HAKC will give priority to developments that:

- Are losing HUD-administered project-based Section 8 contracts (PBRA) that cannot be renewed due to reaching the maximum contract term
- Require significant rehabilitation or will be newly constructed affordable units
- Are in neighborhoods where quality affordable housing is not readily available
- Provide permanent supportive housing for the homeless or other special needs populations
- Where subsidies are needed to reduce displacement as a result of redevelopment
- Provide housing for low-income families with special needs, or seniors
- Are in neighborhoods providing greater choices and opportunities in employment, education, transportation, and healthcare
- Will have a significant revitalization impact in poverty-impacted neighborhoods undergoing substantial rehabilitation as a part of a comprehensive neighborhood revitalization strategy
- Have been developed in close cooperation with other city or state government agencies
- Demonstrate a significant commitment to including minority contractors, hiring disadvantaged neighborhood residents, or having a significant proportion of minority ownership.

1.2 Benefits for the Property Owner/Developer

- A. Increased and stabilized occupancy
- B. Increased and stabilized income
- C. Reduced marketing and turnover expenses

- D. The HAP Contract may assist the developer/owner in meeting lender underwriting criteria to obtain loan approval on rehabilitation and new construction projects.

Section 2 HAKC PBV Program Overview

2.1 Eligible Properties

Multi-family rental sites of six or more dwelling units are eligible for submission unless the total number has an impact in relation to the goals of the program identified on the previous page. Existing sites meeting applicable inspection protocol standards at the time of selection, or sites requiring new construction or rehabilitation are eligible. For new construction or rehabilitation projects to be eligible, they must be scheduled to be completed and occupied within 18 months of the date of award, and be completed in compliance with local building codes and applicable inspection protocol standards as described in *Appendix A*.

All projects are subject to neighborhood rent comparability analysis and unit rents must meet HAKC Rent Reasonableness standards in effect at the time of contract execution. Preference will be given to projects located in non-poverty impacted census tracts as defined by HUD (less than 20% poverty rate). Projects located in poverty-impacted census tracts may require a HUD waiver.

2.2 Maximum Eligible Units Available per Site

Except in cases where all units in a site are to be provided for low-income elderly residents, or where there is a permanent supportive services program available to residents of the site, the PBV subsidy will be awarded for no more than 25 percent of the total units in a development. The remaining units must be made available without Project-Based Housing Choice Voucher (PBV) subsidy. Sites that are to be provided for low-income elderly residents or those requiring permanent supportive services may be eligible to have 100% of the units subject to the project-based contract. Submissions for sites with permanent supportive services must include a service plan and a memorandum of understanding with the provider agency.

HAKC will consider additional factors in determining the final number of PBV units to be awarded to each site. These factors will include local housing market conditions, neighborhood poverty rate, HAKC waiting list demand for the type and size of units, scope of supportive services on-site, and the capacity of the management company and service provider.

2.3 PBV Proposal Selection Process

The number of project-based Housing Assistance Payment (HAP) contracts, the number of units awarded to each approved site, and the timing of awards depend

upon the funding available to the HAKC Housing Choice Voucher (HCV) Program in 2023. Large HAP contracts, subject to the maximum number of eligible units described in Section 2.2 above, may be implemented in phases. The total number of project-based vouchers available under this RFP will not exceed 200. PBV funding may be impacted by shifts in federal allocations to the voucher program, local HCV utilization and turnover, and the local economy which impacts HCV tenant income and required subsidy.

HAKC will review and score proposals as they are received and provide notice regarding approval of proposals within 60 days of proposal submission. This will be in the form of a Conditional Letter of Reservation of PBV funding. These conditions include a satisfactory City of Kansas City, Missouri environmental review or categorical exemption, HUD Subsidy Layering Review, satisfactory habitability inspections, and approval of the proposed HAP contract by the HAKC Board of Commissioners. Meeting these conditions and execution of the HAP contract require a minimum of an additional 90 days after issuance of the Conditional Letter of Reservation.

2.4 PBV Housing Assistance Payment (HAP) Contract

The initial PBV HAP contract will be for a term of 1 to 20 years. The contract is renewable for additional terms of up to 20 years with a total site term of up to 40 years. For New Construction or Rehabilitation HAKC will use HAP contract forms [52530-A Part 1](#) and [Part 2](#), and for Existing Housing HAKC will use [52530-B Part 1](#) and [Part 2](#) which can be found on the [HUD-5 Forms](#) Webpage.

Owners of selected sites for which construction or rehabilitation has not been completed must sign an Agreement to enter into a Housing Assistance Payment contract (AHAP). Part I of the Agreement, in a form approved by HUD, specifies the location, size, and configuration of the contract units, initial contract rents, schedule for completion of the units, and initial term of the contract. Part II of the AHAP addresses Equal Employment Opportunity, HUD Federal Labor Standards Provisions, Wage and Claims Adjustments, Evidence of Units(s) Completion; Escrow, and Flood Insurance requirements for the project. These requirements are similar to those associated with all federal funding. AHAP HUD Forms [52531-A](#) and [52531-B](#) can be found on the [HUD-5 Forms](#) Webpage.

The reservation of an allocation of rental assistance for uncompleted units under the AHAP will be held for a maximum of 18 months from the date of execution of the AHAP. If the units have not been completed by the end of the period stated in the AHAP, and a HAP contract has not been executed, an extension may be requested with an explanation for the delay or the reservation will be rescinded, and the developer will need to submit a new proposal to HAKC if PBV subsidy is still sought and funding is available. HAP contracts will not be entered into until all contract units pass the applicable inspection protocol standards summarized in *Appendix A*.

The HAP contract that will be signed by both the owner and the Housing Authority stipulates that no contract of ownership or rental assistance may be transferred from the original owner to a new party without the advance written consent of the Housing Authority. The only exceptions to the requirements for advance written consent apply to situations where the owner is a corporation, partnership, trust or joint venture. Any passive or non-controlling ownership interest will be considered exempt under this stipulation.

2.5 PBV Rents and Subsidy Level

Project-Based Voucher (PBV) subsidies will be provided at a rate not to exceed the HAKC-established rent reasonableness standards for the neighborhood in which the project is located. Standards will be verified by a rent comparability study. Generally, PBV unit rents cannot exceed 100% of current HUD Fair Market Rents (*Appendix B*) as adjusted for location, unit type and size, amenities, and owner-paid utilities. HUD publishes FMRs and rent adjustment factors annually. *Proposed PBV contract rents cannot exceed market rate rents for comparable units in the same development. The maximum proposed PBV contract rents on LIHTC-funded properties that meet the criteria of 24 C.F.R. §983.301(c)(1), is the tax credit rent minus UA (which may exceed 110 percent of the applicable FMR). For proposed PBV contract rents for LIHTC-funded properties that does not meet the criteria of 24 C.F.R. §983.301(c)(1), the PHA may pay the section 8 rent (not to exceed 110 percent of the applicable FMR) even if it is higher than the amount that would be permitted under the tax credit rent.*

Housing Choice Voucher funding, and thus PBV funding, is subject to annual Congressional approval through the approval of the federal budget. In the event of reductions in funding which result in an insufficient allocation to maintain contract rents, either the Housing Authority or the property owner may terminate the project-based contract.

