REQUEST FOR PROPOSAL

FOR

PROJECT BASED VOUCHER (HOPE SF II)

Solicitation #17-440-RFP-0002

1815 EGBERT AVENUE
SAN FRANCISCO, CA 94124

January 6, 2017
**SOLICITATION, OFFER AND AWARD**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Solicitation Number</th>
<th>Type of Solicitation</th>
<th>Date Issued</th>
<th>PR #</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-440-RFP-0002</td>
<td>RFP: <strong>x</strong>__</td>
<td>IFB: _______</td>
<td>01/06/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Issued by:**
San Francisco Housing Authority  
Contract/Procurement Department  
1815 Egbert Avenue  
San Francisco, CA  94124

**Point of Contact:**  
Solomon Gebala  
E-mail address: procurement@sfha.org  
Telephone number: 415-715-3123

In compliance with the above, the undersigned agrees, if this offer is accepted within __120__ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item delivered at the designated points (s), within the time specified in the schedule.

**Discounts offered for Prompt Payment:**  
10 Calendar days: ____%  
20 Calendar days: ____%

**Acknowledgement of Amendments:**
Amendment No. | Date | Amendment No. | Date
--- | --- | --- | ---
(The offeror acknowledges receipt of amendments to the Solicitation for offerors and related documents numbered and dated):

The offeror understands that by signing below, the bid is bound once this has been accepted, awarded, and signed by the SFHA.

**NAME AND ADDRESS OF OFFEROR**  
(Type or Print)

**NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER**  
(Type or Print)

**FEDERAL ID NUMBER**

**TELEPHONE NUMBER**

**SIGNATURE**

**OFFER DATE:**

---

**AWARD (to be completed by SFHA)**

**AWARD AMOUNT:** _____________________________

SFHA Legal Department  
(Print Name)  
Approved to form by Legal:  
(Signature)  
Date:

CONTRACTING OFFICER  
Signature  
Award Date:
# Table of Contents

1. **Introduction** .......................................................................................................................... 1
2. **Agency Information** ............................................................................................................... 1
3. **Program and Proposal Information** ...................................................................................... 1
   3.1 **Unit and Project Types** ..................................................................................................... 2
   3.2 **PBV Program Eligible Projects** ......................................................................................... 2
   3.3 **Eligible Families** .............................................................................................................. 2
   3.4 **Ineligible Projects** ........................................................................................................... 2
   3.5 **Ineligible Subsidized Housing** .......................................................................................... 3
   3.6 **Expanding Housing Opportunities** .................................................................................... 3
   3.7 **Cap on Number of PBV Units in a Project** ........................................................................ 3
   3.8 **Exceptions to 25 Percent per Project Cap** ........................................................................ 4
   3.9 **PHA Policy** ..................................................................................................................... 4
   3.10 **Occupancy and Vacant PBV Units** .................................................................................. 4
   3.11 **Protection of In-Place Families** ....................................................................................... 5
   3.12 **Rent Limits** .................................................................................................................... 5
   3.13 **Site Inspection and Site Selection Standards** ................................................................ 6
       3.13.1 **Deconcentration of Poverty** ..................................................................................... 6
       3.13.2 **Site and Neighborhood Standards for Existing and Rehabilitated Housing** (24 CFR 983.57(d)) .................................................................................................................. 6
       3.13.3 **Site and Neighborhood Standards for New Construction** (24 CFR 983.57(e)) .......... 7
       3.13.4 **Federal Requirements** ............................................................................................ 7
   3.14 **Federal Program Regulations and the Authority Program Policies** ................................. 8
4. **Housing Assistance Payment Contract** .................................................................................. 8
   4.1 **Agreement to enter into Housing Assistance Payment (AHAP) Contract** .......................... 8
   4.2 **Conduct of development work** .......................................................................................... 8
   4.3 **Completion of housing** ...................................................................................................... 8
   4.4 **Authority acceptance of completed units** ......................................................................... 8
   4.5 **Execution of HAP contract** .............................................................................................. 9
   4.6 **Housing Assistance Payment (HAP) Contract** .................................................................. 9
5. **Proposal Organization** ........................................................................................................... 9
SECTION II - Forms required at submission

A. HUD-5369-C Certifications and Representations of Offerors, Non-Construction
B. MBE/WBE participation
C. Section 3 Estimated Project Workforce Breakdown
D. FORM 1-Work Force on This Job; and FORM 2-Permanent Work Force
E. Acknowledgement To Adhere To The Immigration And Naturalization Act
F. Self-Certification of Non-Debarment

SECTION III - Attachments

A. HUD-5369-B Instructions to Offerors, Non-Construction
B. HUD 5370-C General Conditions for Non-Construction
   (Place an “X” for the Section(s) of the General Conditions for this contract.)
   X_____ Section I-- With or Without Maintenance
   ____ Section II—With Maintenance
C. San Francisco Housing Authority Summary of Affirmative Action Requirements
1 Introduction
The San Francisco Housing Authority (Authority) invites property owners to submit a written proposal demonstrating their project eligibility, qualifications and interest in securing Project Based Vouchers (PBV) that will serve families in need of housing in San Francisco. PBV assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program. The Authority will offer owners of selected quality affordable housing an allocation of vouchers that can be attached to designated units of their rental housing. Owners will gain the benefit of a multi-year contract with Authority ensuring a Section 8 approved rent for their properties for an extended period. Eligible families who are referred by the Authority will gain the benefit of quality affordable housing.

The Authority is accepting proposals for up to 106 HUD PBVs. The Authority encourages owners of units located outside areas of poverty or minority concentration in the city of San Francisco to apply. The commonly accepted definition of “owner” is expanded for purposes of the PBV program. “Owner” also includes a property under a master lease. A master lease is a primary lease that controls subsequent leases, e.g., individual unit leases. A master lease is signed with the owner/landlord and then units within the premises are leased to individuals. The Authority accepts master lease arrangements for the PBV program that have a minimum term of the requested Housing Assistance Payment (HAP) contract term which can be from 5, 10 or 15 years.

2 Agency Information
The San Francisco Board of Supervisors established the San Francisco Housing Authority (Authority) in 1938. The Authority is the oldest housing authority in California and the 17th largest in the country. Since its inception, the Authority’s Conventional Public Housing Department had grown to include over 40 developments located throughout San Francisco.

