San Francisco Housing Authority (Authority)

Project Based Voucher Section 8 Assistance
Homeless Buildings: Local Operating Subsidy
Pre-Bid Conference – August 22, 2017
Agenda

Goals and Expected Outcome of RFP
Sarah Ramler, Director of Leased Housing

Review of RFP
Sarah Ramler, Director of Leased Housing

Solicitation and Proposal Requirements
Solomon Gebala, Chief Procurement Officer

Question and Answer Session
Goals and Expected Outcomes

Sarah Ramler
Director of Leased Housing
### Goals and Expected Outcomes

**Goals**

- Secure the housing stock available to formerly homeless residents in Local Operating Subsidy Program (LOSP) buildings.
- Keep formerly homeless individuals and families in San Francisco.
- Maximize Housing Choice Vouchers and funding.
- Build stronger working relationships with non-profit owners in San Francisco.
Review of Request for Proposals (RFP)

Sarah Ramler
Director of Leased Housing
Overview of Project-Based Voucher Program

- Project-based vouchers provide rental subsidies paid on behalf of eligible families who live in units that are contracted under the program.

- The Housing Choice vouchers are funded by the U.S. Dept. of Housing and Urban Development (HUD)
- This RFP is in response to HUD allowing PHA’s to project based an additional 10% under the cap for homeless individuals and families living in housing with access to supportive services.

- 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 that were formerly part of the Local Operating Subsidy Program

- Owners will gain the benefit of a multi-year contract with the Authority ensuring a Leased Housing and (formerly know as section 8) approved rent for their properties for an extended period.
## Unit Types

- A housing unit is considered an **Existing Unit** for the 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 HUD.
- All financing of project costs and operating expenses will be the responsibility of the owner.

- A housing unit will be considered a **Rehabilitated Unit** if it requires a minimum expenditure of $3,000, including the units 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’s selection.
- All financing of project costs and operating expenses will be the responsibility of the owner.
**Project Types**

- Newly constructed or substantially rehabilitated units that will be ready for occupancy **within 24 months** of signing the Agreement to Enter into Housing Assistance Payment (AHAP) Contract.

- Newly constructed or substantially rehabilitated units that will be ready for occupancy **after 12 months** of signing the AHAP.
## Ineligible Units or Projects

- Shared Housing Units.
- 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 affiliates and are designated for occupancy by students of the institution.
- Manufactured homes.
- Cooperative housing.
- Transitional housing.
## Ineligible Subsidized Housing

- A unit subsidized with any other form of Leased Housing assistance.
- A unit subsidized with any government rent subsidy.
- A unit subsidized with any government subsidy that covers all or any part of the operating costs of the housing.
- A unit subsidized by section 236 rental assistance payments.
- A section 202 project for non-elderly households with disabilities.
- A section 101 rent supplement project.
- A unit subsidized with any form of tenant-based rental assistance
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or Authority.
### Cap on Number of VASH-PBV Units

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:

- The units are in single-family building (one to four units).

- The units are expected units in a multi-family building because they are specifically made available for elderly or disabled families or families receiving supportive services.
## Review of Request for Proposals

### Occupancy and Vacant PBV Units

- Initial vacancies for the LOSP project as well as all ongoing vacancies will be filled by the City’s Coordinated Entry System in tandem with HCV Eligibility Screening.

- Both the owner and tenant must notify the Authority if the tenant will be moving from the assisted unit.

### 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.

- The Authority will not accept proposal that include non-eligible in-place families.
## Rent Limits

Except for certain Low-Income Tax Credit Units, the rent to owner must not exceed the lowest of the following:

- An amount determined by the Authority, not to exceed 110% of the applicable HUD fair market rents for the unit bedroom size minus utility allowance.
- The reasonable rent.
- The rent requested by the owner.
## Deconcentration of Poverty

The Authority will not accept proposals that are not consistent with the goals of deconcentrating poverty or expand housing or economic opportunities. In complying with this goal, the Authority may limit approval of sites for PBV housing to census tracts that have poverty concentration of 20% or less. The Authority may consider exceptions. Section 3.13.1 of the solicitation provides a list of exceptions.
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 size, exposure, and contour to accommodate the number and type of units proposed.
- Have adequate utilities and streets available to service the site.
- Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing 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.
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.
### Site and Neighborhood Standards

*(New Construction)*

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. In addition to the previous requirements, the site must also:

- 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.

