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November 16, 2011

NOTICE OF RFP

Local Administration of HUD Housing Choice Voucher program, Washington County

RFP# HTFC040112

The purpose of this Request for Proposals (RFP) is to select a qualified Local Administrator (LA) for administration and delivery of HUD Housing Choice Voucher (HCV) in Washington County under the general authority of the New York State Housing Trust Fund Corporation (HTFC). HTFC is a Public Housing Agency (PHA) administering these programs in various areas of New York State by and through an Annual Contributions Contract (ACC) with HUD and HTFC's Administrative Plan detailing basic policies covering program operations. In Washington County, the LA currently administers 185 Housing Choice Vouchers.

The entity selected by HTFC will handle all day-to-day local administration of the above referenced programs including, but not limited to: local waiting list administration, eligibility certifications, Housing Quality Standards (HQS) inspections, leasing and Housing Assistance Payments (HAP) Contract activities including required rent reasonableness determinations, provision of Family Self-Sufficiency services, submission of monthly HAP schedules to HTFC, applicant and participant customer service and reporting as may be required by HTFC and/or HUD. All services and functions provided by the selected entity are to be performed in conjunction with applicable federal statutes and programs regulations and HTFC's Statewide Section 8 Program Administrative Plan.

You are invited to review and provide a response by the due date.

Sincerely,

Kenneth J. Ford, Contracts and Procurements
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