

HOUSING AUTHORITY OF THE CITY OF NEW SMYRNA BEACH



REQUEST FOR PROPOSALS FOR ASSISTANCE UNDER THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM FOR MULTIFAMILY HOUSING NEW CONSTRUCTION UNITS THAT SERVE A FAMILY DEMOGRAPHIC

Issue Date: July 1, 2026

Proposal Due Date: 4 P.M. Eastern time on **Thursday, July 30, 2026**

RFP# 2026-01

Housing Authority of the City of New Smyrna Beach
1101 S. Dixie Freeway • New Smyrna Beach, FL 32168

HOUSING AUTHORITY OF CITY OF NEW SMYRNA BEACH

REQUEST FOR PROPOSAL OR PROPOSALS FOR ASSISTANCE UNDER THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM FOR NEW CONSTRUCTION HOUSING UNITS

I. PURPOSE AND ELIGIBILITY

The Housing Authority of the City of New Smyrna Beach ("**HACNSB**") is accepting proposals from property owner(s) and/or developer(s) to provide assistance under the Section 8 Project-Based Voucher ("**PBV**") program. HACNSB, a Moving to Work agency, may use up to 100% of its Section 8 budget authority for project-based assistance. HACNSB, in an effort to increase the affordable housing in the area, would like to provide project-based assistance for approximately forty (40) +/- units of housing for Families under the PBV program to support affordable housing opportunities in the City of New Smyrna Beach, Florida. These vouchers may or may not include mainstream vouchers for elderly/disabled and/or VASH vouchers. HACNSB reserves the right to award single or multiple contracts as deemed to be in the best interest of HACNSB. HACNSB may award all or none of the vouchers applied for.

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

The purpose of this RFP is to select a development or developments that require and are eligible to use Housing Choice Vouchers (HCV) for the development of affordable housing through the assistance of HCVs to expand the financial feasibility of the development. Award will be pursuant to an agreement between the HACNSB and owner, for use under the PBV program and for newly constructed units within the City of New Smyrna Beach, Florida.

Applicants should be aware of the following conditions:

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

Housing Amendments Act of 1988 and implementing regulations at 24 CFR §100.205, as applicable, and accessibility requirements of section 504 of the Act of 1973 (29 U.S.C. §794) and implementing regulations at 24 CFR Part 8.

5. An Environmental Review and/or Assessment may be required. If an Assessment is required, the cost will be charged to the applicant.
6. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
7. Execution of an Agreement to enter into a Housing Assistance Payments Contract ("**AHAP**") is contingent upon completion of all of the above requirements which must be signed before construction of the proposed development or begins. Upon final inspection of the work, the applicant and HACNSB will execute a Housing Assistance Payments Contract ("**HAP Contract**").
8. Applicants should note that upon execution of the AHAP, the applicant will be required to comply with Federal requirements imposed by the AHAP, including the use of the Federal Davis-Bacon construction wage guidelines, participation of Section 3 and minority-owned and women-owned business enterprise businesses, and the need to obtain National Environmental Policy Act environmental clearance. A copy of the form of AHAP can be found at HUD.Gov and includes forms 52531A and 52531B.
9. Any award is contingent upon receipt of adequate funding and necessary approvals by HUD.
10. Any development receiving at least 9 PBVs will be subject to Davis Bacon construction requirements.

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

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

8. High-rise elevator project for families with children;
9. Units occupied by an owner of the housing; or
10. Units occupied by a family ineligible for participation in the PBV program.

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

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

II. ELIGIBLE APPLICANTS

Developers or owners proposing new construction of affordable housing that will serve low- or moderate-income individuals in the City of New Smyrna Beach, Florida, where the housing will be for general occupancy and not reserved for elderly persons.

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

1. The property must be located in the City of New Smyrna Beach, Florida;
2. The applicant must prove ownership of the site or control of proposed site by purchase contract, purchase or lease option, deed or, lease, in each case, where such control extends through the proposed date for acquiring title to the site;
3. The applicant must be incorporated, formed or organized in the State of Florida;
4. The applicant must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a complaint procedure;
5. The applicant must have in place the following insurance which shall be written by companies authorized to do business in the state of Florida and acceptable to the HACNSB:
 - a. Comprehensive general liability insurance at limits not less than One Million Dollars (\$1,000,000.00) combined single limits;
 - b. Commercial general liability insurance including contractual liability coverages in the amount not less than One Million Dollars (\$1,000,000.00) combined single limits;
 - c. Workers Compensation Insurance as required under Florida law.
6. The applicant must comply with all the laws and regulations of its municipality and Volusia County, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance;
7. The applicant must not be involved in any current litigation or contractual dispute with HACNSB or any municipality in Volusia County;
8. The applicant must designate a point of contact for HACNSB staff;
9. The applicant must provide to HACNSB and HUD, or its agents, reports, financial, and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations; and
10. Applicants must be able to enter into an AHAP and start the project for which PBVs have been requested within a 24-month period after the announcement of award of PBVs or

