

**FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY
FAIRFAX COUNTY DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT**

Issue Date: January 23, 2024

Request for Qualifications for Affordable Housing Preservation Providers

I. Introduction

The Fairfax County Redevelopment and Housing Authority (FCRHA) and Fairfax County Department of Housing and Community Development (HCD) are seeking qualified housing providers and development firms for potential collaborations for the 2024 [Preservation Partner Pool](#). The Pool serves as a bench of housing providers pre-qualified by FCRHA/HCD to further the County's affordable housing preservation goal of no net loss of affordable units. Housing providers are asked to respond to this Request for Qualifications (RFQ) to receive notifications of potential preservation opportunities; to allow quicker processing of acquisition or other gap financing applications; and to otherwise assist the FCRHA/HCD with execution of preservation opportunities.

II. Background

In 2021, Fairfax County Board of Supervisors adopted a goal of no net loss of market and committed affordable housing units in the County. This goal and the [recommended strategies](#) for preservation align with the One Fairfax Racial and Social Equity Policy (One Fairfax Policy) that declares that all residents in the county deserve equitable opportunities to succeed — regardless of their race, color, nationality, sex, gender identity, sexual orientation, religion, disability, income, or where they live.

III. Purpose

Preservation opportunities, such as the sale of affordable properties or the assignment of the FCRHA's Right of First Refusal (ROFR), arise sporadically and move quickly, particularly in Fairfax County's strong housing market. To act promptly on opportunities to preserve affordable properties as they arise, FCRHA/HCD seek to pre-qualify a pool of housing providers for potential preservation projects ("Housing Providers") that will comprise the Preservation Partner Pool for 2024.

Housing Providers will be directly notified of high priority preservation opportunities as they arise through a Notice of Opportunity for Housing Preservation (NOHP) issued by the HCD. The NOHP will include information on the preservation opportunity, available FCRHA funding (if applicable), guidance on how to submit expressions of interest, and other information, as appropriate.

Fairfax County uses a variety of local, state, and federal funding sources to support the new development and preservation of affordable housing. The [Notice of Funding Availability \(NOFA\)](#) is released annually, detailing the funding sources available and the process for private developers to apply.

Housing Providers identified through this RFQ process will have completed their Applicant Experience and Qualifications, the first step to requesting financing for affordable housing properties in the NOFA process. Pre-approval of housing provider qualifications is expected to reduce the time required to develop preservation proposals and to reduce the time required by the County to review and select proposals.

This RFQ is expected to be issued annually. Housing Providers previously selected under this RFQ are asked to review their submitted information, confirm that the Housing Provider wishes to continue to be part of the Preservation Pool, and provide a cover sheet listing any updated information/documents from their previous application. It is the responsibility of the applicant to review this entire RFQ to determine what additional information should be provided. Housing Providers will not be conveyed to the 2024 Pool unless a written confirmation is received.

Pre-qualification under this RFQ does not guarantee that the County will enter a preservation deal with a Housing Provider or approve financing for potential projects.

IV. Preservation Requirements

Applicants should review the minimum preservation requirements outlined below to understand the threshold requirements of potential preservation opportunities:

- Affordability: A Land Use Restriction Agreement (LURA) will be recorded on the property to ensure:
 - The affordability of the units being preserved should be equal to or more affordable than current levels.
 - Target affordability is 60% AMI or below (“income averaging” may be permitted in projects using Low Income Housing Tax Credit equity as part of permanent financing)
 - Affordability requirements must remain in place for no fewer than 30 years. A longer affordability term is preferable.
- Condition of Property:
 - HCD and Housing Provider will work together to determine immediate renovations that may be necessary to provide good quality housing for tenants.
 - Property will be required to be well-maintained through regular maintenance and repairs, as well as capital improvements, as necessary.
- Tenant phasing: Housing Provider will strive to minimize displacement of existing residents and must provide a detailed tenant phasing plan explaining how the income levels of current tenants will be confirmed and how the property will transition to be in compliance with the affordability requirements.
- Gap Financing: FCRHA funding may be available to provide gap financing for preservation projects. The FCRHA’s typical financing terms are available through the [NOFA](#).

V. **Qualifications**

HCD invites organizations with experience acquiring, owning, and operating affordable multifamily properties to submit their qualifications. Organizations may partner with other firms to supplement their experience and show capacity in all requested areas.