In 1974, the Housing Choice Voucher Program (formerly "Section 8") was introduced to the Authority. Over 10,000 individuals and families have been served through the Housing Choice Voucher Program.

The Authority currently services over 20,000 individuals in the following programs:

10,299 Housing Choice Vouchers
2,541 Low-Income Public Housing Units (including 756 HOPE VI Units)
1,052 Moderate Rehabilitation Units

3 Program and Proposal Information
3.1 Unit and Project Types
A housing unit is considered an *existing unit* for purposes of the PBV program if, at the time of notice of Authority selection, the units substantially comply with the Housing Quality Standards (HQS) issued by the U.S. Department of Housing and Urban Development (HUD).

A housing unit will be considered a *rehabilitated unit* if it requires a minimum expenditure of $3,000, including the unit’s prorated share of work to be accomplished on common areas or systems. There is no upper limit on expenditures. All financing of project costs and operating expenses will be the responsibility of the owner.

A housing unit will be considered a *new construction unit* if construction has not started at the time of Authority selection. All financing of project costs and operating expenses will be the responsibility of the owner.

3.2 PBV Program Eligible Projects
Projects to be considered for eligibility under this proposal:

- Projects must be part of the HOPE SF Initiative and must be part of Hunters View, Alice Griffith, Potrero Terrace and Annex, and Sunnydale/Velasco, collectively the “HOPE SF Development Sites” or providing relocation for one of these sites
- Applying sponsor/developers must be the selected master developer or affiliate entity developing one of the HOPE SF Development Sites.
- Projects must include vacant and existing housing that is ready for occupancy within 30 days of execution of PBV Housing Assistance Payment Contract.

Selected projects may not begin rehabilitation/new construction until all post-selection requirements are met and Authority and the owner have executed an AHAP. **HUD regulations do not allow any exception to this “no-start” rule.**

Upon satisfactory compliance with all post-selection requirements, satisfactory compliance with provisions of the AHAP, completion of rehabilitation/new construction and a successful HQS inspection, the HAP contract will be executed between the Authority and the owner for specified units, for an initial term of up to 15 years.

Selected existing projects must enter into a HAP contract with the Authority before the Authority can provide rental assistance. The initial term can be for up to 15 years. An AHAP is not required.

3.3 Eligible Families
All eligible families for the project will be referred and screened for program and income eligibility by the Authority in accordance with the Authority’s Administrative Plan.

3.4 Ineligible Projects
In accordance with 24 CFR 983.53, the Authority may not attach PBV assistance to:

- Shared housing units;
San Francisco Housing Authority
Solicitation #17-440-RFP-0002
PBV (HOPE SF II)

- 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 services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities);
- Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- Manufactured homes;
- Cooperative housing; or
- Transitional housing.

In addition, the Authority may not attach PBV assistance to a unit occupied by an owner and may not select or enter into an AHAP or HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

3.5 Ineligible Subsidized Housing
In accordance with 24 CFR 983.54, the Authority may not attach PBV assistance to any of the following types of subsidized housing:

- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that the Authority may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly households with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance; or
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or the Authority in accordance with HUD requirements.

3.6 Expanding Housing Opportunities
The Authority has adopted and implemented written policies to encourage participation by owners of units located outside areas of poverty or minority concentration. The scoring of proposals will be weighted heavily for units in neighborhoods with poverty rates of less than 20% by census tract.

3.7 Cap on Number of PBV Units in a Project
The number of PBV-assisted units in any one building may not exceed twenty-five percent (25%) of the total number of dwelling units in the building, except as provided by regulation.
3.8 Exceptions to 25 Percent per Project Cap
Exceptions are allowed and PBV units are not counted against the 25 percent per project cap if:
- The units are in a single-family building (one to four units);
- The units are excepted units in a multifamily building because they are specifically made available for elderly or disabled families or families receiving supportive services (also known as qualifying families).

In Chapter 17 of the Authority’s Administrative Plan, the Authority includes policies regarding the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. It is not necessary that the services be provided at or by the project, if they are approved services. To qualify, a family must have at least one member receiving at least one qualifying supportive service. The Authority does not require participation in medical or disability-related services other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted unit, although such services may be offered. The Authority will monitor the excepted family's continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive services requirement. The Authority’s administrative plan states the form and frequency of such monitoring.

3.9 PHA Policy
The PHA may provide PBV assistance for excepted units. To be eligible for this service exception, the Authority will evaluate as part of an owner’s proposal, the type and extent of services to be provided based on the targeted population currently living or expected to live in the project. It is expected that a project must provide, at minimum and to the excepted units, one or more for the following services:
- Child care;
- Transportation;
- Education;
- Job Training and/or Employment Counseling;
- Substance/Alcohol Abuse Treatment or Counseling;
- Household Skill Trainings (housekeeping & homemaking);
- Homeownership Counseling;
- Family Budgeting;
- Parenting Skills;

The Authority will require that the owner monitor its supportive services requirement monthly and submit an annual report, at the time of rent-increase or contract renewal, a report listing the families, the types of serviced provided and accessed, and the frequency of that access, and the effect of the access.

3.10 Occupancy and Vacant PBV Units
Initial vacancies for any project as well as all ongoing vacancies will be filled using the Authority’s wait list. Both the owner and the tenant of a PBV assisted unit must notify the
Authority if the tenant will be moving from the PBV unit. The Authority will notify appropriately-sized households at the top of its wait list that a unit is available.

3.11 Protection of In-Place Families
Federal regulations protect families that are in place. The term “in-place family” means an eligible family residing in a proposed contract unit on the proposal selection date.

Projects as a result of this RFP will be funded by the HCV program. Therefore, any proposal that includes an “in-place family” must ensure that those families qualify for the program.

The Authority will not accept proposals that include non-eligible in-place families.

3.12 Rent Limits
Except for certain Low Income Housing Tax Credit (LIHTC) units (discussed below), the rent to owner must not exceed the lowest of the following:

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

Certain LIHTC Units
For certain LIHTC units, the rent limits are determined differently than for other PBV units. These different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a LIHTC under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract (QCT). A QCT is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income of less than 60% of the Area Median Gross Income or where the poverty rate is at least 25% and where the census tract is designated as a QCT by HUD.
- There are comparable LIHTC units of the same bedroom size as the contract unit in the same building, and the comparable LIHTC units do not have any form of rental assistance other than the LIHTC; and
- The LIHTC rent exceeds the Authority Payment Standards.

