

REQUEST FOR PROPOSALS (RFP) NO. P23002
49 Project Based Vouchers
Section 8: Kitsap County
for the
Bremerton Housing Authority (BHA)

| TABLE OF CONTENTS | | |
|------------------------------|--|-------------|
| REQUEST FOR PROPOSALS | | |
| Section | Description | Page |
| 1.0 | RFP Information At-A-Glance | 2 |
| 2.0 | Introduction and BHA Background | 2 |
| 3.0 | Project Background | 2 |
| 4.0 | Scope of Work / Technical Specifications | 3 |
| 5.0 | Information to be Provided in Submittals | 5 |
| 6.0 | Proposal Submission | 7 |
| 7.0 | Proposal Evaluation | 7 |
| 8.0 | Contract Award | 9 |
| 9.0 | License Requirements | 9 |
| 10.0 | Administrative Information | 11 |

ATTACHMENTS:

| | Return | Read-only |
|---|-------------------------------------|-------------------------------------|
| Attachment A Form of Proposal | <input checked="" type="checkbox"/> | |
| Attachment B-1 Application Package, PART 1: Applicant Information/Profile | <input checked="" type="checkbox"/> | |
| Attachment B-2 Application Package, PART 2: Property Information/Profile | <input checked="" type="checkbox"/> | |
| Attachment C Form HUD-5369C: Certifications and Representations of Offerors, Non-construction Contract (8/93) | <input checked="" type="checkbox"/> | |
| Attachment D Form HUD-5369B: Instructions to Offerors, Non-construction (8/93) | | <input checked="" type="checkbox"/> |
| Attachment E W-9: Request for Taxpayer and Identification Number | <input checked="" type="checkbox"/> | |
| Sample Contracts, S8 PBV HAP: Form HUD-52530A, Parts 1 & 2, New Construction or Rehabilitation Form HUD-52530B, Parts 1 & 2, Existing Housing Form HUD-52521 Parts B & D, Agreement to Enter into a HAP Contract | | <input checked="" type="checkbox"/> |

| RFP Issued: | Questions Due: | Submittals Due: |
|-------------|----------------------------|----------------------------|
| 1/13/23 FRI | 02/10/2023, FRI by 2:00 PM | 02/27/2023, MON by 2:00 PM |

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

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Bremerton Housing Authority (BHA)

1.0 RFP INFORMATION AT-A-GLANCE:

| | |
|---|---|
| <p>OBTAIN THE RFP AND ATTACHMENTS:</p> | <p>Go to: www.bremertonhousing.org</p> <p>Click on: "Doing Business with BHA"</p> <p>Click on: "Current Opportunities"</p> <p>Click on: RFP: 49 Project-Based Vouchers and Attachments</p> |
| <p>ASKING QUESTIONS: No Phone Calls</p> | <p>*02/10/2023, FRI by 2:00 PM: Q&A DEADLINE</p> <p>Questions or requests for more information must be in writing by the Q&A deadline and sent to:</p> <p>To: Tina Walgren, Contracts & Procurement Via email at: twalgren@bremertonhousing.org</p> <p>Andi Reed, Housing Director Via email at: areed@bremertonhousing.org</p> <p>NO PHONE CALLS WILL BE ACCEPTED</p> |
| <p>Proposal DEADLINE:</p> <p>HOW TO SUBMIT A RESPONSIVE PROPOSAL:</p> | <p>DEADLINE: 02/27/2023, MON by 2:00 PM</p> <p>Must be emailed to twalgren@bremertonhousing.org</p> <p>Place "RFP: #P23002" in the subject line</p> <p>All proposals must be complete, compliant with instructions, and include executed documents where appropriate.</p> |

2.0 INTRODUCTION AND BACKGROUND OVERVIEW:

The Housing Authority of the City of Bremerton (BHA) was formed on July 17, 1940 under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). BHA is governed by a six (6) member Board of Commissioners appointed by the Mayor of the City of Bremerton. BHA is a public corporation that contracts with the U.S. Department of Housing and Urban Development (HUD) to provide low rent public housing and Section 8 assistance payments for the communities it serves. BHA administers a broad range of federally and locally financed housing programs within the limits of the City of Bremerton. BHA owns or manages 645 units of housing and provides rental subsidies to 1,282 additional households. BHA is a performance-based contract administrator ("PBCA") for Washington State, Utah and Nebraska. BHA administers the Section 8 assistance payment program for Housing Kitsap.