HACNSB reserves the right to withdraw the award. HACNSB may extend the 24-month period upon request of the Applicant.

IV. SPECIFIC REQUIREMENTS

- **Resident Choice and Continued Assistance.** When a family or individual moves out of a unit with PBV assistance, it will be replaced by a family/individual that is referred from HACNSB's waiting list or the Veteran's wait list for a VASH Voucher. This will ensure that the specified number of subsidies continue to be used at the development throughout the term of HACNSB's contract with the owner.
- **HAP Contract.** A form of the HAP Contract can be found at www.hud.gov/hudclips/forms.
- **Contract Term and Extension.** HACNSB has the discretion to set the initial contract term for any period of time up to a maximum of twenty (20) years, subject to the availability of adequate annual appropriations. The initial contract may be extended for a period of up to twenty (20) years if the HACNSB considers such extension appropriate to achieve long-term affordability or to expand housing opportunities. At HACNSB's option, the initial contract may bind the owner to accept extensions offered by HACNSB.
- **HQS and Inspections.** Each unit identified to receive project-based assistance must pass a Housing Quality Standards ("HQS") inspection before a HAP Contract may be signed. Project-based voucher contracts are subject to the same annual/biennial inspection requirements as tenant-based vouchers.
- **Rent.** HACNSB's contract with the owner sets the rent for each unit with PBV assistance. The amount of the rent may not exceed the lower of the applicable maximum level, as explained below, or the "reasonable" rent in light of the rents charged for comparable unassisted units in the area. The applicable maximum level is the maximum voucher payment standard which is 110 percent of the HUD-determined fair market rent ("FMR"). Up to this maximum, the rent for a unit is allowed as long as the rent is reasonable. In some cases, HUD may approve at their discretion, exception rents for as much as 120 percent of the HUD-determined FMR. An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by HACNSB in accordance with the HAP contract.
- **Rent Increases.** Rent increases during the term of the contract may be approved by HACNSB so long as the increased rents do not exceed the rent limits above and are reasonable. HUD's annual adjustment factors do not apply.
- **Individual or Family Share of the Rent.** Individuals or families with PBVs pay 30 percent of their adjusted income for rent and utilities.

- **Waiting List.** HACNSB may, at its discretion, maintain a separate waiting list for any project eligible for PBV assistance. Owners are responsible for selecting tenants for units assisted with PBVs from among the persons or families referred by HACNSB from its waiting list. An owner may refer persons or families that apply directly to the development to HACNSB to be placed on the waiting list. No person or family is required to accept PBV assistance; persons or families that reject an offer of PBV assistance or are rejected by the owner and are on the tenant-based voucher waiting list retain their place on that list.
- **Targeting.** The income of persons or families selected for PBV units is considered in determining whether HACNSB has complied with the requirement that at least 75 percent of new admissions to the voucher program each year must have incomes at or below 30 percent of the area median income.
- **Feasibility.** Proposed developments must be new construction, financially feasible and operationally viable, as demonstrated via submission of development and operating proformas. Proformas must show the need for the PBV to make the development feasible. This will be demonstrated by providing proformas with and without PBV.
- **Priority Projects.**
 1. Projects utilizing PBV to ensure project feasibility (to increase debt for Gap financing) will be given priority over projects that do not require PBV for financial feasibility.
 2. Projects utilizing or intending to utilize Multifamily Mortgage Revenue Bond (Bonds) financing with 4% Low Income Housing Tax Credits (4%LITCs) will be given priority over projects that are not utilizing or intending to utilize Bonds with 4% credits. Additional priority points will be allotted to projects utilizing or intending to utilize Bonds that are issued by a Local Government HFA.
 3. Projects that allow the HACNSB to share in the ownership interest of the development will be given priority.
 4. Projects that are located in an area that is part of a revitalization plan which may or may not include a site that is or was Public Housing.
 5. Projects that will have a Land Use Restriction Agreement (LURA) and/or Low-Income Housing Extended Use Agreement (EUA) with the Florida Housing Finance Corporation or will have another form of LURA or EUA for a term of at least 30 years.
 6. Projects that are applying for funding, under construction, or recently built in 2026.
 7. Projects that provide amenities/services on site that serve the family demographic.
- **Location.** HACNSB will provide PBV assistance with the goal of expanding housing and economic opportunities to the maximum extent feasible. Proposed developments located in close proximity to social, recreational, educational, commercial, and health facilities and other municipal facilities and services, either on site or off-site.