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- The LIHTC rent minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.
3.13 Site Inspection and Site Selection Standards

3.13.1 Deconcentration of Poverty

The Authority may not select an application for existing, rehabilitated or new construction PBV housing on a site or enter into an AHAP or HAP contract for units on the site unless The Authority has determined that PBV assistance for housing at the selected site is consistent with its goal of deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal the Authority may limit approval of sites for PBV housing to census tracts that have poverty concentrations of 20 percent or less.

The Authority will consider exceptions to the 20 percent standard where it determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities such as activities located in:

- A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A census tract that is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement.

3.13.2 Site and Neighborhood Standards for Existing and Rehabilitated Housing (24 CFR 983.57(d))

The Authority may not enter into an AHAP or a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD-required site and neighborhood standards. The site must:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a 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 and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.
3.13.3 Site and Neighborhood Standards for New Construction (24 CFR 983.57(e))

In order to be selected for PBV assistance, a site for new construction must meet the following HUD-required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless the Authority determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area;
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

3.13.4 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.
3. 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 AHAP covering nine or more assisted units.
4. Debarment: Prohibition on use of debarred, suspended, or ineligible contractors. See CFR 5.105(c) and 24 CFR part 24.
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 Polices Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.
3.14 Federal Program Regulations and the Authority Program Policies

The information contained in this application is a summary overview of the PBV Program. The Authority does not warrant that it is exhaustive and bears no responsibility for its accuracy or completeness. All persons submitting applications are encouraged to read the HUD regulations on the PBV Program for a full description of the Program’s requirements.

For a complete copy of the Authority’s PBV program policies, please see Chapter 17 of the Authority’s Administrative Plan.

4 Housing Assistance Payment Contract

4.1 Agreement to enter into Housing Assistance Payment (AHAP) Contract

The Authority will enter into an Agreement to enter into Housing Assistance Payment (AHAP) contract for projects awarded under substantial rehabilitation or new construction.

In the Agreement the owner agrees to develop the contract units to comply with the HQS, and the Authority agrees that, upon timely completion of such development in accordance with the terms of the Agreement, the Authority will enter into a HAP contract with the owner for the contract units.

The Authority may not enter into an agreement if commencement of construction or rehabilitation has commenced after proposal submission.

- Construction begins when excavation or site preparation (including clearing of the land) begins for the housing;
- Rehabilitation begins with the physical commencement of rehabilitation activity on the housing.

The Authority may not enter into the Agreement with the owner until the environmental review is completed and the PHA has received the environmental approval.

4.2 Conduct of development work

The owner must carry out development work in accordance with the Agreement and the requirements outlined in 24CFR983.154.

4.3 Completion of housing

The owner must develop and complete the housing in accordance with the Agreement. The Agreement will specify the deadlines for completion of the housing and for submission by the owner of the required evidence of completion.

4.4 Authority acceptance of completed units

When the Authority has received owner notice that the housing is completed:

- The Authority will inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with the HQS and any additional requirement imposed by the Authority under the Agreement.
- The Authority will determine if the owner has submitted all required evidence of completion.
If the work has not been completed in accordance with the Agreement, the Authority must not enter into the HAP contract.

### 4.5 Execution of HAP contract.

If the Authority determines that the housing has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion, the Authority will submit the HAP contract for execution by the owner and will then execute the HAP contract.

### 4.6 Housing Assistance Payment (HAP) Contract

The Authority will enter into a HAP contract with the owner in accordance with the requirements outlined in 24CFR983 Subpart E. With the exception of single family scattered site projects, a HAP contract shall cover a single project. If multiple projects exist, each project shall be covered by a separate HAP contract. The HAP contract will be in such form as may be prescribed by HUD.

### 5 Proposal Organization

Each proposal should be organized as outlined below. Page separators and tabs should clearly identify each section to facilitate quick reference and comparison to the material submitted by other proposers.

<table>
<thead>
<tr>
<th>TAB</th>
<th>Existing Housing Sub, Rehab/ New Constr.</th>
<th>Required Proposal Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td><strong>Cover Letter</strong></td>
<td>x x Overview of PBV project and requested PBV contract term, up to 15 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x x Project address and location (include census tract data)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x x Indicate requested number of PBV units by unit size and percentage of units compared to total number of units at the property</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x x Indicate how soon units will be available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x x Population to be served</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x If new construction or substantial rehabilitation, list of other existing or proposed funding sources required to complete construction/rehabilitation (LIHTC, HOME, etc.)</td>
</tr>
<tr>
<td>B</td>
<td><strong>Ownership Entity Information, Development, and Management Capability</strong></td>
<td>x x Identify the Owner/Applicant and business entity type (LLC, Non-Profit, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x x Principle partner information (name, title, etc.)/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x x Include a certification that the owner or management entity is not subject to a limited denial, debarment or suspension by HUD or the Authority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x Development experience including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Years of development experience</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>--------------------------------</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>Total number of units developed as primary or co-sponsor in the past 5-years</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Management Capability:</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>· Management history (including years of experience) and capability statement</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>· Management Company Name and copy of management agreement, if applicable</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Contact person during PBV application process</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>Proof of Ownership and Evidence of Site Control</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Provide proof of ownership (Title Report, Contract of Sale, Lease Agreement, etc.)</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Building information (total number of buildings, number of dwelling units, number of commercial units, number of units designated for management staff or supportive services)</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Include chart of units, by bedroom size, proposed for PBV</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Indicate how many of proposed units, by bedroom size, will have accessibility features and type of accessibility (vision, mobility, hearing impaired)</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Included utilities to be included in rent and utilities required to be paid by tenant</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Please describe site amenities including, but not limited to:</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Distance to significant employment opportunities offering a range of jobs for lower income workers</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Distance to health facilities</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Distance to hospital</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Please describe all additional on-site and off-site amenities that may be accessed by the families living in the contracted units:</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>List the amenity (health facility, transportation, grocery store, park, senior facility, swimming pool)</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Name of the Amenity (Safeway, BART)</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>Distance in miles from the project</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>List Supportive Services</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>If the project includes a request to project-based more than 25% of the project, the proposal must include a narrative description of the Supportive Services that are to be provided:</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>· Description of Service</td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>· Service Provider Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Length of Service Contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Commitment</td>
</tr>
<tr>
<td>G</td>
<td>Environmental Review</td>
<td>Submit a copy of the environmental review, if available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If environmental review is not available, please state the reasons and the expected date of availability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Authority commitments will be conditional until Environmental Reviews are completed in accordance with HUD requirements</td>
</tr>
<tr>
<td>H</td>
<td>Subsidy Layering Review</td>
<td>If new construction or substantial rehabilitation only, submit a copy of the subsidy layering review, if available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If subsidy layering review is not available, please state the reasons and the expected date of availability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Authority commitments will be conditional until Subsidy Layering Reviews are completed in accordance with HUD requirements</td>
</tr>
<tr>
<td>I</td>
<td>Deconcentration of Poverty</td>
<td>Describe the census tract data related to poverty concentration where the proposed project is located.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please refer to section 3.10.1 of this RFP for additional compliance requirements.</td>
</tr>
<tr>
<td>J</td>
<td>Proposed Rents, Redevelopment Plan, Budget and Timetable</td>
<td>For new construction or substantial rehabilitation projects only, provide a summary of the proposed redevelopment plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Describe when you will need the PBV assistance and the phasing in of PBV’s, if any (limited to 5 phases)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide a copy of a Market Study in support of the requested contract rents, if available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide a copy of the proposed budget with revenue and expense projections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financing commitments and source of lender</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fee waivers, if any</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evidence of donated land as part of a local inclusionary housing ordinance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design architect’s certification of cost estimate</td>
</tr>
<tr>
<td>K</td>
<td>Accessibility and Relocation Plan</td>
<td>Narrative description describing the tenant population currently occupy the units, if any.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include current rent roll and how units will be made available for PBV</td>
</tr>
</tbody>
</table>
6 Proposal Ratings for Existing Housing Units

