



ROSEVILLE HOUSING AUTHORITY PROJECT-BASED VOUCHER PROGRAM REQUEST FOR PROPOSALS (RFP)

Roseville Housing Authority (RHA) requests proposals from property owners and developers for the Project-Based Voucher (PBV) Program. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule (24 CFR Part 983).

Project Based applications are being accepted for “New Construction and Newly Rehabilitated” housing units only, with the focus of using these vouchers in projects that create new opportunities for affordable housing. RHA will consider applications under this RFP until October 1, 2021 at 12 noon. Late applications will not be accepted.

RHA estimates that up to 75 project-based vouchers are available under this RFP. RHA reserves the right to award either Veterans Affairs Supportive Housing (VASH) or conventional Housing Choice Vouchers under this RFP process, depending upon the request and specifics of an application and voucher availability. Project based assistance is limited to 25 percent of the units in any one development, except in proposals to serve elderly or disabled households or households receiving supportive services. If qualifying and favorable applications are received beyond the 75 available vouchers, RHA will, at its own discretion, consider completing the process with HUD to provide additional project-based vouchers. Conditional awards are subject to the availability of funds and approval of the Housing Authority Board of Directors.

These project-based vouchers are being made available under this RFP for the purpose of creating and/or expanding permanent affordable housing units to underserved populations. Consideration will be given to projects that serve residents with special needs. For the purposes of this RFP, “special needs” will refer to individuals with a mental illness or physical disability that require supportive services, or individuals qualifying as veterans.

DESCRIPTION OF PBV PROGRAM

Through the PBV program, RHA will enter into a Housing Assistance Payment (HAP) contract with selected property owners for designated rental units for a negotiated term, subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. RHA will refer families from its tenant-based Project Based Voucher program waiting list to the project owner in order to fill vacant units. RHA’s published subsidy standards will determine the appropriate unit size for the family size and composition.

Certain types of housing units and/or developments are not eligible for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care. However, RHA may approve assistance for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the HAP contract; and
- Subsidized housing unit types determined ineligible in accordance with HUD regulations. These include but are not limited to public housing units; units subsidized with any other form of HCV assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and units with any other duplicative federal, state or local housing subsidy as determined by HUD or RHA.

The number of PBV-assisted units in each building cannot generally exceed 25% of the total number of dwelling units in the building, except as provided by regulation. Notwithstanding this provision, exceptions to the 25% cap include units in a building that are specifically made available for “qualifying families” that are elderly or disabled, or that are receiving specific supportive services, or single family housing (defined as 1-4 units).

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, consistent with RHA’s Administrative Plan. Specific factors are discussed in 24 CFR 983.57;
- In full compliance with the applicable laws regarding nondiscrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site and unit standards; and
- Must meet HUD regulations for site and neighborhood standards. For New Construction housing, the site selected must:
 - be adequate in size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to the site;
 - promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
 - be accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents; and
 - be located within reasonable travel times and cost via public transportation or private auto to places of employment.

Environmental Review

PBV selected sites are subject to HUD environmental regulations with 24 CFR parts 50 and 58. RHA may not enter into a PBV HAP contract with an owner until one of the following occurs:

- The responsible entity has completed the environmental review procedures required by 24 CFR part 58 and HUD has approved the environmental certification and request for release of funds;

- The responsible entity has determined that the project to be assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or
- HUD has performed an environmental review under 24 CFR part 50 and has notified RHA in writing of environmental approval of the site.

Upon any environmental findings, as applicable, the owner is required to carry out mitigating measures required by the responsible entity in order to enter into a HAP contract with the PHA.

