



Coastal Community Action

Project-Based Voucher (PBV) Program

Request for Proposals

August 1, 2025



Request for Proposal (RFP)

The U.S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 20% of its Consolidated Annual Contributions Contract (ACC) authorized units. An additional 10% of its program may be project-based for housing serving special populations. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

Under this RFP, Coastal Community Action (CCA) will provide up to 80 vouchers to projects in an effort to encourage development of more affordable housing options in Carteret County. CCA is looking for proposals that will provide housing opportunities that:

- Expanding affordable housing options throughout Carteret County.
- Provide affordable housing options in areas currently lacking affordable housing for residents of Carteret County earning less than 60 percent of Area Median Income (AMI).
- Provide housing opportunities specifically for individuals and families experiencing homelessness due to insufficient income to afford current housing options in their community.
- Supportive housing for individuals and families whose head of household is a person with one or more disabilities or whose head of household meets the definition of elderly persons as defined in 24 CFR 5.403.

Pursuant to 24 CFR Part 983.51(b)(1), CCA requests proposals for the Project-Based Voucher Program (PBV) for rental housing rehabilitation, new construction, or existing units within the jurisdictional limits of Carteret County, North Carolina. The PBV program provides rental subsidies to Owners for units occupied by eligible individuals or families whose income does not exceed the very low-income level. Through this solicitation, CCA is making 80 Project-Based Vouchers available to property owners and developers through a competitive process.

CCA will execute a Housing Assistance Payment Contract with the successful property owner(s) for a period of up to 20 years with one optional extension for up to 20 years. Benefits to the Property Owner include stabilized rental income and occupancy for the contract period.

This Request for Proposals provides prospective PBV property owners with the basic information concerning CCA's implementation of the Project Based Voucher program. All proposals submitted in response to this solicitation must conform to 24 CFR 983.153 Development requirements.

All proposals submitted in response to this solicitation must also conform to the required specifications outlined in this document.

Before officially selecting any project-based voucher proposal, CCA will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project-based vouchers, that the proposal complies with the cap on the percentage or number of project-based units per project, and that the proposal meets HUD's site selection standards.

CCA reserves the right to revise the scoring criteria and issue a new RFP at any time. Conditional award of project-based vouchers will be subject availability of vouchers and funding. Additionally, there is no guarantee that any proposal will be selected. CCA may award fewer vouchers than requested, or no vouchers, to proposals that meet the scoring threshold.

Participation in the PBV Program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

Additional information on the PBV Program can be located at <https://www.hud.gov/helping-americans/housing-choice-vouchers-project> and PIH-2017-21.pdf (hud.gov).

Proposals will be accepted until CCA formally closes the RFP. Notification will be posted at [Public Notice and Bids](#) on CCA's website.

All offerors must submit:

- By email to the Housing Director, one (1) digital PDF file for each Proposal, either as an e-mail attachment (compress file, if necessary) or via a link to a file-sharing service,
- Proposals may also be submitted by mailing or hand-delivering a flash drive to:

Coastal Community Action
Attn: Judy Herring, Housing Director
Deliver: 303 McQueen Avenue **Mail:** P O Box 729
Newport, NC 28570

Prospective Offerors desiring an explanation or interpretation of the RFP, statement of work, etc., must request it in writing. Oral explanations or instructions will not be binding. All questions regarding this RFP should be directed, in writing, via e-mail to: judy.herring@coastalca.org.

Respondents are encouraged to register their interest by emailing the Housing Director as indicated above. It is the responsibility of the respondent to check CCA's website at <https://www.coastalca.org> [Public Notice and Bids](#) for any addendums, superseding RFPs, or notices that may be issued.

Description of the Project-based Voucher Program

Goals:

1. Achieve 100% utilization in the voucher program.
2. Create housing opportunities for CCA's income-eligible residents throughout Carteret County.
3. Facilitate and incentivize additional affordable housing in the community to ensure adequate housing options exist for residents at all income levels.
4. Support and collaborate with other affordable housing providers to serve vulnerable low-income households.
5. Support other housing providers that serve households that CCA does not have the capacity to serve, such as homeless residents or those that need supportive services.
6. Meet CCA's overall mission to help change the lives of individuals and families experiencing poverty through stable, affordable housing, while empowering families to achieve a better quality of life.
7. Provide resources that improve the quality of life and help build a better community for all residents.

What is the Project-based Voucher Program?

The Project Based Voucher (PBV) Program is a federal rental assistance program for very low and extremely low-income renters. Property Owners are provided with a rental subsidy that remains with the unit. The program cannot be used for units that are subsidized through other rental assistance programs such as Target – Key and Multi-family Section 8.