Owner proposals will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Twelve to Fifteen years</td>
<td>20</td>
</tr>
<tr>
<td>Eight to Eleven years</td>
<td>10</td>
</tr>
<tr>
<td>Five to Seven years</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If not a project for the elderly or disabled, site is within two miles of places of significant employment, offering a range of jobs for lower income workers, and a significant health facility.</td>
<td>20</td>
</tr>
<tr>
<td>Same as above but distance is more than two miles but less than five miles</td>
<td>10</td>
</tr>
<tr>
<td>If a project for the elderly or disabled, site is within 1/4 mile of shopping, significant health facility and neighborhood services, or is within 1/4 mile of bus to these services.</td>
<td>20</td>
</tr>
<tr>
<td>Same as above but distance is more than two miles but less than two miles</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Services (Min. 5 pts. Required)</th>
<th>Max. Pts. Avail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extent to which services for special populations are provided on site or in the immediate area for occupants of the property; services may include the following: Child care, Transportation, Education, Job Training and/or Employment Counseling, Substance/Alcohol Abuse Treatment or Counseling, Household Skill Trainings (housekeeping &amp; homemaking), Homeownership Counseling, Family Budgeting, and/or Parenting Skills</td>
<td>20</td>
</tr>
<tr>
<td>Three or more services</td>
<td>20</td>
</tr>
<tr>
<td>Two services</td>
<td>10</td>
</tr>
<tr>
<td>One service</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Experience (Min. 5 pts. Required)</th>
<th>Max. Pts.</th>
</tr>
</thead>
</table>
### REQUEST FOR PROPOSALS

#### SAN FRANCISCO HOUSING AUTHORITY

**Solicitation #** 17-440-RFP-0002

**PBV (HOPE SF II)**

<table>
<thead>
<tr>
<th><strong>DECONCENTRATION OF POVERTY (MIN. 5 PTS. REQUIRED)</strong></th>
<th><strong>AVAIL.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project in a census tract that has a poverty concentration of 20 percent or less</td>
<td>20</td>
</tr>
</tbody>
</table>

- PHA will grant exceptions to the 20 percent standard where the PHA determines that the PBV assistance will complement other local redevelopment activities designed to de-concentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in (select one):
  - A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
  - A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
  - A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
  - A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
  - A census tract where there has been an overall decline in the poverty rate within the past five years; or
  - A census tract where there are meaningful opportunities for educational and economic advancement.

<table>
<thead>
<tr>
<th><strong>UNITS ASSISTED (MIN. 5 PTS. REQUIRED)</strong></th>
<th><strong>AVAIL.</strong></th>
</tr>
</thead>
</table>

Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent or more of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the PHA will rate...
partially assisted projects on the percent of units assisted. Projects with the lowest percent of assisted units will receive the highest score.

<table>
<thead>
<tr>
<th>Partial Assisted Units</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 percent or less</td>
<td>20</td>
</tr>
<tr>
<td>6 percent to 14 percent</td>
<td>15</td>
</tr>
<tr>
<td>15 percent to 24 percent</td>
<td>10</td>
</tr>
<tr>
<td>25 percent or more</td>
<td></td>
</tr>
<tr>
<td>with supportive services on-site</td>
<td>15</td>
</tr>
<tr>
<td>with supportive services off-site</td>
<td>5</td>
</tr>
</tbody>
</table>

Proposals will be ranked from the highest to lowest points scored taking into consideration other technical factors.

7  Application Review and Selection

The Authority will review, evaluate, and select the applications according to this document. If the Authority - affiliated project is selected for PBV, the local HUD field office must review and approve the selection procedures.

Prior to selecting units, the Authority will determine that each application is responsive to and in compliance with the Authority’s written selection criteria as stated in this document, and in conformity with HUD program regulations.

The Authority may, at its discretion, select one or more of the applications submitted, or none of the applications submitted. The Authority reserves the right to postpone or cancel the final award of the applications at the Authority’s convenience.

The Authority will promptly notify the selected owner(s) in writing of their selection for the PBV program. The Authority will also publish a notice in newspapers of general circulation to provide public notice of such selection.

Documents regarding the Authority’s basis of selection for PBV applications will be made available for public inspection, excluding sensitive owner information such as financial statements and similar information about the owner.

7.1  PBV Proposal Requirements

All PBV HUD units must be endorsed by HUD. It is the PHA policy to review all proposals submitted for PBV, ranking each proposal against the common criteria as well as the mandatory selection criteria used for proposals.

To minimize delay in providing assisted housing for eligible families, the PHA will review and rank all proposals and only the highest scoring proposals will be presented HUD for final approval.