2.6 Eligible Tenants, Tenant Selection, and Site-Based Waiting List

The HAKC Housing Choice Voucher (HCV) Department maintains separate waiting lists for each PBV site. Property managers must be able to accept applications at the PBV site during regular office hours and refer them to the HAKC for screening. HCV staff may also identify qualified applicants on the general HAKC waiting list for referral to the PBV site. Applicants on the current HAKC waiting list may also choose to be placed on the Project-Based list for the approved site. When a subsidized unit becomes vacant at a Project-Based HAP contract property, the property manager must notify HAKC. HAKC will refer the next applicant on the site-based waiting list for that property to the site manager for screening.

The total income of PBV-eligible applicant households cannot exceed 50% of the area median income. HAKC may establish separate site-based preferences for each PBV project.

PBV lease applications may be accepted on-site and will be ranked by the date and time of the application. Qualified referrals from the site manager will be placed on the site-based waiting list in order based on the date and time of application and the preferences established in the HAKC Housing Choice Voucher Administrative Plan, Section 17.5.V. All PBV applicants will be subject to the standard eligibility tests and procedures currently used in the HAKC Section 8 Tenant-Based and Public Housing programs.

The owner/landlord has the responsibility to screen the tenant for suitable tenancy. This may include screening for criminal background, housekeeping, and payment of utility bills and rent on a timely basis. A complete listing of the owner/landlord's responsibilities is listed in *Appendix E*.

HAKC may periodically make changes to the above application, waiting list, and screening policy and procedures to comply with HUD requirements or improve PBV program efficiency.

2.7 Staff Training and Program Coordination

The onsite management staff and their immediate supervisor may be required to attend training and periodic coordination meetings with the HAKC HCV Department to ensure regulatory compliance and the effective operation of the PBV program at the site. Appropriate training courses may include NAHRO Housing Choice Voucher / Project-Based Voucher (HCV-PBV) or NAHMA Certified Professional of Occupancy (CPO).

Section 3 INELIGIBLE PROJECTS

In accordance with guidelines published by the U.S. Department of Housing and Urban Development (HUD) the following projects or units are not eligible for Project-Based Voucher assistance:

1. Owner-occupied units in a project proposed for assistance under this program.
2. Units owned in whole or in part by state or local governments unless the HUD field office approves the site in advance and the government entity agrees to sell the unit to another owner prior to execution of the agreement.
3. Units owned by HAKC board members, officers, and employees; members of a local governing body (*and other officials*).
4. Project cannot be in a flood zone area unless the local community is participating in the National Insurance Program and HAKC can assure HUD that flood insurance will be obtained. (24 CFR 983.7)

5. High-rise projects with children residing therein are ineligible unless HUD determines that there are no practical alternatives. (24 CFR 983.7) High-rise projects are defined as any building with 5 or more stories. The presence or absence of an elevator is irrelevant in discerning between a high-rise or garden-style apartment.
6. Shared housing; nursing homes; and facilities providing continual psychiatric care, medical nursing services, board and care or intermediate care. However, HAKC may attach PBV assistance for a dwelling unit in an independent living facility that provides home health care services such as nursing and therapy for the residents.
7. Units within the grounds of penal reformatory, medical, mental, and similar public or private institutions.
8. College or other school dormitories.
9. Mobile homes.
10. Manufactured mobile homes.
11. Transitional housing involving lease terms less than one year.
12. Units subsidized with any other project-based Federal, State or local rent subsidy.
13. Units subsidized with tenant-based assistance under the HOME program or any other duplicative Federal, State, or local housing subsidy. This does not include the housing component of a welfare payment, a social security payment or a rent reduction because of a tax credit.

SECTION 4 PROJECT THRESHOLDS

For a project to be eligible for a HAP contract under this RFP, the project must meet the criteria listed below. Any project that does not meet these will be rejected.

1. Projects must be within HAKC voucher jurisdictional area which includes the following cities: Birmingham, Blue Springs, Blue Summit, Claycomo, Gladstone, Glenaire, Grandview, Kansas City, Lake Lotawana, Lake Tapawingo, Lake Waukomis, Lake Weatherby, Kansas City, North Kansas City, Parkville, Platte Woods, Pleasant Valley, Randolph, Raytown, Riverside and Sugar Creek.
2. The proposal may not request project-based assistance for more than 25% of the units in the project, or 25 units (whichever is greater) unless the project serves only elderly or special needs households or provides a substantial level of supportive services available to tenants with project-based vouchers.
3. Properties currently not meeting applicable inspection protocol standards (as summarized in Appendix A) must be rehabilitated or repaired to meet applicable inspection protocol standards prior to execution of the HAP contract.

4. Units to be newly constructed or rehabilitated must be ready for occupancy within 18 months from the date of execution of the AHAP contract (see Section 1.4). In cases where the allotted time has expired prior to utilization of funding and an extension was not sought or HAKC-approved, developers must reapply for subsidy.
5. The project must be financially feasible. This must be demonstrated by a 15-year operating pro-forma, and commitments for all sources of equity, funding, and financing if new construction or rehab.
6. Evidence of ownership or site control must be provided with the application.
7. In properties with four or more units for which the construction or rehabilitation is not yet complete at the time of the submission of a proposal under this RFP, the housing must comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973, Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR Part 8. Where 5 percent of assisted units must be accessible for persons with mobility impairments and an additional two percent of units for those with hearing and vision impairments.
8. In properties of nine or more units to be newly constructed or substantially rehabbed after approval of a proposal under this RFP, must comply with federal laws and regulations pertaining to labor standards for development. Labor standards include implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), and 29 CFR Part 5. The owner must certify that their contractors and subcontractors will pay Davis-Bacon wages to those employed in construction on the site. A fee will be assessed to cover compliance monitoring for projects subject to Davis-Bacon prevailing wage requirements based on the construction contract total and duration.
9. The PBV program is subject to HUD environmental regulations in 24 CFR parts 50 and 58. All projects selected for the program are subject to environmental review unless the City of Kansas City, Missouri determines that an existing development is exempt from review. Owners should fully disclose potential environmental hazards and be prepared to conduct Phase I or II environmental assessments and perform abatement to the appropriate standards if required by the City's environmental review.
10. The proposed project shall meet Site and Neighborhood Standards set forth in *Appendix D*.
11. The owner must be prepared to provide all existing households, which do not qualify for Section 8 assistance, and will be displaced as a result of the HAP contract, with relocation assistance at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24. The cost of required relocation assistance may be paid with funds provided by the owner, or with other public or private funds, however, no funding is available through this program for relocation purposes.

SECTION 5 SUBMISSION CONTENTS

5.1 PROPOSAL REQUIREMENTS FOR ALL PROPERTIES:

The application must be organized as indicated below. The information provided in the following exhibits will be used to score the proposal in accordance with the criteria listed in Section 5.

