

HOUSING AUTHORITY OF THE COUNTY OF SAN JOAQUIN

REQUEST FOR PROPOSALS

PROJECT BASED VOUCHER ASSISTANCE – FAMILY AND/OR VASH HOUSEHOLDS

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Web link to access to Title 24 CFR Part 983 Project Based Voucher Program Code of Federal Regulations-

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr983\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr983_main_02.tpl)



**Request for Proposals for  
Project-Based Voucher Assistance - Family and/or VASH Households**

**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 participants 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 sustainable affordable housing opportunities within San Joaquin County. It is the goal of the Housing Authority of the County of San Joaquin (HACSJ) to increase availability of affordable housing in hopes to improve the quality of life for our residents, while ensuring equal opportunity and affirmatively furthering fair housing.

HACSJ is making available up to 85 PBVs for existing housing units to serve the most vulnerable families with lower income levels. PBVs awarded under this solicitation must be used to enhance the sustainability of the existing housing units and preserve affordability. HACSJ is also making available 15 PBVs for existing units for homeless veterans determined eligible for the U.S. Department of Housing and Urban Development Veteran's Affairs Supportive Housing (HUD-VASH) program by the U.S. Department Veteran's Affairs. Units with VASH assistance must be available at the time of award for immediate occupancy.

This Request for Proposals (RFP) is established pursuant to Title 24 of the Code of Federal Regulations (CFR), Section 983, and HACSJ's Administrative Plan (Chapter 17 attached hereto as Attachment 1). The number of units that can be selected is generally limited to twenty five percent (25%) of the units in a project or 25 units, whichever is greater. Exceptions to the twenty five percent (25%) general rule are available for units that serve families that are eligible for supportive services.

Please note that Davis Bacon wage rates will apply to any development or rehabilitation work done at the awarded property within 18 months of the HAP Contract effective date.

Owners applying under the competitive selection process must meet all PBV program requirements and compete successfully against other applicants responding to this RFP using the evaluation criteria. HACSJ retains the right to adjust the number of project-based units funded under this competitive process; however, the total number of assisted units cannot exceed 100 under this RFP.



## II. Eligible Households, Units and Program Requirements

### Eligible households definition:

Family households.

A family household is defined as one or more persons residing in the same household. There is no senior or disabled designation for the PBVs in this proposal.

HUD-VASH households.

Homeless veterans admitted by the U.S. Department of Veterans Affairs for case management and housing services.

Any occupied unit proposed for PBV assistance must be occupied with a family that meets the income eligibility requirements of the Section 8 programs. After selection, the HACSJ will verify the income and program eligibility for any family occupied in a unit awarded assistance. If the family does not qualify for the PBV program, that unit will not be awarded a voucher.

### Eligible units:

- Duplex units and larger; and/or
- Multi-family rental housing units.
- Units that are rent restricted by HOME/CDBG/NSP or other affordable housing programs will be eligible for a PBV award to create a replacement reserve for capital projects to maintain the long- term viability of the property. A capital needs assessment outlining needed but unfunded projects is required.

All units must be “existing housing” units under the PBV regulations, meaning that all units must substantially meet Housing Quality Standards (HQS) at the time of proposal selection and must fully meet HQS by the time the HAP Contract is executed.

### Program requirements:

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

- Serve family households and/or HUD-VASH households.
- Qualify as existing housing.
- Any family occupying a unit proposed for assistance must be eligible for the Section 8 program.
- 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 January 1, 2018 minus the utility allowance.

The published voucher payment standards are as follows:

STUDIO	\$ 631.00
1 BEDROOM	\$ 746.00
2 BEDROOM	\$ 990.00
3 BEDROOM	\$ 1,440.00
4 BEDROOM	\$ 1,744.00
5 BEDROOM	\$ 2,006.00
6 BEDROOM	\$ 2,267.00

For current utility allowances, visit  
[http://www.hacsj.com/housing/ILUA/UA\\_Update\\_2018.pdf](http://www.hacsj.com/housing/ILUA/UA_Update_2018.pdf)

**Conditions that prohibit a PBV award:**

Transitional housing, cooperative housing, student housing, owner-occupied housing, or for any unit currently existing that has a family who is not eligible for assistance under the PBV program.

