

**HOUSING AUTHORITY OF THE CITY OF ALAMEDA
PROJECT-BASED VOUCHER PROGRAM
REQUEST FOR PROPOSALS**

INTRODUCTION

The Housing Authority of the City of Alameda (AHA) Project-Based Voucher (PBV) Program encourages property owners to make rental housing available to lower income families at rents within Section 8 Fair Market Rents. As such, the AHA will be accepting applications from property owners and developers for the Section 8 PBV Program.

PROGRAM INFORMATION

Under the PBV program, AHA enters into an assistance contract with the owner for specified rental units, for a specified term (up to ten years) subject to funding availability. Assistance or subsidy is provided while eligible families occupy the rental housing units and the units meet other program standards. To fill vacant project-based units, AHA refers families from its waiting list to the project owner. AHA subsidy standards determine the appropriate unit size for the family size and composition.

PBV assistance may be authorized for existing housing (existing units that essentially comply with housing quality standards) or newly constructed housing (units developed pursuant to an agreement for use in the PBV program).

Project-Based Vouchers can be attached to AHA-owned units. All proposals submitted for AHA units must be approved by HUD, or an independent entity selected by HUD.

Housing units and/or projects that are NOT eligible for PBV assistance include:

- 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 (assistance may be approved 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 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;
- High-rise elevator projects for families with children;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA RFP FOR PROJECT-BASED VOUCHER PROGRAM

Generally, the number of PBV assisted units in the building cannot exceed 25 percent (25%) of the total number of dwelling units in the building, except as provided by regulation. Exceptions 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 one to four units.

Sites selected for PBV assistance must be:

- Consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities;
- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS. AHA may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

AHA will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. AHA 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.

AHA has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by AHA 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%) 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 must not exceed the lowest of:

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
RFP FOR PROJECT-BASED VOUCHER PROGRAM

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

Current local Fair Market Rents for determining rents are:

Unit Size (Number of Bedrooms)	HUD's 2006 Fair Market Rent for Oakland MSA	AHA's Payment Standard Effective 4/18/07
0	\$874	\$900
1	\$1,055	\$1,035
2	\$1,250	\$1,375
3	\$1,695	\$1,800
4	\$2,099	\$2,150

In no event will the rent exceed AHA's payment standard less utility allowances, which are currently:

UTILITY OR SERVICE	MONTHLY DOLLAR ALLOWANCE					
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Cooking-electric	\$ 9	\$ 9	\$ 9	\$ 11	\$ 11	\$ 11
Cooking-natural gas	\$ 7	\$ 7	\$ 7	\$ 8	\$ 8	\$ 8
Heat-electric	\$ 50	\$ 59	\$ 66	\$ 78	\$ 87	\$ 92
Heat-natural gas	\$ 26	\$ 30	\$ 33	\$ 38	\$ 42	\$ 45
Other electrical	\$ 19	\$ 20	\$ 24	\$ 29	\$ 29	\$ 33
Range	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Refrigerator	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5
Trash Collection	\$ 13	\$ 20	\$ 20	\$ 33	\$ 33	\$ 53
Water	\$ 21	\$ 24	\$ 36	\$ 41	\$ 46	\$ 51
Water heating-electric	\$ 14	\$ 22	\$ 33	\$ 57	\$ 71	\$ 94
Water heating-nat. gas	\$ 14	\$ 19	\$ 23	\$ 33	\$ 41	\$ 52

An independent reasonable rent study will be prepared to determine the rent.

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 AHA in accordance with the contract with the owner. AHA determines the tenant rent in accordance with HUD requirements.

The rules and requirements for the Project Based Voucher Program are included in AHA's "Administration Plan" which can be found on AHA's website at <http://www.alamedahsg.org/policies.htm>.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
RFP FOR PROJECT-BASED VOUCHER PROGRAM

APPLICATION REQUIREMENTS

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

Application Submission Deadline

Owner applications will be accepted at the AHA office located at:

Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501-2161

Applications will be accepted on an ongoing basis for existing housing units. Applications and supporting documentation for new construction units will be accepted until 5:00 p.m., Tuesday, May 29, 2007.

Application Format

Owner applications must be submitted on the form or in the format provided by AHA.

Non-Responsive or Non-Compliant Applications

If the AHA 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. The AHA will give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period. If not submitted within the time period and the application is for one or more existing units, a new application must be completed for consideration.