COVER LETTER:

Each application must be accompanied by a cover letter that identifies the property, location, total number of units, number of units proposed for project-based vouchers, and the number of bedrooms per unit type for which project-based assistance is requested. Descriptions will be needed explaining how the project will meet the goals of the program described in Section 1.1, the current condition of the proposed units and the status of current or planned construction or rehabilitation, and sources and status of financing commitments for uncompleted sites. The cover letter must introduce the owner(s) and project principals, shareholders, investors, any master lessees, and others with a substantial interest in the project, and specify which of those entities will be party to the Housing Assistance Payment (HAP) contract if selected. The applicant should also state the proposed term of the HAP contract (the initial contract will be for a one to twenty-year term but may be subsequently renewed with a total term of up to forty years) and the projected date on which the units proposed for project-based assistance will be made available for occupancy. **The letter must be co-signed by the owner and property manager.**

EXHIBIT 1: Owner/Manager Experience

- A. Profile of Owner/Management Team: Describe the relevant experience of the ownership and management entities, key principals, and staff, including the site manager for the subject site, and the project manager who will work with HAKC to implement the project-based voucher program. This information should specify their roles and their previous experience with housing developments of the size and scope being proposed for this RFP.
- B. Experience of the Property Management Company: Describe the experience of the proposed management company over the past 5 years, included in the table in *Appendix C*, Part I. (Proposers may use their own existing format, but the information requested in Appendix C must be included). In an attached narrative, if any management contract has been terminated within the past 5 years, explain the reasons for termination. Identify any property(ies) with management challenges similar to those that might occur in this property.

- C. References: Provide a Minimum of 3 references each for both the Owner and Management Teams. This should be a representative sample of current or previous property management clients and government agency representatives involved in affordable housing. Please include a phone number or contact information whenever possible.
- D. If any of the below apply to the subject property or any member of the ownership/management/development team, please explain:
1. Financial default of more than 60 days duration.
 2. Mortgage assignment or workout arrangement.
 3. Foreclosure and/or bankruptcy.
 4. Litigation relating to financing or construction of the project, which is pending, or which was adjudicated within the past 5 years with a finding against the developer.
 5. Real estate tax delinquencies.
 6. Litigation related to the operation of the site, initiated by tenants, either residential or commercial, within the past 5 years.
 7. Fair housing complaints or investigations.

EXHIBIT 2: Description of the Project: Complete *Appendix C*, Part II & III - Project Description. (Proposers may use their own existing format, but the information requested in Appendix C must be included.)

EXHIBIT 3: Project Amenities: On a separate page, describe the following:

- A. Unit amenities available to tenants e.g. dishwasher, patio, additional storage, etc.
- B. Site amenities available to the tenants, i.e., clubhouse, laundry room, etc.
- C. If there are any non-residential units, e.g., commercial space, include total square footage and percent of total space in the project. What types of uses or businesses are in this space?

EXHIBIT 4: Displacement / Relocation:

- A. Provide the number of persons (households and individuals) occupying the property on the date of submission. Identify, by unit number only (no names), current Housing Choice Voucher holders, and households that are not currently HCV Voucher holders, but likely to stay and qualify for project-based assistance. Give a preliminary determination of the income levels of the households occupying units proposed for project-based assistance.
- B. If applicable, provide an estimate of the number of persons/households to be displaced: either temporarily relocated or permanently moved within the building or complex, or moved from the site. If there will be no displacement, please make a statement to that effect.
- C. Indicate whether any businesses will be relocated in the redevelopment process.
- D. Provide an estimate of the cost of any relocation payments and services and sources of funding.

- E. Identify the organization that will carry out the relocation activities and their experience.

EXHIBIT 5: Neighborhood and Market Description: Describe the neighborhood in which the property is located and indicate how the property meets HUD Site and Neighborhood Standards described in *Appendix D*.

For properties ready for occupancy, the applicant must attach rent schedules for at least two comparable properties in the neighborhood with similar unit sizes and amenities to the project proposed. These comparables will document the reasonableness of the proposed PBV contract rents itemized in Appendix C, Item III. *Note: If the project is to be leased up from a predominantly vacant condition (40 percent or more), or if the rents in the non-subsidized units are to increase by more than 15%, the proposal must be accompanied by a market study and marketing plan.*

EXHIBIT 6: Evidence of Ownership / Site Control: Provide evidence of site control. This may be a warranty deed, an option to purchase that extends through the anticipated date of financial closing, or a master lease or similar agreement that gives the applicant long-term (a term that, at a minimum, matches the requested term of the HAP contract) rights to own the improvements and/or access and operate the property.

EXHIBIT 7: Project Operating Pro-forma: A fifteen-year operating pro-forma should be provided for new construction projects. For existing developments and sites to be rehabilitated, provide a 12-year operating proforma. The first two years of the 12-year pro-forma will reflect actual expenses for the past two years (the most recent fiscal years where applicable) to illustrate the current financial condition of the development. Indicate the fiscal year and provide details on rents collected by unit size. The remaining 10 years in the proforma should reflect operations assuming the award of the project-based assistance and any improvements, if applicable, to the property. Provide details on the proposed rents on each unit type, indicating which are proposed for project-based assistance. Indicate separately the (a) amount of outstanding debt currently on the property and the loan terms, (b) any liens on the property other than mortgage loans reflected above. The proforma should provide sufficient detail to enable reviewers to determine the major categories of expenses and revenue sources (e.g., separate project-based revenue from other rental income), as well as the assumptions for year-to-year increases, and the capitalization and disbursement of operating and maintenance reserves.

EXHIBIT 8: Management Plan and Agreement: A detailed property management plan with policy statements regarding marketing, screening, leasing, lease enforcement, property maintenance, reserves administration, financial management, and fair housing should be submitted. The management plan should be an exhibit of an executed agreement with the proposed management entity.

EXHIBIT 9: Fair Housing Marketing Plan: In addition to the standard contents, this item should include specific references to the PBV units and the goal of keeping them occupied at or near 100%.

EXHIBIT 10: Financial Information: Provide a current financial statement for the development and management entities, or in the case of a newly formed entity, of the general partnership or corporate affiliates of the development entity that has been prepared by a Certified Public Accountant along with the most recent audit of such parties. The statement should show the assets, liabilities, and net worth of the entity(ies).

EXHIBIT 11: Certifications:

- A. The owner must be able to certify that any tenant that has moved within the 12 months preceding submission of the application was not required to move except for good cause. “Good Cause” includes tenant non-compliance with the lease and/or failure to carry out tenant obligations under any state and local landlord-tenant law. This information should be submitted with the proposal.

If the owner submitting the proposal has not owned the property for the last 12 months, this certification may be limited to this person's actions during ownership and with respect to acquiring the property.

- B. Provide a Certification Statement showing that the project principals, shareholders, investors, and others with a substantial interest in the project are registered with the U.S. General Services Administration SAM.gov website and not on the list of parties excluded from Federal Procurement and non-procurement programs.
- C. Disclosure of any possible conflict of interest by any of the parties identified as the project team or as having a financial interest in this project that would be a violation of the rental assistance subsidy contract.
- D. Other certifications may be required by Federal law prior to award of the contract.

5.2 ADDITIONAL REQUIREMENTS FOR NEW CONSTRUCTION OR REHABILITATION PROJECTS:

EXHIBIT 12: Development Team Structure: Provide a statement on the composition of the development team, including the development entity, architect, attorney, and general contractor. The statement must set out the anticipated relationship of the team members and their roles. Information concerning any

participant who is not known at the time of the owner's submission must be provided to the HAKC as soon as the participant is known.