Benefits to the Property Owner

- Stable occupancy.
- Stable income.
- May assist the developer/owner in meeting lender-underwriting criteria to obtain loan approval for rehabilitation or new construction.
- Inspections using HUD PBV standards to maintain the property's value.

Cap on the Number of Assisted Units in a Project

With some exceptions, regulations cap the number of assisted units in a project. The project cap is the greater of 25 units or 25% of units.

CCA will cap the number of PBV assisted units awarded to a project at 20 units or 25% of units, though actual awards may be less.

Proposal Evaluation Factors

CCA will evaluate proposals based on the factors shown in the **Scoring Criteria** section of this Request for Proposals. These factors will be considered as a whole. The evaluation team will document the extent to which the proposal meets each factor.

Contract Rent

Sections 983.301, 302, and 303 relate to the contract rent that can be approved. Unless the property meets the criteria as a certain type of tax credit property; the approvable rent is the lowest of:

- An amount determined by the PHA, which will be capped at 110% of the applicable fair market rent for the unit bedroom size less any utility allowance,
- Reasonable rent based on market conditions at the time for similar properties, or
- The rent requested by the owner.

Owner Proposal Review and Selection Process

The following are the primary steps. Additional steps may be required.

- Prospective PBV Owner submits a Proposal to CCA.
- CCA reviews the proposal for completeness and adherence to regulatory requirements as explained herein and under the scoring criteria.
- Proposals will be evaluated per factors listed elsewhere in this RFP.
- The Proposal(s) are tentatively selected pending completion of additional required regulatory actions as explained herein. After the proposal passes an Environmental Review, Subsidy Layering Review and HUD Housing Quality Inspection (HQS), as needed, the final selection will be made.
- The Owner is notified concerning the results of the review.
- Proposals referred by CCA staff for selection will be presented to the CCA Board of Directors.
- Proposals selected by the Board of Directors may be “tentatively selected” or “selected” for an award of vouchers based on whether the units require either construction or substantial rehabilitation or whether the units are existing and no rehabilitation is needed prior to occupancy.

Tentatively Selected Proposals

CCA may tentatively select proposals that are pending completion of additional required regulatory actions. After the proposal passes an Environmental Review, Subsidy Layering Review and HUD housing quality standards inspection (NSPIRE), as needed, the final selection may be made.

The Owner will be notified of the results of CCA's review of the documentation showing completion. The proposal may be returned to the Board of Directors for final selection.

Construction or Substantial Rehabilitation

Properties that are undergoing rehabilitation or are construction may enter into an Agreement to Enter into a Housing Assistance Payment Contract (AHAP) before any work concerning rehabilitation or new construction begins including excavation or site preparation (including clearing of land).

After the rehabilitation or construction passes local government and CCA inspections, and after the requirements in the AHAP are met, the Owner and CCA may execute the Housing Assistance Payments Contract.

Existing Units Proposed for PBV

If selected, existing units that do not need rehabilitation must pass the Environmental Review and HUD housing quality standards inspection (NSPIRE) before a PBV Housing Assistance Payment (HAP) Contract may be executed. Once the units pass, CCA and the property owner may execute a PBV HAP Contract.

Leasing Process

CCA will manage the waiting list for the project, unless otherwise agreed upon prior to the execution of the HAP Contract.

1. CCA will refer prospective tenants to the owner,
2. The owner will screen and select tenants in accordance with their written tenant selection plan,
3. CCA calculates both the tenant's share of rent and the amount of rental assistance to be paid,
4. The owner and tenant sign the lease and provide a copy to CCA.
5. CCA pays rental assistance to the owner each month and the tenant will pay his/her rent share to the owner each month.

Proposal Format

The proposal must respond to all required elements of the RFP. It must also be organized and presented in the following order:

1. Owner Proposal Form. (Exhibit A)
2. Evidence of site control. *If site control is pending*, provide an explanation as to why and the expected timing for obtaining control of the property. (Exhibit B)
3. Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs. (Exhibit C)
4. *For new construction*, the estimated dates for the commencement and completion of construction. *For rehabilitation projects*, the estimated date for completion of rehabilitation. (Exhibit D)
5. *For new construction or rehabilitation*, certification that no rehabilitation or construction has commenced including clearing of the land pursuant to 24 CFR Part 983.52d. (Exhibit E)
6. The proposed number of units to be project-based. The proposed number of units to be project-based per property should follow the information in the Cap on the Number of Assisted Units in the Project section above. Please use the following form: Unit Information.pdf (Exhibit F)
7. *For new construction*, provide site plan and floor plans. What is the current status of the property (lending, site plan approval, zoning approval etc.) Include a list of all accessible units and amenities. *For rehabilitation*, provide documentation and description of proposed rehabilitation. *For existing housing*, provide an occupancy report. (Exhibit H)
8. A description of the area in which the project is located, including a list of all employment centers, schools or colleges, public transportation, health facilities, and parks and recreational areas that are in the general area of the site/project and the distance of each from the site (within a 5-mile radius). (Exhibit I)
9. *For new construction or rehabilitation*, provide documentation that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations. If rezoning is needed, the proposal will not be referred to the Board for selection until the zoning change is made or until the owner provides proof of a waiver or exception from the County. (Exhibit J)
10. A market study reflective of the current market conditions to support the contract rents proposed for the property (all projects). Provide comparable units of similar size, quality, utility arrangement, and number of bedrooms as the project in question. (Exhibit K)
11. If applicable, provide a plan of how you will provide the supportive services, and a detailed description of the supportive services provided (or to be provided) for the residents. Include information on the type and frequency of the services are offered, and whether the services are provided on-site. Include the number of years in which the supportive services will be provided and provide evidence of partnerships in

