



Housing Authority of the City of Bellingham

Request for Proposals

For

**Project- Based Vouchers (PBV)
(New Construction)**

RFP ISSUE DATE: April 6, 2026

PROPOSAL DUE DATE: May 6, 2026, 12:00PM PST

I. Overview and Project Requirements

The U.S. Department of Housing and Urban Development (HUD) allows public housing authorities to project-base up to 20% of their Consolidated Annual Contributions Contract (CACC). An additional 10% may be project-based for housing that serves special populations.

The Bellingham Housing Authority (BHA) is requesting proposals from experienced developers capable of delivering high-quality affordable housing projects that meet all the following criteria:

- New construction housing
- Located in Bellingham's Downtown District Urban Village
- Will utilize between ten (10) and twenty (20) Project-Based Vouchers (PBVs)
- PBV units must be scheduled for initial lease-up between 6/1/2027 and 6/1/2028

Developers must demonstrate the ability to:

1. Deliver projects on time and within the forecasted budget.
2. Work with the public sector in public/private real estate development projects.
3. Take on a new project given the developer's other commitments.
4. Demonstrate the ability to successfully utilize Project-Based Vouchers, comply with Fair Housing laws, and all other applicable federal regulations.
5. Implement a relocation plan, if applicable, per the necessary rules and regulations based on funding requirements.
6. Operate the project in compliance with funding requirements throughout the period of affordability.

All developers must be in good financial, legal and organizational standing.

II. Project-Based Voucher Programs

PBV Eligibility

PBVs are an optional component of the Housing Choice Voucher (HCV) program that Public Housing Authorities may choose to implement.

Through the PBV program, BHA will enter into a housing assistance payment (HAP) contract with selected property owner(s) for an initial term of no less than one year and no more than 20 years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Any time before expiration of the HAP contract, BHA may extend the term of the contract for an additional term of up to 20 years if BHA determines an extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities.

Housing assistance subsidies will be provided while eligible families occupy the rental housing units and while the units meet all other program standards. BHA will maintain the waiting list and refer program participants to the project owner to fill vacant units. BHA subsidy standards will determine the appropriate unit size for the family size and composition.

Per 24 CFR 983.53, certain types of housing units and/or developments are not eligible for PBV assistance. Ineligible housing types include:

- Shared housing
- 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 service, board and care, or intermediate care
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution
- Manufactured homes
- Cooperative housing
- Transitional housing
- Owner-occupied housing units
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract

Additionally, BHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing (24 CFR 983.54):

- A public housing unit
- A unit subsidized with any other form of Section 8 assistance
- A unit subsidized with any governmental rent subsidy
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing
- A unit subsidized with Section 236 rental assistance payments (except that a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments)
- A Section 202 project for non-elderly with disabilities
- Section 811 project-based supportive housing for persons with disabilities
- Section 202 supportive housing for the elderly
- A Section 101 rent supplement project
- A unit subsidized with any form of tenant-based rental assistance
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or BHA in accordance with HUD requirements

The number of PBV assisted units are limited to the greater of 25 units in a project or 25% of the units in a project, with the following exceptions, which have no limit:

- Units that are exclusively serving elderly families (as defined in 24 CFR 5.403)
- Units for households eligible for supportive services that are made available to all families receiving PBV assistance

Site Selection Standards [24 CFR 983.55]

It is BHA's goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal BHA will

limit approval of sites for PBV housing to census tracts that have poverty concentrations of 20 percent or less.

BHA will grant exceptions to the 20 percent standard where BHA determines that the PBV 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 20 percent, such as sites in:

- A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- 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 census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- 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 census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement.

A site for newly constructed housing must be consistent with BHA's Administrative Plan (<https://bellinghamhousing.org/resources/>).

Conduct of development work associated with the PBV project must also comply with 24 CFR 983.154.

Fair Housing

All Projects must fully comply with all federal, state and local nondiscrimination laws, and rules and regulations governing fair housing and equal opportunity in housing and employment.

Waiting List

BHA will manage a waiting list for all PBVs awarded through this RFP. Families referred for supportive housing vacancies are eligible for a waiting list preference and may be referred directly by the owner/manager or a third-party who is responsible for providing services to supportive housing units.

PBV Contract Rents

For each unit type and size, the respondent must provide the proposed contract rent and a breakdown of tenant and owner-paid utilities.