8  Submittal Deadline

This request for proposals is available electronically by contacting the Procurement Department at procurement@sfha.org or the Chief Procurement Officer, Solomon Gebala, at
gebalas@sfha.org. Interested respondent that receive the RFP directly from the Authority will be placed on an “Interested Parties” list and will receive updates and addendums to the RFP as they become available.

Interested respondents shall submit one (1) proposal marked “original”, five (5) proposals marked “Copy”, and one (1) copy of the proposal in an electronic storage device such as CD or USB drive. Proposal shall be delivered in a sealed envelope or box prior to **2:00 PM on January 27, 2017**. The proposals shall be prepared in such a way that it allows for an efficient evaluation by the Authority. The proposals shall be:

1. Prepared on 8½ X 11 white paper utilizing one inch margins
2. Shall be properly bound.
3. Tabbed between sections

Proposals must be addressed and delivered to:

San Francisco Housing Authority  
1815 Egbert Avenue  
San Francisco, CA 94124  
Attn: Contracting/Procurement Department

Envelopes or boxes must be clearly labeled with the RFP number and proposal name.

A non-mandatory Pre-Bid Conference will be held:

San Francisco Housing Authority  
1815 Egbert Avenue, IT Training Room  
San Francisco, CA 94124  
January 18, 2017 at 2:00 PM

Addendums, if required, will be sent to the firms on the “Interest Parties” list.

The last date for submitting questions regarding this solicitation is **January 23, 2017 by 2:00 PM**. Please submit all questions in writing to procurement@sfha.org.

8.1 SELECTION PROCESS

1. **Interviews:** The Authority shall evaluate the proposals based on the evaluation factors listed above. The Authority may conduct presentations/interviews with those contractors in the competitive range.
2. **Selection**: All applicants invited to participate in the oral interviews will be ranked after the interview process. The Authority may conduct negotiations with firms in the competitive range.

### 8.1.1.1 PROTEST PROCEDURES

1. **Protest of Award**: Any person or responder who disputes the decision to award an Agreement or who has been adversely affected by a decision of intended or actual purchase award may file a written notice of protest with the Contracting Officer for the Authority.

2. **Filing the Protest**: The person or responder must file his protest in writing within ten (10) calendar days of the date of the letters of award of contract or the notification to unsuccessful responders.

3. **Content of Formal Written Notice**: The formal written notice must be printed, typewritten, or otherwise duplicated in legible form. The content of the formal written notice of protest must contain:

   A. The name and address of the person or responder filing the protest and an explanation of how their substantial interests have been affected by the Authority’s notice of the intended or of actual purchase award;

   B. A statement of how and when the person or responder filing the protest received notice of the bid solicitation or notice of intended or actual award;

   C. A statement of all issues of disputed material facts. If there is none, the protest must so indicate;

   D. A concise statement of the ultimate facts alleged, as well as the Authority’s policies which entitle the person or responder filing the protest to relief;

   E. A demand for relief to which the person or responder deems themselves entitled; and

   F. Any other information which the person or responder contends is material.

4. **RESPONSE TO PROTEST**: Upon receipt of a notice of protest that has been timely filed, the solicitation process or award process will be stopped until the protest is resolved. The Authority, if it deems necessary, may set forth in writing particular facts and circumstances which require continuance of the solicitation process on an emergency basis without the above mentioned delay in order to avoid immediate and serious danger to health, safety, or welfare. This written determination will specifically detail the facts underlying the Authority’s decision and will constitute final action.
5. **RESOLUTION:** The Authority may request such other information pertaining to the matter as deemed appropriate. Within ten days of the date of receipt of the written protest, the Authority will notify the person or responder making the protest of its decision.

### 8.1.1.2 CONTRACT REQUIREMENTS

The respondent selected for this effort must be fully qualified to perform the services described above. The selected Consultant must also comply with the following Authority requirements:

1. **CONTRACT:** Signing of the “Solicitation, Offer, and Award” by the Firm and the Contracting Officer incorporated with the terms, conditions and clauses in this Proposal.

2. **SCHEDULE OF PROJECT(S):** The selected Consultant shall provide the required services and shall complete the assigned project activities in the agreed to time period.

3. **INSURANCE:** The selected Consultant shall maintain in full force and effect during the entire Contract term the Insurance requirements as described in the Request for Proposal (SECTION III-Attachment E).

4. **DRUG-FREE WORK PLACE:** The selected Consultant must comply with the Federal Drug-Free Work Place Act.

5. **SECURITY BADGE IDENTIFICATION REQUIREMENT:** All employees of the selected Consultant will be required to obtain and wear security badges while on all Authority properties. The badges can be obtained from the Human Resources Department at 1815 Egbert Avenue, San Francisco, CA 94124. The Authority will charge a minimal fee, not-to-exceed $5.00 per badge. Badges must be obtained prior to commencing work on any Authority site.


7. **EQUAL EMPLOYMENT OPPORTUNITY:** The selected Consultant and all its subcontractors shall comply with Executive Order 11246, as amended by Executive Order 11375, and as supplemented in the Department of Labor Regulations (41 CFR Part 60).

8. **MBE/WBE STATUS:** The Authority has established a goal to maximize the use of Minority Business Enterprise (MBE) and Women Business Enterprises (WBE) in all contracting efforts. The selected Consultant and its subcontractors shall make every effort to perform outreach to and utilize such firms in this Project.

9. **ANTI-KICKBACK ACT:** The selected Consultant and all its subcontractors shall comply with the Copeland "Anti-Kickback Act" (18 U.S.C. 276c) as supplemented in U. S. Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contract sub-grantee shall be prohibited for inducing, by any means, any person...
employed in the construction, completion, or repair of public works, to give up any part of the compensation to which he is otherwise entitled. The selected Consultant and all its subcontractors shall report all suspected or reported violations to the Authority.

10. **SAN FRANCISCO HOUSING AUTHORITY AFFIRMATIVE ACTION POLICIES & GUIDELINES:** The selected Consultant and all its subcontractors shall comply with the requirements of the San Francisco Housing Authority's Affirmative Action Policies & Guidelines. (San Francisco Housing Authority Summary of Affirmative Action Guidelines; SECTION III-Attachment C)

11. **SUBCONSULTANT REQUIREMENTS:** The selected Consultant shall assure that its sub consultants comply with all applicable HUD regulations, and San Francisco Housing Authority requirements.

12. **INCORPORATION:** All requirements of the Request for Proposals and the representations made in the proposal that are not in conflict with provisions the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.

