

HOUSING AUTHORITY OF THE COUNTY OF SAN JOAQUIN  
REQUEST FOR PROPOSALS  
HOUSING CHOICE PROJECT BASED VOUCHER PROGRAM

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Attachment 1: Chapter 22 Project Based Voucher Program (Administrative Plan)

Web link to access Title 24 CFR Part 983 - Project-Based Voucher Program; Final Rule: <http://www.hud.gov/offices/pih/programs/ph/phari/geninfo/24cfr983.pdf>



**Request for Proposals for  
Housing Choice Project-Based Voucher Program**

**I. Purpose and Description of the Program**

Project-based vouchers are a component of a public housing agency's Housing Choice Voucher program. The Project Based Voucher (PBV) program provides rental assistance for eligible families who live in designated housing developments or units. The rental assistance is attached to the unit. The purpose of this program is to encourage property owners to provide affordable housing opportunities for low income households in San Joaquin County.

The Housing Authority of the County of San Joaquin (HACCSJ) is making up to one hundred (100) PBV's available for affordable housing units for families within San Joaquin County. It is the goal of HACCSJ to increase availability of affordable housing in hopes to improve the quality of life for low income residents, while ensuring equal opportunity and affirmatively furthering fair housing.

This Request for Proposals (RFP) is established pursuant to Title 24 of the Code of Federal Regulations (CFR), Section 983, as may be later amended, and HACCSJ's Section 8 Administrative Plan. Units may be selected in an existing project, new construction project or a rehabilitation project. The number of units that can be selected is generally limited to twenty five percent (25%) of the units in a project. Exceptions to the twenty five percent (25%) rule are available for units in single family homes (defined as four (4) units or less), and units in a multi-family building that are available for qualifying families. Qualifying families for this RFP must be at or below the income limit range of 50% of the Area Median Income.

Owners applying under the competitive selection process must meet all PBV program requirements (as now in existence or hereafter modified upon implementation of the Housing Opportunity Through Modernization Act of 2016 or other federal statutory or regulatory changes) and compete successfully against other applicants responding to this RFP using the evaluation criteria. HACCSJ may, at its sole and absolute discretion, reject any and all, or part of any and all submissions; postpone or cancel, at any time, the RFP process; or waive any minor, non-material irregularities in the RFP or in proposals received as a result of the RFP. Also, the criteria and process whereby submissions are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of the RFP, shall be at the sole and absolute discretion of HACCSJ.

In no event will the HACCSJ permit modification to a Proposal after the submission deadline.



## II. Eligible Households, Units and Program Requirements

### Eligible Households:

Families whose income does not exceed 50% of AMI. The published AMI schedule is located on HACSJs website at [http://www.hacsj.com/housing/HCV/Income\\_Limits\\_03282016\\_PS\\_08012016.pdf](http://www.hacsj.com/housing/HCV/Income_Limits_03282016_PS_08012016.pdf)

### Eligible Units:

- Duplex units and larger; and/or
- Multi-family rental housing units.

### Ineligible Units:

HACSJ may not provide PBV assistance for housing types inclusive of, but not limited to the following

- 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 services, board and care or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and are designed for occupancy by students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner occupied units;
- Hi-rise family units (without prior HUD approval); or
- For units occupied by families that are in-eligible for Project Based Assistance based upon local PHA admittance criteria.

Additionally, the HACSJ may not provide PBV assistance to assisted units in accordance with 24 CFR 983.54 and HOTMA:

### Program Requirements:

Units to be selected for project based funding subsidies will have to meet the following criteria:

- Meet the U.S. Department of Housing and Urban Development's (HUD) minimum Housing Quality Standards.
- All housing providers applying to participate in this program must be eligible to participate in HUD programs.
- The contract rent to owner must not exceed the Housing Authority's published voucher payment standards which are effective December 11, 2015. The



published voucher payment standards are located on HACSJs website at [http://www.hacsj.com/housing/HCV/Income\\_Limits\\_03282016\\_PS\\_08012016.pdf](http://www.hacsj.com/housing/HCV/Income_Limits_03282016_PS_08012016.pdf)

**Projects Owned By the Housing Authority:**

Housing Authority-owned units may be assisted under the PBV program in compliance with 24 CFR Part 983 or HOTMA as in effect at the time of execution of the Agreement to Enter into Housing Assistance Payments contract.

