



MEMORANDUM

**Addendum #1 to Request for Proposals for Multi-Unit Residential Projects
Serving Populations with Special Needs**

February 1, 2019: New Hampshire Housing Finance Authority (the Authority) published a Request for Proposals (RFP) on its website on December 13, 2018 seeking applications for projects that would provide supportive housing in any area of the state to extremely low-income individuals, with a priority for persons experiencing homelessness.

The Authority held one optional information session at the Authority offices in Bedford NH on January 8. This document is a summary prepared by Authority staff of discussion, questions, and answers from that meetings. This document also includes a correction to an error in the RFP where the RFP was inconsistent with Authority rules concerning the minimum amount of matching resources.

Topics discussed, questions, and answers:

1. Application Deadline extension

In the interest of affording additional time for project applicants to prepare and submit their HTF RFP project applications and required submission documents, the Authority has extended the project application deadline for this RFP to 5:00 PM on April 16, 2019.

2. Correction on Matching Resources threshold criteria

In the RFP, the Authority incorrectly indicated the amount of “Matching Resources” required to meet threshold was five (5) percent. This RFP must comply with the rule HFA:112 including 112.15 which states “The Authority requires the generation/investment of matching resources in an amount equal to 10% of funds provided by the Authority.” The correct amount of “Matching Resources” required to meet threshold is *ten (10) percent*.

3. If awarded Project Based Vouchers, how do I establish a waitlist? Can I establish a preference within the waitlist?

Projects awarded Project Based Vouchers in this RFP will have a separate project waitlist that will be established by the Authority at the time of closing. Applicants on the tenant-based waiting list are given an opportunity to also be placed on the waiting list for PBV assistance. The project sponsor may request to establish a preference for applicants on the PBV list. An applicant will need to supply an agency referral form to receive a preference (see referral form sample attached).

4. How do I select tenants from the waitlist?

Tenants will be selected from the project waitlist using the criteria in the Tenant Selection Plan (required application submission #13).

5. Can a PBV client receive a Housing Choice Voucher (HCV) if he or she chooses to leave the project?

Yes, following a one-year residency requirement, the client may move with continued assistance if a tenant-based voucher is available.

6. How does a PBV client obtain an HCV?

The client must request an HCV with their Rental Assistance Manager at the Authority. Due to limited availability of HCV's, a voucher may not be readily available at the time of request. In that case, the client will remain on the general waitlist with a preference for the next available voucher. When the voucher becomes available, the client will be issued a voucher and allowed to move to a unit of his or her choice.

7. What happens to the voucher at the PBV unit when the client moves?

Project Based Vouchers are awarded to the unit under contract. Upon turnover, the voucher remains with the unit to be used by the next eligible tenant selected.

(Organization Name)
(Address)

Homeless Preference Certification and Referral Form

Name of head of household

XXX –XX – _____
Social Security Number (last 4 digits only)

Address

City

State

Zip

(Organization Name) is referring the following applicant to New Hampshire Housing for a Housing Choice Voucher to reside at (Project Name). (Organization Name) certifies the applicant is Homeless using the established definition.

(Organization Name) Certification:

Homeless means:

(1) an individual or family who lacks a fixed, regular, and adequate nighttime residence.

Signature of (Organization Name) Representative

Date

Applicant Certification:

I understand that I am being given a preference on the New Hampshire Housing's Waiting List. In order to receive the preference, I agree to participate in case management per my case plan with (Organization Name).

Signature: _____

Date: _____

For New Hampshire Housing Use Only

- Client is eligible to receive a preference proceed with voucher issuance
- Client is not currently eligible for the above preference. Return to waiting list.

Signature of New Hampshire Housing Staff

Date