The AHA reserves the right 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

The application will ask for information on the following topics:

- Owner Name
- Number of Buildings
- Number and size of units
- Quality and location of units
- Other forms of assistance received
- Requested Contract term
- Handicapped accessibility features

HOUSING AUTHORITY OF THE CITY OF ALAMEDA RFP FOR PROJECT-BASED VOUCHER PROGRAM

- Owner experience with rental housing
- Unit and neighborhood amenities
- Intended resident population
- Tenant selection criteria and plan
- Rent and Occupancy status
- Affordability restrictions
- Need for PBV assistance
- Management and Maintenance information
- Service providers, if applicable

Application Review Panel

If no AHA units or AHA controlled applicants are being considered, the AHA Executive Director, his designee, or a PBV Selection Panel appointed by the AHA will review, evaluate, rank and select the applications according to the approved Unit Selection Policy.

If AHA units are being considered, applications received in response to the advertisement, including the AHA's, will be reviewed by a panel of three persons consisting of one AHA staff member and two people from the City of Alameda and/or other housing authorities. If AHA units are recommended for project basing, applications and the recommendation of the panel will be forwarded to the HUD field office for review.

Application Review

The AHA will review all applications. If there are AHA-owned or controlled units being considered, the AHA will forward applications to HUD for review. Before selecting units, the AHA will determine that each application is responsive to and in compliance with the AHA'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 be within the AHA's Payment Standard for the size of the unit.
- Property meets eligibility requirements under §983.7 (Eligible and ineligible Properties and AHA-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).
- Property will be constructed with other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
- No construction has begun, as evidenced by AHA inspection.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA RFP FOR PROJECT-BASED VOUCHER PROGRAM

- For new construction projects of four or more units, the AHA will determine whether any work items necessary to meet the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 will be completed.
- Not more than 25 percent 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 California and federal standards pursuant to the Civil Rights Act and the federal Fair Housing Amendments Act, in which case up to 100 percent of the units in such buildings are eligible for 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 and ranked by the AHA panel. An AHA ranking list will be prepared according to the points awarded to each proposal. The AHA may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

The AHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the AHA to be in its best interests. The AHA 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. The AHA shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

Additional Review for New Construction Projects

The AHA will submit all new construction proposals determined by the AHA to be eligible to the HUD field office for the site and neighborhood review component. The application(s) will be submitted to HUD with a certification stating that the unit(s) was(were) selected in accordance with the AHA's approved unit selection policy.

Other Requirements

1. Before executing an Agreement with any selected owner, the AHA must:
 - a. Establish rents in accordance with §983.12. For any AHA-owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
 - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
 - c. Obtain environmental clearance in accordance with §983.58.
 - d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the AHA's approved unit selection policy.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
RFP FOR PROJECT-BASED VOUCHER PROGRAM

2. The HUD field office will conduct subsidy layering contract rent reviews.
3. Before an Agreement is executed for new construction units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.

Ranking and Selection Criteria:

The AHA will use the following to rank and select applications for the PBV Program. Each factor is comprised of several components with an associated point value. The total points awarded to an application will be an aggregate of the component subtotals.

THRESHOLD REQUIREMENT

Unit Condition: "EXISTING" units must require less than \$1,000 in repairs to comply with HUD's Housing Quality Standards (HQS) at the time of selection.

Units must be inspected by AHA (or an outside party if the unit is owned by AHA) before scoring can occur. If the application is for more than 20 units, 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.

SCORED CRITERIA FOR EXISTING UNITS:

CRITERIA	MAX. POINTS AVAILABLE
1. Term of Contract Requested	20
2. Community Amenities	20
3. Unit Amenities	20
4. Ownership Experience	10
5. Management Experience	10
6. Public Purpose	20
TOTAL POINTS AVAILABLE	100

1. TERM OF CONTRACT REQUESTED	
If requesting a ten-year contract:	20
If requesting a five to nine year contract:	10
If requesting a contract of less than five years:	0
2. COMMUNITY AMENITIES	
If not a project for the elderly or disabled, site is within three miles of places of significant employment, offering a range of jobs for lower income workers, and a significant health facility:	20
If a project for the elderly or disabled, site is within 1/4 mile of shopping and neighborhood services, or is within 1/4 mile of bus to these services; and is within 3 miles of a significant health facility.	20

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
RFP FOR PROJECT-BASED VOUCHER PROGRAM