- 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.

- Not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate.
### Federal Requirements

*(New Construction Only)*

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

- **Fair Housing: Nondiscrimination and equal opportunity.** See 24 CFR 5.105(a) and Section 504 of the Rehabilitation Act.

- **Environmental Review:** See 24 CFR parts 50 and 58 and 24 CFR 983.53.

- **Labor Standards:** Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 USC 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.

- **Debarment:** Prohibition on use of debarred, suspended, or ineligible contractors. See CFR 5.105(c) and 24 CFR part 24.

- **Uniform Relocation Act:** A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).
### Review of Request for Proposals

<table>
<thead>
<tr>
<th>Housing Assistance Payment Contract</th>
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<tbody>
<tr>
<td><strong>Agreement to enter into Housing Assistance Payment Contract.</strong> 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 work in accordance with the terms of the Agreement, the Authority will enter into a HAP contract with the owner for the contract units.</td>
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<tr>
<td><strong>Conduct of Development Work.</strong> The owner must carry out development work in accordance with the agreement.</td>
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<tr>
<td><strong>Completion of Housing.</strong> 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.</td>
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<tr>
<td><strong>Authority Acceptance of Completed Units.</strong> The Authority will inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with HQS and any additional requirements imposed.</td>
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<tr>
<td><strong>Housing Assistance Payment Contract.</strong> The Authority will enter into a HAP contract in accordance with the requirements outlined in 24 CFR 983.</td>
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Review of Request for Proposals

Proposal Organization

One (1) proposal marked “Original” and three (3) copies prepared in accordance with section 5.1 of the RFP.

Endorsement by MOHCD

ALL PBV LOSP Units must be endorsed by the Mayor’s Office of Housing and Community Development. It is the Authority policy to review all proposals submitted for LOSP-PBV, ranking each proposal against the common criteria as well as the mandatory selection criteria used for proposals. The Authority will review and rank all proposals and only the highest scoring proposals will be presented for endorsement. Proposals that receive endorsement will be sent to HUD for final approval.
## Proposal Ratings

- Separate evaluation criteria for New Construction, Rehabilitation, and Existing Housing. Evaluation criteria can be found in section 6.1 of the solicitation.
Solicitation and Proposal Requirements

Solomon Gebala
Chief Procurement Officer
# Solicitation and Proposal Requirements

## Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td><strong>Non-mandatory Pre-Bid Conference:</strong></td>
<td>Tuesday, August 22, 2017 at 2:00 PM</td>
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<tr>
<td><strong>Questions Due:</strong></td>
<td>Wednesday, August 23, 2017 at 2:00 PM</td>
</tr>
<tr>
<td>Questions must be submitted in writing to:</td>
<td><a href="mailto:procurement@sfha.org">procurement@sfha.org</a></td>
</tr>
<tr>
<td><strong>Proposals Due:</strong></td>
<td>Tuesday, September 5, 2017 at 2:00 PM</td>
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# Solicitation and Proposal Requirements

<table>
<thead>
<tr>
<th>HAP Contract</th>
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| • **Agreement to Enter into Housing Assistance Payment Contract**  
  New Construction or Substantial Rehabilitation Requires Board Approval. |
| • **Housing Assistance Payment Contract**  
  Existing Housing Requires Board Approval. |
Solicitation and Proposal Requirements

<table>
<thead>
<tr>
<th>Selected Proposals Must Also Comply With</th>
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<tbody>
<tr>
<td>• Federal Drug Free Work Place</td>
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<tr>
<td>• Equal Employment Opportunity</td>
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<tr>
<td>• MBE/WBE Commitments</td>
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<tr>
<td>• San Francisco Housing Authority Affirmative Action Policies and Guidelines</td>
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<td>• Retention and Inspection of Records</td>
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## Solicitation and Proposal Requirements

### Forms Required at Submission

- Form HUD-5369-C Certification and Representation of Offerors.
- Form “B” – MBE/WBE Participation.
- Form “C” & “D” Section 3 Estimated Project Workforce Breakdown.
- Form “E” – Acknowledgement to Adhere to the Immigration and Naturalization Act.
- Form “F” Self Certification of Non-Debarment.
Questions and Answers