13. **RETENTION AND INSPECTION OF RECORDS:** Access shall be given by the selected Consultant to the Authority, HUD or any of their duly authorized representatives to any books, documents, papers, and records of the selected Consultant which are directly pertinent to this Agreement for the purpose of making an audit, examination, excerpts and transcriptions. All records pertinent to this Agreement shall be retained for three (3) years after the Authority has made final payment and all other pending matters are closed.
9 SECTION II - Forms Required at Submission
FORM "A"

FORM HUD-5369-C CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS NON-CONSTRUCTION CONTRACT

Certifications and Representations of Offerors--Non-Construction Contract

U.S. Department of Housing OMB Approval No: 2577-0180 (exp. 7/30/96)
FORM "B"

MBE/WBE PARTICIPATION
MBE/WBE PARTICIPATION

NAME OF OFFEROR: ____________________________

The policy of the San Francisco Housing Authority and the United States Department of Housing and Urban Development is to take positive steps to maximize the utilization of minority-and woman-owned business enterprises (MBE/WBEs)* in all contract activity administered by the San Francisco Housing Authority. The San Francisco Housing Authority encourages contractors to meet a 20% contract amount participation level. A MBE/WBE prime contractor or any subcontractors or suppliers may be applied to meet the goal.

This form must be submitted WITH CONTRACTOR'S PROPOSAL and should be completed for all modifications to these contracts. All MBE/WBE prime contractors, individuals, joint venture partners, subcontractors, suppliers and any other vendors participating in the project must be listed.

J/P/S: Indicate if MBE/WBE is Joint Venture Partner, Prime, or Subcontractor

<table>
<thead>
<tr>
<th>J/P/S</th>
<th>MBE/WBE CONTRACTOR/SUBCONTRACTOR VENDOR NAME, ADDRESS, TELEPHONE NUMBER AND CALIFORNIA STATE CONTRACTOR'S LICENSE NUMBER</th>
<th>SERVICES TO BE PERFORMED</th>
<th>AMOUNT OF PROPOSED CONTRACT/ SUBCONTRACT</th>
<th>% OF TOTAL BID PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL MBE & WBE PARTICIPATION

A minority-or women-owned business enterprise (MBE/WBE) means an entity owned and controlled by minority group persons or women, as the context requires, by at least a 51% majority.

_________________________________________  ____________________________
Signature of Authorized Representative Date

MBE/WBE PARTICIPATION - 22
FORM "C"

SECTION 3 ESTIMATED PROJECT WORK FORCE BREAKDOWN
## SECTION 3
### ESTIMATED PROJECT WORK FORCE BREAKDOWN

<table>
<thead>
<tr>
<th>JOB CATEGORY</th>
<th>TOTAL ESTIMATED NEW POSITIONS NEEDED FOR PROJECT</th>
<th>NUMBER OF POSITIONS TO BE FILLED WITH SECTION 3 RESIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TRADE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeyman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TRADE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeyman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 3 Resident**
Individual residing within the Section 3 area whose family income does not exceed 80% of the median income in the Metropolitan Statistical Area (MSA) or the county if not within a MSA in which the Section 3 covered project is located. See attached income schedule.

**NOTE:** This document must be submitted with bid documents.

Company_________________________
Project Name_____________________
Project Number___________________
Person Completing Form ___________
Date_____________________________
FORM "D"

FORM 1 - WORK FORCE ON THIS JOB
FORM 2 - PERMANENT WORK FORCE
**FORM 1 - WORK FORCE ON THIS JOB**

**CONTRACTOR:**

**NOTE:** Please Identify a Public Housing Resident with an Asterisk (*)

**MALE EMPLOYEES:**

<table>
<thead>
<tr>
<th>CRAFT</th>
<th>HISPANIC</th>
<th>BLACK</th>
<th>ASIAN</th>
<th>CAUCASIAN</th>
<th>DISABED</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foremen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foremen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foremen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEMALE EMPLOYEES:**

<table>
<thead>
<tr>
<th>CRAFT</th>
<th>HISPANIC</th>
<th>BLACK</th>
<th>ASIAN</th>
<th>CAUCASIAN</th>
<th>DISABED</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foremen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foremen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprentices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**
PERMANENT WORK FORCE

NOTE: Please Identify a Public Housing Resident with an Asterisk (*)

<table>
<thead>
<tr>
<th>CRAFT</th>
<th>MALE EMPLOYEES:</th>
<th>FEMALE EMPLOYEES:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HISP AN PAC IS L ANDER</td>
<td>HISP AN PAC IS L ANDER</td>
</tr>
<tr>
<td></td>
<td>ASI A C K</td>
<td>ASI A C K</td>
</tr>
<tr>
<td></td>
<td>AM ER IC AS IAN</td>
<td>AM ER IC AS IAN</td>
</tr>
<tr>
<td></td>
<td>DIS A B LED</td>
<td>DIS A B LED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Administrative</th>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory</td>
<td>Supervisory</td>
<td>Supervisory</td>
</tr>
<tr>
<td>Clerical</td>
<td>Clerical</td>
<td>Clerical</td>
</tr>
<tr>
<td>Foreman</td>
<td>Foreman</td>
<td>Foreman</td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
</tr>
<tr>
<td>Helpers</td>
<td>Helpers</td>
<td>Helpers</td>
</tr>
<tr>
<td>Apprentices</td>
<td>Apprentices</td>
<td>Apprentices</td>
</tr>
<tr>
<td>Foremen</td>
<td>Foremen</td>
<td>Foremen</td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
</tr>
<tr>
<td>Helpers</td>
<td>Helpers</td>
<td>Helpers</td>
</tr>
<tr>
<td>Apprentices</td>
<td>Apprentices</td>
<td>Apprentices</td>
</tr>
<tr>
<td>Foremen</td>
<td>Foremen</td>
<td>Foremen</td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
</tr>
<tr>
<td>Helpers</td>
<td>Helpers</td>
<td>Helpers</td>
</tr>
<tr>
<td>Apprentices</td>
<td>Apprentices</td>
<td>Apprentices</td>
</tr>
<tr>
<td>Foremen</td>
<td>Foremen</td>
<td>Foremen</td>
</tr>
<tr>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
<td>Journeymen/Mechanics</td>
</tr>
<tr>
<td>Helpers</td>
<td>Helpers</td>
<td>Helpers</td>
</tr>
<tr>
<td>Apprentices</td>
<td>Apprentices</td>
<td>Apprentices</td>
</tr>
</tbody>
</table>

TOTALS

TOTALS
FORM "E"

ACKNOWLEDGEMENT TO ADHERE TO THE IMMIGRATION AND NATURALIZATION ACT
ACKNOWLEDGEMENT TO ADHERE TO THE IMMIGRATION AND NATURALIZATION ACT

(Name of Firm) acknowledges to have read and will adhere to the Immigration and Naturalization Act. I have made this information available to all subcontractors participating in this project.