Responses to this RFQ must include the following items, organized as listed below:

1. Cover Letter: 1-2 page narrative describing:

- a. Experience and capacity for acquiring, re-capitalizing, operating, and maintaining multi-family residential properties.
- b. Commitment to the mission of affordable housing preservation.

2. Ownership and Operation:

- a. Organizational chart showing leadership and staff roles within the organization.
- b. If the applicant is a joint venture, then list each firm, provide an organizational chart per 2(a) above, and provide a chart and/or narrative, as appropriate, to explain how the joint venture is or will be structured.
- c. Resumes of key personnel who will lead, manage, and/or support potential opportunities showing their experience in affordable housing development, real estate finance, asset management, and related areas of expertise.
- d. Articles of incorporation or similar documents showing how the applicant is organized. Provide for each member of a joint venture/development partnership.
- e. List of potential purchase and/or operational partners.

3. Firm Experience:

- a. Provide 3-5 examples of projects that show the firm's experience with property acquisition, leveraging affordable housing financing tools, operating and maintaining residential properties and working with low- and moderate-income households.
- b. Partnerships or joint ventures among experienced developers and community-based organizations are acceptable to demonstrate the required experience.
- c. If possible, provide project examples completed within Fairfax County or within the DC-Maryland-Virginia metropolitan area.
- d. For all project examples, include location, project type, status of those projects, total number of units, number and bedroom mix of affordable units, population served and the affordability levels (AMI), on-site amenities, and support services provided, if any. Also include a brief narrative of the firm's involvement in the project and what sources of debt and equity were leveraged to successfully acquire, renovate, and/or develop the project.
- e. For joint ventures and other partnerships, include a narrative of how the partners have worked together on previous projects.

4. Financial Disclosures: Provide three most recent annual audited annual financial statements or, alternatively, financial statements for the lead organization and any other information the applicant wishes to use to demonstrate its capacity to undertake a potential preservation project.

5. Attestation of Eligibility: Provide a notarized affidavit affirming that the organization is not debarred from doing business with any local, state or federal agency. Note that Virginia Housing (the Virginia Housing Development Authority) is a state agency for

the purpose of this affirmation. Any debarment shall be deemed disqualifying for the purpose of this RFQ.

VI. Submission Requirements

Submissions may be e-mailed to Brianne.fuller@fairfaxcounty.gov, or hand delivered to:

Fairfax County Department of Housing and Community Development
c/o Brianne Fuller
3700 Pender Drive, Suite 300
Fairfax, VA 22030

All Statements of Qualifications must be received no later than 3:30 p.m. EST on February 23, 2024. Submissions received after this time or incomplete submissions will not be considered.

VII. Selection Process

HCD staff will review and evaluate all submissions based on the criteria listed below:

1. **Organizational Experience:** The organization has ample experience and capacity acquiring, re-capitalizing, operating, and maintaining multi-family residential properties. The organization has demonstrated a strong commitment to the mission of affordable housing preservation.
2. **Staff experience:** Staff experience and organizational structure support the Organizational Experience and show the respondent's capacity for and ability to execute affordable housing preservation projects.
3. **Financial Capacity:** The organization is currently in good financial standing with ample capacity to undertake preservation projects. Housing Providers must show the financial capacity to fund early pre-development/due diligence activities for potential projects.

FCRHA/HCD may cancel this Request for Qualifications or reject submissions at any time prior to selection when in their best interest and are not required to furnish a statement of the reasons why a particular submission was not deemed to be selected.

VIII. Selection Timeline

The following dates are subject to amendment. HCD may request additional documentation or information to supplement submissions during the review process.

- Issue date: January 23, 2024
- Pre-Submission Meeting: January 30, 2024
- Qualifications Due: February 23, 2024, at 3:30 pm
- Estimated Selection Notification: Spring 2024

IX. Pre-Submission Meeting

Date: January 30, 2024

Time: 2:00 pm – 3:00 pm

Location: Fairfax County Redevelopment and Housing Authority

3700 Pender Drive, Fairfax, VA 22030

HCD Center, Room 102

To RSVP contact: brianne.fuller@fairfaxcounty.gov

X. RFQ Questions

Questions related to this request for qualifications should be directed to Brianne Fuller, Associate Director, Preservation, Affordable Housing Development Division at 703-324-1861 or by email at brianne.fuller@fairfaxcounty.gov.