3. UNIT/APT. COMPLEX AMENITIES	
Unit amenities include the following: features adapted for persons with disabilities, off-street parking, laundry facilities, porches/decks, play area for children, recreational facility for children and adults, common area function room	
If three or more amenities:	20
If two amenities:	10
If one amenity:	5
4. OWNER EXPERIENCE	
If applicant has 20 years or more experience owning affordable rental housing:	10
If applicant has 10 to 19 years experience owning affordable rental housing:	4
If applicant has 20 years or more experience owning rental housing:	4
If applicant has 10 to 19 years experience owning rental housing:	2
5. MANAGEMENT EXPERIENCE	
If applicant has 20 years or more experience managing and maintaining affordable rental housing:	10
If applicant has 10 to 19 years experience managing and maintaining affordable rental housing:	5
If applicant has 20 years or more experience managing and maintaining rental housing:	5
If applicant has 10 to 19 years experience managing and maintaining rental housing:	2
6. PUBLIC PURPOSE	
If 75% or more of units, including non-PBV units, to be restricted to low- or very-low income occupancy:	10
If 50% to 74% of units, including non-PBV units, to be restricted to low- or very-low income occupancy:	5
If other City-identified priority needs* will be met:	10
* Priority needs would be those indicated in the City of Alameda Consolidated Plan for a particular community or any other official document that indicates a community's needs as it relates to housing. Applicants will be asked for justification/documentation of how their projects meet priority needs.	

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
RFP FOR PROJECT-BASED VOUCHER PROGRAM

SCORED CRITERIA FOR NEW CONSTRUCTION UNITS:

CRITERIA	MAX. POINTS AVAILABLE
1. Term of Contract Requested	10
2. Site Location	10
3. Design	20
4. Development Experience	10
5. Owner Experience	5
6. Management Experience	5
7. Project Feasibility/Readiness to begin Construction	20
8. Public Purpose	20
TOTAL	100

1. TERM OF CONTRACT REQUESTED	
If applicant is requesting a ten year contract:	10
If applicant is requesting a five to nine year contract:	5
If applicant is requesting a contract of less than five years:	0
2. SITE LOCATION	
If not a project for the elderly or disabled, upon completion, project is within three miles of places of significant employment, offering a range of jobs for lower income workers, and a significant health facility:	10
If a project for the elderly or disabled, upon completion, project is within 1/4 mile of shopping, significant health facility and neighborhood services, or is within 1/4 mile of bus to these services; and is within three miles of a significant health facility:	10
3. DESIGN	
If architectural elevations, setbacks, and massing considered acceptable for proposed use and in relation to adjacent land uses by City Planning Department staff; project amenities are appropriate for the planned use*:	20
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet City Planning approval:	10
* Project Amenities: If a family housing development, the site plan provides for laundry facilities, recreational facilities on site or such facilities exist within ¼ mile of the project site. If a senior housing development, in addition to the above, units should have access to exterior in form of balconies or first floor patios and interior common areas with square footage not less than required under CA Tax Allocation Committee Regulations.	
4. DEVELOPMENT EXPERIENCE	
If applicant has developed 100 or more low-income housing units as primary or co-sponsor in the past five years:	10
If applicant has developed less than 100 low-income housing units as primary or co-sponsor in the past five years:	5
5. OWNER EXPERIENCE	
If applicant has 20 or more years experience in owning affordable rental housing:	5
If applicant has 10 to 19 years experience in owning affordable rental housing.	2
If applicant has 20 or more years experience in owning other types of rental housing:	2
If applicant has 10 to 19 years experience in owning other types of rental housing:	1
<i>Continues on Next Page</i>	

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
RFP FOR PROJECT-BASED VOUCHER PROGRAM

6. MANAGEMENT EXPERIENCE	
If applicant has 20 or more years experience in managing and maintaining affordable rental housing:	5
If applicant has 10 to 19 years experience in managing and maintaining affordable rental housing.	2
If applicant has 20 or more years experience in managing and maintaining other rental housing:	2
If applicant has 10 to 19 years experience in managing and maintaining other rental housing:	1
7. PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION	
If zoning and other required entitlements are approved and 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved by official governmental action:	20
If zoning and other required entitlements are likely to be approved and if less than 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved by official governmental action:	10
8. PUBLIC PURPOSE	
If 75% or more of units will be restricted to low- or very-low income occupancy:	20
If 50% to 74% of units will be restricted to low- or very-low income occupancy	10
If 25% to 49% of units will be restricted to low- or very-low income occupancy	5
If other City-identified priority needs* will be met:	10
* Priority needs would be those indicated in the City of Alameda Consolidated Plan for a particular community or any other official document that indicates a community's needs as it relates to housing. Applicants will be asked for justification/documentation of how their projects meet priority needs.	
NOTE: No more than 20 points will be given in this category.	