



**HOUSING AUTHORITY OF THE
COUNTY OF SANTA CLARA**

PROJECT-BASED VOUCHER PROGRAM

**REQUEST FOR PROPOSALS (RFP)
#04/11**

ISSUED MARCH 19, 2011

SUBMITTAL DEADLINE: 5:00 P.M., TUESDAY, APRIL 19, 2011

Housing Authority of the County of Santa Clara

Project Based Voucher Program

REQUEST FOR PROPOSALS (RFP)

INSTRUCTIONS

I. INTRODUCTION

The Housing Authority of the County of Santa Clara (HACSC) invites property owners in the County of Santa Clara to submit a written proposal demonstrating their project eligibility, qualifications and interest in securing Project Based Vouchers that will serve eligible “special needs” individuals or families. Project Based Voucher (PBV) assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program. In this RFP, the Housing Authority of the County of Santa Clara (HACSC) seeks proposals from owners/developers who will commit up to 20 units of their rental housing to receive assistance through project based vouchers.

In the fall of 2010, the Housing Authority hired a local independent consultant to provide a housing needs assessment for “special needs” populations in the County of Santa Clara. Based in part on the outcome of this study, HACSC will offer owners of selected quality housing an allocation of vouchers directed to the target population(s) that can be attached to designated units of their rental housing. Owners will gain the benefit of a multi-year contract with HACSC ensuring a Section 8 approved rent for their properties for an extended period. Eligible individuals and families from HACSC’s waiting list who are extremely low income (households at 30% Area Median Income or below) and very low-income (households at 50% Area Median Income or below) will gain the benefit of quality affordable housing.

PLEASE REVIEW THESE INSTRUCTIONS AND REVIEW AND COMPLETE THE APPLICATION FORM (available as a separate document and which may be downloaded at www.hacsc.org). If you have any questions about the PBV Program or this Request for Proposals (RFP), please email Ron Marsh, Housing Programs Department Administrative Assistant, at ronm@hacsc.org.

II. HOUSING AUTHORITY PROFILE

The Housing Authority of the County of Santa Clara is a public housing agency whose main office is located at 505 West Julian Street, San Jose, California 95110. HACSC’s mission is to provide safe, decent, sanitary and affordable housing to low- and very low- income households, including families, the elderly, and the disabled. The primary means to provide this assistance is through the U.S. Department of Housing and Urban Development funded Section 8 Housing Choice Voucher (HCV) program. HACSC currently assists over 17,000 families in the County of Santa Clara through the HCV and similar programs.

Both the HCV and PBV programs operate within HACSC's Moving to Work (MTW) program. MTW is a federal demonstration program established by Congress in 1996 that links broad federal goals with locally-designed actions. It encourages selected housing authorities to propose and implement innovative changes to the way affordable housing programs are administered in order to meet three key federal goals:

- To decrease costs and increase cost effectiveness in housing program operations,
- To promote participants' economic self-sufficiency, and
- To expand participants' housing choices.

MTW requires HACSC to strive for these goals while ensuring that the Agency continues to serve substantially the same mix of tenants (in terms of income level and family size) and at least as many households as before it had MTW status.

Each year, HACSC creates an MTW plan for the coming fiscal year and a report for the previous year. These documents outline the new activities the Housing Authority will implement to meet its MTW goals and provide status on activities already underway.

For more information on HACSC, the agency's MTW program and its other rental assistance programs, please visit the Housing Authority website at www.hacsc.org.

III. PROJECT BASED VOUCHER PROGRAM OVERVIEW

A. Program Administration

The Project-Based Voucher (PBV) Program is administered through HUD regulations and the policies outlined in HACSC's Administrative Plan. Using its MTW leverage, HACSC may modify HUD regulations to further the housing objectives of the agency and the community. These changes are described in the agency's annual MTW plans.

The Code of Federal Regulations Title 24, Part 983, which outlines the primary governing regulations of the PBV program, is available for review online at www.gpoaccess.gov. The Housing Authority's Administrative and MTW Plans are available for review at www.hacsc.org.

B. Purpose

The purpose of the PBV Program is to encourage property owners to attach Project Based Voucher assistance to rental property in order to preserve and increase the number of housing units serving low-income persons in the community.

C. Funding

Housing Authorities may use up to 20% of their voucher allocation for a PBV program. Funding for project-based assistance comes from funds already obligated by HUD to a Housing

Authority's Housing Choice Voucher Program. This funding is subject to federal reauthorization.