3.0 PROJECT BACKGROUND:

3.1 Overview: The Bremerton Housing Authority (BHA) is authorized under 24 CFR Part 983 to provide project-based assistance utilizing funds provided to BHA from the Section 8 (S8) Housing Choice Vouchers (HCV) Program. The BHA Board of Commissioners established the

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

Project Based Voucher (PBV) program through the adoption of BHA's Administrative Plan, Chapter 17.

- 3.2 **Quantity:** Under this Request for Proposal (RFP) and subject to funding availability, BHA will provide **up to forty-nine (49) vouchers** for project-based assistance from the Housing Kitsap Section 8 assistance program.

4.0 **SCOPE OF WORK (SOW) / TECHNICAL SPECIFICATIONS:**

4.1 **DESCRIPTION OF THE PROJECT BASED VOUCHER PROGRAM (PBV)**

4.1.1 The PBV Program is administered by BHA under an annual contributions contract (ACC) with HUD. Unlike the HCV program where the assistance is tenant-based, the PBV program attaches the assistance to the structure.

4.1.2 Under the PBV program, BHA will enter into a Housing Assistance Payments (HAP) contract with an owner for one of the following categories:

- Existing Housing:** Units that substantially comply with Housing Quality Standards (HQS) on the contract award date.
- Rehabilitated Housing (*Not Yet Rehabilitated*):** Units that do not substantially comply with the HQS on the contract award date that are developed, pursuant to an agreement between BHA and the owner for use under the PBV program.
- New Construction (*Not Yet Constructed*):** Units that do not exist on the contract award date and are developed after the date of selection pursuant to an agreement between the public housing authority (PHA) and the owner, for use under the PBV program.

With newly constructed or rehabilitated housing, the housing is developed under an agreement between the owner and BHA. In the agreement, BHA agrees to execute a HAP contract (AHAP) after the owner completes the construction or rehabilitation of the units.

4.1.3 During the term of the HAP contract, BHA will make housing assistance payments to the owner for units leased and occupied by eligible families.

4.2 **PROJECT BASED VOUCHER FUNDING**

4.2.1 The PBV program is funded with a portion of appropriated funding (budget authority) available under BHA's ACC. This pool of funding is used to pay housing assistance for both tenant-based and project-based voucher units. BHA may project-base up to 30% of its funding allocation.

4.2.2 Respondents may propose all or a portion of units in a development for PBV assistance. However, in a multi-family building (5 or more units) no more than 25% of the units may receive PBV assistance unless services are offered to the PBV residents. Units in a multi-family building that are occupied by the elderly, disabled or families participating in BHA's family self-sufficiency program may be project-based at 100%.

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

4.3 PROJECT BASED VOUCHER OFFERING

4.3.1 Subject to available funding and consistent with BHA's five-year and annual plans, vouchers will be offered for project-basing over the next five (5) years. All units project-based under this policy must be consistent with the HUD statutory goals of de-concentration of poverty and expanding housing and economic opportunities. The units selected must also be consistent with BHA's Selection Policy which is outlined in Chapter 17, Section 6 of the BHA Administrative Plan.

4.3.2 If there are an insufficient number of vouchers available to fund a selected proposal, BHA will offer the owner a contract with a reduced number of vouchers. If the owner does not agree to accept a reduced number, the vouchers will be returned to the pool to be allocated in the next PBV funding cycle.

4.4 HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT

4.4.1 BHA will enter into a HAP contract with owners of existing housing once the units pass a Housing Quality Standards (HQS) inspection. Owners of newly constructed and rehabilitated units must complete the units and pass an HQS inspection before BHA will execute a HAP contract.

4.4.2 During the term of the HAP contract, BHA will make housing assistance payments to the owner for units occupied and leased by eligible families.

4.4.3 BHA may deny extension of a housing assistance payment to a project owner for failure to maintain units, owner misconduct, or if the units no longer meet the needs addressed by the PBV goals. (BHA Administrative Plan, Chapter 17)

4.5 VOUCHER COMPETITION

4.5.1 To ensure equitable competition for PBV assistance and that the projects assisted meet the established BHA PBV goals, all applications will be reviewed according to the selection policy of BHA's Administrative Plan, Chapter 17, Section 6.

4.5.2 If, within the last three (3) years, a project has successfully competed for housing assistance under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (e.g., HOME, competitive LIHTCs), that project will *not* compete through this RFP process. A firm with a project that qualifies under those criteria should alert BHA of their interest in PBV and request a review of their Application Packet. Owners of these projects will need to prove that under the original competitive application process they did not give any consideration to the use of PBV (e.g., the application was not deemed more competitive because of a plan to use PBVs).

