



CITY OF SANTA ROSA HOUSING AUTHORITY APPLICATION FOR PROJECT BASED VOUCHERS

APPLICATION COVER SHEET

Legal Name of Organization

Tax ID Number of Organization

Mailing Address

Name of contact person for this application

Title

Telephone

Email

Organization website address

Project Summary		
<p><i>Project Name</i></p> <p>_____</p>		
<p><i>Project Address</i></p> <p>_____</p>		
<p>Project Type:</p> <p><input type="checkbox"/> Existing Housing</p> <p><input type="checkbox"/> Substantial Rehabilitation</p> <p><input type="checkbox"/> New Construction</p>	<p>Estimated Date of Occupancy:</p> <p>_____</p>	
<p>Number of Project-Based Vouchers Requested:</p>	<p>Total units in this Project:</p>	<p>Percent of units to be Project-Based:</p>

By signing this application, the following certifications are made by the applicant:

1. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983 and the Housing Opportunity Through Modernization Act of 2016.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105)(a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Authorized Signature: _____ **Date:** _____

Printed Name and Title: _____

REQUEST FOR PROPOSALS
HOUSING CHOICE VOUCHER PROGRAM
PROJECT-BASED VOUCHER FUNDING
SEPTEMBER 2018

I. Introduction:

The City of Santa Rosa Housing Authority (SRHA) is issuing a Request for Proposals (RFP) seeking proposals from owners and/or developers for Project-Based Vouchers. Existing units, substantial rehabilitation projects and new construction projects are all eligible for consideration. Up to 100 vouchers are available under this RFP.

This request for proposals (RFP) is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations, statutory changes under the Housing Opportunity Through Modernization Act of 2016 (HOTMA) and related guidance published in PIH Notice 2017-21.

Basic Application Information

Proposals will be accepted beginning September 5, 2018. The proposal deadline is November 5, 2018. SRHA reserves the right to reject any or all proposals and to terminate the RFP process at any time if deemed by SRHA to be in its best interests.

Two copies of each proposal submission must be submitted in a three-ring binder. **Proposals must include a brief narrative and applicable supporting documentation for each of the selection criteria, as well as a completed *Application for Project-Based Voucher Funding* and the *Application Cover Sheet*.** Completed proposals should be submitted to:

City of Santa Rosa Housing Authority
Attn: Rebecca Lane, Manager
Department of Housing and Community Services, City Hall Annex
90 Santa Rosa Avenue
Santa Rosa, CA 95404

If an applicant fails to give complete information or documentation as required, the application will not be considered for review.

If you have any questions, or need assistance in completing the application, please contact Rebecca Lane by email at rlane@srcity.org or by calling (707) 543-3305.

II. Definitions:

Existing Housing: Units that are built on or before the date of project selection, have a valid certificate of occupancy and can either pass HQS as the time of project selection, or the unit can be made to pass inspection after improvements costing less than \$1,000 per unit. The units must fully comply with HQS before execution of the HAP contract.

Housing Quality Standards (HQS): The HUD minimum quality standards for housing assisted under the Housing Choice Voucher program listed at 24 CFR 982.401.

Rehabilitated Housing: Housing units that exist on the proposal selection date, but do not substantially comply with HQS on that date, and are developed pursuant to an Agreement between the PHA and owner for use under the PBV program.

Newly Constructed Housing: Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the PHA and owner for use under the PBV program.

III. PBV Program Purpose and Requirements:

Under the PBV program, HUD allows Housing Authorities to attach a limited percentage of its Housing Choice Voucher budget authority to specific housing units. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

This Request for Proposals (RFP) solicits the participation of owners who request PBV assistance for either new construction, existing units or rehabilitated units. SRHA may select multiple projects under this RFP so long as the total number of vouchers committed does not exceed 100.

IV. Eligible Projects

The number of vouchers currently available for project-basing is 100.

Proposed projects must be able to meet all the HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to applicable environmental review, prevailing wage requirements and subsidy layering review. Applicants will be expected to communicate with SRHA regarding these requirements and supply any additional information requested by SRHA to complete the application process.

Identity of Interest: If one of the respondents presents an Identity of Interest with SRHA, the proposal in question will be forwarded to the HUD field office or HUD-approved independent entity for review.

V. Proposal selection

Complete proposals submitted to SRHA in the required format and including all required documentation will be reviewed, evaluated and ranked by a Project-Based Voucher selection committee made up of Housing Authority Commissioners and staff. The full Housing Authority Board of Commissioners will make the final selection decision(s) based on the recommendations of the selection committee.

Before the final proposal selection, the Housing Authority will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project based vouchers, that the proposal complies with the cap on the number of project based units per building, and that the proposal meets HUD's site selection standards.