**III. Minimum Information to Be Submitted With All Proposals**

All formal proposals should be limited to not more than twenty-five (25) single sided pages. The proposal should be typed in single spaced, with no smaller than size 11 Times New Roman font (cover page and table of contents page not included). HACSJ reserves the right to request additional information, if necessary to complete the selection process. Respondents must submit separate proposals if seeking vouchers for more than one project.

All Respondents must provide the following information for each RFP that will be used to determine the amount of rental assistance for the site and to evaluate the proposal:

1. Total number of units in the proposed project.
2. Number of PBV units requested that will serve eligible households, not to exceed 100
3. A description of the proposed project including:
  - o The location by census tract, and street address;
  - o total number of buildings;
  - o total number of units by bedroom size (including square footage) in each building; and,
  - o the number of bedroom sizes of units to be designated for the eligible households in each building;
4. Estimated date of availability of units.
5. An explanation of how the project is consistent with the goal of deconcentrating poverty and expanding housing end economic opportunities.
6. Identify the project's accessibility to transit, local health care providers, and to key neighborhood assets (which must be identified), such as grocery stores, banks, libraries, and parks and recreational facilities.
7. Operating pro-forma statement and current year operating budget including estimated subsidy.
8. Proposed rent per unit, including indication of which utilities, services and equipment are included in the rent and which ones are excluded.
9. Description of experience in managing and operating similar housing developments. Indicate any recent audit findings regarding your management of similar properties. List all projects your organization currently manages or has managed in the past, that have project-based assistance or some other income restricted units.



10. A signed certification of the owner's intention to comply with Title VI of the Civil Rights Act of 1966, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968, and all applicable Federal requirements listed in 24 CFR 983.11. This is including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction or rehabilitation of the project. Existing housing projects are not subject to this provision.
11. Evidence of ownership, (grant deed, partnership agreements), and a description of ownership entity.
12. A description of project capacity (number of projects with unit count and length of time managed)
13. Documentation that the rents being proposed are reasonable and are comparable to rents being charged for similar housing, with similar amenities in the same area as the proposed project.

#### **IV. Conditional approval information for newly constructed or rehabilitated units**

The following information will be requested within ten (10) business days after the proposal deadline for responders whose proposals have been evaluated and received the highest points.

- Evidence of Environmental Review

#### **V. Term of Assistance**

##### **Term of Assistance:**

The initial term of assistance shall be for a maximum of fifteen (15) years, dependent upon continued funding availability and compliance with the terms of the Housing Assistance Payment (HAP) Contract; with the option to renew the HAP Contract for an additional term of up to 15 years if the HACSJ determines an extension is appropriate to continue providing affordable housing for the designated population.

##### **VI. Reasonable Rents:**

Rents are generally limited to the Fair Market Rent (FMR) or other HUD approved exception rents. Like tenant-based rents, PBV rents must also be reasonable in comparison to other unassisted units in the area. Applicants must demonstrate the reasonableness of their rents by providing information about market rents for comparable units.

##### **VII. Site Selection Standards**

HACSJ may select a proposal for new construction or newly rehabilitated housing on a site and enter into a HAP contract for those units meeting the following general criteria:

1. Project based assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations:



- a. Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community or Renewal Community?
  - b. Is the proposed development located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition?
  - c. Is the census tract in which the proposed PBV development is located undergoing significant revitalization?
  - d. Have federal, state or local dollars been invested in the area to achieve the deconcentration of poverty and expansion of housing or economic opportunity?
  - e. Are new market rate units being developed in the same census tract as the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area?
  - f. If the poverty rate in the area where the proposed PBV development will be located is greater than 20%, HACSJ may look at the poverty trend over the previous five (5) years.
  - g. Are there meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located?
2. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent Act outlining fair housing.
  3. The site meets Housing Quality Standards as outlined by 24 CFR 982.401.

## **VIII. Project Types**

### **Identify project type and provide documentation:**

#### **1. For Existing Projects:**

- Identify the year that the project was placed in service;
- Provide documentation that the building is in good standing, i.e. property taxes and insurance are current.
- Identify all rental subsidy sources currently provided to the project and the addresses of subsidized units;
- Identify the number of units that do not have rent subsidies and the current rent rates;
- Identify the current occupancy and vacancy rates for the project;
- Identify the current income levels for the project's tenants;



- Identify the types of utilities that are included in the rent; and
- If the rents in your project are “restricted”, identify the program and contact information of the administrative agent (name, address, phone, fax, e-mail and attach a copy of the Deed Restriction(s), note and mortgage if applicable).