4.6 RELOCATION

4.6.1 For units to be considered eligible for PBV, any occupants already residing in the units must meet the income eligibility requirements of the program. If owners intend to apply PBV to occupied units, they must determine if the current occupants are income eligible. If owners have residents that are not income eligible, they must develop a relocation

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

plan consistent with the Uniform Relocation Act (URA), passed by Congress in 1970 (49 CFR Part 24).

4.7 JURISDICTION

4.7.1 Proposed projects must be located within Kitsap County, Washington.

4.8 CONTRACT PERIOD

The contract term will be determined by BHA and subject to funding availability. Initial contract terms will be between ten (10) and twenty (20) years with renewal terms between ten (10) and twenty (20) years.

5.0 INFORMATION TO BE PROVIDED IN EMAILED SUBMITTALS

5.1 **Order:** So BHA can efficiently evaluate all responses, proposals must be ASSEMBLED IN THE ORDER GIVEN BELOW.

5.2 **Quantity:** [Email the full proposal to twalgren@bremertonhousing.org](mailto:twalgren@bremertonhousing.org).

| Section No. | Description |
|-------------|--|
| 1 | Completed and, as applicable, signed Attachments A: Form of Proposal HUD Form 5369C W-9 State of Washington Business License City of Bremerton Business License |
| 2 | Completed and signed Attachment B-1: PBV Application Packet: PART 1 - Applicant Information/Profile Resumes for all key staff to be involved in this project |
| 3 | Completed and signed Attachment B-2: PBV Application Packet: PART 2 - Property Profile Additional Property Information |
| 4 | Project Narrative <ul style="list-style-type: none">Describe how the proposed housing project meets the funding priorities of the RFP and the ranking criteria of BHA's Administrative Plan PBV Selection Policy. |
| 5 | Project Description |

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

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| | <ul style="list-style-type: none">• Please provide a narrative of your project including: location of project; size of property; number of buildings and units; bedroom sizes of units; floor plans; amenities provided; tenants served; and a description of any supportive services available to the tenants.• Please explain what community needs your project will address and how. (maintaining or increasing subsidized housing, community partnerships, etc.) |
| 6 | Property Management Experience of Owner and Affiliates Provide a brief description of: <ul style="list-style-type: none">• Each entity involved in the project;• The entity's role; and• The related development and property management experience. |
| 7 | Property Management Plan Attach property management plan for managing and maintaining the units and operation of units under the PBV. Include tenant selection procedures. |
| 8 | Relocation Plan If your project request is for funding on units occupied at the time of Application Packet submission, you will need to determine if the occupants are income eligible. If they are not income eligible, you will need to relocate those residents to receive PBV assistance on the units. Relocation activities are subject to the Uniform Relocation Act. If the above circumstances apply to your project, please submit a relocation plan that conforms to the Uniform Relocation Act. |
| 9 | Equal Employment Opportunity: Submit a copy of the firm's Equal Opportunity Employment policy. |
| 10 | Optional: Subcontractor/Joint Venture Information: Identify whether there will be any subcontractors contracted for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. |
| 11 | Optional: Other Information: Include any other general information that is appropriate to assist BHA in its evaluation. |

5.4 If no information is being included, please insert a statement that says, "THIS SECTION LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the sections.

5.5 Please keep submittals concise.

5.6 The person signing the proposal must be authorized to commit the proposing firm and to conduct negotiations or discussions if requested or required, or both.

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

5.7 None of the proposed services may conflict with any requirement BHA has published herein or has issued by addendum.

5.8 Omission of any of the aforementioned documents or certifications will render the proposal non-responsive.

6.0 PROPOSAL SUBMISSION:

6.1 **Quantities:** The number of PBVs is subject to funding availability. BHA does not guarantee that any minimum or maximum number of PBVs will be awarded from this RFP.

6.2 **Submission Conditions:** Do not alter the attachments or proposal requirements in any way unless approval has been received in writing and in advance from BHA.

6.2.1 By accessing the BHA website and/or receiving the RFP and its attachments, each prospective proposer agrees to confirm all notices that BHA posts and/or delivers as instructed. By submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addenda pertaining to this RFP.

6.3 **Submission Responsibilities:** It is each proposer's responsibility to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by BHA, including the RFP, Attachments, and any addenda. By completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all the conditions and requirements set forth within those documents.

6.4 **Proposer's Responsibilities-Contact with BHA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the BHA Contacts as noted on [page 2](#). Proposers must not communicate with any other staff member or official (including members of the Board of Commissioners) about this RFP. Failure to abide by this requirement may be cause for BHA to deem the proposal nonresponsive.