D. Description of PBV Program

Under this PBV Program, HACSC will provide assistance to selected existing, rehabilitated or new construction housing developments (as defined by HUD) willing to designate a portion of their units to special needs populations. HUD defines PBV housing developments as follows:

1. Existing housing is housing that already exists and that (upon HACSC inspection of its designated PBV units) substantially complies with the Housing Quality Standards (HQS) on the proposal selection date.
2. Rehabilitated housing is housing that exists on the proposal selection date, but whose designated PBV units do not substantially comply with the HQS on that date, and are developed, pursuant to an Agreement between HACSC and the owner for use under the PBV program.
3. New construction housing is housing that does not exist on the proposal selection date and is developed after the date of selection pursuant to an Agreement between HACSC and the owner for use under the PBV program.

HUD-established HQS specifications are described in the Code of Federal Regulations, Chapter 24, Section 982.401. All PBV assisted units must meet HQS and other requirements before rental assistance can commence.

Upon completion of a successful Housing Quality Standards inspection, HACSC and the property owner will enter into a Housing Assistance Payments (HAP) contract for specified units for a term of up to 15 years. The HAP contract establishes the initial rents for the units and describes the responsibilities of the Housing Authority and the owner. Rental assistance (which is based on each household's income) is provided while the units are occupied by eligible individuals or families referred from HACSC's waiting list. HAP contract renewal after the initial term may occur at the sole option of the Housing Authority for such period (not exceeding 15 years) as the Authority determines appropriate to expand housing opportunities and to achieve long-term affordability of the assisted housing. All HAP contracts and subsequent renewals are contingent upon the future availability of appropriated HUD funds for the HCV Program.

E. Cap on Number of PBV Units per Project

Up to twenty-five percent (25%) of a project's units may be project-based. This cap will not apply if the PBV units over the 25% cap are leased only to elderly families, disabled families or families receiving supportive services. Supportive services include but are not limited to the services listed below. To be eligible for this service exception, a project must provide to the excepted units at least four of the services listed:

- Child care
- Transportation
- Education
- Job training and employment counseling
- Substance/alcohol abuse treatment or counseling
- Household skills training
- Homeownership counseling

The project owner will be responsible for regularly monitoring the supportive services requirements for the excepted units and must submit, at least annually, a report listing the families, the types of services provided and accessed, and the frequency of that access.

F. Occupancy and Vacancy of PBV Units

Project-based units must be leased only to families eligible for Section 8 assistance for the term of the HAP contract. For existing and rehabilitation projects, designated PBV units that are occupied on the proposal selection date must be occupied by a family eligible for Section 8 PBV assistance (see income limits below) and meeting the special needs criteria as defined in D. 2. If the family is not eligible, the unit cannot be selected for PBV assistance.

2010 Income Limits Effective June 1, 2010								
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% of Area Median Income (Extremely Low)	\$21,750	\$24,850	\$27,950	\$31,050	\$33,550	\$36,050	\$38,550	\$41,000
50% of Area Median Income (Very Low)	\$36,250	\$41,400	\$46,600	\$51,750	\$55,900	\$60,050	\$64,200	\$68,350

PBV units that are vacant at the time of project selection or become vacant at any time during the term of the PBV HAP contract will be filled with eligible applicants from the Housing Authority waiting list. The owner and tenant of a Project-Based unit must notify HACSC immediately if a tenant will be moving from a PBV unit. The Housing Authority will notify applicants from its waiting list and refer interested individuals/families to the owner for selection. Once an applicant is approved by the owner, the owner will refer them back to HACSC for final eligibility determination.

G. Ineligible Units

Certain special housing types are NOT eligible for project-based assistance. These include transitional housing, owner-occupied units, shared housing, public housing, Section 202 housing, Section 236 housing (exception made for units subsidized with Section 236 interest

reduction payments) and units occupied by families who are not eligible for participation in the PBV program. Please see 24 CFR 983.53 for a complete list of ineligible properties.

H. Rent Limits

The gross rent (including utility allowance) may not exceed 110% of Fair Market Rent (FMR) for both initial rent and annual adjustments and must be rent reasonable in relation to rents charged in the private market for comparable unassisted units.

Fair Market Rents Effective October 1, 2010								
Studio	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	Single Room Occupancy (SRO)	Mobile Home Space Rents
\$1,222	\$1,416	\$1,702	\$2,447	\$2,694	\$3,098	\$3,502	\$916	\$680

I. Federal Requirements

Certain other Federal requirements also apply to PBV assistance, including, but not limited to:

1. Fair Housing. Nondiscrimination and equal opportunity. See 24 CFR 5.105(a) and section 504 of the Rehabilitation Act. Selected projects are subject to Fair Housing reviews which may include review of marketing and outreach plans and reasonable accommodation policies.
2. Environmental Review. See 24 CFR parts 50 and 58 and 24 CFR part 983.58.
3. Eligibility Restrictions. Prohibition on use of debarred, suspended, or ineligible contractors. See CFR 5.105(c) and 24 CFR, part 24.