EXHIBIT 13: Development Team Experience and References: For the developer/owner, a statement of previous experience must be submitted. This information should focus on projects of similar size and scope being proposed for this RFP. Specific experience with subsidized properties should be identified. Indicate income levels served (very low, moderate, market rate, or mixes) and the current status of the property owned or managed. Provide a minimum of 3 references. Please include a phone number or contact information whenever possible.

For developments proposing 9 or more units, describe the development team and General Contractor's compliance experience with Davis-Bacon prevailing wages.

EXHIBIT 14: Site Plans and Outline Specifications: For properties to be rehabilitated, provide a site plan, and describe property "as is" and the rehabilitation to be performed. Outline specifications should be provided. Highlight changes in amenities or unit configurations. For new construction, a site plan, elevations, basic floor plans, and outline specifications are to be provided.

EXHIBIT 15: Evidence of Zoning: Evidence that the proposed use is permitted by current zoning, in accordance with current ordinances or regulations, or provide evidence to indicate that the needed rezoning is likely and will not delay the project. This should be in the form of a letter from the City Planning and Development Department.

EXHIBIT 16: Environmental Status: Provide a concise narrative specifying the environmental history of the site including past environmental hazards and abatement measures, current environmental hazards present, if any; results of any Phase I and Phase II Environmental Assessments, or plans/contracts for assessments and abatement during the development period. Recent Phase I and II reports should be attached as exhibits.

EXHIBIT 17: Construction Cost Documentation: This will consist of a construction cost estimate signed by a registered architect, or preferably an actual construction bid prepared and signed by the general contractor. Uses should include line items for all costs and fees.

EXHIBIT 18: Development Sources and Uses: Provide sources and uses statement reflecting how the project will be financed, and line items for construction and development costs including acquisition, pre-development, design, construction costs, finance and developer fees, and operating and maintenance reserves.

EXHIBIT 19: Evidence of Financing: Provide evidence of all financing. This should include letters of conditional commitment from lenders for construction and

permanent financing. Any commitment from a lending institution must extend through the expected date of construction start.

EXHIBIT 20: Project Schedule: Provide a timeline for project development showing all major steps that must be taken to complete the project from project inception, through plans and specs, financial closing, construction, and lease-up.

SECTION 6 PROJECT SELECTION

6.1 SCORING CRITERIA: All submissions will be scored and selected according to the following rating factors:

1. **The extent to which the project contributes to neighborhood diversity and prevents displacement - 10 Points**

The Selection Committee will consider the income of the neighborhood in which the property is located. Properties located in neighborhoods with low concentrations of poverty (census tracts with less than 20% poverty) will be rated higher. Projects in poverty neighborhoods undergoing substantial rehabilitation, as a part of a comprehensive neighborhood revitalization strategy in which subsidies are required to reduce displacement, will be rated higher. These projects will not be selected without HUD approval. Developments offering more project-based units, not to exceed 25% of the total units, except as provided, will be rated more highly. Projects preventing displacement by allowing current residents to remain in a neighborhood of rapidly increasing rents will be rated more highly.

2. **Speed with which the units can be brought to occupancy - 10 Points**

The Selection Committee will review the project schedule and overall plan for development to determine the feasibility of completing the project and achieving occupancy as proposed. To retain a reservation letter, a project must be occupied within 18 months from the date of award in order to meet the minimum threshold under this factor. However, those projects that demonstrate the likelihood of achieving occupancy on the earliest possible date will be given a higher score.

3. **Qualifications and experience of the proposed developer/owner/management team - 20 Points**

This factor will consider the qualifications and experience of the developer/owner, contractor, and management team. Owners, developers, and management teams with more experience in owning, managing, and financing affordable rental housing, especially sites with federal or local rental assistance, will be given greater consideration.

4. **Financial strength and market position – 20 Points**

For existing sites, the occupancy rate, tenant profile, and annual operating costs will be key factors. For rehabilitation and new construction, the market study, financial pro-forma, and financing commitments will be critical. Development and operating costs are expected to be within normal ranges. Extraordinary development or operating costs should be referenced with an explanation in the narrative.

5. Project creates newly constructed affordable housing, or contributes to the preservation of affordable housing - 20 Points

New construction of affordable housing, or rehabilitation of properties that would otherwise remain sub-standard housing or be closed due to significant code violations will be rated highly under this criterion. Properties that have provided subsidized housing under a HUD project-based contract that is expiring will be given priority. Properties that are in need of refinancing and in danger of closing due to cost and vacancy issues will receive points under this factor only if the proposed strategy for refinancing and/or redevelopment is judged to be responsive to the current market and financially feasible as determined under factor #4.

6. Supportive Housing for Special Needs Populations - 10 Points

Developments that provide permanent supportive housing for the homeless or other special needs populations may receive points in this category. The need must be clearly documented. A relationship with a non-profit social service agency specializing in service to the subject population must be documented with an executed Memorandum of Understanding (MOU) with a term that matches or exceeds the requested term of the PBV HAP contract. If an MOU has not yet been executed, a signed Letter of Intent to enter into an MOU must be provided by the service agency with a copy of the draft MOU attached. A supportive services plan specifically developed for the site by the service provider must be included to receive the full score under this category.

7. The Quality of the Proposed Development - 20 Points

A careful review of the following will be conducted to evaluate the quality of life for site residents: overall site, building, and unit design for newly constructed/rehabilitated developments, the physical condition of existing sites and units, building and neighborhood amenities, supportive services, management plan, and the proximity of the development to transportation, jobs, and services. Projects which are attractive and competitive within the current market, or which offer more amenities and services will be rated more highly.

If the proposal initially meets the minimum score indicated below in Section 6.2, site visits will be conducted. Upon completion of the site visit, evaluators

may amend the initial scoring under this criterion based on any findings during the visit.

6.2 SELECTION PROCESS

The number of HAP contracts and units to be awarded by HAKC in 2023, and the timing of awards depend upon the funding available to the HAKC Housing Choice Voucher Program. Large HAP contracts may be approved but implemented in phases. PBV funding may be impacted by shifts in federal allocations to the voucher program and local HCV utilization and turnover.

An evaluation panel convened by HAKC will review, evaluate and rate each responsive submission utilizing the evaluation criteria listed in Section 6.1 above. The minimum score for awarding a project-based HAP contract reservation based on the evaluation criteria above is 60 points. If a limited amount of voucher funding is available and multiple proposals have been received with scores of 60 or more, proposals with the highest score will receive first priority for a reservation of PBV funding. After completion of project reviews and site visits, the evaluation panel will recommend proposals to the Executive Director and the HAKC Board of Commissioners for a funding reservation.

HAKC will consider as “non-responsive” any submission for which critical information is lacking, or any submission which represents a major deviation from the RFP. Minor omissions may, at the sole option and discretion of HAKC, be corrected within five (5) business days after notification of the deficiency.

HAKC reserves the right to request additional information from any respondent after the submission deadline. Failure of an applicant to respond to HAKC’s request for additional information within five (5) business days will result in the rejection of the proposal.

