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Request for Proposals — Project-Based Vouchers

RFP No. 2026-PBV-01

Item	Detail
Vouchers available	Up to fifteen (15) Project-Based Vouchers (PBVs)
Eligible housing	Newly constructed or rehabilitated rental housing in the City of Staunton or Augusta County, Virginia
RFP posted on SRHA website	Wednesday, October 7, 2026
Newspaper publication	Wednesdays, October 7, 14, and 21, 2026
Written questions due	Friday, November 6, 2026, 5:00 p.m. Eastern Time
Proposals due	Friday, November 20, 2026, by close of business (5:00 p.m. Eastern Time)
RFP Coordinator	Nehemias Velez, Executive Director — nvelez@stauntonrha.org · Phone 540-886-3413 · Fax 540-885-5414

Proposals must be submitted only in the form and manner specified in this RFP. All communication about this RFP goes through the RFP Coordinator.

Part I – General Information

A. Purpose

The Staunton Redevelopment and Housing Authority (SRHA) requests proposals from owners and developers to attach up to fifteen (15) Project-Based Vouchers to newly constructed or rehabilitated rental housing in the City of Staunton or Augusta County. SRHA may award all, some, or none of the vouchers, and may make more than one award.

This RFP and its rating and ranking procedures are posted on SRHA's website until the submission deadline. Participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements, and Federal Labor Standards provisions may apply to newly constructed and rehabilitated projects.

PBV assistance is a component of SRHA's Housing Choice Voucher (HCV) program. The assistance is attached to specific units rather than to a family. SRHA pays a monthly housing assistance payment to the owner for units leased to eligible families during the term of the contract.

B. Contract structure and term

A selected proposal will first enter into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP). After construction or rehabilitation is complete and the units pass inspection, SRHA and the owner will execute a Housing Assistance Payments (HAP) Contract.

The initial HAP Contract term may be up to twenty (20) years. All payments are subject to the availability of sufficient appropriated funds and to SRHA's Annual Contributions Contract with HUD.

C. SRHA's Moving to Work authority

SRHA is a Moving to Work (MTW) agency. Under its HUD-approved MTW activities, SRHA may project-base up to 50 percent of the lower of its total authorized voucher units or its annual budget authority (Activity 11, Waiver 9.a), and up to 100 percent of the units in a building or project (Activity 8, Waiver 9.b). Units designated exclusively for elderly families are also excepted from the standard project cap under 24 CFR Part 983.

D. Governing requirements

The PBV program and this RFP are governed by:

- 24 CFR Part 983, and 24 CFR Part 982 where applicable
- HUD's final rule implementing the Housing Opportunity Through Modernization Act (HOTMA) for the HCV and PBV programs, published May 7, 2024 (89 FR 38224), and related HUD notices
- SRHA's HCV Administrative Plan, particularly Chapter 17 (Project-Based Vouchers), available at www.stauntonrha.org
- SRHA's approved MTW Supplement to the Annual PHA Plan
- The federal requirements described in Part III of this RFP

E. Disclosure regarding SRHA-owned units

SRHA or an entity controlled by SRHA may submit a proposal in response to this RFP. SRHA's selection procedures do not give preferential treatment to SRHA-owned units, and all proposals are evaluated against the same published criteria.

If the evaluation panel recommends a proposal containing SRHA-owned units, the selection process will be reviewed by the HUD field office or a HUD-approved independent entity in accordance with 24 CFR 983.51(h) and SRHA's Administrative Plan. No selection of SRHA-owned units will be final until the required review and determination are complete.

SRHA's Executive Director has recused himself from the evaluation and selection of proposals.

Part II – Program Objectives and Threshold Requirements

A. Program objectives

SRHA is offering these vouchers to advance the following objectives:

1. Expand the supply of affordable rental housing for elderly households (age 62 and older) in the City of Staunton and Augusta County.
2. Leverage financing already committed to a project, such as Low-Income Housing Tax Credits, so that assisted units are placed in service within a predictable timeframe.
3. Return vacant or underused existing structures to productive residential use.
4. Connect residents with supportive services that help them remain housed and live independently.
5. Locate assisted housing near transportation, health care, groceries, and community services.