In addition to the above, the following applies for new construction or rehabilitated housing:

4. Labor Standards. Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 29 CFR part 5, and other federal laws and regulations pertaining to labor standards applicable to an Agreement covering nine or more assisted units.

In addition to #1-4 above, the following applies for rehabilitated housing only:

5. Uniform Relocation Act. A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.

IV. OFFER OF PROJECT BASED VOUCHERS

A. Number of PBV Units Available

The Housing Authority will make up to 80 units available for existing, rehabilitated or new construction projects that will serve special needs populations (see definitions in section B. below).

B. Definition of “Special Needs Population”

For purposes of this RFP a “special needs” population means:

1. An individual who is elderly (aged 62 or older); or
2. A family whose Head of Household or Spouse is elderly; or
3. An Individual with a disability (as defined by HUD and determined by the Housing Authority); or
4. A family whose Head of Household or Spouse is a person with disabilities; or
5. A chronically homeless individual or family (as defined by the Housing Authority)

C. Project Eligibility

In order to be considered under this RFP, all projects submitted must meet the conditions stated below:

1. Proposed project must be located in the County of Santa Clara.
2. Applicant may request to project-base no more than 20 units at a proposed project (there is no minimum requirement).
3. Proposed project must be an existing project, a planned new construction project or an existing project in need of major rehabilitation (see definitions in section III. D. of this RFP).
4. Construction or rehabilitation for the proposed project must not have started at time of selection for PBV (and cannot start until all post-award conditions are met and an Agreement is signed).
5. New construction or rehabilitation projects must provide a detailed plan for its construction and permanent financing which identifies the committed financing and anticipated remaining funding sources, including the status and commitment timeline for each source.
6. Proposed project must be located in a census tract with a poverty rate of no more than 20%. An exception to this requirement is possible if certain other conditions exist, i.e., there has been an overall decline in poverty rate over the past five years; the area is undergoing significant revitalization; new market rate units are being developed that would positively impact the poverty rate; and other conditions. Poverty rate, minority

concentration and other characteristics of the neighborhood and census tract where the project is/will be located may apply. See 24 CFR Section 983.57 Site Selection Standards.

7. Applicant must have site control or evidence to indicate that the needed approval/documentation for site control is likely to be obtained and will not delay the project.
8. Applicant must provide evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project.
9. Owner/developer will dedicate all units awarded PBV under this RFP to serving “special needs” populations as identified in Section IV.B.

D. Other Considerations

1. Proposed projects that have or plan on-site or easily accessible supportive services for the target population will receive extra points in the competitive scoring process.
2. Applications submitted by an owner or developer experienced in the management or development of affordable housing for special needs populations will receive extra points in the competitive scoring process.
3. Applications proposing to project-base units with accessibility features for persons with mobility, hearing and sight impairments will receive extra points in the competitive scoring process. For a unit to be considered accessible, it must have:
 - a. An accessible building entrance on an accessible route
 - b. Accessible common and public use areas
 - c. Accessible doors (for a wheelchair)
 - d. Accessible route into and through the dwelling unit
 - e. Light switches, electrical outlets, thermostats and other environmental controls in accessible locations
 - f. Reinforced walls in bathrooms for installation of grab bars
 - g. Accessible kitchens and bathrooms
 - h. Wired for visible alarm and doorbell appliances

V. APPLICATION PROCESSING

A. Limit on Number of Projects

Applicants (“applicant” means a sponsoring housing development organization and all its affiliated entities) can submit a maximum of three (3) projects for consideration under this RFP. Each application must be for a single project. A project is defined as a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land.

B. Organization of Submitted Materials

All proposals (HACSC application form and supporting documents) must be legibly typed and neatly organized and presented. All proposals must be bound by use of a binder or similar cover device. Applications submitted in loose-leaf style or held together by a paper clip or binder clip will NOT be accepted.

C. Submittal Deadline

The applicant shall submit an original and three copies of its proposal to HACSC by **5:00 p.m., Tuesday April 19, 2011**. Proposals may be submitted by:

1. U. S. Mail to:

**Ron Marsh, Administrative Assistant, Housing Programs Dept.
Housing Authority of the County of Santa Clara
505 West Julian Street, San Jose, CA 95110**

2. Proposals addressed to Ron Marsh may also be hand delivered to the Housing Authority main lobby during regular business hours or inserted in the drop-box outside of the Housing Authority office and adjacent to the front entrance.

