



**City of Santa Rosa Housing Authority**  
**Request for Proposals – Project-Based Vouchers**  
**May 2021**

**Introduction:**

The City of Santa Rosa Housing Authority (SRHA) is issuing a Request for Proposals (RFP) seeking proposals from rental housing owners and/or developers for Project-Based Vouchers. SRHA is releasing this RFP with the intent to improve the financial feasibility of projects seeking other competitive financing, and this RFP is specifically for projects dedicated to permanent supportive housing for people who have experienced homelessness. PBV awards will be contingent upon the project receiving the competitive funding the PBVs were identified in the application materials to leverage.

Existing units, substantial rehabilitation projects and new construction projects are all eligible for consideration. Up to **30** vouchers are available under this RFP.

This RFP is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations, statutory changes under the Housing Opportunity Through Modernization Act of 2016 (HOTMA) and related guidance published in PIH Notice 2017-21.

*Basic Application Information*

Proposals will be accepted upon release of the RFP. The proposal deadline is May 28, 2021 at 11:59pm. SRHA reserves the right to reject any or all proposals and to terminate the RFP process at any time if deemed by SRHA to be in its best interests.

Applications will be accepted as PDFs by email only. At a minimum, proposals must include:

1. A brief project narrative;
2. A 20-year cash flow pro forma, and;
3. A completed *May 2021 Application for Project-Based Voucher Funding*, which is included in this packet.

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SRHA reserves the right to request additional information from applicants to evaluate the request(s). Completed proposals should be submitted by email or Dropbox to:

Rebecca Lane,  
Housing and Community Service Manager

[rlane@srcity.org](mailto:rlane@srcity.org)

If an applicant fails to provide complete information or documentation as required, the proposal will not be considered for review. Proposals received after the deadline of May 28, 2021 at 11:59pm will not be considered.

If you have any questions or need assistance in completing the application, please contact Rebecca Lane by email at [rlane@srcity.org](mailto:rlane@srcity.org) by Wednesday, May 19<sup>th</sup> at 5:00pm.

**Definitions:**

*Existing Housing:* Units that already exist on the proposal selection date project selection, have a valid certificate of occupancy, and substantially comply with Housing Quality Standards, the minimum physical condition standards for the Housing Choice Voucher program. The units must fully comply with HQS before execution of the HAP contract.

*Housing Quality Standards (HQS):* The HUD minimum quality standards for housing assisted under the Housing Choice Voucher program listed at 24 CFR 982.401.

*New Construction:* Housing units that do not exist on the proposal selection date. Construction must not commence before execution of the agreement to enter a housing assistance payments contract.

*Rehabilitation:* Rehabilitation is the reconstruction to cure deferred maintenance; repair or replacement of major building systems or components in danger of failure; and renovation or alteration for the conversion of existing structures for housing use. Rehabilitation must not begin before the agreement to enter a housing assistance payments contract.

**PBV Program Purpose and Requirements:**

Under the PBV program, HUD allows Housing Authorities to attach a limited percentage of its Housing Choice Voucher budget authority to specific housing units. In contrast to the tenant- based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

This Request for Proposals (RFP) solicits the participation of owners who request PBV assistance for either new construction, existing units, or rehabilitated units. SRHA may select multiple projects under this RFP so long as the total number of vouchers committed does not exceed 30.

**Eligible Projects**

Proposed projects must be able to meet all the HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to applicable environmental review, prevailing wage requirements and subsidy layering review. Applicants will be expected to communicate with SRHA regarding these requirements and supply any additional information requested by SRHA to complete the application process. If one of the respondents presents an Identity of Interest with SRHA, the proposal in question will be forwarded to the HUD field office or HUD-approved independent entity for review.

## Proposal Evaluation

This RFP is targeted to project proposals that will be 100% affordable, and for projects in which at least 40% of the units are dedicated to permanent supportive housing for individuals and families who have experienced homelessness.