The rent to owner, including applicable utility allowances, must be established in accordance with 24 CFR 983.301.

Current Housing Choice Voucher Payment Standards for Bellingham and Whatcom County are:

Unit Size (# of Bedrooms)	BHA Payment Standard
0	\$1463
1	\$1493
2	\$1794
3	\$2495
4	\$3010

III. Submittal Requirements

All questions regarding this RFP must be submitted to Steve Grichel, steve.grichel@bellinghamhousing.org. Questions submitted after the deadline indicated in Section IV below will not be answered.

Submittal Instructions:

At minimum, the proposal must include the following:

1) Cover Letter

A cover letter, signed and submitted by the principal party authorized to contract on the organization's behalf is required. The cover letter should include a brief overview of the project; the number of PBV units requested; and projected population to be served.

2) Required Forms

- Project Summary Sheet – See Exhibit A.
- Proposer Certification – See Exhibit B.

3) Description of the Project and Property – Total 50 points

- Describe the scope, purpose, and need for the project.
- Describe the need for Project-Based Voucher assistance.
- Describe the general population the project will target including income level, household composition, and any special needs.
- Describe the proposed site and the status of site control.
- Describe the unit rents, comparable unit market rents, and tenant income range. Indicate which utilities the tenant will pay and which will be included in the unit rent.
- Describe unit and neighborhood amenities.
- Provide a project schedule including all phases of the development.
- Describe how the project is consistent with generally accepted housing needs and/or residential development goals within Whatcom County.

4) Information on the Project's Financial Feasibility- Total 30 points

- Discuss the project's readiness to proceed based on the level of funds committed and the other resources yet to be secured.
- Describe the financial assumptions used to develop the operating budget. Include rents

and other sources of income, operating and maintenance expenses and inflationary factors.

5) Description of Property Management - Total 20 points

- Indicate how your organization will plan to manage the project over the period of the PBV contract.
- Describe the operating structure and staffing of the project. Provide property management and maintenance information.
- Describe the tenant selection criteria and screening plan. Describe the owner's experience working with households using the tenant-based or project-based voucher program, and the owner's compliance with the obligations under the Housing Assistance Payment (HAP) contract.
- If applicable based on 24 CFR 983.56, describe how supportive services will be provided to PBV households, and what services will be made available. If supportive services are not going to be provided directly by the owner, the proposal must include an executed agreement between the owner and an appropriate third-party agency for such services.

Proposals must be submitted electronically to Steve Grichel at:
steve.grichel@bellinghamhousing.org with a subject line of "RFP #2026-003-025".

Late proposals will not be accepted. Once submitted, no additions, deletions, or substitutions may be made to the written Proposal.

IV. Schedule

Schedule	
Request for Proposals Released:	April 6, 2026
Questions Due:	April 20, 2026
Responses to Questions:	April 22, 2026
Proposals Due:	May 6, 2026
Successful Proposer Identified:	May 20, 2026

V. Evaluation Process

Minimum Requirements

BHA will review all applications and is solely responsible for determining that each application is responsive to and in compliance with BHA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements. This includes the following items:

- Evidence of site control.
- 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.
- Proposed initial gross rents are in accordance with 24 CFR 983.301.
- Property meets all eligibility requirements under 24 CFR 983 Subpart B.

Method of Award

Proposals that meet all the RFP requirements will be evaluated and ranked by the BHA panel. A BHA ranking list will be prepared according to the points awarded to each proposal. BHA may, at its discretion, select none, one or more of the proposals submitted.

BHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the BHA to be in its best interests. BHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. If a proposal is determined to be non-responsive a notice will be mailed to the applicant identifying the disqualifying factor.

BHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

VI. Clarifications and Addenda

Questions and Comments

Any respondent requiring clarification of the information contained within this RFP must submit in writing specific questions to the RFP contact, Steve Grichel, via email at steve.grichel@bellinghamhousing.org. **The deadline for submitting such questions is April 20, 2026 by 12:00 PM.** If in BHA's opinion, additional information or interpretation is necessary, such responses will be supplied in the form of an Addendum that will be posted to the BHA website: www.bellinghamhousing.org.

Such addenda shall have the same binding effect as though contained in the main body of the Request for Proposals and will be posted by April 22, 2026 at 5:00 PM.

Cost of Preparation

Costs incurred by respondents in preparation of a response to this RFP shall be borne by the respondents.