The Housing Authority will date and time stamp all applications upon receipt. Proposals submitted after the deadline indicated above will not be accepted. Delays in mail service or other methods of delivery will not excuse late proposal delivery.

D. Proposal Review

The PBV Selection Panel appointed by HACSC's Executive Director will review, evaluate, rank, and select the applications according to the scoring criteria outlined in the RFP, HACSC policy, and program regulations.

E. PBV Voucher Award

Proposals that meet the program requirements outlined in section IV.C. will be evaluated and ranked according to the rating & selection factors described below and in section VI. of this RFP. A ranking list will be prepared according to points awarded to each proposal. In order to be awarded project based vouchers, an application must score at least 70 points. Existing projects that are otherwise eligible and meet the minimum threshold requirement of 70 points will be given selection preference over new construction or rehabilitation projects.

The project application scoring the highest points will be **conditionally** awarded project-based vouchers up to the amount requested and in accordance with the specified limits. After awarding the highest scoring application(s), the Housing Authority will conditionally award the next highest ranking applications with project-based vouchers up to the amount requested and in accordance with the specified limits until all vouchers advertised as available for the

program have been assigned. If the Housing Authority determines that an application is eligible for PBV funding but cannot be fully funded at the amount requested by the applicant, the owner will be given the opportunity to receive partial funding.

Before selecting projects, the Housing Authority will determine that each application is responsive to and in compliance with the Housing Authority's written selection criteria as stated in this RFP, and in conformity with HUD program regulation and requirements at 24 CFR part 983. The Authority may request additional documentation as needed to determine an applicant or project's eligibility or qualifications. HACSC may, at its discretion, select none of the proposals submitted and reserves the right to postpone or cancel the final award of the proposals at its convenience.

F. Pre-Award Conditions

Prior to project selection, HACSC must conduct:

1. Unit Inspections. If the units to be assisted already exist, HACSC must inspect all the units prior to the proposal selection date according to HUD's Housing Quality Standards (HQS) guidelines and determine whether the units will be considered as existing housing or rehabilitated housing (see definitions in section III.D. of this RFP).
2. Site and Neighborhood Review. Before proposal selection, HACSC will conduct an inspection of the proposed PBV site. Site selection standards include 1) An assessment of the physical attributes and appropriateness of the site for the proposed units; and 2) An assessment of whether the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities as stated in HACSC's Administrative Plan. Owners/developers may be asked to submit additional information to help facilitate this site review.

G. Post Award Conditions

For the selected project(s), the following items must be completed before HACSC and the owner can execute an Agreement (AHAP) or Housing Assistance Payments (HAP) contract.

1. Environmental Review. PBV activities are subject to HUD environmental regulations in 24 CFR parts 50 and 58. HACSC must obtain documentation of environmental clearance from the Responsible Entity who conducted or approved the environmental review (see 983.58).
2. Determination of initial contract rent. HACSC will determine the amount of initial rent to owner according to 24 CFR Section 983.303, paragraph (c). If the project is a HACSC-affiliated property, the rent will be determined by an independent agency.
3. Subsidy layering review. New construction PBV projects or existing PBV projects in need of rehabilitation that utilize tax credits or other governmental housing assistance from federal, state or local agencies are subject to a subsidy layering review (see 24 CFR 983.55) to prevent excessive public assistance for the project. Owners/developers

will be required to submit a list of documents to HACSC which will then be submitted to HUD or CTCAC for the review.

H. Incomplete and Non-Responsive/Non-Compliant Applications

If a supporting document required by this RFP is not under the control of the applicant and cannot be obtained by the proposal submission deadline, the applicant must include a written explanation in the application detailing the cause of the delay and the anticipated date the document will be delivered. The Housing Authority will review the information provided and accept the application, but classify it as non-responsive pending receipt of the document. In no case will documentation be accepted more than ten (10) days after the final deadline. If HACSC finds that an application is found to be non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, it will be rejected and the applicant will receive written notification stating the reason for rejection. HACSC reserves the right to reject applications at any time for misinformation, errors, or omissions of any kind, no matter how far they have been processed.

I. Withdrawal of Proposal

Applicants may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to Ron Marsh by the address listed in section V.C. for proposal submittal or by email at ronm@hacsc.org. Proposals can be re-submitted before the RFP submittal deadline but cannot be re-submitted after the deadline.

J. Tied Proposals

In the case of a tie score between two or more applications and not enough units available to fully award each tied application, the following factor will be considered to determine the application to be scored highest: The applicant with the highest number of units requested to be PBV will be ranked highest.

K. Proposal Cost

All costs incurred in the preparation and presentation of the proposal shall be completely absorbed by the applicant. All documents submitted as part of the proposal will become property of HACSC. Any material submitted that is confidential must be clearly marked as such.