It is HACNSB's goal to select sites for PBV assistance that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, HACNSB may limit approval of sites for PBV assistance in census tracts that have poverty concentrations of 25 percent or less. Units reserved for elderly (age sixty-two (62) or older) are also exempt from the 25 percent limitation. However, HACNSB will grant exceptions to the 25 percent standard where HACNSB determines that the project-based assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 25 percent, such as:

- A site which is located in a census tract in which the proposed development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A site which is located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A site which is located in a census tract in which the proposed development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A site which is located in a census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A site which is located in a census tract where there has been an overall decline in the poverty rate within the past five years; or
- A site which is located in a census tract where there are meaningful opportunities for educational economic advancement.
- A site which currently is or previously was a Public Housing Development and is proposing a revitalization to a mixed income development.

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

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

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

HACNSB may not enter into an AHAP for rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards set forth at 24 CFR §983.57(d), for substantial rehabilitation developments, and 24 CFR §983.57(e), for new construction developments, as applicable.

Upon completion of construction and issuance of an occupancy permit, and provided that all other requirements under this RFP have been met, HACNSB will enter into a HAP Contract with the owner for the site selected and approved for PBV assistance. HACNSB will make housing assistance payments to the owner in accordance with the HAP Contract for those contract units leased and occupied by eligible families during the HAP contract term.

V. PROPOSAL INSTRUCTIONS

Any questions regarding this RFP must be submitted in writing on or before July 20th, 2026. Questions are to be directed to Zoe Schwarz by email at zschwarz@tagassociatesinc.com with Cc to Jane Dixon at jdixon@tagassociatesinc.com.

Proposals are due **Thursday July 30, 2026**, and must be received by HACNSB by 4:00 p.m., Eastern time, at the offices of the Housing Authority of City of New Smyrna Beach, 1101 S. Dixie Freeway, New Smyrna Beach, FL 32168, Attention: Teresa Pope, Executive Director. Responses will not be read aloud. Late responses may not be accepted. Fax responses will not be accepted.

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

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

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

Please tab responses as required (see Proposal Contents below). Also, submit two copies of your Proposal and a USB drive with the completed Proposal and Excel Workbook. Responses must be packaged in sealed envelopes marked with the following:

Title: REQUEST FOR PROPOSALS OR PROPOSAL FOR ASSISTANCE UNDER THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM FOR MULTIFAMILY HOUSING UNITS THAT SERVE A FAMILY DEMOGRAPHIC

Respondent: Applicant's Name and Address

VI. PROPOSAL CONTENTS

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

Tab 1 Proposal Form. Use enclosed form --- Proposal Form and Schedule of Buildings Proposed for Assistance AND the Excel Workbook for project feasibility which can be submitted on a USB drive.

Tab 2 Threshold Proposal Requirements:

1. **Letter of Interest.** Applicants' submittals shall be accompanied by a Letter of Interest on the Applicant's letterhead. The letter should state Applicant's understanding of the engagement, the commitment to perform the work, if any, expeditiously, a brief statement indicating why the Applicant believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for 90 calendar days.
2. **Proven Ownership or Control of Property Proposed for Project-Based Assistance.**
3. **Compliance with Fair Housing and Civil Rights Laws.** (Use enclosed form --- Certification of Previous Compliance with Fair Housing and Civil Rights Laws.)

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

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

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

HACNSB will not rate or rank a Proposal if the charge, lawsuit, or letter of findings has not been resolved to the satisfaction of HACNSB before the Proposal deadline stated in this RFP. HACNSB's decision regarding

whether a charge, lawsuit, or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit, or letter of findings.