References

BHA reserves the right to investigate references of our choice. Investigation may include past performance of any development team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If requested by BHA, supportive references must be furnished.

Confidentiality

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the Washington Public Records Act, except such portions of the Proposal for which respondent requests exception from disclosure, consistent with Washington Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondents

shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the BHA as a result of this RFP.

Post Award

BHA may request additional information to evaluate the viability of the project sponsor and/or the project. This may include but is not limited to; previous audits, certified financial statements and additional project information.

EXHIBIT A

Project Summary Sheet

BHA PROJECT-BASED VOUCHER PROGRAM

SPONSOR INFORMATION	
Name of Organization:	Contact Person:
Mailing Address:	Phone Number:
	E-Mail Address:
PROJECT INFORMATION	
Name of Project:	Address:
Owner:	Tax I.D. #:
HOUSING INFORMATION	
Census Tract of the Proposed Project	
# of Total Units:	#
# of Proposed PBV Units by Bed and Bath Size:	#
Proposed Amenities in units and on site: (E.g. Washer and Dryer, Community Room, Wi-Fi, etc.)	
Proposed Rents by Unit Size:	
Utility Responsibility for Tenants	Electric
	Gas
	Water
	Sewer
	Garbage
# of Proposed Units at or Below 30% AMI:	#
Proposed Completion Date:	
Proposed PBV Contract Term:	
ANTICIPATED PROJECT FUND SOURCES	
LIHTC Equity	\$
Federal HOME Funds	\$
Bellingham Housing Levy	\$
Other Sources:	\$
	\$
	\$

By submitting a proposal, a proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.

The undersigned certify that the information provided herein, to the best of their knowledge, is true, complete, and accurately describes the proposal.

Signature of Authorized Representative

Date

Exhibit B

PROPOSER CERTIFICATION

**Each Proposer must read and sign this section.
Failure to do so may mean the proposal is deemed non-responsive.**

- a. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.
- b. This RFP is not a solicitation of competitive bids. BHA by this request for proposals specifically reserves the right in its sole discretion to determine which proposals best serve the public good, and to:
 - i. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting any Projects.
 - ii. Waive informalities and irregularities in the proposals received in response to this RFP.
 - iii. Disqualify without recourse or appeal any or all proposals.
 - iv. Reject any or all proposals with or without cause.
 - v. Determine the timing, arrangement and method of any presentation throughout the process.
 - vi. Verify and investigate the qualifications and financial capacity of the Project Sponsor, and any of the information provided in the proposal.
- c. Every effort has been made to provide current and correct information; however, unless citing a specific BHA approved resolution or plan, BHA makes no representation or warranty with respect thereto.
- d. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this RFP. However, in the event additional information is desired, please adhere to the following:
 - i. During the course of this RFP, development teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of BHA-authorized presentations; or to make any direct or indirect (through others) contact with members of the Board, staff review committee members (if named) or BHA staff members not identified in this RFP as a contact for specific information.
 - ii. BHA will not hold "one-on-one" meetings with any development teams during the evaluation process except as part of a scheduled interview or presentation process involving all or a "short list" of development teams. BHA may, however, ask individual development teams clarifying questions or obtain additional information about some specific point of a proposal.

- iii. Failure to abide by these restrictions is grounds for disqualification.
- e. This RFP does not commit BHA to enter into an agreement.
- f. Respondents to this RFP are prohibited from employing or retaining a former BHA employee to assist in the preparation of a proposal to this RFP if the former BHA employee has been separated from BHA for less than one year and was associated with the Property or related project while employed by BHA. The selected development team is further prohibited from employing or retaining a former BHA employee who has been separated from BHA for less than one year and was associated with this Project while employed by BHA.
 - i. To work on or receive any financial gain related to the Project; or
 - ii. To work in a capacity responsible for influencing, or trying to influence the actions of BHA other than through public testimony.
- g. Proposer agrees to make the proposal a binding offer to the BHA for a period of one (1) calendar year from the date proposals are due.
- h. Proposer agrees to bring all required reporting to BHA current as of the date of official selection.
- i. Proposer further certifies:
 - i. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over BHA.
 - ii. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the BHA employees.
 - iii. The undersigned warrants that they are an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.

SIGNATURE BLOCK

Signature of Proposer's duly authorized representative:

Date: _____

Printed Name and Title:

Legal Name of Proposer/Firm:

(Mandatory) Federal Tax Identification Number (FEIN or SSN):