Proposals are not required to meet every objective. The evaluation criteria in Part V award points for the degree to which a proposal advances them.

B. Threshold requirements

A proposal must meet every threshold requirement below to be rated and ranked. Proposals that do not meet a threshold requirement will not be rated or ranked.

1. **Location.** The project is located within SRHA's jurisdiction: the City of Staunton or Augusta County, Virginia.
2. **Housing type.** The units will be newly constructed or rehabilitated as defined in 24 CFR Part 983. Existing housing is not eligible under this RFP.
3. **Eligible units.** The units are not an ineligible housing type under 24 CFR Part 983, Subpart B (including nursing homes, assisted living or board-and-care facilities, units on the grounds of institutions, dormitories, manufactured housing, shared housing, transitional housing, and units already receiving project-based Section 8 or public housing assistance).
4. **Development activity before AHAP.** Construction, rehabilitation, or other development activity must comply with the timing and AHAP requirements of 24 CFR Part 983. The proposer must identify any development activity that has already occurred or is anticipated before AHAP execution.
5. **Site control.** The owner holds site control through a deed, executed purchase contract, option, or ground lease (or option to ground lease).
6. **Site selection.** The site meets the site selection standards in 24 CFR 983.55 and Administrative Plan 17-II.H, including SRHA's standard for census tracts with poverty rates above 20 percent.
7. **Financing.** The proposal identifies the sources needed to complete the project and their status (committed, applied for, or planned).
8. **Eligibility of parties.** Neither the owner nor any principal is debarred, suspended, or subject to a Limited Denial of Participation, and each is free of exclusions in SAM.gov.
9. **Completeness.** The proposal responds to every requirement in this RFP, including every item listed in Part IV, and complies with all HUD program requirements. Incomplete proposals will not be reviewed.

Part III – Federal Requirements

A selected owner must comply with the requirements below. Proposers should account for them in the development budget and schedule.

A. Subsidy layering review

Newly constructed and rehabilitated projects require a subsidy layering review before AHAP execution. For projects with Low-Income Housing Tax Credits, the review is performed by the state housing credit agency (Virginia Housing) where it has been delegated that role; otherwise by HUD. No AHAP may be executed until the review is complete.

B. Environmental review

Each project must complete an environmental review under 24 CFR Part 58 or Part 50 before AHAP execution. Until the review is complete and any required release of funds is obtained, neither the owner nor any other party may undertake physical or choice-limiting actions on the site.

C. Labor standards

If nine or more units are assisted under the AHAP, the owner and its contractors and subcontractors must pay Davis-Bacon prevailing wages to laborers and mechanics employed in the construction or rehabilitation. The owner must also comply with the Contract Work Hours and Safety Standards Act and Department of Labor regulations at 29 CFR Part 5. Construction contracts must incorporate the applicable wage determination.

D. Section 3

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and HUD's implementing regulations at 24 CFR Part 75, to the extent they apply to the project.

E. Accessibility and fair housing

The project must meet the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8, the design and construction requirements of the Fair Housing Act, and Titles II and III of the Americans with Disabilities Act to the extent they apply. The owner must comply with all federal and Virginia fair housing and nondiscrimination laws and must affirmatively market the units.

F. Relocation

The owner must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and 49 CFR Part 24 for any persons displaced by the project.

G. Lead-based paint and broadband

Projects built before 1978 must comply with HUD's lead-based paint regulations at 24 CFR Part 35. New construction and substantial rehabilitation must comply with HUD's broadband infrastructure requirements.

H. Inspections

Each unit must pass inspection under HUD's applicable inspection standards before the HAP Contract is executed and before a family moves in. For SRHA-owned units, inspections are performed by the independent entity, as described in Part III.L.

I. Rent to owner

Initial rents are determined under 24 CFR Part 983, Subpart G, and Administrative Plan Chapter 17. In general, the rent to owner may not exceed the lowest of: the applicable percentage of the Fair Market Rent or payment standard permitted by the regulations, less any utility allowance; the reasonable rent; or the rent requested by the owner. Special rules apply to certain tax credit units. For SRHA-owned units, rent to owner and rent reasonableness are determined by the independent entity, as described in Part III.L.