US CODE: Title 8, 1324. Bringing in and harboring certain aliens

CONTRACTOR
FORM "F"

SELF CERTIFICATION OF NON-DEBARMENT
SELF CERTIFICATION OF NON-DEBARMENT

This is to certify ____________________________________________________ involved with this work,
(Firm’s Name)

is not debarred, suspended, or otherwise prohibited from contracting by any Federal, State, or Local
Agency."

________________________________________
Signature

________________________________________
Date
10 SECTION III - Attachments
ATTACHMENT "A"

HUD-5369-B INSTRUCTIONS TO OFFERORS, NON-CONSTRUCTION

HUD-5369-B INSTRUCTIONS TO OFFERORS, NON-CONSTRUCTION
ATTACHMENT "B"

HUD-5370-C GENERAL CONDITIONS FOR NON-CONSTRUCTION

(Place a “X” for the Section(s) of the General Conditions for this contract.)

___X___ General Conditions for Non-Construction - Section I

_______ General Conditions for Non-Construction – Section II
ATTACHMENT "C"

SAN FRANCISCO HOUSING AUTHORITY’S
SUMMARY OF AFFIRMATIVE ACTION REQUIREMENTS
SAN FRANCISCO HOUSING AUTHORITY

SUMMARY OF AFFIRMATIVE ACTION REQUIREMENTS

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>CLAUSE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Executive Summary</td>
<td>1</td>
</tr>
<tr>
<td>II. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)</td>
<td>1</td>
</tr>
<tr>
<td>III. San Francisco Housing Authority (SFHA) Commission Resolution No. 4967</td>
<td>2</td>
</tr>
<tr>
<td>IV. Executive Order 11246</td>
<td>2</td>
</tr>
<tr>
<td>V. Minority-Owned and Women-Owned Business Enterprise (MBE/WBE) Opportunities</td>
<td>3</td>
</tr>
<tr>
<td>VI. Employer and Employee Tax Credits</td>
<td>3</td>
</tr>
<tr>
<td>VII. Related Documents</td>
<td></td>
</tr>
</tbody>
</table>

I. EXECUTIVE SUMMARY

A. This document describes the Affirmative Action Requirements for covered construction and construction-related contracts. It references applicable Federal regulations and Housing Authority Resolutions, and provides sources for documents and organizations.

B. Goals and Requirements Highlights:

1. Low-Income Hiring: 30% of all new hires in each construction trade (Section 3).
2. SFHA Resident Hiring: 25% of the total workforce (Resolution No. 4967).
3. MBE/WBE Firms: 20% of the aggregate involvement (Resolution No. 2444).
4. Non-Compliance Penalties: Breach of contract, termination, suspension, debarment, $45.00 per hour for shortfalls in hours worked by residents (Resolution No. 4967).

II. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (12 U.S.C. 1701u)


B. Related Documents:

1. 24 CFR 135.
2. Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents.
III. SFHA COMMISSION RESOLUTION NO. 4967

A. SFHA Commission Resolution No. 4967 adopted February 22, 2001, increases the Section 3 requirements contained in 24 CFR Part 135 to require that residents of SFHA public housing constitute a minimum of twenty-five percent (25%) of the total workforce (calculated by person-hours).

B. Covered Contracts: Construction contracts over $25,000 and non-construction contracts over $50,000.

C. Compliance: The contractor's good faith efforts will be evaluated by the SFHA Contracting Officer using Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents. Non-compliance can result in penalties of $45.00 per hour for shortfalls in hours worked by residents, breach of contract, or termination, as described in Resolution No. 4967.

D. Related Documents:
   2. Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents.

IV. EXECUTIVE ORDER 11246

A. Under Executive Order 11246 of September 24, 1965, as amended, the SFHA requires the inclusion of the “Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity” and the “Standard Federal Equal Employment Opportunity Construction Contract Specifications” as a condition of any grant, contract, subcontract, loan, insurance or guarantee involving federally assisted construction in excess of $10,000.

B. Related Documents:
   1. 41 CFR Part 60.4.
V. MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE) OPPORTUNITIES

A. Consistent with Executive Orders 11625, 12138, and 12432, and section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended, the SFHA shall make efforts to ensure that small businesses, women-owned business enterprises, minority-owned business enterprises, labor surplus area business, and individuals or firms located in or owned in substantial part by persons residing in the area of an SFHA development are used when possible.

B. SFHA Commission Resolution No. 2444 adopted February 25, 1982, established SFHA MBE/WBE requirements: it is the goal of the SFHA to achieve, to the greatest extent possible, a twenty percent (20%) aggregate involvement of MBE/WBE’s in construction contracts and procurement activities, by dollar volume.

C. Compliance: The San Francisco Human Rights Commission (415-252-2500) maintains a list of certified MBE/WBE firms, and will determine whether a firm is considered bona fide.

D. Related Documents:

VI. EMPLOYER AND EMPLOYEE TAX CREDITS

A. General: There are various tax credits available to both employers and employees through Federal, State and City of San Francisco programs. By hiring through a qualified program, a business may be eligible for thousands of dollars in tax credits as well as On-the-Job Training subsidies for a new employee. Each prospective contractor should consult a competent professional advisor for specific guidance about the tax credits as well as other related tax incentives, deductions or benefits.

B. Private Industry Council (PIC): The Business Services Manager of PIC in San Francisco (415-431-8700) can help fill job openings through referrals of qualified job seekers participating in the PIC Job Training program.