HAKC will review all RFP responses in the order they are received. HAKC reserves the right to terminate the acceptance of submissions at any time. HAKC also reserves the right to reject any and all, or parts of any and all proposals; to not award a HAP contract; cancel the RFP at any time; to waive any irregularities in this RFP or in the proposals received as a result of the RFP, to undertake further negotiations with the respondent, and to request a “best and final offer” from the respondent.

Respondents are notified that all information submitted as part of, or in support of their response to this RFP will be available for public inspection (except by competing respondents, and only after official request is made in writing to HAKC) in compliance with HUD, State, and local laws.

Notifications of conditional awards will be issued within 60 days of receipt of proposal. Execution of a Housing Assistance Payment (HAP) contract will require

a minimum of an additional 90 days after notification of approval of the proposal to provide time for HUD review, applicable inspections protocol, and approval of the HAP contract by the HAKC Board of Commissioners. Agreements to Enter into Housing Assistance Payments (AHAP) for new construction or properties undergoing rehabilitation will require additional time to accommodate the HUD Subsidy Layering Review and Environmental Review processes. Please See *Appendices I and J* for a simplified explanation of the selection processes.

SECTION 7. Proposal Submission Instructions

Proposals will be accepted on an ongoing basis through December 31st, 2023. Please submit one (1) electronic version of your proposal to:

Proposals shall be submitted in a sealed envelope and clearly marked “RFP 23-0628, 2023 Project-Based Housing Choice Voucher Program”. Each response to this RFP must include one (1) original binder and (1) flash drive with the entire proposal on the flash drive.

The proposal should be delivered or dropped off between the hours of 8:30 AM – 4:30 PM weekdays at:

Housing Authority of Kansas City, Missouri
Attn. Mary Jackson
3822 Summit Street
KC, MO 64111

QUESTIONS

Questions regarding the RFP should be submitted to the HAKC Contract Specialist, Procurement Department, by e-mail to procurement@hakc.org.

Answers to all questions will be provided to all submitters who provide an e-mail address. If these answers require an RFP addendum to be issued, said addendum shall be forwarded to all submitters who have provided an e-mail address and it will be posted on our website at www.hakc.org.

APPENDIX A

Applicable Inspection Protocols

All Public Housing Agencies must prepare to comply with NSPIRE standards for public housing starting on July 1, 2023, and at multifamily and voucher properties in October 2023. All program housing must meet the minimum compliance requirements both at the commencement of assisted occupancy, and throughout the assisted tenancy for these key aspects of housing quality: (A) Sanitary facilities; (B) Food preparation and refuse disposal; (C) Space and security; (D) Thermal environment; (E) Illumination and electricity; (F) Structure and materials; (G) Interior air quality; (H) Water supply; (I) Lead-based paint; (J) Access; (K) Site and neighborhood; (L) Sanitary condition; (M) Smoke detectors, and (N) Carbon monoxide detectors.

National Standards for the Physical Inspection of Real Estate (NSPIRE)

Notice: [6086-N-05 NSPIRE Standards Notice 6-8-23 \(hud.gov\)](#)

National Standards for the Physical Inspection of Real Estate (NSPIRE)

Standards: [6086-N-05 NSPIRE Standards V3.0 6-8-23 \(hud.gov\)](#)

For more information visit HUD's [National Standards for the Physical Inspection of Real Estate \(NSPIRE\)](#) Webpage.

APPENDIX B

Housing Authority of Kansas City, Missouri Payment Standards for Housing Choice Voucher Program Effective 05/19/2023 – 12/31/2023

FY 2023 FMR	Efficiency/ 0 Bedroom	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Six Bedroom	Seven Bedroom
100%	\$885	\$1002	\$1164	\$1530	\$1777	\$2044	\$2310	\$2577
110%	\$974	\$1102	\$1280	\$1683	\$1955	\$2248	\$2541	\$2835
120%	\$1062	\$1202	\$1397	\$1836	\$2132	\$2453	\$2772	\$3092

Do not exceed the rental amounts above if all utilities ARE NOT provided by the owner.

The Housing Authority must perform a rent comparable study to determine the rent amount approved under the program.

The utility allowance amounts vary and can be found at:

[Utility Allowances Effective January 2023 \(hafc.org\)](http://hafc.org)

APPENDIX C

I. Housing Management Experience

Property Name	Address	Building Type	Total Number of Units	Market Rate / LIHTC / Sec8 / Other	Dates of Mgt. Service

(If more space is needed, use a separate page.)

II. Description of Subject Development

No. Buildings

Are there
Elevator(s)

Age of Building(s)

Complete the following table for the property

Building Number or Address	Number of bedrooms per unit						Total
	0	1	2	3	4	5+	
Bldg #							
Total Number of Units							
Total Number of Units now Vacant *							
# Current Sec 8 Units							
# Proposed Project-based units							

Building Number or Address	Number of bedrooms per unit						Total
	0	1	2	3	4	5+	
Bldg #							
Total Number of Units							
# Current Sec 8 Units							
# Proposed Project-based units							
Total Number of Units now Vacant *							
Bldg #							
Total Number of Units							
Total Number of Units now Vacant *							
# Current Sec 8 Units							
# Proposed Project-based units							
Bldg #							
Total Number of Units							
Total Number of Units now Vacant *							
# Current Sec 8 Units							
# Proposed Project-based units							

*If any units were vacant during the past 18 months for more than two months explain on a separate sheet of paper.

1. Which utilities will be paid by the tenant directly? Provide the estimated monthly cost for each.

Electricity ___ \$ _____
 Water ___ \$ _____

Gas ___ \$ _____
 Hot Water ___ \$ _____

Garbage ___ \$ _____

2. For utilities paid by the tenant, indicate "g" for Gas, "e" for electricity.

Heating ___ Cooking ___ Hot Water ___

3. Which utilities will be paid by the owner?

Electricity ___ Gas ___

Water ___ Hot Water ___

Garbage ___

4. How many units will provide handicapped accessibility?

 0- Bedroom 1-bedroom 2-bedroom 3-bedroom 4-bedroom

III. Current and Proposed Contract Rents

For each unit size proposed to receive Project-Based Assistance, provide the square footage, current and proposed rents. If the proposed contract rent is more than 15 percent greater than the current rent, provide a market study and marketing plan to support the higher rents. Copy this table and attach it to this document if more space is needed.

Building Number or Address	Number of bedrooms per unit					
	0	1	2	3	4	5+
Bldg #						
Square Feet						
Current Rents						
Proposed Rents						
Bldg #						
Square Feet						
Current Rents						
Proposed Rents						
Bldg #						
Square Feet						
Current Rents						
Proposed Rents						

APPENDIX D

Site and Neighborhood Standards

1. Project-based assistance for housing at the selected site shall be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. HAKC will also consider the following:
 - (a) Whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
 - (b) Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
 - (c) Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization;
 - (d) Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
 - (e) Whether new market-rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market-rate units will positively impact the poverty rate in the area;
 - (f) If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, HAKC will consider whether in the past five years, there has been an overall decline in the poverty rate;
 - (g) Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.
2. The site and neighborhood must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and implementing HUD regulations.
3. The site shall meet applicable inspection standards for habitability.
4. *Existing and rehabilitated housing site and neighborhood standards.*
A site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:
 - a. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)

- b. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
 - c. Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
 - d. Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.
5. *New construction site and neighborhood standards.* A site for newly constructed housing must meet the following site and neighborhood standards:
- a. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site.
 - b. The site must not be located in an area of minority concentration, except as permitted under paragraph (5) (c) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
 - c. A project may be located in an area of minority concentration only if:
 - i) Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration (see paragraph (5)(c)(iii), (iv), and (v) of this section for further guidance on this criterion); or
 - ii) The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (5) (c) (vi) of this section for further guidance on this criterion).
 - iii) As used in paragraph (5) (c) (i) of this section, “sufficient” does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, that over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality’s population.