The Project-Based Voucher Selection Committee will use the attached evaluation criteria to rank proposals. **Applicants must include a brief narrative addressing each of the evaluation criteria and provide additional verification documentation where appropriate.**

A minimum number of 45 points is required for the proposal to be considered. The evaluation criteria are considered minimum threshold factors, and SRHA reserves the right to determine if a proposal is consistent with its affordable housing goals.

If there are not enough vouchers to fully fund a proposal, the applicant will be given the opportunity to accept a lesser number of vouchers than requested or decline all the vouchers.

SRHA will make every effort to provide a written selection decision to the applicant within 60 days of the submission deadline.

CITY OF SANTA ROSA PROJECT-BASED VOUCHER PROGRAM

	City of Santa Rosa Housing Authority Project-Based Voucher Proposal Evaluation Criteria September 2018		
1.	Projects dedicated to Housing the Homeless	20 points maximum	PHA Use Only
a.	All requested vouchers will be specifically made available for individuals and families who meet the definition of homeless under Section 103 of the McKinney-Vento Homeless Assistance Act.	20	
b.	At least 50% of requested vouchers will be specifically made available for individuals and families who meet the definition of homeless under Section 103 of the McKinney-Vento Homeless Assistance Act.	10	
c.	The project will not include units dedicated to the homeless.	0	
	<i>Applicant's estimate of total points in category 1</i>		
2.	Experience with Similar Projects	15 points maximum	PHA Use Only
a.	Owner/Manager demonstrates experience in successful implementation of affordable housing projects including units dedicated to housing the homeless.	15	
b.	Owner/Manager demonstrates significant experience in any affordable special needs housing.	10	
c.	Owner/Manager does not have experience with projects similar to the one proposed but has experience in managing any affordable housing.	5	
d.	Owner/Manager does not have experience with similar projects.	0	
	<i>Applicant's estimate of total points in category 2</i>		

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3.	Project Location—Neighborhood	10 points maximum	PHA Use Only
a.	Project is in a census tract with a poverty rate at or below 20% determined in the most recent American Community Survey 5-Year Estimate.	10	
b.	Project is in a census tract with a poverty rate greater than 20%. If a project is in a census tract with a higher poverty rate than 20% according to the most recent American Community Survey 5-Year Estimate, the applicant must explain how the project site is consistent with the goal of deconcentrating poverty and expanding economic opportunity pursuant to 24 CFR 983.57(b).	5	
	<i>Applicant's estimate of total points in category 3</i>		
4.	Commitment to Providing Long-Term Affordable Housing	20 points maximum	PHA Use Only
a.	Project has received or will pursue long-term affordable housing financing through a competitive process by a federal, state or local government.	5	
b.	The project is financially feasible with 25% or fewer units under a Project-Based Voucher contract.	10	
c.	To be financially feasible, the project requires more than 25% of units to be Project-Based.	5	
d.	Owner provides any evidence of long-term viability of project.	5	
	<i>Applicant's estimate of total points in category 4</i>		
5.	Design and Amenities	10 points maximum	PHA Use Only
a.	Units and project common areas offer design elements and/or amenities that exceed minimum expectations for comparable projects.	10	
b.	Units and project common areas offer standard amenities and/or design elements.	5	
	<i>Applicant's estimate of total points in category 5</i>		

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6.	Project Readiness	15 points maximum	PHA Use Only
a.	Existing Housing that is ready for occupancy within 180 days of project selection.	15	
b.	Newly constructed or substantially rehabilitated units that will be ready for occupancy within 12 months of signing the Agreement to Enter into a Housing Assistance Payments (AHAP) contract.	10	
c.	Newly constructed or substantially rehabilitated units that will be ready for occupancy after 12 months of signing the Agreement to Enter into a Housing Assistance Payments (AHAP) contract.	5	
	<i>Applicant's estimate of total points in category 6</i>		
		90 Points Maximum	PHA Use Only
<i>Applicant's Estimate of Total Points in All Categories</i>			

I. Description of Property

1. PBV Project Name

2. Property Address and Assessor Parcel Number(s)

3. Application Category

- Existing
- Rehabilitation
- New Construction

4. Projected date of occupancy:

5. Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family)

6. Is this a Tax Credit property?

- Yes
- No
- Intent to Apply

7. If Yes or Intent to Apply, is property located in a Qualified Census Tract¹?

- Yes
- No

8. Census Tract of property

9. Poverty rate in Census Tract:

10. The project is for qualifying² households (check any or all that apply):

- Units exclusively serving elderly families
- Units housing households eligible for supportive services available to all families receiving PBV assistance in the project

¹ See <http://www.huduser.org/DATASETS/qct.html>

² Please see PIH Notice 2017-21.