6.5 **Addenda:** All questions and requests for information must be received in writing to the BHA representative as directed on [page 2](#). Responses to all such inquiries will be in writing via email or fax and the response posted on the BHA website for review by all prospective proposers. During the RFP solicitation process, BHA will not conduct any conversations that may give one prospective proposer an advantage over other prospective proposers.

7.0 PROPOSAL EVALUATION:

7.1 **Evaluation Factors:** The following factors will be utilized by BHA to evaluate each proposal submittal received. Award of points for each listed factor will be based upon the submitted proposal.

| No. | Evaluation Factors | Factor Type | Max Point Value |
|-----|---|------------------------|-----------------|
| 1 | Furthering BHA's Goals | Subjective (Technical) | 20 |
| 2 | Design and Current Condition of Units | Subjective (Technical) | 20 |
| 3 | Favorable HUD Housing Quality Standards | Subjective (Technical) | 25 |

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

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|-----------------------|---|------------------------|------------|
| 4 | Demonstrated Experience with the Project Based Voucher Program | Subjective (Technical) | 10 |
| 5 | Benefit to the community (maintaining or increasing subsidized housing, community partnerships, etc.) | Subjective (Technical) | 20 |
| 6 | Overall Quality and Appearance of Proposal and Evidence of Directions Followed | Subjective (Technical) | 5 |
| Maximum Points | | | 100 |

7.1 **Evaluation Method:**

- 7.1.1 **Submittal Receipt:** All submittals received by the deadline will be opened by BHA Contracts & Procurement Administrator or his/her designee and screened for eligibility.
- 7.1.2 **Evaluation Committee:** BHA shall select a minimum of three people to form the committee to evaluate each of the responsive proposals submitted. The committee will be comprised of BHA staff and other experienced persons, if needed.
- 7.1.3 **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded as a member of the BHA evaluation committee. Similarly, all persons having ownership interest in and/or a contract with a proposer entity will be excluded from participation on the BHA evaluation committee.
- 7.1.4 **PLEASE REMEMBER:** No proposer shall be informed at any time during or after the RFP process of the identity of any evaluation committee member. If a proposer does become aware of such, s/he SHALL NOT make any attempt to contact or discuss anything related to this RFP with that person. The BHA CO is the only person at the BHA that the proposers shall contact after the RFP has closed. Failure to abide by this requirement may (and most likely will) cause such proposer to be eliminated from consideration for award.
- 7.1.5 **Evaluation:** The appointed evaluation committee will evaluate the responsive proposals and award points based on the Evaluation Factors. Upon completing the evaluation process, the committee will forward the completed evaluations to the BHA Contracts & Procurement Administrator.
- 7.1.6 **Determination of Top-ranked Proposer:** The points awarded by the evaluation committee will be tallied to determine the final rankings. The results will then be forwarded to 1) the BHA Executive Director for approval and, if required, to 2) HUD.
- 7.1.7 BHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of BHA, that method will provide the greatest benefit to BHA.
- 7.1.8 **Notice of Award:** If an award is made, notification of the awarded firm shall be sent to all proposers via e-mail.
- 7.1.9 **Minimum Evaluation Results:** To be considered for a contract award, a proposer must receive a total calculated average **of at least 70 percent.**

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

8.0 CONTRACT AWARD:

- 8.1 **Contract Award Procedure:** If a contract is awarded from this RFP, the following detailed procedures will be followed:

Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the BHA Contracts & Procurement Administrator. S/he will formulate the award recommendation and forward it in writing to the ED for approval. The ED will review the recommendation and, if in agreement, approve the start of contract negotiations with the awarded company. This is not a typical procurement - negotiations are not necessarily applicable to this type of project as HUD determines and approves the terms. At the ED's discretion, the recommendation to award may also be presented to BHA's board of commissioners for final approval.

- 8.2 **Contract Conditions:** ➡ **IMPORTANT: Please review.** The following provisions are considered mandatory conditions of any contract award made by BHA pursuant to this RFP:

8.2.1 **Contract Form and Clauses:** BHA will not execute a contract on the successful proposer's form as HUD requires several specifically worded contract clauses and a specific PBV contract template to be used. No modifications to the required contract template or clauses may be negotiated without written approval from HUD. The request for contract modifications must be made by the prospective proposer. By completing, executing, and submitting the *Form of Proposal, Attachment A*, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BHA, either in hard copy or on the BHA website," and agrees to sign HUD's contract.

8.2.2 **Assignment of Personnel:** BHA shall retain the right to demand and receive a change in personnel assigned to the work if BHA believes that such change is in the best interest of BHA and the completion of the contracted work.