- iv) Units may be considered “comparable opportunities,” as used in paragraph (5) (c) (i) if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
- v) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
 - (A) A significant number of assisted housing units are available outside areas of minority concentration.
 - (B) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
 - (C) There are racially integrated neighborhoods in the locality.
 - (D) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
 - (E) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
 - (F) A significant proportion of minority households has been successful in finding units in non-minority areas under the Section 8 certificate and voucher programs.
 - (G) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
- vi) Application of the “overriding housing needs” criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably changing the economic character of the area (a “revitalizing”). An “overriding housing need,” however, may not serve as the basis for determining that a site is acceptable if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status or disability renders sites outside area of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

APPENDIX E

Housing Choice Voucher (Section 8) Owner Responsibilities

The owner/landlord has the following major responsibilities:

1. Tenant selection and leasing
 - a. Screening the family's background and/or suitability for tenancy.
 - b. Owners are permitted to screen based on a family's tenancy history.
 - c. Owner may consider a family's background regarding factors such as:
 - Payment of rent and utility bills
 - Caring for a unit/premises
 - Respecting other's rights for peaceful enjoyment of their housing
 - Drug-related criminal activity or other criminal activity that is a threat to life, safety or property of others
 - Compliance with other essential conditions of tenancy
2. Compliance with the Voucher Subsidy Contract and/or Housing Assistance Payments (HAP) Contract.
3. Normal landlord functions during the lease term (e.g., maintenance, rent collection, issuing of lease violations, and evictions).
4. Compliance with program lease.
5. Owner responsibilities are further defined in the HAP Contract or Subsidy Contract, the Lease, Federal Regulations and State and local City Law (Missouri Landlord/Tenant Law).
6. The owner must maintain the unit to applicable inspection standards. If the owner fails to do so, the Housing Authority may terminate, suspend, or reduce housing assistance payments and terminate the HAP Contract.
7. The owner is not responsible for a breach of the applicable inspection protocol for which the family is responsible. However, the owner is responsible for subsequent repairs to meet applicable inspection standards for the unit to remain eligible under the HAP contract.
8. The owner must adhere to provisions on modifications for reasonable accommodations to a dwelling unit occupied or to be occupied by a disabled person in accordance with the Americans with Disabilities Act of 1992.

APPENDIX F

NON- COLLUSIVE AFFIDAVIT

_____ being first duly sworn, deposes and says:

That he is _____.
(Partner, Officer of Firm, Corp., etc.)

The party making the foregoing proposal or bid and attests to the following:

1. That such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix an overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of Kansas City, Missouri or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

(Name of Firm)

(Signature of Bidder)

Subscribed and sworn to before me this _____ day _____, 20__

NOTARY PUBLIC

My commission expires: _____

APPENDIX G

STATEMENT OF ACCEPTANCE AND EXCEPTIONS

The undersigned, by affixing his/her signature to this document, acknowledges that she/he has read and understands the terms, conditions, and other covenants as provided for in the Request for Proposals (RFP) and accompanying appendices. The undersigned further agrees and understands that the proposal submitted herein is made under said terms, conditions, and other covenants, and shall abide by them, notwithstanding the exceptions listed herein. She/he states that she/he is an officer of the business entity named below, or has power of attorney to bind said business to the terms, conditions, and other covenants provided in the aforementioned documents, and agrees to perform in accordance therewith the agreed upon services.

Name of firm: _____

Address: _____

Title: _____

Signature: _____

Printed Name: _____

Telephone Number: _____

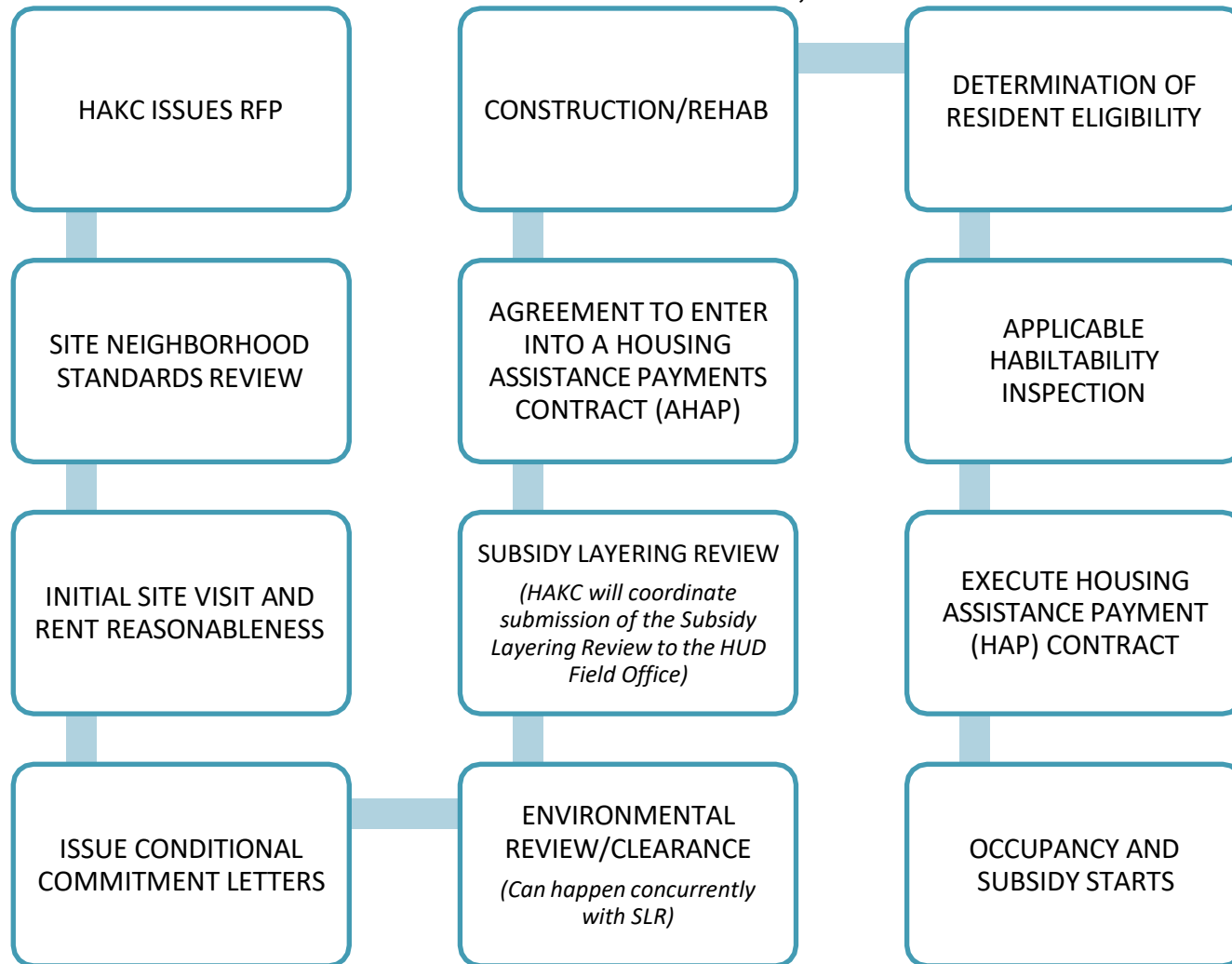
Date: _____

If you wish to state any exceptions to the terms, conditions, and other covenants stated in this proposal document, then please specify herein, include additional pages as necessary.