In addition, regulations prohibit PBV assistance to any unit that is a public housing unit; a unit that is subsidized with another form of Housing Choice Voucher program assistance such as HUD's tenant-based or project based voucher assistance; a unit subsidized with any government subsidy that pays all or part of the rent or any part of the operating costs; a unit subsidized with Section 101, 202, 236, or 811 rental assistance payments or rental assistance; a unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or Housing Authority in accordance with HUD requirements.

**Projects owned by the Housing Authority:**

The HACSJ is eligible to apply under this proposal for assistance for HACSJ-owned units. HACSJ-owned units may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the Housing Authority-owned units were appropriately selected based on the selection procedures specified in the Housing Authority's Administrative Plan.

**III. Information to be submitted with all proposals**

All 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 funding for more than one project.



**Transmittal Letter:**

A letter on organization letterhead of the owner indicating the intent to apply for the PBV funding for family and/or HUD-VASH households offered through this RFP will be required. The letter shall also include the following:

**Owner Information:**

- Name of Owner
- Contact Person
- Contact phone number, fax and e-mail
- Identify your experience with owning housing for family and/or VASH households.
- Identify your experience in collaborating with the service providers of homeless veterans if applying for VASH PBVs.
- Disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract

**Management Agent:**

- Name of Agent
- Contact Person
- Contact phone number, fax and e-mail
- Disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract

**Property Details:**

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:

- A description of the project and estimated date of HAP Contract readiness.
- The households in which PBV assistance will be applied (family or VASH) and the number of units.
- Income for each household of proposed PBV units.
- Operating pro forma listing all incoming revenue, supplemental income, and expenses anticipated to be incurred.
- Description of how the PBV award will further the sustainability and/or preservation of affordable housing; note that repayment of existing debt will not be considered by itself to further sustainability or preservation of units.
- Identify any current reserve for replacement for the properties.
- A capital needs assessment outlining physical condition of the property, any planned repairs and the size of the proposed reserve for replacement to be created. Identify all rental subsidy sources currently provided to the project and the addresses of subsidized units;
- Total number of units in the proposed project,



- Number of PBV units requested and whether the PBVs will serve family households or HUD-VASH households A description of the proposed project including:
  - The location by census tract, and street address;
  - total number of buildings;
  - total number of units by bedroom size (including square footage) in each building;
  - the number of bedroom sizes of units to be designated for family households or HUD-VASH families in each building;
- Date of availability of units,
- If applicable, an explanation of how the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities,
- 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.
- Operating pro-forma statement and current year operating budget including existing and estimated subsidy.
- Proposed rent per unit, including indication of which utilities, services and equipment are included in the rent and which ones are excluded. Contract rent shall not exceed HACSJ's published payment standards identified on Page 4 of this RFP.
- 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 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.
- 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. These documents are excluded from the 25 page count limit).
- Identify the current income levels for the prospective PBV households;
- Tenant Selection Criteria for incoming residents
- Description of experience in managing and operating similar housing developments. Indicate any recent auditing 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.
- 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.
- Evidence of ownership (grant deed, partnership agreements) and a description of ownership entity.



- A description of project capacity (number of projects with unit count and length of time managed)
- 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.
- Documentation that the responsible entity has determined that PBV assistance to the property would be categorically exempt under Part 58.

#### **IV. Conditional Approval**

The following information will be requested after the proposal deadline for responders whose proposals have been evaluated and received the highest points.

- Environmental review
  - Activities under the PBV program are subject to HUD environmental regulations identified in 24 CFR 983.58

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

##### **Term of Assistance for PBV Family:**

The initial term of assistance shall be between one (1) to five (5) years and dependent upon continued funding availability and compliance with the terms of the Housing Assistance Payment (HAP) Contract. The HACSJ may provide options to renew the HAP contract if the HACSJ determines an extension is appropriate to continue providing affordable housing for the designated population based on the capital needs of the properties. Future PBV renewals, subject to funding availability, would be ranked on the Area Median Income (AMI) of families served and the severity of capital needs to prevent obsolescence.

##### **Term of Assistance – VASH PBV:**

The initial term of assistance shall be for a maximum of 20 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 20 years if the HACSJ determines an extension is appropriate to continue providing affordable housing for the designated population.

#### **VI. Items Excluded from 25 Page Count Limit**

- Capital Needs Assessment
- Grant Deeds and Restrictions
- Environmental Assessments



## VII. Selection Process

All qualified responders will be subject to the scoring measures on pages 9-11 of this RFP. The following is the sequential process that the HACSJ will use for selecting a project for award:

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 (November 5, 2018 – November 16, 2018).
4. Awardees and non-awardees will be notified (Week of November 19, 2018).