11. If the units are not for qualifying households, the number of PBV units in the project will be statutorily limited to the greater of 25 units or 25 percent of the units in the project. The proposed project meets the 25 percent or 25-unit limit:

- Yes
- No

12. Property Configuration

	1 Br	2 Br	3 Br	4 Br	5 Br	Total
Total units including non-PBV						
Total PBV units						
PBV rents requested						
Non PBV Rents (if applicable)						
Fair Market Rents (FMR)						
110% FMR						
Tax Credit Rent, if applicable						

13. Complete the utility table below for the proposed PBV units.

Utility/Service	Owner or Tenant Paid	Natural Gas	Electric
Heating (Specify Type)			
Cooking (Specify Type)			
Water Heating (Specify Type)			
Other Electric			
Water			
Sewer			
Trash Collection			
Other (Specify)			

14. Is the property accessible for persons with disabilities?

- Yes, all units and common areas
- No, no accessibility features
- Some units (indicate number of units and identify accessible common areas)

15. Are there any non-residential units (e.g., commercial, office) on this property?

- Yes
- No

If yes, please describe:

16. List the distance (in miles) from the property to the nearest:

Distance in miles	Service	Name or description of facility
	Supermarket	
	Shopping district	
	Public transportation	
	Health services	
	Educational institution	
	Significant employers	
	Other neighborhood service	

17. Site information:

Does applicant have site control?			
Current Land Use Designation			
Proposed Land Use Designation			
Proposed Density (units/acre)		No. of acres	
Water/Sewer availability and location			
Is property subject to specific area plan?			
Is relocation of occupants necessary?			
Purchase price			
Appraised value			

18: Environmental considerations

Reports/Studies completed

Proximity to flood plain

Indicate presence of wetlands, vernal pools, endangered plant or animal species

Other known environmental constraints

19. Affordability

Total number of units to be built: _____

Number of affordable rental units: _____

Number of affordable ownership units: _____

Number of units dedicated for:				
30% AMI	31-50% AMI	51-80% AMI	80%+ AMI	Non-Restricted

Itemization of Proposed Units:					
Bedroom Size	Sq. Ft.	No. of Units	Targeted Income Level	Proposed Rent	Comment

II. Management Plan

Please describe the management plan for the property. Use additional sheets as necessary and/or attach relevant documentation, identifying attachments in the spaces below:

1. Property Management Agent Name:

2. Address of Property Management Agent:

3. Property Management Agent website:

4. Qualifications, including management of properties for persons with special needs (if applicable):

5. Address and description of other properties managed:

6. References:

7. Personnel plan for the proposed project:

	No. of Staff	Working Days/Hours
Office Staff:	_____	_____
Maintenance Staff:	_____	_____

Is there a Resident Manager in addition to the above staff for after-hours emergencies?

- Yes
- No

III. Financial Information

1. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

2. Type of organization (corporation, partnership, etc.)

3. Tax Exempt organization

- Yes
- No

4. Will rents in the property remain affordable after the expiration of the HAP contract?

- Yes
- No

5. Has the project received funding through any competitive process by any government entity?

- Yes
- No

6. Requested HAP Contract Term:

7. Project Cost and Financing

Project Costs					
Land Cost	Land Cost Per Acre	Predevelopment	Soft Costs	Hard Costs	Total Project Cost
					\$
				Cost Per Unit	\$

Project Financing	
Anticipated funding from PBVs	
Additional Housing Authority funding, if any	
Amount of other permanent financing	
Amount of cash or loans currently in project	
Amount of owner's equity in project	
Amount of Deferred Developer Fee	
Total	

What are the administrative costs of this project, and how will they be funded?

_ Please attach the following tables to complete Part III, Question 7:

- Table 1: Existing or Committed Financing Sources*
- Table 2: Interim/Construction Financing*
- Table 3: Permanent Financing*

Section III, Question 7

Table 1: Existing or Committed Financing Sources

EXISTING AND/OR COMMITTED FINANCING

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

Section III, Question 7

Table 2: Interim/Construction Financing

INTERIM/CONSTRUCTIONFINANCING

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

Section III, Question 7

Table 3: Permanent Financing

PERMANENT FINANCING

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Purpose						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

IV. Existing Units Only

1. If existing units, are any of the units currently occupied by households ineligible for assistance?

- Yes
- No

2. Identify the currently occupied units on the property.

Unit address	Bedrooms	No. of occupants	Unit address	Bedrooms	No. of occupants

V. CERTIFICATIONS

The Applicant certifies that:

The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicants’ knowledge;

The applicant acknowledges that any material changes to the project not disclosed to and approved by the Housing Authority may result in a denial or termination of the AHAP or HAP contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units; changes to the development budget; changes to the proposed sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in this application or changes to other application items;

The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public;

The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based Voucher funding;

The applicant acknowledges that any in-place existing tenants must not be displaced in order to qualify their units for Project-Based Voucher funding;

The applicant agrees to abide by all federal, state and local Fair Housing laws; and,

The applicant agrees to abide by the Project-Based Voucher program regulations found at 24 CFR 983, PIH Notice 2017-21 and the City of Santa Rosa Housing Authority Administrative Plan

Applicant Representative(s)

_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Signature	Signature
_____	_____
Date	Date