

CITY OF SANTA ROSA  
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS  
FROM: REBECCA LANE, HOUSING AND COMMUNITY SERVICES  
MANAGER  
SUBJECT: REQUEST TO TERMINATE THE SEPTEMBER 2018 REQUEST  
FOR PROPOSALS (RFP) FOR PROJECT-BASED VOUCHERS  
AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve the termination of the Request for Proposals for Project-Based Vouchers initiated in August 2018.

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EXECUTIVE SUMMARY

The Department of Housing and Community Services (Department) released a Request for Proposals (RFP) Project-Based Vouchers under the Housing Choice Voucher program on September 5, 2018 and accepted proposals through November 5, 2018. One proposal received an award of 21 PBVs. It is recommended that the Housing Authority terminate the September 2018 RFP and conduct a study session regarding a joint Notice of Funding Availability (NOFA) and RFP for Project-Based Vouchers.

BACKGROUND

The Department released an RFP in September 2018 with up to 100 Project-Based Vouchers available. Proposals were accepted through November 5, 2018. Nine proposals were received with a total of 364 proposed PBV units. After review by an Ad Hoc committee of the Housing Authority, one proposal was awarded 21 vouchers, two applicants withdrew their proposals, one application was incomplete, and the remaining proposals did not satisfy the project readiness criteria under the RFP. The Department recommends that the Housing Authority terminate the September 2018 RFP with no further awards and consider releasing a new RFP for up to 75 vouchers in conjunction with the FY 2019/2020 NOFA for federal and local funding.

PRIOR HOUSING AUTHORITY REVIEW

The Housing Authority approved the award of 21 PBVs under the RFP on March 25, 2019 for Parkwood Apartments, an existing project located in Rincon Valley.

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ANALYSIS

The Department received a total of nine proposals under the RFP with a total of 364 proposed PBV units. Of those nine proposals, one was awarded 21 vouchers, two applicants withdrew their proposals, one application was incomplete, and the remaining proposals did not satisfy the project readiness criteria under the RFP.

FISCAL IMPACT

None

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

COUNCIL/BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

Rebecca Lane  
[rlane@srcity.org](mailto:rlane@srcity.org)  
707-543-3305