L. Affirmative Action

HACSC is an Equal Opportunity Business Enterprise which promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, disability, age or sexual orientation. The Housing Authority encourages Minority, Small, Women- or Disabled- owned Business Enterprises to respond to this solicitation.

M. Appeals and Remedies

Any party not awarded a contract may protest a contract award.

Grounds for Protest. Protests shall be based only on one or more of the following grounds:

- The Protester believes that HACSC failed to follow the RFP's procedures and adhere to requirements set forth in the RFP or any addendum thereto.
- The Protester believes there was misconduct or impropriety by HACSC officials or evaluation team members.
- The Protester believes there was abuse of process or abuse of discretion by HACSC officials or evaluation team members.

Protests must be received within seven (7) calendar days after HACSC has posted a notice of conditional intent to award on its website. HACSC will not consider protests after the above-specified deadlines. All protests must be in writing and submitted to HACSC, attention: Ron Marsh, Administrative Assistant, at the place specified for submittal of proposals.

VI. SELECTION CRITERIA

The following selection criteria will be used by HACSC to rank and select applications for this PBV Program. Each criterion is comprised of several components with an associated point value. The total points awarded to an application will be the aggregate of the component subtotals for each factor. This section provides both a summary and details of the factors and point values.

SUMMARY OF FACTORS AND POINTS:

FACTOR	MAX POINTS
A. Site Location Adequacy (proximity of services)	20 points
B. Decentralization of Site Location	20 points
C. Provision of Supportive Services	20 points
D. Financial Feasibility (for New Construction or Rehabilitation projects only)	20 points
E. Previous Experience of Applicant in Development, and Management of Affordable Housing for Special Needs Populations	20 points
F. Location of Units	20 points
G. Project Accessibility	20 points
H. Project Amenities	10 points
TOTAL MAXIMUM POINTS:	150 points (Minimum points required for voucher award: 70)

FACTORS AND POINTS:

A. SITE LOCATION WITH REGARD TO PROXIMITY OF SERVICES	
Project is within ½ mile of: 1) A significant health facility 2) Bus or rail line 3) Retail shopping stores, including a grocery store and a pharmaceutical store	Project is within ½ mile of the <u>three</u> listed services: 20 points Project is within ½ mile of <u>two</u> of the listed services (health facility must be one of the two services): 10 points Project is within ½ mile of <u>one or none</u> of the listed services: 0 points
MAXIMUM POINTS	20 points

B. DECENTRALIZATION OF SITE LOCATION	
Project is located within a census tract in which: 1) The poverty rate is no more than 20%. 2) The poverty rates of adjacent census tracts are no more than 20%. 3) This is the first Section 8 project-based housing located in the census tract.	Project meets <u>all three</u> of the listed factors: 20 points Project meets the <u>first</u> and <u>one other</u> of the listed factors: 10 points Project <u>does not</u> meet the first factor for decentralization: 0 points
MAXIMUM POINTS	20 points

C. SUPPORTIVE SERVICES	
Project provides appropriate supportive services on-site or easily accessible to site: 1) Transportation, i.e. shuttle 2) Education 3) Child care 4) Job training and employment counseling 5) Substance/alcohol abuse treatment or counseling 6) Household or life skills training 7) Homeownership counseling	Project provides <u>at least four</u> of the listed services: 20 points Project provides <u>at least three</u> of the listed services: 10 points Project provides <u>two or fewer</u> of the listed services: 0 points
MAXIMUM POINTS	20 points

D. FINANCIAL FEASIBILITY (Scored for new construction/rehabilitation projects only)	
New construction or rehabilitated housing has a significant percentage of finance sources committed and there is a detailed plan identifying the remaining funding, including an explanation of the status and commitment timelines for each source. The Housing Authority will assign points by reviewing the construction and permanent financing committed at the time of application and specifics on the plan to secure remaining funding.	
MAXIMUM POINTS	20 points

E. PREVIOUS EXPERIENCE OF APPLICANT IN DEVELOPMENT AND MANAGEMENT OF AFFORDABLE HOUSING FOR SPECIAL NEEDS POPULATIONS	
Applicant has significant experience developing and/or managing (through a selected property management agent) low income units for: 1) Elderly persons; or 2) Persons with disabilities; or 3) Homeless persons or families; or The Housing Authority will assign points by reviewing the size of affordable housing portfolio, the applicant's amount and length of experience developing and managing affordable housing, and evidence of financial stability.	
MAXIMUM POINTS	20 points