J. Occupancy

SRHA maintains the waiting list for PBV units and refers families to the owner. The owner screens referred applicants under its written tenant selection criteria, consistent with SRHA's Administrative Plan. Families must be income-eligible under the HCV program, and any other program income limits on the project (such as tax credit limits) also apply. The owner may not terminate a tenancy except for good cause.

K. Completion of work before the HAP Contract

All construction and rehabilitation must be completed under the AHAP before the HAP Contract is executed. SRHA will not permit development activity after HAP Contract execution under 24 CFR 983.157.

L. SRHA-owned units

For SRHA-owned units, the HUD-approved independent entity will perform the functions required by 24 CFR 983.57, including determining rent to owner and rent reasonableness, performing required unit inspections, and, where applicable, reviewing the owner's evidence and work-completion certification and determining whether development activity has been completed in accordance with applicable requirements.

Part IV – Proposal Contents

Proposals should be specific and concise. Organize the proposal in the order below, with tabs matching the numbers.

1. **Cover letter.** Signed by an authorized principal. Names the owner entity, the primary contact (with phone and email), and the number of PBVs requested. States that the proposal remains valid for 180 days after the due date.
2. **Proposal Summary Form.** Attachment A, completed.
3. **Project description.**
   - Whether the project is new construction or rehabilitation, and a description of the building(s), including year built.

- Total units and units proposed for PBV, by bedroom size, with square footage.
- Accessible units (mobility and sensory) and any other adapted features.
- Any proposed occupancy designation (for example, units designated exclusively for elderly families).
- Amenities, and utilities paid by the owner and by the tenant.

4. **Site and neighborhood.** Address and parcel, evidence of site control, zoning status, census tract and its poverty rate, and a description of nearby transportation, health care, groceries, employment, and services. A map is encouraged. If the census tract poverty rate exceeds 20 percent, identify which exception in Administrative Plan 17-II.H applies and provide supporting documentation.
5. **Development plan and schedule.** Scope of work, status of design and permits, status of environmental review, and dates for financial closing, construction start, construction completion, and lease-up.
6. **Financing plan.** Sources and uses with the status of each source and copies of commitment or award letters; a development budget; and a 15-year operating pro forma showing proposed rents, vacancy, operating expenses, reserves, and debt service; and a completed Form HUD-2880 disclosing all governmental assistance committed or anticipated for the project (required even if none).
7. **Proposed rents.** Requested contract rent by unit size, utility allowances, and support for rent reasonableness (a market study or comparable unassisted units).
8. **Development team and experience.** Owner, developer, general contractor (if known), architect, management agent, and service providers, with the experience of each in developing and managing affordable housing, including PBV or other HUD-assisted housing. Include three references with current contact information.
9. **Management plan and tenant selection.** How the management agent will meet PBV and HAP Contract requirements: marketing, referrals from the SRHA waiting list, screening, recertifications, maintenance, and unit turnover. Include the owner's written tenant selection criteria.
10. **Supportive services plan.** Services available to residents, the providers, where services are delivered, any cost to residents, how services are funded over time, and any signed agreements or letters of support.
11. **Relocation.** If the site is occupied, the number of households to be displaced and an outline of the relocation plan.
12. **Ownership and disclosure.** Ownership structure chart naming all principals, and disclosure of any identity of interest with SRHA, its Board, or its staff.
13. **Financial capacity.** The most recent audited financial statements of the owner or developer (or of the parent organization, if the owner is a single-purpose entity).
14. **Certifications.** Attachment B, signed.

Part V – Evaluation and Selection

A. Responsiveness review

SRHA will date and time stamp each proposal on receipt. The evaluation panel will determine responsiveness and compliance with the threshold requirements in Part II.B. Incomplete proposals will

not be reviewed. SRHA may reject a proposal at any time for misinformation, errors, or omissions of any kind. SRHA may ask a proposer to clarify information already contained in its proposal, but will not accept new or missing material after the deadline.

B. Evaluation panel

An evaluation panel of at least three members, appointed by the SRHA Board of Commissioners, will rate and rank responsive proposals. No person with a financial or organizational interest in a proposal will serve on the panel. SRHA's Executive Director will not serve on the panel or take part in rating, ranking, or selection.