VII. RELATED DOCUMENTS

A. Documents referenced herein are on file at the SFHA Contract and Procurement Division, 1815 Egbert Avenue, (415-715-3123). Copies will be furnished upon request. The documents are also available at the SFHA web site, www.sfha.org.
B. List of Documents:

5. 41 CFR Part 60-4.
APPENDIX – 1
RESOLUTION No. 4967; Adopted February 22, 2001

RESOLUTION NO. 4967
DATE ADOPTED 2/22/01

RESOLUTION ESTABLISHING A GOAL OF HIRING RESIDENTS OF SAN FRANCISCO PUBLIC HOUSING TO CONSTITUTE AT LEAST TWENTY-FIVE PERCENT (25%) OF THE TOTAL WORKFORCE FOR CERTAIN TYPES OF CONTRACTS PERFORMED BY THE HOUSING AUTHORITY

WHEREAS, the San Francisco Housing Authority seeks to comply with and further the goals set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u, as amended, and its accompanying regulations in 24 CFR part 135 (hereinafter called Section 3) for resident hiring by contractors and subcontractors performing various types of work for the San Francisco Housing Authority; and,

WHEREAS, Section 3 regulations require beginning on October 1, 1996, all contractors in conjunction with their subcontractors on San Francisco Housing Authority projects hire eligible Section 3 residents to constitute a minimum of 30% of their aggregate new hires (full-time employees for permanent, temporary or seasonal employment) for each subsequent fiscal year; and,

WHEREAS, the San Francisco Housing Authority presently has a goal that Section 3 residents, hired in the priority order set forth in 24 CFR 135.34, will constitute a minimum of twenty-five percent (25%) of the total workforce (person-hours for all contractors and subcontractors) on all construction projects and construction related activities (e.g., architects and engineers); and,

WHEREAS, the San Francisco Housing Authority wishes to ensure that the maximum number of residents of public housing are employed in private and public sector jobs that afford them the ability to achieve their highest potential, gain vocational exposure, participate in the activities of public housing residential developments, and be employed by other contractors and subcontractors who provide services to the San Francisco Housing Authority; and,

WHEREAS, the San Francisco Housing Authority seeks to expand the Section 3 objectives to establish a goal that Section 3 residents, hired in the priority order set forth in 24 CFR 135.34, will constitute a minimum of twenty-five percent (25%) of the total workforce (person-hours for all contractors and subcontractors) on all contracts and purchases that are covered by Section 3 and by this resolution; and,

WHEREAS, the San Francisco Housing Authority defines all contracts and purchases covered by Section 3 and this resolution to include contracts and subcontracts for construction projects and construction related activities, e.g., architects and engineers; also included are personal and professional services such as legal counsel, consultants, security services, and other services. This resolution excludes contracts or purchases of supplies and materials unless the contract or purchase includes the installation of the supplies and materials; and

WHEREAS, the San Francisco Housing Authority wishes to assist Section 3 business concerns through preference in contracting opportunities or providing other economic opportunities; and
NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The solicitation documents for construction contracts over $25,000 and non-construction contracts over $50,000 covered by Section 3 requirements and by this resolution that are awarded by the San Francisco Housing Authority shall include provisions that give effect to the below enumerated requirements:

   (a) Establish a goal requiring contractors, in conjunction with their subcontractors together, to hire residents of public housing such that residents constitute a minimum of twenty-five percent (25%) of the total workforce (calculated by person-hours) on all contracts and purchases covered by Section 3 and by this resolution for contracts awarded by the San Francisco Housing Authority.

   (b) In those instances where the size of the contract, scope of work covered by the contract, the specialized technical expertise required, the term and urgency of the contract (as determined on a case basis) and/or the contractor's worksite is located outside the nine Bay Area Counties makes reaching the above 25% goal impractical, the contractor may, with approval of the Contracting Officer for the San Francisco Housing Authority, satisfy the resident hiring requirement by providing appropriate training and development of technical skills in the contractor's office (e.g., accounting, architectural, consultant, engineering, legal, etc.).

   (c) Contracts covered by this resolution are those issued by the San Francisco Housing Authority and include construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements assisted with housing or community development assistance. This resolution goes beyond the requirements of Section 3 to include all contracts for professional and other services (e.g., architectural, consultant, engineering, legal, etc.) but excludes contracts for the purchase of supplies and materials unless these contracts include the installation of the supplies or materials. This resolution also covers construction on SFHA property even if the construction is not performed under contract with the SFHA and will extend to contractors and subcontractors engaged in such construction.

   (d) A contractor who meets the goals set forth above is in compliance with this resolution. When the above goals are not met, the contractor must demonstrate to the Contracting Officer the reasons it is not feasible to meet the goal. The contractor's good faith efforts with regard to meeting the resident employment and Section 3 employment requirements under this resolution will be evaluated using Appendix to 24 CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents. The evaluation will also include such factors as the size of the monetary value of the contract and the appropriateness of applying multiple criteria to meet the resident hiring requirements.
(e) Provide that a contractor's failure to realize the goal or to make a good faith effort as defined in Appendix to 24, CFR Part 135, Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents, shall result in: (1) a cure notice issued when there is clear evidence the contractor will fail to meet the resident employment requirements before the completion of the contract (if not cured the contractor will be terminated for default and assessed penalties up to the date of determination); (2) penalties in the amount of $45.00 (forty-five dollars) multiplied by the number of hours constituting the shortfall for each week of the shortfall (e.g., if 3,000 person hours were expended during the course of a given week for the project, then of those 3,000 hours, 750 must be worked by residents; if residents worked only 650 hours, and the contractor showed no good faith efforts, then penalties would be due in the amount of $45.00 multiplied by the 100-hour shortfall, or $4500.00), assessed upon completion of the project and payable to the San Francisco Housing Authority upon demand, or set off from amounts owed for work on the project; or (3) breach of contract; and/or (4) termination of the contract. In addition, penalties will be regarded by the SFHA as poor past performance and may be grounds for determining a contractor to be nonresponsible and ineligible for award of future contracts.

2. The Executive Director will use Section 3 provisions to grant preference for contracting opportunities for Section 3 business concerns; provide other training and employment related opportunities to low income people; and provide other business related economic opportunities that expand Section 3 businesses, including micro-enterprises.

3. This resolution supersedes and replaces Determination and Order Number D-109 of Resolution Number 4604 adopted 4/19/97 and compliments Resolution Number 4886 adopted 4/27/00 and Resolution Number 4908 adopted 6/22/00.

APPROVED AS TO FORM AND LEGALITY:  REVIEWED BY:

CARL L. WILLIAMS, GENERAL COUNSEL  RONNIE DAVIS, EXECUTIVE DIRECTOR

Date 2-16-01  Date 3-16-01

Page 3 of 3