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

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

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

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

Tab 3 Property Requirements:

1. The Proposal for project-based assistance must provide a schedule of buildings indicating that the units proposed for participation in the project-based program are either (a) equal to or less than 25 percent of the units in any project, (b) excepted units in a multifamily building because they are specifically made available for elderly families or families receiving supportive services (also known as qualifying families), (c) the unit(s) are in a single-family dwelling, defined as 1–4 family dwellings per building, (d) the proposed project will be for families or individuals and will provide resident services for all residents in accordance with the U.S. Housing Opportunities Through Modernization Act of 2016 ("**HOTMA**"), as implemented by HUD, or (e) as otherwise permitted by HOTMA, as implemented by HUD (Use enclosed form --- Proposal Form and Schedule of Buildings Proposed for Assistance)

2. The applicant must submit (in the provided Excel workbook) development and operating pro-formas evidencing the financial feasibility and operation viability of the proposed new construction. Two versions must be submitted, for review, showing the proposed development with and without the voucher rents to determine the need. Sizing of the actual voucher need will be in accordance with the HUD SLR requirements and may be more formally determined after scoring.
3. The applicant must provide evidence that the proposed new construction or is permitted by applicable zoning ordinances, or evidence to indicate that any rezoning or relief required would likely occur and not delay the development.
4. A letter signed by the applicant must be submitted that assistance will not be attached to a unit that is occupied by the applicant.
5. **Proposed Development Methods and Strategy:** Provide a narrative description of the applicant's methods and strategy to develop this new construction project. Illustrate this approach with descriptions of at least three such developments in which the proposer participated, including one well-established development and one recently completed development.

Tab 4 Management Capability:

The Applicant shall submit the following information regarding its qualifications:

1. **Organizational Structure and Staffing.** Provide a detailed description of the organizational structure and staffing of the applicant. List the members of the applicant's team; indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the applicant's team. Additionally, for each discipline represented on the applicant's team, indicate if familiarity with state or local rules, practices or conditions is important to the effective accomplishment of the development and, if so, indicate the extent of and basis for the team's familiarity.
2. **Profile of Principals and Key Staff.** Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous similar development experience, and whether the staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the development project to completion.
3. **Termination.** Indicate whether the applicant or any applicant team member has been terminated from a contract, and if so, describe the circumstances and outcome.

4. **Litigation.** Indicate whether the applicant or any applicant team member has ever sued or been sued by a public agency, and if so, describe the circumstances and outcome.
5. **Previous Housing Development Experience.** Provide information on the most recent multifamily rental development projects (up to 10) in which the applicant has participated. This information should list the location, size, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, extent and nature of resident services programs, and development cost.
6. **Capacity.** Applicant shall certify that the applicant and all team members are available to start immediately. The applicant should describe any existing time commitments of the proposed team members or their proposed staff which would impair the applicant's ability to proceed expeditiously.
7. **References.** Provide the name, mailing address and telephone number of two community partner references, two housing authority references (if developer has housing authority experience and if not, provide 2 others), two tax credit investor references, and at least one housing finance agency reference. Please provide list only and not letters of reference.
9. **Understanding Local Requirements.** Demonstrate that the applicant possesses an understanding of local requirements and procedures that will enable the effort to be efficiently completed.

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

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

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

Tab 5 Other submission requirements:

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

- a. Non-Collusive Affidavit and Certificate of Non-Organizational Conflict of Interest (enclosed)

- b. Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters (enclosed)
- c. Certification Regarding Lobbying (enclosed)

VII. SCORING CRITERIA FOR NEW CONSTRUCTION UNITS:

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

selected for the PBV program under this RFP. HACNSB will also post the notice of applicant selection on its website.

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

Criteria	Points
Base Factors	
Property Requirements	
1. Extent to which proposed development will further HACNSB goal of expanding housing and economic opportunities	15
2. Extent to which services and amenities will be provided on site or in the immediate area, including social, recreational, educational, transportation, commercial, and health facilities and services and other municipal facilities and services.	20
3. Priority Projects – maximum of five (5) points each 1. GAP financing or need for additional income 2. Local Bonds and State Bonds Priority or allocation from Florida Housing Finance Corporation – new construction deals 3. HACNSB ownership interest 4. Revitalization Project 6. EUA or LURA anticipated	25
Management and Financial Capability	

1. The applicant has adequate experience and capability to build new construction and meet the requirements of this RFP, including building or rehabilitating and/or operating housing for families	10
2. Proposed building(s) must be financially feasible and operationally viable and show need for PBV, as demonstrated by submission of development and operating pro-formas	20
3. Property Management company experience: Property management company has experience with Section 8 and Family housing.	10