C. Rating criteria

Responsive proposals will be rated and ranked on the four criteria in Administrative Plan 17-II.B for rehabilitated and newly constructed housing. The subfactors below describe how each criterion will be applied.

Criterion	Points	How points are awarded
1. Owner experience and capability to build or rehabilitate housing	45	Development or rehabilitation experience on projects of similar type and scale (15); financing awarded or committed and overall financial feasibility (15); readiness to proceed, including site control, zoning, design, environmental review status, and closing schedule (15)
2. Extent to which the project furthers SRHA's goal of deconcentrating poverty and expanding housing and economic opportunities	25	Extent to which the project's location advances deconcentration of poverty and expands housing and economic opportunity, considering neighborhood poverty concentration and the applicable site selection standards (10); access to transportation, health care, groceries, employment, and services (10); return of vacant or underused structures to residential use and contribution to neighborhood revitalization (5)
3. Extent to which services for special populations are provided on site or in the immediate area	20	Appropriateness of services for the population to be served (8); availability on site or in the immediate area at no cost to residents (6); signed agreements with providers and funding sustained over time (6)
4. Percentage of units assisted with PBVs	10	Less than 25 percent: 10; 25 to 50 percent: 7; 51 to 75 percent: 4; more than 75 percent: 1
Total	**100**	

Consistent with the Administrative Plan, projects in which less than 25 percent of units will be assisted are rated higher than projects in which 25 percent or more will be assisted, and projects for occupancy by the elderly, persons with disabilities, or families needing other services are rated on the percentage of units assisted, with the lowest percentage receiving the highest score.

Each evaluation panel member will independently score each responsive proposal using the criteria in this Part V.C. A proposal's final score will be the arithmetic average of the panel members' total scores. Proposals will be ranked from highest to lowest final score. Ties in final scores are broken by the higher average score on Criterion 1, then Criterion 2.

D. Selection and notice

Before selection, SRHA will examine each proposed site to determine whether it complies with the site selection standards in 24 CFR 983.55. SRHA will select the highest-ranked proposal or proposals, up to the number of vouchers available.

Receipt of only one proposal will not, by itself, preclude selection. A single responsive proposal may be selected only after the evaluation panel determines that it satisfies all threshold requirements and evaluates and documents its merits under the criteria in Part V.C. SRHA reserves the right to make no award.

Within 10 business days of selection, SRHA will notify the selected proposer in writing or virtually. SRHA will also notify each proposer that was not selected and give the name of the selected owner. Where the selected proposal contains SRHA-owned units, notice and acceptance will follow Administrative Plan 17-II.D.

The notice of selection will state that:

- the selected proposer must accept the terms and requirements in the notice, in writing or virtually, within 10 business days;
- if the environmental review has not been completed, the selection is subject to a favorable environmental review and the proposal may be rejected based on its results; and
- where labor standards apply, construction contracts must incorporate a Davis-Bacon contract clause and the current applicable prevailing wage determination.

SRHA will publish notice of the selection, including the name of the selected owner, for two consecutive days in the same newspaper used to solicit proposals, and will post it on SRHA's website. SRHA's rating and ranking sheets and the documents identifying the basis for selection will be available for public review at SRHA during normal business hours for one month after publication, excluding privileged owner information such as financial statements. Copies are $0.25 per page.

E. Conditions of award

Selection is conditioned on:

- for SRHA-owned units, completion of the required review and determination by the HUD field office or a HUD-approved independent entity under 24 CFR 983.51(h) and SRHA's Administrative Plan;
- a completed subsidy layering review and environmental review;
- continued availability of HCV funding; and
- execution of the AHAP and, after completion, the HAP Contract.

Part VI – Schedule, Submission, and General Conditions

A. Schedule

Event	Date
RFP posted on SRHA website	October 7, 2026
Public notice published	October 7, 14, and 21, 2026

Event	Date
Written questions due	November 6, 2026, 5:00 p.m. Eastern Time
Answers and any addenda posted	November 13, 2026
Proposals due	November 20, 2026, by close of business (5:00 p.m. Eastern Time)
Evaluation complete (anticipated)	December 4, 2026
Notice of selection	Within 10 business days of selection, subject to Part V.E

SRHA may change any date by written addendum posted on its website.