F. LOCATION OF UNITS	
Higher points will be awarded to applicants project-basing certain housing types in under-served locations of the county. North County includes the cities of Palo Alto, Mountain View, Sunnyvale and Cupertino; Central County includes the cities of Milpitas, Campbell, San Jose, Santa Clara and Los Gatos; South County include the cities of Morgan Hill and Gilroy	Project is: For elderly households and is/will be located in north Santa Clara County; <u>or</u> For non-elderly households and is/will be located in central or south Santa Clara County 20 points Project does not meet the above specifications: 0 points
MAXIMUM POINTS	20 points

G. PROJECT ACCESSIBILITY	
Project will designate units with accessibility features for persons with mobility, hearing or sight impairments as PBV units (see section IV.D. of the RFP for a definition of accessible units)	All of the project's PBV units will be accessible for persons with mobility, hearing or sight disabilities: 20 points 50% or more of the project's PBV units (or at least 2 units, whichever is greater) will be accessible for persons with disabilities: 10 points Less than 50% of the project's PBV units will be accessible: 0 points
MAXIMUM POINTS	20 points

H. PROJECT AMENITIES	
Project provides the following amenities to its residents: 1) Off street parking 2) On site management 3) On site laundry facilities 4) Common room for residents use 5) Decks or patios attached to units	Project provides all of the listed amenities: 10 points Project provides at least three of the listed amenities: 5 points Project provides less than three of the listed amenities: 0 points
MAXIMUM POINTS	10 points

HOUSING AUTHORITY OF THE COUNTY OF SANTA CLARA

**PROJECT-BASED VOUCHER PROGRAM
REQUEST FOR PROPOSALS (RFP)
MARCH 19, 2011**

APPLICATION FORM

(Fillable PDF Form)

BEFORE completing this application, please read the full RFP Instructions.

Each applicant must complete this RFP application form and submit an original and three (3) copies (including the required supplemental information) by 5:00 p.m., Tuesday, April 19, 2011, to the address below:

ATTN: Ron Marsh, Administrative Assistant
Housing Authority of the
County of Santa Clara
505 West Julian Street
San Jose CA 95110

The Housing Authority will date and time stamp all applications upon receipt. **Proposals submitted after the deadline indicated above, will not be accepted.** Proposals will not be accepted via a facsimile machine or based on mail postdate. Delays in mail service or other methods of delivery will not excuse late proposal delivery.

All proposals must be legibly typed and neatly organized, including appropriate title pages or other identification of attachments. All proposals must be bound by use of a binder or similar cover device. Applications submitted in loose-leaf style or held together by a binder clip will NOT be accepted.

This application form is **a fillable PDF form** that you can complete on your computer, then print out for submission. You may be prompted to update your Adobe Reader version in order to complete this form on your computer.

If you have questions about the Project Based Voucher (PBV) Program or this RFP, email Ron Marsh, Housing Programs Department Administrative Assistant at ronm@hacsc.org.

APPLICANT INFORMATION

1. Applicant

2. Address

3. City 4. State 5. Zip

6. Phone 7. Fax

8. Type of Organization (choose one) 9. Year Founded

10. Name & Title of director

11. Mission Statement

CONTACT PERSON INFORMATION

12. Contact Person

13. Phone 14. Fax

15. E-mail Address

PROJECT INFORMATION

16. Project is (choose one)

17. Project Name

18. Address

19. City 20. State 21. Zip

22. Census Tract 23. Poverty Rate (per 2010 census)

24. If project is existing, what year was it built?

25. Number of units in project (not incl. manager's unit) 26. Number of buildings (containing units)

27. Total number of Project Based Voucher (PBV) units requested

28. Is the project multi-story? ☐ Yes ☐ No

29. If yes, does the project have elevators to access all upper-level resident floors?

BUILDING 1:

SRO-Total 0 BR-Total 1 BR-Total 2 BR-Total 3 BR-Total 4 BR-Total

SRO - PBV 0 BR - PBV 1 BR - PBV 2 BR - PBV 3 BR - PBV 4 BR - PBV

BUILDING 2:

SRO-Total 0 BR-Total 1 BR-Total 2 BR-Total 3 BR-Total 4 BR-Total

SRO - PBV 0 BR - PBV 1 BR - PBV 2 BR - PBV 3 BR - PBV 4 BR - PBV

BUILDING 3:

SRO-Total 0 BR-Total 1 BR-Total 2 BR-Total 3 BR-Total 4 BR-Total

SRO - PBV 0 BR - PBV 1 BR - PBV 2 BR - PBV 3 BR - PBV 4 BR - PBV

BUILDING 4:

SRO-Total 0 BR-Total 1 BR-Total 2 BR-Total 3 BR-Total 4 BR-Total

SRO - PBV 0 BR - PBV 1 BR - PBV 2 BR - PBV 3 BR - PBV 4 BR - PBV

BUILDING 5:

SRO-Total 0 BR-Total 1 BR-Total 2 BR-Total 3 BR-Total 4 BR-Total

SRO - PBV 0 BR - PBV 1 BR - PBV 2 BR - PBV 3 BR - PBV 4 BR - PBV

ACCESSIBLE UNITS (see section IV.D. of the RFP for definition)

31. Number of units in project that are/will be accessible for persons with mobility disabilities:

32. Number of **PBV** units in project that are/will be accessible for persons with mobility disabilities:

33. Number of units in project that are/will be accessible for persons with hearing/sight impairments:

34. Number of **PBV** units in project that are/will be accessible for persons with hearing/sight impairments:

35. Income of residents. Will the project serve 30% AMI exclusively? ☐ Yes ☐ No

36. If No, what income levels will the project serve?

37. Population to be served (choose one)

See section IV.B. of RFP for definitions. If serving homeless, supportive services **MUST** be provided.

38. Proximity of community resources. Which of the following facilities are within 1/2 mile of the project site?

☐ Significant Health Facility (provide name(s) and address(es) below)

Health facility #1

Health facility #2

☐ Bus or rail line (provide location and route #)

☐ Retail shopping stores, including grocery and pharmaceutical (provide names and addresses below)

Retail store #1

Retail store #2

Retail store #3

Retail store #4

ATTACH MAP showing 1) the location of project site; 2) a 1/2 mile radius around the site; and 3) the location of each of the above services.

39. Supportive Services. Which of the following supportive services will be provided on-site or adjacent to project site?

☐ Transportation, i.e., access to private shuttle or Outreach

☐ Education

☐ Child Care

☐ Job Training and Employment Counseling

☐ Substance/alcohol abuse treatment or counseling

☐ Household or life skills training

☐ Homeownership Counseling

40. Narrative description of supportive services the project will provide (include name of the service provider, brief description of specific services to be provided, location where services will be provided, how residents will access services, frequency and, length of time services will be provided, any monitoring of resident use of services and any cost to residents. (Applicant may attach additional information regarding the services provided on a separate sheet.)

41. Square Footage - UNITS. List the average square footage for each unit size below

SRO 0 BR 1 BR 2 BR 3 BR 4 BR

42. PROJECT INTERIOR COMMON AREAS (list the name of the area and its approximate square footage)

Common Area 1 (list area)		Square feet	
Common Area 2 (list area)		Square feet	
Common Area 3 (list area)		Square feet	
Common Area 4 (list area)		Square feet	
TOTAL Square feet			

43. Does each unit offer access to the exterior in the form of balconies or first floor patio areas?

☐ Yes ☐ No

44. Does the property include off street parking for residents? ☐ Yes ☐ No

45. Does the property include on site laundry facilities for residents? ☐ Yes ☐ No

46. Does the property provide on site management? ☐ Yes ☐ No

47. Narrative (one-page only). Please give a brief description of the project, including the type of project, the residents who are/will be served at the complex, project facilities, etc. If this is a new construction project, describe any significant planning obstacles or achievements, community support or opposition overcome, special features, special collaborations of developer and service providers, etc. If rehab project, include description of project prior to rehab, reason for rehab, and planned improvements. (You may include certain financial details and work items to help describe the significance or appeal of the project.)

48. Utilities provided by OWNER ☐ Water ☐ Garbage ☐ Electricity ☐ Gas ☐ Sewer

49. Utility Types

Unit Heating ☐ Gas ☐ Electric ☐ Wall ☐ Central

Cooking ☐ Gas ☐ Electric

Water Heater ☐ Gas ☐ Electric

Refrigerator ☐ Owner-provided ☐ Tenant-provided

Stove/Oven ☐ Owner-provided ☐ Tenant-provided

50. Zoning. If project is new construction or rehabilitation project, is it permitted by current zoning law for the site?

Zoning Permitted?

51. If no, is the required zoning likely to be obtained and will not delay the completion of the project?

☐ Yes ☐ No

If selected, applicant must provide evidence that required zoning is likely to be obtained.

52. Will the new construction or rehabilitation cause resident relocation?

53. If yes, what is the estimated cost of relocation? \$

54. If yes, what source(s) will be used to finance the relocation?

55. If yes, what organization will carry out the reorganization activities?

56. Construction/Rehabilitation Start/End Date. Please indicate below the estimated date construction will begin and the total time needed for construction/rehabilitation.

Number of months required to complete construction/rehabilitation months

57. Cost and Financing

Total Project Cost or Total Cost of Rehabilitation

\$

Amount committed or conditionally committed as of the date this application is submitted

\$

Name of entity(ies) providing above committed
or conditionally committed financing. If more
than one, include dollar amount for each.