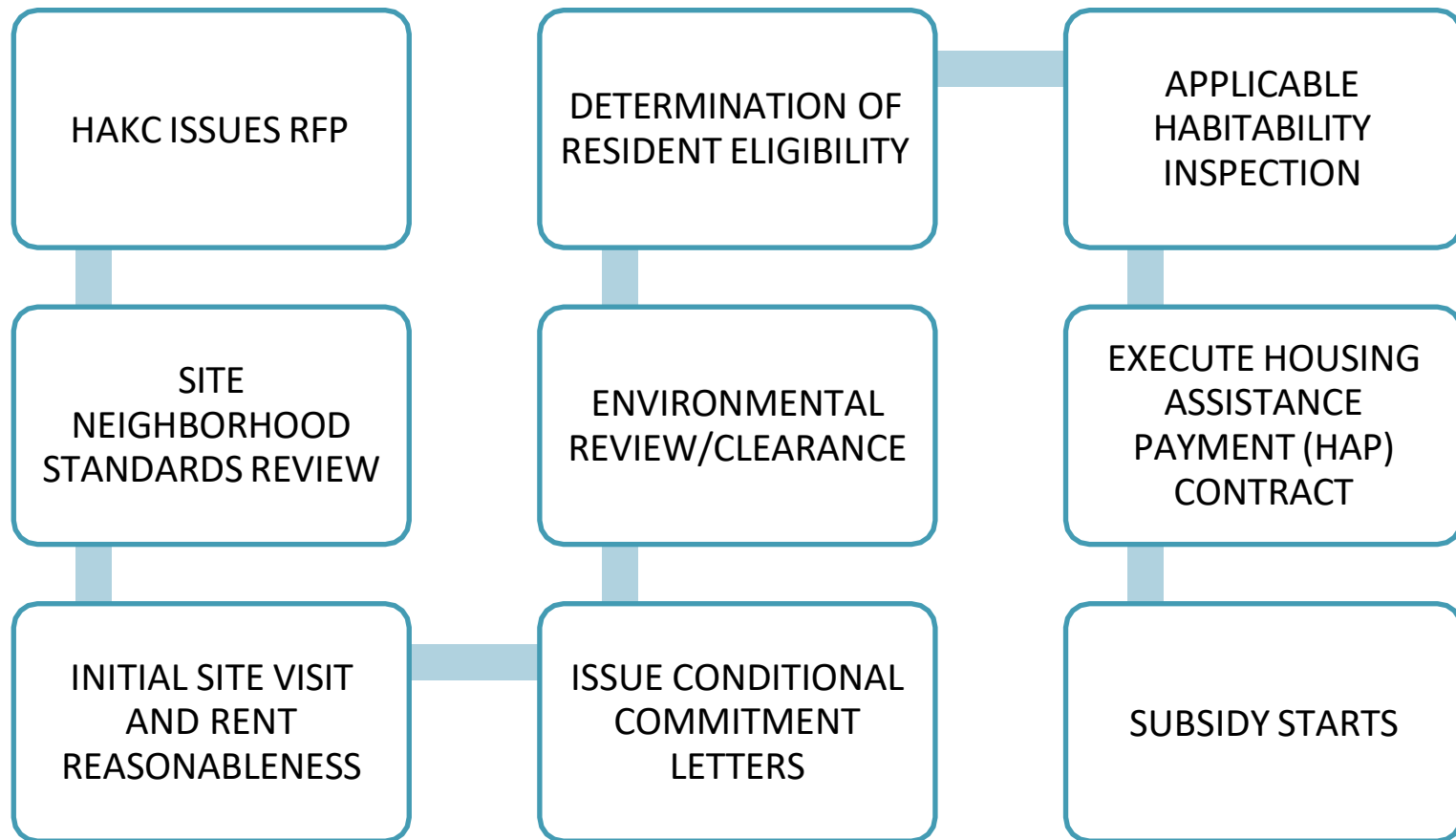
(IMPORTANT: SOME EXCEPTIONS MAY BE CLASSIFIED AS NON-RESPONSIVE BY THE HAKC AND THE PROPOSAL MAY BE REJECTED)

APPENDIX I

PROCESS FOR PBV REQUESTS NEW CONSTRUCTION, REHAB PROPERTIES



**APPENDIX J
PROCESS FOR PBV REQUESTS AT EXISTING PROPERTIES**



Appendix J

JOINT VENTURE QUESTIONNAIRE

The following questionnaire must be fully completed and submitted concurrently with the Contractor's Occupation Statement by all Contractors submitted as a joint venture.

Names of Firms involved in the Joint Venture: _____

1. Specify the percent of Minority Business Enterprise/Women Business enterprise (MBE/WBE) ownership in terms of profit and loss sharing.
2. Describe the Capital Contributions by each Joint Venturer.
3. Describe the financial controls of the Joint Venture: Who will keep the books, how will expenses to be reimbursed what is the authority of each Joint Venturer to commit to obligate the others?
4. Explain the relationship of ownership, options for ownership or loans between the Joint Venturers.
5. How and by whom will the on-site work be supervised?

- 6. Who will be responsible for material purchases and how will the purchases be financed?
- 7. Who will provide the equipment, the estimated cost thereof and how will the equipment be financed?
- 8. How and from whom will bonding be acquired; insurance; name of company(s) providing bonding and insurance.
- 9. Describe the experience and business qualifications of each Joint Venturer.
- 10. Submit copies of any Joint Venture Agreement.