To qualify for PBVs under this RFP, the proposed PBV units must be for individuals and/or families that meet the definition of homeless under Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302) and contained in the Continuum of Care Interim Rule at 24 CFR §578.3 as described below:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - o An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - o An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - o An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- An individual or family who will imminently lose their primary nighttime residence, provided that:
  - o The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - o No subsequent residence has been identified; and
  - o The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - o Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 1437e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - o Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for

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- homeless assistance;
  - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- Any individual or family who:
- Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - Has no other residence; and
  - Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Proposals for PBV units that will not serve persons who meet this definition will not be considered for further evaluation.

Proposals will be evaluated and scored based on the Selection Criteria and the points system described below. Factors for evaluation include competitiveness in the State funding programs, including the July 2021 TCAC round and the summer 2021 Multifamily Housing Program; project readiness; financial feasibility of the project; qualifications, capability and expertise of the development team to finance, design, build/rehabilitate and manage affordable housing; affordability levels; number of units; unit mix (number of bedrooms); any information requested in the Loan Application; Housing Authority policies; and preferences; and completeness, accuracy, and quality of the proposal/application. The Housing Authority reserves the right to weigh certain selection criteria over others.

Projects will be awarded up to 100 points for the purpose of ranking using the following criteria:

- Readiness – up to 10 points
- Affordability – up to 20 points
- Bedroom Sizes – up to 10 points
- Special Needs Set Aside Units – up to 10 Points
- Leveraging – up to 10 points
- Project Competitiveness (CDLAC/TCAC/MHP scoring) – up to 10 points
- Developer/Manager Experience – up to 15 points
- Services and Amenities – up to 10 points
- Other Factors – up to 5 points

A breakdown of the point range is included at Attachment A.

### **Proposal Selection**

Proposals will be reviewed for completeness and evaluated for competitiveness by staff and an ad hoc committee of the Housing Authority. Interviews may be scheduled. Applications which are determined to best meet or exceed the selection criteria are anticipated to be recommended for Housing Authority approval at a future meeting.

Before the final proposal selection, the Housing Authority will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project based vouchers, that the proposal complies with the cap on the number of project based units or if the units are exempt from the project cap, and that the proposal meets HUD's site selection standards.

If there are not enough vouchers to fully fund a proposal, the applicant will be given the opportunity to accept a lesser number of vouchers than requested or decline all the vouchers.

SRHA anticipates making selection decisions in June 2021.

**MAY 2021 APPLICATION FOR PROJECT-BASED VOUCHERS**

\_\_\_\_\_  
*Legal Name of Organization* *Tax ID Number of Organization*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Name of contact person for this application* *Title*

\_\_\_\_\_  
*Telephone* *Email* *Organization website address*

<b>Project Summary</b>		
<p><i>Project Name</i></p> <p>_____</p> <p><i>Project Address</i></p> <p>_____</p>		
<p>Please indicate the additional funding source(s) and planned application date for which the project will compete:</p> <p>_____</p> <p>_____</p> <p><i>The final award of PBVs is contingent upon the project's successful application for the funding listed above within two application rounds, or another funding source that will allow the project to follow a substantially similar timeline.</i></p>		
<p>Project Type:</p> <p><input type="checkbox"/> Existing Housing</p> <p><input type="checkbox"/> Rehabilitation</p> <p><input type="checkbox"/> New Construction</p>	<p>Estimated Date of Occupancy:</p> <p>_____</p>	
<p>Number of Project-Based Vouchers Requested:</p>	<p>Total units in this Project:</p>	<p>Percent of units to be Project-Based:</p>



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Project Cap: If the units to be Project-Based exceed 25 percent of the total units or 25 units, the units must be for one of the following special populations. If the proposal exceeds the cap, please indicate which special population the units will serve.