58. Provide a brief description of the project financing plan, including all committed sources, anticipated sources, and the status, strategy and/or likelihood that applicant will secure the anticipated sources.

59. Rent Request. Indicate the current rent (existing or rehabilitation project) or anticipated rent (new construction project) for both PBV and non-PBV units.

Current or anticipated
rent for NON-PBV units

SRO \$

0 BR \$

1 BR \$

2 BR \$

3 BR \$

4 BR \$

Rent requested for PBV units (cannot
exceed 110% of FMR; see FMR table)

SRO \$

0 BR \$

1 BR \$

2 BR \$

3 BR \$

4 BR \$

60. Experience of Applicant.

DEVELOPMENT EXPERIENCE

Total number of ALL projects/units DEVELOPED by applicant or co-applicant

of PROJECTS

of UNITS

Total number of LOW-INCOME/AFFORDABLE projects/units for the elderly, disabled or homeless DEVELOPED by applicant or co-applicant

of PROJECTS

of UNITS

MANAGEMENT EXPERIENCE

Total number of ALL projects/units MANAGED by applicant or co-applicant (or contracted management company)

of PROJECTS

of UNITS

Total number of LOW-INCOME/AFFORDABLE projects/units for the elderly, disabled or homeless MANAGED by applicant or co-applicant (or contract company)

of PROJECTS

of UNITS

If contracted management company is used, list name here

If contracted facilities maintenance company is used, list name here

Proceed to next page for list of documents to be attached to this application.

SUPPLEMENTAL DOCUMENTATION

The following documentation must be attached to the application.

1. Certification showing that the applicant and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs (complete and attach form HUD-2530).
2. Map to scale showing location of project and at least a 1/2 mile radius around project along with the location of services (listed in question #38 above).
3. The provision of Project Based Voucher assistance must be consistent with the Housing Authority's goal of deconcentrating poverty and expanding housing and economic opportunities. In determining whether a project meets this requirement, HUD-established site selection standards will be applied. Please provide information and/or documentation in response to the following questions:
 - a. Is the census tract where the project is/will be located a HUD-designated Enterprise Zone, Economic Community or Renewal Community?
 - b. Is the census tract where the project is/will be located undergoing significant revitalization?
 - c. Have state, local or federal dollars been invested in the area in order to support revitalization, expand housing and economic opportunities?
 - d. Are new market rate units being developed in the same census tract where the project is/will be located that would positively impact the poverty rate?
 - e. If the project is located in a census tract with a poverty rate of more than 20% (according to the 2010 census), has there been an overall decline in the poverty rate over the past five years?
 - f. Are there meaningful opportunities for educational and economic advancement in the census tract where the project is/ will be located?

(New construction projects only: Additional site and neighborhood standards will apply, including the level of minority concentration in the area.)

4. Narrative describing your agency's background information, including principal line of business, number and location of offices, number of employees, and disclose any conditions (e.g., bankruptcy, pending litigation and any fiscal issues that may affect the proposer's ability to meet the obligations of a Housing Assistance Payments contract with the Housing Authority.)
5. Provide a copy of your agency's most recently completed audit.
6. If a contracted management company and/or facilities maintenance company is used, provide a narrative describing each firm's qualification for providing the required services and the firm's experience and approach to managing and maintaining low income housing, including site staffing and tenant relations.

New Construction/Rehabilitation Projects- The following documentation must be submitted to the Housing Authority at the Housing Authority's request (upon notice of conditional project selection):

1. Evidence of site control or evidence to indicate that the needed approval/documentation for site control is likely to be obtained and will not delay the project.
2. Evidence that proposed new construction or rehabilitation is permitted by current zoning law or evidence to indicate that needed zoning is likely to be obtained and will not delay the project.
3. A detailed estimate of anticipated project construction or rehabilitation costs prepared by either a general construction contractor deemed reasonably qualified to construct/rehabilitate the project or a professional cost estimating firm.
4. Financing.
 - a. Sources and Uses of funds table, including status of commitment of funds, anticipated interest rates and terms.
 - b. Fifteen (15) year operating period pro forma cash flow analysis presenting anticipated initial contract rents for all units, both unassisted and anticipated to be assisted through PBV.
5. Evidence of any committed or conditionally committed construction period or permanent financing shown in sources and uses table.
6. Site Plans.
 - a. New Construction - conceptual design (schematics) of proposed project or, if available, site plan, floor plan and unit plans.
 - b. Rehabilitation - site plan, floor plan and unit plan of project prior to rehabilitation and, if available and appropriate, schematics of units and/or other affected areas after rehabilitation is completed.