B. Submission

Proposals must be received by SRHA by close of business on the deadline. Submit proposals in writing or by digital means (i.e., email) as a single searchable PDF to the RFP Coordinator at nvelez@stauntonrha.org, with "RFP No. 2026-PBV-01" in the subject line, or deliver them to SRHA, 900 Elizabeth Miller Gardens, Staunton, Virginia 24401. SRHA will date and time stamp each proposal on receipt and confirm receipt to the proposer. Postmarks are not accepted. Proposals received after the deadline will not be accepted.

C. Questions and communication

The RFP Coordinator's role is administrative and is limited to receiving and time-stamping proposals, receiving written questions, issuing or distributing SRHA's written responses and addenda, and maintaining the solicitation record. The evaluation panel will determine responsiveness and compliance with the threshold requirements in Part II.B. The Executive Director will not participate in responsiveness determinations, evaluation, scoring, ranking, or selection and will not communicate with a proposer concerning the substance or merits of its proposal.

Direct all questions in writing to the RFP Coordinator by the deadline above. SRHA will post questions and answers, without identifying the person who asked, on its website for all proposers. From issuance until notice of selection, proposers may not contact SRHA Board members, evaluation panel members, or staff about this RFP except through the RFP Coordinator.

D. General conditions

1. **Reservation of rights.** SRHA may cancel this RFP, reject any or all proposals, waive minor informalities, request clarification, or award fewer vouchers than requested, when doing so is in SRHA's interest and consistent with HUD requirements.
2. **Costs.** Proposers bear all costs of preparing and submitting proposals.
3. **Public records.** Proposals are subject to the Virginia Freedom of Information Act. A proposer that considers part of its proposal a trade secret or proprietary must identify that information in writing at submission and state the reason it should be protected.
4. **Acceptance of terms.** Submitting a proposal constitutes acceptance of the terms of this RFP.
5. **No commitment.** This RFP does not commit SRHA to award vouchers. No commitment exists until SRHA issues a written notice of selection and the conditions in Part V.E are met.
6. **Accommodations and language assistance.** Persons who need a reasonable accommodation or language assistance to participate in this RFP may contact SRHA at 540-886-3413 (Virginia Relay: 711).

7. **Nondiscrimination.** SRHA does not discriminate on the basis of any characteristic protected under federal or Virginia law in the administration of this RFP or its programs.

Attachment A – Proposal Summary Form

Item	Response
Project name	
Project address and parcel number	
Owner entity (legal name)	
Primary contact (name, phone, email)	
New construction or rehabilitation	
Total units in project	
PBVs requested	
PBVs requested by bedroom size (0BR / 1BR / 2BR / 3BR+)	
Accessible units (mobility / sensory)	
Occupancy designation, if any	
Requested contract rent by bedroom size	
Utilities paid by tenant	
Census tract and poverty rate	
Financing sources committed to date	
Projected financial closing	
Projected construction completion	
Supportive services provider(s)	

Attachment B – Certifications

The proposer, by its authorized principal, certifies that:

1. The information in this proposal is true and complete.
2. Neither the owner nor any principal is debarred, suspended, or subject to a Limited Denial of Participation, or excluded in SAM.gov.
3. Construction, rehabilitation, and other development activity on the project complies, and will comply, with the timing and AHAP requirements of 24 CFR Part 983, and the proposal identifies any development activity that has occurred or is anticipated before AHAP execution.
4. The owner will comply with Davis-Bacon labor standards (if nine or more units are assisted), Section 3, accessibility, fair housing, URA, and the other requirements in Part III.
5. The proposer has disclosed any identity of interest with SRHA, its Board of Commissioners, or its staff.
6. The proposal was prepared without collusion with any other proposer.

7. The owner has disclosed all governmental assistance for the project on the attached Form HUD-2880 and will disclose any additional assistance for the subsidy layering review.

Signature block	
Proposer (legal name)	
Authorized principal (name and title)	
Signature	
Date	