\_\_\_ Units exclusively serving elderly families

\_\_\_ Units for households that are eligible for supportive services to be made available in the project

Please indicate if the units will be set aside for any of the following populations. This information is for SRHA use and will not influence the award process:

\_\_\_ Units designated for persons experiencing homelessness

\_\_\_ Units designated for Veterans

\_\_\_ Supportive housing as defined by Appendix D of PIH Notice 2017-21

\_\_\_ Low-poverty census tract

By signing this application, the following certifications are made by the applicant:

The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicants' knowledge;

The owner and its agents will comply with all applicable fair housing and civil rights requirements including those found in 24 CFR 5.105(a), the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act;

The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983 and the Housing Opportunity Through Modernization Act of 2016;

The applicant acknowledges that any in-place existing tenants must not be displaced in order to qualify their units for Project-Based Voucher funding;

The applicant acknowledges that any material changes to the project not disclosed to and approved by the Housing Authority may result in a denial or termination of the AHAP or HAP contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units; changes to the development budget; changes to the proposed sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in this application or changes to other application items;

The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public;

The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based Voucher funding;

**Signature of Applicant(s)**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**I. Description of Property**

1. PBV Project Name

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2. Property Address and Assessor Parcel Number(s)

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3. Application Category

- Existing
- Rehabilitation
- New Construction

4. Projected date of occupancy:

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5. Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family)

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6. Is this a Tax Credit property?

- Yes
- No
- Intent to Apply

7. If Yes or Intent to Apply, is property located in a Qualified Census Tract<sup>1</sup>?

- Yes
- No

8. Census Tract of property

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9. Poverty rate in Census Tract:

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10. The project is for qualifying<sup>2</sup> households (check any or all that apply):

- Units exclusively serving elderly families
- Units housing households eligible for supportive services available to all families receiving PBV assistance in the project

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<sup>1</sup> See <http://www.huduser.org/DATASETS/qct.html>

<sup>2</sup> Please see PIH Notice 2017-21.

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11. If the units are not for qualifying households, the number of PBV units in the project will be statutorily limited to the greater of 25 units or 25 percent of the units in the project. The proposed project meets the 25 percent or 25-unit limit:

- Yes
- No

12. Property Configuration

	1 Br	2 Br	3 Br	4 Br	5 Br	Total
Total units including non-PBV						
Total PBV units						
PBV rents requested (may not exceed 110% of FMR)						
Non-PBV Rents (if applicable)						
Fair Market Rents (FMR)						
110% FMR						
Tax Credit Rent, if applicable						

13. Complete the utility table below for the proposed PBV units.

Utility/Service	Owner or Tenant Paid	Natural Gas	Electric
Heating (Specify Type in last columns)			
Cooking (Specify Type)			
Water Heating (Specify Type)			
Other Electric			
Water			
Sewer			
Trash Collection			
Other (Specify)			

14. Is the property accessible for persons with disabilities?

- Yes, all units and common areas
- No, no accessibility features
- Some units (indicate number of units and identify accessible common areas)

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15. Are there any non-residential units (e.g., commercial, office) on this property?

- Yes
- No

If yes, please describe:

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16. List the distance (in miles) from the property to the nearest:

Distance in miles	Service	Name or description of facility
	Supermarket	
	Shopping district	
	Public transportation	
	Health services	
	Educational institution	
	Significant employers	
	Other neighborhood service	

17. Site information:

Does applicant have site control?			
Current Land Use Designation			
Proposed Land Use Designation			
Proposed Density (units/acre)		No. of acres	
Water/Sewer availability and location			
Is property subject to specific area plan?			
Is relocation of occupants necessary?			
Purchase price			
Appraised value			

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**II. Management Plan**

Please describe the management plan for the property. Use additional sheets as necessary and/or attach relevant documentation, identifying attachments in the spaces below:

1. Property Management Agent Name:

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2. Address of Property Management Agent:

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3. Property Management Agent website:

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4. Qualifications, including management of properties for persons with special needs (if applicable):

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5. Address and description of other properties managed:

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6. References:

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7. Personnel plan for the proposed project:

	No. of Staff	Working Days/Hours
Office Staff:	_____	_____
Maintenance Staff:	_____	_____

Is there a Resident Manager in addition to the above staff for after-hours emergencies?

- Yes
- No

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**III. Financial Information**

1. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

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2. Type of organization (corporation, partnership, etc.)