## VIII. RFP Submission

All RFP's, including an original and three copies, are due by 4:00 PM on November 2, 2018, and should be either mailed to:

Housing Authority of the County of San Joaquin  
**Attention: Heidi Lane**  
**RFP #1819-006**  
P.O. Box 447  
Stockton, CA 95201

Or hand delivered to:

Housing Authority of the County of San Joaquin  
**Attention: Heidi Lane**  
**RFP #1819-006**  
448 S. Center Street  
Stockton, CA 95203

**No late proposals will be accepted. Proposals returned after the deadline date and time will be considered late and will be rejected.**





**IX. Evaluation and Scoring Criteria**

Proposals will be evaluated by the households being served. If proposals are for family units, the criteria under “Family Units” will be used. If the proposals are for VASH units, the criteria under “VASH Units” will be used.

**Family Units**

The following criteria will be used to evaluate the family unit proposals. The maximum points possible is 140 points.

<b><u>1. Qualifications and Experience (20 point maximum)</u></b>	<b><u>Points</u></b>
a) Owner/Manager has 20 years’ experience managing affordable rental housing for families at or below 30% of AMI	20
b) Owner/Manager has 10-19 years’ experience managing affordable rental housing for families at or below 30% of AMI.	10
c) Owner/Manager has less than 10 years’ experience managing affordable rental housing for families at or below 30% of AMI.	5
<b><u>2. Eligible Units (20 point maximum)</u></b>	
100% of units will serve families and have no special use/needs designations, i.e. senior.	20
<b><u>3. Eligible Families (10 point maximum)</u></b>	
At least 75% of the units to be project based under this RFP consist of low income families at or below 50% of AMI at HAP execution.	10
<b><u>4. Readiness for Immediate HAP Execution (20 point maximum)</u></b>	
a) Environmental reviews have been completed and submitted with proposal.	20
b) Environmental reviews are in process (documentation of progress required)	10
<b><u>5. Deconcentration of Poverty and Expanding Housing and Economic Opportunities (10 point maximum)</u></b>	
a) Project location is in a census tract with fewer than 20% of the households in the census tract in which the project is located are at or below the established poverty level for the county; or	10
b) The project is located in a census tract undergoing significant revitalization; or	



c) The project is located in a census tract in which there are meaningful opportunities for education and economic advancement.

**6. Capacity (20 point maximum)**

- a) 5 or more projects (not less than 30 units each) managed for more than 10 years 20
- b) 2 – 4 projects (not less than 30 units each) managed for more than 10 years 10

**7. Sustainability (20 points maximum)**

The degree in which the PBV assistance increases sustainability of units and/or preserves affordable housing through assessment of capital needs plan and reserve for replacement levels. 20

**BONUS POINTS (20 point maximum)**

Rent Burden - At least 80% of units with tenants who pay more than 30% of their monthly income towards rent. 10

**VASH Units**

The following criteria will be used to evaluate the VASH proposal. The maximum points possible is 85 points.

**1. Qualifications and Experience (20 point maximum)** Points

- a) Owner/Manager has 20 years’ experience managing affordable rental housing for veterans and/or homeless persons. 20
- b) Owner/Manager has 10-19 years’ experience managing affordable rental housing for veterans and/or homeless persons. 10
- c) Owner/Manager has less than 10 years’ experience managing affordable rental housing for veterans and/or homeless persons. 5

**2. Number of PBV Units Requested (20 point maximum)**

- a) The owner is requesting to PBV 15 units for VASH. 20
- b) The owner is requesting to PBV 5-14 units for VASH. 10



**3. Readiness for Immediate HAP Execution (20 point maximum)**

- a) Environmental reviews have been completed and submitted. 20
- b) Environmental reviews are in process (documentation of progress required) 10

**4. Deconcentration of Poverty and Expanding Housing and Economic Opportunities (10 point maximum)**

- a) Project location is in a census tract with fewer than 20% of the households in the census tract in which the project is located are at or below the established poverty level for the county; or 10
- b) The project is located in a census tract undergoing significant revitalization; or
- c) The project is located in a census tract in which there are meaningful opportunities for education and economic advancement.

**BONUS POINTS (15 point maximum)**

- Project includes a community room or other on-site facility for support services or documentation of existing owner provided supportive services for tenants. 15