RHA will enter into a HAP contract with the owner for all sites selected and approved for PBV assistance. RHA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

The owner is responsible for screening and selection of any potential tenant households referred by RHA from RHA’s waiting list to occupy the owner’s unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30-35%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant’s lease, the owner may not terminate the lease without good cause. “Good cause” does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease, the owner may renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner, including utility allowances, must not exceed the lowest of:

- An amount determined by RHA, not to exceed 110% of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

HCV FAIR MARKET RENTS

RHA uses Small Area FMRs as well as the current Sacramento-Arden-Arcade-Roseville Metropolitan Area to determine Fair Market Rents and Payment Standards:

	0	1	2	3	4	5	6
EFFECTIVE October 1, 2020							
95661	1240	1390	1750	2500	3030	3484	3939
95678	1240	1390	1750	2500	3030	3484	3939
95747	1430	1600	2020	2890	3500	4025	4550
95677	1270	1420	1790	2560	3100	3565	4030
95765	1370	1540	1940	2780	3360	3864	4368

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by RHA in accordance with the contract with the owner. RHA determines the tenant rent in accordance with HUD requirements.

APPLICATION REVIEW PROCESS

RHA's Director will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein. This panel will, at a minimum, consist of the Assistant Director, Housing Supervisor of the Housing Choice Voucher Program and senior staff within the program.

APPLICATION REVIEW

RHA will review all applications and will determine that the application is responsive to and in compliance with RHA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Evidence of site control.
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents must not exceed 110% of the applicable Fair Market Rent including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and RHA- owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).
- Property will be constructed with funding other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
- For new construction units: no construction has begun, as evidenced by RHA inspection.
- Not more than 25% of units per building are eligible for PBV assistance, except to the extent such buildings are in a senior housing project or housing project for persons with disabilities meeting any applicable federal standards pursuant to the Civil Rights Act and the federal Fair Housing Amendments Act, in which case up to 100% of the units in such buildings are eligible for PBV assistance.

In accordance with 24 CFR 983.5, selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, 9% Tax Credits), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor. Proposals that meet the requirements will be evaluated by the RHA panel. The RHA may, at its discretion, select none, one or more of the proposals submitted. RHA may, at its discretion, consider the additional release of project based vouchers, in accordance with HUD's required process, and reissue an RFP if additional qualifying and favorable proposals are received.

RHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by RHA to be in its best interests. RHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. RHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. The RHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

RANKING AND SELECTION CRITERIA

RHA will use the following to rank and select applications for the PBV Program.

Scoring Criteria:

Newly rehabilitated units must be inspected by RHA before scoring can occur. If the application is for more than 20 vouchers, a representative sample of each unit size will be inspected before selection. If an existing HQS or equal inspection has been done within the last 12 months, that inspection report can be used to satisfy this requirement. For new construction sites, RHA will inspect to confirm that construction has not begun at the site.

RHA’s Evaluation Panel will review and score each proposal based on the following criteria:

Criteria	Maximum Points
Owner experience and capacity to build or rehabilitate housing as identified in the RFP	30
Extent to which the project furthers deconcentrating poverty and expanding housing and economic opportunities	20
Assistance with 25% or less of the project assisted	15
Chosen management company experience	15
Extent to which services for special populations are provided on site or in the immediate area for occupants of the property; if applicable	10
Project feasibility/readiness to begin construction	10
TOTAL POINTS AVAILABLE	100

APPLICATION REQUIREMENTS

Applications will be reviewed and will be subject to the selection criteria described above. The following procedures will be followed by the RHA in accepting and screening owner applications submitted for the PBV Program.

APPLICATION SUBMISSION DEADLINE

Applications and supporting documentation for substantially rehabilitated or new construction units must be emailed to housing@roseville.ca.us with the subject line **PBV Application Response** by October 1, 2021 at 12 noon.

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If RHA determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. RHA will give the applicant five (5)

calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

RHA reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

APPLICATION CONTENT

Applications submitted must have the following:

- 1) Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. The cover letter should state the number of PBV units requested; the total number of units in the development along with number of buildings and the type of resident population.
- 2) A cover sheet that outlines the following:
 - Name of organization
 - Mailing address
 - Telephone numbers, fax numbers and e-mail addresses
 - Principal contact person
 - Executive Officer of organization
 - DBE/MBE/WBE designation (if applicable)
 - Number of years in business
 - Number of years of ownership of the development
- 3) Copies of most recent single audit, audited 990's or financial statements of the organization
- 4) Project application
Applications for PBV assistance must provide information on fillable PBV Application form. Attach additional pages for any items that require more space.