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3. Tax Exempt organization

- Yes
- No

4. Will rents in the property remain affordable after the expiration of the HAP contract?

- Yes
- No

5. Has the project received funding through any competitive process by any government entity?

- Yes
- No

6. Requested HAP Contract Term:

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7. Project Cost and Financing

Project Costs					
Land Cost	Land Cost Per Acre	Predevelopment	Soft Costs	Hard Costs	Total Project Cost
					\$
				Cost Per Unit	\$

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Project Financing	
Anticipated funding from PBVs	
Additional Housing Authority funding, if any	
Amount of other permanent financing	
Amount of cash or loans currently in project	
Amount of owner's equity in project	
Amount of Deferred Developer Fee	
Total	

What are the administrative costs of this project, and how will they be funded?

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Please attach the following tables to complete Part III, Question 7:

- Table 1: Existing or Committed Financing Sources*
  - Table 2: Interim/Construction Financing*
  - Table 3: Permanent Financing*
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Section III, Question 7

*Table 1: Existing or Committed Financing Sources*

**EXISTING AND/OR COMMITTED FINANCING**

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

Section III, Question 7

Table 2: Interim/Construction Financing

**INTERIM/CONSTRUCTIONFINANCING**

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

Section III, Question 7

*Table 3: Permanent Financing*

**PERMANENT FINANCING**

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Purpose						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						



## Attachment A

Category	Points	Range
Readiness	10	7-10 = Planning Approvals, Building Permits can be issued following award of funds 4-6 = Applications for entitlements have been submitted to PED, and are pending approval (currently under review) 0-3 = Applications for entitlements have not yet been submitted to PED
Affordability	20	20 = 100% of restricted units are at 30% AMI or below (all AMI is at HUD income levels not TCAC) 15-19= 51% of restricted units or more are at 30% AMI or below 10-14 = 51% of restricted units or more are at 50% AMI or below 5-9 = 50% of restricted units or LESS are at 80% AMI 0-4 = 100% of restricted units are at 80% AMI or higher
Bedroom Size	10	10 = 30% or more of the restricted units are 3-BD or larger 6-9 = 50% or more of the restricted units are 2-BD or larger; less than 30% of units are 3-BD 2-5 = Fewer than 50% of the restricted units are 2-BD or larger; unit mix is not all studios 0-1 = All units are studios
Special Needs Set Asides	10	7-10 = 25% of restricted units for formerly homeless, seniors or identified special needs population 4-6 = 10-25% of restricted units for formerly homeless, seniors or identified special needs population 0-3 = less than 10% of restricted units for formerly homeless, seniors or identified special needs population
Leveraging	10	10 = Housing Authority funds are not more than 10% of project cost 6-9 = Housing Authority funds are between 10.1-20% of project cost 2-5 = Housing Authority funds are between 20.1-30% of project cost 0-1 = Housing Authority funds are over 30% of project cost
Project Competitiveness	10	7-10 = TCAC/CDLAC/MHP Score is within top 10% of top score possible 4-6 = TCAC/CDLAC/MHP Score is between 10.1-25% of top score possible 0-3 = TCAC/CDLAC/MHP Score is lower than 25.1% of top score possible
Developer & Management Experience	15	15 = recent exp in region. Completed projects that are leased up 10-14 = recent exp in region. Projects are under construction. Leased up projects in comparable areas. 5-9 = no recent exp in region. Projects are in comparable areas and are leased up. 0-4 = no recent experience in region. No Comparable projects in region.
Services and Amenities	10	7-10 = within 0.5 mi of transit, retail, grocery, etc. and includes on-site amenities 4-6 = within 1.0 mi of transit, retail, grocery, etc. and includes on-site amenities 0-3 = more than 1 mi from transit, retail, grocery, etc. and includes on-site amenities
Other Factors	5	4-5 = Previous financial assistance; OR City owned site, etc. 1-3 = HA/City/RED/County is reviewing potential loan assistance 0 = No City or HA prior investment in development
<b>TOTAL</b>	<b>100</b>	