which the supportive services will be provided (budget for services, staff for services, memorandum of understanding with service providers). The type and quantity of services must be consistent with the population servicing. The level of service should be appropriate for the level of need. (Exhibit L)

12. A detailed 20-year proforma for the property. (Exhibit M)
13. Provide detailed sources and uses for the property including documentation as to the status of the funding commitments and any subordinate financing. Provide proof of financial support (Memorandum of Understanding (MOU), Letter of commitment, letter of intent for each funding source. Funding must match years of contract.) (Exhibit N)
14. *For rehabilitation* provide a statement identifying the number of people to be displaced, temporarily relocated or moved permanently within the building or complex and the organization that will carry out these activities. The estimated cost of relocation payments and services, and the sources of funding. (Exhibit O)
15. Disclose and describe any litigation or investigation conducted by the Department of Housing and Urban Development, the Internal Revenue Service, Housing Finance Agency, or any other federal, state or local governmental agency. (Exhibit P)
16. Disclose any late or delinquent payments on any debt associated with any property development or ownership. Explain the reason for the late or delinquent payment and the timing of resolution. (Exhibit Q)
17. Completed Environmental Review Request Form and provide a copy of the Environmental Review, Phase 1 ESA. An environmental Review could take up to 6 months. 24 CFR 50 and 24 CFR 58. The respondent is responsible for determining how the environmental review regulations and requirements apply and impact their property.
18. Upload completed Environmental Review Request Form (link below) and Phase 1 ESA CCA Environmental Review Request Form - Supportive Services RFP.pdf (Exhibit R)
19. Copies of following: (Exhibit S)
 - a. Application for the property,
 - b. Tenant Selection Plan including your written tenant selection criteria and marketing plan to fill the PBV assisted units. At a minimum, the marketing plan must state that all vacancies will be filled by eligible applicants referred from Coastal Community Action's waiting list and must describe, with specificity, your tenant screening criteria. The criteria for screening both assisted and unassisted tenants must be consistent.
 - c. Your operating manual and identify specific occupancy policies that assure retention.
20. Documentation describing the experience of property management and maintenance company along with a copy of the Maintenance Plan and the Management plan. (Exhibit T).
21. Evidence of Ownership including what type of ownership is to be provided and ownership documents. (Exhibit U)

Proposed projects must be able to meet all HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to evidence of site control, applicable environmental review, prevailing wage requirements and subsidy layering review. Respondents will be expected to supply any additional information requested to complete the application process.

Agency Rights

CCA reserves the right to:

- determine the number of awards made, including deciding to make no awards at all.
- reject a proposal for reasons beyond the control of CCA or due to misinformation, errors, or omissions of any kind and at any stage of the proposal review process.
- reject, in whole or in part, any or all qualifications received in response to this RFP.
- cancel or re-issue this RFP; modify the selection procedure or the scope of this proposed project or the required responses; request amendments to qualifications after expiration deadlines; or negotiate or approve final agreements.
- waive any informalities or minor irregularities if it serves its best interest to do so.
- request additional information during the evaluation process from any Respondent that is deemed necessary to determine the Respondent's ability to construct/rehabilitate and/or manage the proposed units. If information is requested, the Respondent will be given three (3) business days to provide the information.

Coastal Community Action will not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, familial status, or age. We are an Equal Housing Opportunity agency.

Ineligible Properties

- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care; however, Project Based Voucher assistance may be attached for independent living dwelling unit that is part of an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing
- Units owned or controlled by an educational institution or its affiliate and are designed for occupancy by students of the institution
- Cooperative Housing
- Owner Occupied Housing
- Units in subsidized housing

- Units occupied by families that are ineligible to participate in the Project Based Voucher program
- Lots for rent for owner-occupied manufactured homes
- Units owned by Agency board members, officers and employees, members of a local governing body (and other officials); and
- Project cannot be in a flood zone area unless the local community is participating in the National Insurance Program and Agency can assure HUD that flood insurance will be obtained. (24 CFR 55).
- **Manufactured homes may be permitted under certain conditions.** New manufactured home communities (MHC) developed specifically for the rental market may be considered. Age, condition and quality of manufactured units will be considered in the review process.