VIII. PROPOSAL FORMS ENCLOSED

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

PROPOSAL FORM AND SCHEDULE OF BUILDINGS PROPOSED FOR ASSISTANCE

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

1. OWNERSHIP

A. Property Owner: _____

Entity Type: _____

Mailing Address: _____

Telephone: _____

B. Site Control

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

_____ Deed _____ Contract of Sale _____ Option to Purchase

_____ Pre-Lease Agreement _____ Long-term Lease Agreement or Option for

Property Address: _____

C. Does the proposed new construction project comply with local zoning and building codes?

Yes _____ No _____ If no, please explain:

2. BUILDING CHARACTERISTICS

Demographic: _____

Type of Building design: _____

Number of Residential Buildings: _____

Number of Stories: _____

Available Parking: _____ Off-Street _____ On-Street _____

Units to Receive Project Based Assistance:

1-Bedroom _____

2-Bedroom _____

3-Bedroom _____

Other (describe) _____

Amenities and Services:

Total Number of Units in Development to Receive Project Based Assistance: _____

Total Number of Units in Development: ____

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

If no, are the Units:

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

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

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

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

3. GENERAL LIVING QUALITY

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

4. PRIORITY PROJECTS

1. Does the project require PBV to ensure project feasibility for an extended use period (to increase debt for Gap financing)? This must be demonstrated through the provided Excel PBV workbook including operating proformas and submitted (on a USB drive) with this response showing the project with and without PBV.

YES _____ NO _____.

2. Is the project utilizing or does the project intend to utilize Multifamily Mortgage Revenue Bond (Bonds) financing with 4% Low Income Housing Tax Credits for its financing?

YES _____ NO _____.

If YES is the project utilizing or does the project intend to utilize Bonds that are issued by a Local Government HFA?

YES _____ NO _____.

If YES name of the local HFA: _____

Contact Name for HFA: _____

Contact Number for HFA: _____

Contact Email for HFA: _____

OR

Does the project have an award from Florida Housing Finance Corporation or expect to receive an award? If yes, list RFA #.

YES _____ / RFA # _____ NO _____.

3. Is the Project willing to allow the HACNSB to share in the ownership interest of the development? This will be negotiated upon tentative award.

YES _____ NO _____.

4. Is the Project located in an area that is part of a revitalization plan which may or may not include a site that is or was Public Housing?

YES _____ NO _____.

5. Does the project expect to enter into a Land Use Restriction Agreement (LURA) and/or Low-Income Housing Extended Use Agreement (EUA) with the Florida Housing Finance Corporation.

YES _____ NO _____.

If yes describe agreement

6. Does the project expect to enter into a Land Use Restriction Agreement (LURA) and/or Low-Income Housing Extended Use Agreement (EUA) with a local government?

YES _____ NO _____.

If yes describe agreement

7. Does the Project provide amenities/services on site that serve the family demographic.

YES _____ NO _____.

If yes provide list of amenities/services

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

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

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

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

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

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

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

Signature

Name of Owner or Authorized Agent

Date

CERTIFICATION OF ELIGIBILITY FOR PARTICIPATION IN FEDERAL AND HACNSB PROGRAMS

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

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

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

Definition of Fraud and/or Program Abuse

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

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

Signature

Name of Owner or Authorized Agent

Date

NON-COLLUSIVE AFFIDAVIT

State of: _____) ss:

County of: _____)

_____ being first duly sworn, deposes and says:

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

Signature of:

Applicant, if the vendor is an individual

Partner, if the vendor is a Partnership

Officer, if the vendor is a Corporation

Subscribed and sworn to before me this _____ day of _____, 2026

MY COMMISSION EXPIRES _____, 20____

CERTIFICATE OF NON-ORGANIZATIONAL CONFLICT OF INTEREST

Property Owner's Legal Name:_____

Address:_____

Contact Name and Telephone Number:_____

Employer Identification Number:_____

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

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

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

Signature

Name of Owner or Authorized Agent

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

1. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default; and

2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Proposal.

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

Signature

Name of Owner or Authorized Agent

Date

CERTIFICATION REGARDING LOBBYING

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

The applicant and its principals certify that:

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

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

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

Signature

Name of Owner or Authorized Agent

Date