Signature of Affiant

Date

Signature of Affiant

Date

Signature of Affiant

Date

Appendix J

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

Utility Allowance Schedule

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality: Housing Authority of Kansas City, MO	Unit Type: High-Rise/Apartment	Date 01/01/2023				
Utility or Service	Monthly Dollar Allowances					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating						
a. Natural Gas	\$24.00	\$28.00	\$33.00	\$36.00	\$41.00	\$45.00
b. Bottle Gas/Propane	-	-	-	-	-	-
c. Electric	\$19.00	\$22.00	\$30.00	\$37.00	\$45.00	\$52.00
d. Electric Heat Pump	\$17.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
e. Oil / Other	-	-	-	-	-	-
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$6.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane	-	-	-	-	-	-
c. Electric	\$6.00	\$7.00	\$10.00	\$12.00	\$15.00	\$18.00
Other Electric (Lights & Appliances)	\$21.00	\$25.00	\$34.00	\$44.00	\$54.00	\$63.00
Air Conditioning	\$10.00	\$11.00	\$16.00	\$20.00	\$25.00	\$29.00
Water Heating						
a. Natural Gas	\$8.00	\$9.00	\$12.00	\$17.00	\$20.00	\$23.00
b. Bottle Gas/Propane	-	-	-	-	-	-
c. Electric	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$35.00
d. Oil / Other	-	-	-	-	-	-
Water	\$40.00	\$41.00	\$52.00	\$63.00	\$75.00	\$86.00
Sewer	\$77.00	\$79.00	\$100.00	\$120.00	\$141.00	\$161.00
Trash Collection	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Range / Microwave- Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator- Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other Specify-- Electric Fee \$12.16	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other Specify-- Natural Gas Fee \$21.20	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Actual Family Allowances - May be used by the family to compute allowance while searching for a u			Utility / Service / Appliance		Allowance	
			Heating		\$	
			Cooking		\$	
Head of Household			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Unit Address			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	

Utility Allowance Schedule

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality: Housing Authority of Kansas City, MO		Unit Type: Row House/ Townhouse/ Duplex/ Semi-Detached				Date 01/01/2023	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating							
a. Natural Gas		\$30.00	\$36.00	\$42.00	\$46.00	\$52.00	\$56.00
b. Bottle Gas/Propane		-	-	-	-	-	-
c. Electric		\$27.00	\$32.00	\$42.00	\$51.00	\$60.00	\$69.00
d. Electric Heat Pump		\$20.00	\$24.00	\$28.00	\$32.00	\$35.00	\$39.00
e. Oil / Other		-	-	-	-	-	-
Cooking							
a. Natural Gas		\$3.00	\$3.00	\$6.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane		-	-	-	-	-	-
c. Electric		\$6.00	\$7.00	\$10.00	\$12.00	\$15.00	\$18.00
Other Electric (Lights & Appliances)		\$27.00	\$31.00	\$43.00	\$56.00	\$68.00	\$80.00
Air Conditioning		\$10.00	\$11.00	\$19.00	\$27.00	\$35.00	\$44.00
Water Heating							
a. Natural Gas		\$9.00	\$11.00	\$16.00	\$20.00	\$26.00	\$30.00
b. Bottle Gas/Propane		-	-	-	-	-	-
c. Electric		\$17.00	\$21.00	\$26.00	\$32.00	\$38.00	\$43.00
d. Oil / Other		-	-	-	-	-	-
Water		\$40.00	\$41.00	\$52.00	\$63.00	\$75.00	\$86.00
Sewer		\$77.00	\$79.00	\$100.00	\$120.00	\$141.00	\$161.00
Trash Collection		\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Range / Microwave- Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator- Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other Specify-- Electric Fee \$12.16		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other Specify-- Natural Gas Fee \$21.20		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Actual Family Allowances - May be used by the family to compute allowance while searching for a		Utility / Service / Appliance		Allowance			
		Heating		\$			
		Cooking		\$			
Head of Household		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
Unit Address		Water		\$			
		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			

Utility Allowance Schedule

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality: Housing Authority of Kansas City, MO		Unit Type: House			Date 01/01/2023		
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating							
a. Natural Gas		\$34.00	\$39.00	\$46.00	\$52.00	\$59.00	\$64.00
b. Bottle Gas/Propane		-	-	-	-	-	-
c. Electric		\$43.00	\$51.00	\$59.00	\$68.00	\$76.00	\$82.00
d. Electric Heat Pump		\$24.00	\$28.00	\$33.00	\$37.00	\$41.00	\$46.00
e. Oil / Other		-	-	-	-	-	-
Cooking							
a. Natural Gas		\$3.00	\$3.00	\$6.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane		-	-	-	-	-	-
c. Electric		\$6.00	\$7.00	\$10.00	\$12.00	\$15.00	\$18.00
Other Electric (Lights & Appliances)		\$31.00	\$36.00	\$50.00	\$65.00	\$79.00	\$91.00
Air Conditioning		\$7.00	\$9.00	\$20.00	\$31.00	\$42.00	\$53.00
Water Heating							
a. Natural Gas		\$9.00	\$11.00	\$16.00	\$20.00	\$26.00	\$30.00
b. Bottle Gas/Propane		-	-	-	-	-	-
c. Electric		\$17.00	\$21.00	\$26.00	\$32.00	\$38.00	\$43.00
d. Oil / Other		-	-	-	-	-	-
Water		\$40.00	\$41.00	\$52.00	\$63.00	\$75.00	\$86.00
Sewer		\$77.00	\$79.00	\$100.00	\$120.00	\$141.00	\$161.00
Trash Collection		\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Range / Microwave- Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator- Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other Specify-- Electric Fee \$12.16		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other Specify-- Natural Gas Fee \$21.20		\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Actual Family Allowances - May be used by the family to compute allowance while searching for a				Utility / Service / Appliance		Allowance	
Head of Household				Heating		\$	
				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
Unit Address				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
Number of Bedrooms				Other		\$	
				Total		\$	

Utility Allowance Schedule

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169

Locality: Housing Authority of Kansas City, MO		Unit Type: Detached House			Date 01/01/2023	
Utility or Service		Monthly Dollar Allowances				
		6 BR	7 BR	8 BR		
Heating						
a. Natural Gas	\$70.00	\$74.00	\$79.00			
b. Bottle Gas/Propane	-	-	-	-	-	-
c. Electric	\$87.00	\$91.00	\$94.00			
d. Electric Heat Pump	\$49.00	\$53.00	\$56.00			
e. Oil / Other	-	-	-	-	-	-
Cooking						
a. Natural Gas	\$11.00	\$12.00	\$13.00			
b. Bottle Gas/Propane	-	-	-	-	-	-
c. Electric	\$20.00	\$21.00	\$22.00			
Other Electric (Lights & Appliances)	\$97.00	\$102.00	\$108.00			
Air Conditioning	\$57.00	\$61.00	\$65.00			
Water Heating						
a. Natural Gas	\$32.00	\$35.00	\$37.00			
b. Bottle Gas/Propane	-	-	-	-	-	-
c. Electric	\$47.00	\$50.00	\$53.00			
d. Oil / Other	-	-	-	-	-	-
Water	\$94.00	\$102.00	\$109.00			
Sewer	\$175.00	\$189.00	\$202.00			
Trash Collection	\$24.00	\$24.00	\$24.00			
Range / Microwave- Tenant-supplied	\$11.00	\$11.00	\$11.00			
Refrigerator- Tenant-supplied	\$12.00	\$12.00	\$12.00			
Other Specify-- Electric Fee \$12.16	\$12.00	\$12.00	\$12.00			
Other Specify-- Natural Gas Fee \$21.20	\$21.00	\$21.00	\$21.00			
Actual Family Allowances				Utility / Service / Appliance	Allowance	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating	\$	
				Cooking	\$	
Head of Household				Other Electric	\$	
				Air Conditioning	\$	
				Water Heating	\$	
Unit Address				Water	\$	
				Sewer	\$	
				Trash Collection	\$	
				Range / Microwave	\$	
				Refrigerator	\$	
				Other	\$	
Number of Bedrooms				Other	\$	
				Total	\$	