



**REQUEST FOR PROPOSALS**

**CITY OF SANTA ROSA HOUSING AUTHORITY  
HOUSING CHOICE VOUCHER PROGRAM  
PROJECT-BASED VOUCHER FUNDING  
NOVEMBER 2020**

**Introduction:**

The City of Santa Rosa Housing Authority (SRHA) is issuing a Request for Proposals (RFP) seeking proposals from rental housing owners and/or developers for Project-Based Vouchers. SRHA is releasing this RFP with the intent to improve the financial feasibility of projects seeking Community Development Block Grant-Disaster Recovery (CDBG-DR) or other competitive financing. Projects not intending to apply for CDBG-DR funding are eligible to apply, but in either case the PBV award will be contingent upon the project receiving the competitive funding the PBVs were identified in the application materials to leverage.

Existing units, substantial rehabilitation projects and new construction projects are all eligible for consideration. Up to **80** vouchers are available under this RFP.

This 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 upon release of the RFP. The proposal deadline is December 3, 2020 at 11:59pm. 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.

Applications will be accepted as PDFs by email only. At a minimum, proposals must include:

1. A brief project narrative;
2. A 20-year cash flow pro forma, and;
3. A completed *November 2020 Application for Project-Based Voucher Funding*.

SRHA reserves the right to request additional information from applicants in order to evaluate the request(s). Completed proposals should be submitted to:

Rebecca Lane, Housing and Community Services Manager  
[rlane@srcity.org](mailto:rlane@srcity.org)

If an applicant fails to provide complete information or documentation as required, the proposal will not be considered for review. Proposals received after the deadline of December 3, 2020 at 11:59pm will not be considered.

If you have any questions or need assistance in completing the application, please contact Rebecca Lane by email at [rlane@srcity.org](mailto:rlane@srcity.org) by Friday, November 20<sup>th</sup> at 5:00pm.

**Definitions:**

*Existing Housing:* Units that already exist on the proposal selection date project selection, have a valid certificate of occupancy and substantially comply with Housing Quality Standards, the minimum physical condition standards for the Housing Choice Voucher program. 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.

*New Construction:* Housing units that do not exist on the proposal selection date. Construction must not commence before execution of the agreement to enter into a housing assistance payments contract.

*Rehabilitation:* Rehabilitation is the reconstruction to cure deferred maintenance; repair or replacement of major building systems or components in danger of failure; and renovation or alteration for the conversion of existing structures for housing use. Rehabilitation must not begin before the agreement to enter into a housing assistance payments contract.

**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 80.

**Eligible Projects**

The number of vouchers currently available for project-basing is 80.

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.

## **Proposal Evaluation**

Priority will be given to proposals in which use of the PBVs will improve the financial feasibility of projects seeking Community Development Block Grant-Disaster Recovery (CDBG-DR) or other competitive financing.

## **Proposal Selection**

Complete proposals submitted to SRHA in the required format and including all required documentation will be reviewed by Housing and Community Services staff and the Housing Authority Board of Commissioners and if being applied for in conjunction with CDBG-DR funding, the Joint Housing Authority and City Council Review 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 or if the units are exempt from the project cap, and that the proposal meets HUD's site selection standards.

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 anticipates making selection decisions in January 2021.

**NOVEMBER 2020 APPLICATION FOR PROJECT-BASED VOUCHERS**

\_\_\_\_\_  
*Legal Name of Organization* *Tax ID Number of Organization*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Name of contact person for this application* *Title*

\_\_\_\_\_  
*Telephone* *Email* *Organization website address*

<b>Project Summary</b>		
<p><i>Project Name</i></p> <p>_____</p> <p><i>Project Address</i></p> <p>_____</p>		
<p>Please indicate the additional funding source(s) and planned application date for which the project will compete:</p> <p>_____</p> <p>_____</p> <p><i>The final award of PBVs is contingent upon the project's successful application for the funding listed above within two application rounds, or another funding source that will allow the project to follow a substantially similar timeline.</i></p>		
<p>Project Type:</p> <p><input type="checkbox"/> Existing Housing</p> <p><input type="checkbox"/> 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>

Project Cap: If the units to be Project-Based exceed 25 percent of the total units or 25 units, the units must be for one of the following special populations. If the proposal exceeds the cap, please indicate which special population the units will serve.

\_\_\_ Units exclusively serving elderly families

\_\_\_ Units for households that are eligible for supportive services to be made available in the project

Please indicate if the units will be set aside for any of the following populations. This information is for SRHA use and will not influence the award process:

\_\_\_ Units designated for persons experiencing homelessness

\_\_\_ Units designated for Veterans

\_\_\_ Supportive housing as defined by Appendix D of PIH Notice 2017-21

\_\_\_ Low-poverty census tract

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

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

The owner and its agents will comply with all applicable fair housing and civil rights requirements including those found in 24 CFR 5.105)(a), the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act;

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;

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 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;

**Signature of Applicant(s)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Signature

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Signature

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Date

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Date

## I. Description of Property

1. PBV Project Name

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2. Property Address and Assessor Parcel Number(s)

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3. Application Category

- Existing
- Rehabilitation
- New Construction

4. Projected date of occupancy:

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

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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 Tract<sup>1</sup>?

- Yes
- No

8. Census Tract of property

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9. Poverty rate in Census Tract:

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10. The project is for qualifying<sup>2</sup> 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

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

<sup>2</sup> 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 (may not exceed 110% of FMR)						
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 in last columns)			
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)

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

Yes

No

If yes, please describe:

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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			

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## 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:

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2. Address of Property Management Agent:

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3. Property Management Agent website:

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

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5. Address and description of other properties managed:

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6. References:

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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

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**III. Financial Information**

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

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

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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:

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7. Project Cost and Financing

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

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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?

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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*
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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						