Tenant Selection Process and Eligibility

Applicants for vacant units subsidized through the PBV Program will be selected from the applicable CCA Voucher Waiting List. To qualify for the program, applicants must meet eligibility standards set forth by Federal Regulations, HUD rules and CCA's Housing Choice Voucher Program Administrative Plan.

Income eligible referrals will be placed on the waiting list in order based on the Waiting List policies outlined in CCA's Administrative Plan. 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. The owner's screening for applicants/tenants eligible for assistance must be identical to the screening process for unassisted applicants/tenants.

Scoring Criteria

The scoring criteria includes up to 100 base points and up to 15 bonus points. **CCA may award full points, partial points, or no points for any given criterion.**

Note: CCA maintains the right to not award PBVs to proposals that meet the threshold and to award fewer PBVs than requested. Awards are based on the availability of vouchers and funding. Awards may also be modified due to circumstances in which the full award of vouchers is not in the best interest of CCA.

Summary of Evaluation Factors & Maximum Points Available	
Site & Design or Condition/Maintenance of proposed property	20
Financial Feasibility of Project – Provides Long Term Affordable Housing	30
Project Readiness	40
Increases Effective use and overall utilization of HCV Program	10
Demonstrated Expertise in Development & Management of Affordable Housing	30
Maximum Possible Base Points	130
Max possible Bonus points earned	25
Total Possible Points	155

Possible Bonus Points	
Provides supportive services for individuals/families whose head of household is a person with disabilities or who meets the definition of elderly	15
Provides housing opportunities specifically for individuals/families experiencing homelessness	15
Provides affordable housing options in areas currently lacking affordable housing for residents of Carteret County earning less than 60% of AMI.	10

Score Card for PBV Program Proposals

Site and Design	Max. 20 points	Points Awarded
Location provides greater choices & opportunities in employment, education, transportation, and healthcare.	5	
Project incorporates site, unit and common area features & amenities that are responsive to the needs of the resident population.	10	
Applicant certifies that the project includes units developed in accordance with the minimum requirements of any one of the following programs : Leadership in Energy & Environmental Design (LEED); Green Communities; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or the GreenPoint Rated Program. If new project - will use Universal Design principles.	5	
Total Points Awarded		

Financial Feasibility/Provides Long-Term Aff. Hsg.	Max. 30 points	Points Awarded
Project demonstrates financial feasibility for a 20-year period using applicable contract rents. Projects receiving the highest scores will document operating feasibility using generally accepted affordable housing finance assumptions and modeling.	10	
The sources and uses demonstrate the financial feasibility of the property and shows the ability to obtain funding for the project. For existing units, the project demonstrates financial feasibility to maintain the property in good condition for the term of the HAP contract.	10	
Proposal is consistent with CCA's objectives.	10	
Total Points Awarded		

Project Readiness	Max. 40 points	Points Awarded
Proposal demonstrates site control	10	
<i>For new construction/rehabilitation</i> , evidence that there are financing commitments in place to complete the project. <i>For existing properties</i> , the property can maintain occupancy of the units consistently.	10	
<ul style="list-style-type: none"> <i>All</i>: Evidence of readiness to proceed including market study that supports the contract rents, site plan, floor plan, funding commitments, current zoning or pending zoning approval. (as applicable) <i>For rehabilitation</i>: documentation and description of proposed relocation plan including budget. <i>For existing projects</i>: the project can meet NSPIRE health & safety standards within 45 days of proposal selection. 	10	
<ul style="list-style-type: none"> <i>For new construction or rehabilitation</i>, evidence that there are financing commitments in place to complete the project. <i>For existing properties</i>, the property can maintain occupancy of the units consistently. 	10	
Total Points Awarded		

Increases Efficiency of & Utilization of HCVs	Max. 10 points	Points Awarded
The property supports the maximum allowed amount of PBV units at the property. This area will apply if the Current HCV utilization rate is at 98% or less.	10	
Total Points Awarded		

Affordable Housing Development & Management Experience	Max. 30 points	Points Awarded
Demonstrates significant experience and ability to design and construct/rehabilitate projects creating high quality affordable housing units.	10	
Has PBV experience or Does not have PBV experience but is partnering with another entity with such experience.	10	
Property Management firm has experience managing affordable housing properties that included Project Based Vouchers.	10	
Total Points Awarded		