**For Newly Constructed or Rehabilitated Projects:**

- Identify the year that the project will be placed in service;
- Provide documentation that the building is in good standing, i.e. property taxes and insurance are current.
- Identify any secured and non-secured rental subsidy sources that will be provided to the project and the addresses of subsidized units;
- Identify the number of units that will not have rent subsidies and the proposed rent rates;
- Identify the types of utilities that are included in the rent; and
- If the rents in your project will be “restricted”, identify the program and contact information of the administrative agent (name, address, phone, fax, e-mail and attach a copy of the Deed Restriction(s), note and mortgage if applicable).
- The identity of the owner, developer, builder, architect, management agent (and other participants), the names of officers and principal members, shareholders, investors and other parties having a substantial interest;
- Disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract; and
- Information on the qualifications and experience of the principle participants

**IX. Owner and Management Information**

**Owner Information:**

- Name of Owner
- Contact Person
- Contact phone number, fax and e-mail
- Identify your experience with owning housing for low-income households.

**Management Agent:**

- Name of Agent
- Contact Person
- Contact phone number, fax and e-mail

**X. Transmittal Letter:**

A letter on organization letterhead of the owner indicating the intent to apply for the PBV funding offered through this RFP will be required. The letter shall also include the following:

- A description of the project and population that will be served, and estimated date of lease up.



- Operating pro forma listing all incoming revenue, supplemental income, and expenses anticipated to be incurred.
- Documentation to support rent reasonableness.

**XI. Selection Process**

All qualified responders will be subject to the scoring on pages nine and ten of this RFP. The following is the sequential process that the HACSJ will use for selecting a project for the potential of awarding the PBV for eligible households:

1. Responders will be deemed qualified for evaluation and scoring, if the response submitted is complete and without omissions.
2. Non-qualifying or incomplete responses will be rejected.
3. Qualified RFP's will be evaluated and scored (Week of February 27, 2017)
4. Awardees and non-awardees will be notified (Week of March 6, 2017).

**XII. RFP Submission**

All RFP's, including an original and three copies, are due by 9:00 AM on February 27, 2017, and must be physically delivered to:

Housing Authority of the County of San Joaquin  
**Attention: Housing Choice Project Based Voucher 2017 RFP #1617-019**  
421 S. El Dorado Street  
Stockton, CA 95203

**No late Proposals will be accepted.**

**XIII. Evaluation and Scoring Criteria**

The following criteria will be used to evaluate each proposal. The maximum points possible is 110 points.

<b><u>1. Experience (35 point maximum)</u></b>	<b><u>Points</u></b>
a) Owner/Manager has 20 years or more experience managing Housing Choice Voucher Project-Based Vouchers or Public Housing properties; or	35
b) Owner/Manager has 20 years or more experience managing LIHTC or other affordable housing properties; or	20
c) Owner/Manager has no experience managing Housing Choice Voucher Project-Based Vouchers, Public Housing properties, LIHTC or other affordable housing properties.	5





**2. Project Type (25 point maximum)** **Points**

- a) Proposed project is an existing affordable housing development requiring rehabilitation or reconstruction to preserve and improve the quality of affordable housing stock in San Joaquin County. 25
- b) Proposed project is an affordable housing development that does not require rehabilitation or reconstruction to preserve and improve the quality of affordable housing stock in San Joaquin County. 10
- c) Proposed project is new construction. 5

**3. Commitment (20 point maximum)** **Points**

- a) Owner requesting fifteen year contract. 20
- b) Owner requesting seven to fourteen year contract. 5

**4. Deconcentration (20 point maximum)** **Points**

The poverty rate in the census tract where the proposed development is located is less than 20 percent. If the poverty rate is greater than 20%, there has been a decline in the poverty rate in the past five years. 20

**BONUS POINTS (10 point maximum)** **Points**

- a) Requesting 80-100 units to be project-based. 5
- b) Project to be preserved to cure obsolescence of units older than 50 years old. 5