8.2.3 **Sub-Contracting:** PBVs remain with the property. The successful proposer shall not assign or attempt to assign any part of the federal funding associated with this PBV award (including, but not limited to, selling or transferring the contract) without the prior written consent of HUD. Any purported assignment of interest or delegation of duty without the prior written consent of HUD shall be void and may result in the cancellation of the contract with BHA or in the full or partial forfeiture of funds already paid to the successful proposer.

8.2.4 **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

9.0 LICENSING REQUIREMENTS:

- 9.1 **Licensing Requirements:** Copies of the following license(s) shall be provided under the specified TAB #.

City of Bremerton: If the respondent and project are in the City limits of Bremerton.

A copy of the awarded firm's business license allowing that entity to provide such services within the City of Bremerton.

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

State of Washington:

The awarded firm must submit a copy of its license issued by the State of Washington licensing authority allowing the awarded firm to provide the services detailed herein. As of December 2008, all contracted businesses must have a State of Washington business license regardless of their origin.

- If the license(s) has been applied for, but not yet received, the successful bidder shall forward a copy upon receipt to:

Tina Walgren
BHA Contracts & Procurement
Bremerton Housing Authority
600 Park Avenue
Bremerton, WA 98337

Email Preferred: twalgren@bremertonhousing.org

10.0 ADMINISTRATIVE INFORMATION

10.1 BHA's Reservation of Rights:

- 10.1.1** While HUD Handbook No. 7460.8 REV 2 is not law, it is intended to and will serve as guidance for BHA's procurement activities as required for federally assisted projects.
- 10.1.2** 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 BHA to be in its best interests.
- 10.1.3** BHA reserves the right not to award any contracts pursuant to this RFP.
- 10.1.4** BHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience, upon ten (10) days written notice to the successful proposer(s).
- 10.1.5** BHA reserves the right to retain and not permit withdrawal of all proposals submitted for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the BHA Contracts & Procurement Administrator.
- 10.1.6** BHA reserves the right to negotiate the fees proposed by the successful proposer.
- 10.1.7** BHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP.
- 10.1.8** BHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 10.1.9** BHA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By submitting a proposal, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP" as issued by BHA, either in hard copy or on the BHA website. Prospective proposers further agree that they will inform BHA in writing within five (5) days of the discovery of any item listed herein or of any item that is issued thereafter by BHA that

REQUEST FOR PROPOSALS (RFP) NO. P23002

49 Project Based Vouchers

Section 8: Kitsap County

for the

Bremerton Housing Authority (BHA)

they believe should be addressed. Failure to abide by this timeframe shall relieve BHA, but not the prospective proposer, of any responsibility pertaining to such issue.

- 10.1.10** BHA reserves the right to review and inspect the awarded company's activities throughout the contract term.
- 10.2** **Equal Opportunity Employment:** BHA will not discriminate on the basis of race, color, gender, sexual preference, religion, age, disability, national origin, marital or familial status, or any other legally protected status.
- 10.3** **Minority-owned and Women-owned Business Enterprises:** BHA strongly encourages responses from Minority, Women's, and Disadvantaged Business Enterprises or partnerships made up of M/W/DBEs as it BHA's goal to increase that contract base. A respondent who is a M/W/DBE or who has plans to use an M/W/DBE as a subcontractor or partner in the response and that subcontractor or partner has *not* been certified as a M/W/DBE, the subcontractor or partner shall submit a certified application for such M/W/DBE to the appropriate local or state agency.
- 10.4** **Basic Eligibility:** The successful respondent must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. They must not be debarred, suspended, or otherwise ineligible to contract with BHA, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Non-procurement Programs" or HUD's "Limited Denial of Participation" list. In addition, they must be in good standing with HUD's "Fair Housing" and the local jurisdiction.
- 10.5** **Funding Availability:** By responding to this RFP, the respondent acknowledges that, for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 10.6** **Acronyms:**

| | |
|------------------|---|
| AHAP | Agreement to enter into Housing Assistance Payment contract |
| A.M. Best | Alfred M. Best (<i>founder</i>) Insurance Rating Guide |
| BHA | Bremerton Housing Authority |
| CO | Contract Officer |
| HAP | Housing Assistance Payment contract |
| HCV | Housing Choice Voucher |
| HUD | (U.S. Department of) Housing and Urban Development |
| PBV | Project Based Voucher |
| PH | Public Housing |
| PM | Project Manager |
| RFP | Request for Proposal |
| SOW | Scope of Work |
| URA | Uniform Relocation Act |