



ESTABLISHED 1850

Request for Proposals

Project Based Housing and Urban Development Housing Vouchers

Release Date: October 29, 2016

**Submissions must be received by
9:00 a.m. November 14, 2016. Late
proposals and postmarks will not be
accepted.**

**Submissions must be in the form of
1 original and 1 hard copy.**

Submit Proposals to:

**Daniel Huerta, Project Coordinator
City of Vacaville
Housing Services Department
40 Eldridge Avenue, Suite 2
Vacaville, CA 95688**

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I. Introduction

Vacaville Housing Authority (VHA) is seeking proposals from property owners and developers to receive an allocation of Project Based Department of Housing and Urban Development (HUD) Section 8 vouchers (PB) authorized by Section 8(o)(13) of the U.S. Housing Act of 1937. The purpose of this allocation is to enable low-income households to better access affordable housing. Eligible households who are referred by VHA will gain the benefit of quality affordable housing. PB assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program.

VHA will select one proposal to receive 15 PB vouchers. All proposals will be evaluated on threshold and scoring criteria developed by the VHA. The application, including the threshold and scoring criteria and other information regarding the application process, is available at www.cityofvacaville.com or by contacting Project Coordinator, Daniel Huerta at (707) 449-5664, daniel.huerta@cityofvacaville.com, or 40 Eldridge Avenue Suite 2, Vacaville CA 95688.

The initial term of the proposed contract is 15 years. VHA will administer the PB vouchers in compliance with Code of Federal Regulations, Title 24, Part 983. Please refer to these regulations for a complete version of all program regulations and requirements.

VHA reserves the right, at its sole discretion, to reject any and all proposals, to waive any irregularities, and to reject nonconforming, non-responsive, or conditional proposals. All applications submitted to VHA for PB vouchers are due by 9:00 a.m. on November 14, 2016. Late proposals and postmarks will not be accepted. Applicants must submit 1 original and 1 hard copy to:

Daniel Huerta, Project Coordinator
City of Vacaville
Housing Services Department
40 Eldridge Avenue, Suite 2
Vacaville, CA 95688

The City of Vacaville provides its programs and services in a nondiscriminatory manner and is an Equal Opportunity/Affirmative Action Employer. The hearing impaired may call (707) 449-5680 for more information.

II. VHA Profile

The HUD Housing Choice Voucher Program provides rent subsidies on behalf of very low-income Vacaville households (annual income less than \$38,800 for a household of four) so they can live in decent, safe, affordable housing. Administered by the VHA, the program contributes about \$9,800,000 into the local economy by assisting approximately 1,193 households who are primarily senior, disabled, or working. The VHA also administers the Family Self-Sufficiency and Homeownership Programs which encourage independence from government assisted programs. The VHA maintains a waiting list for program assistance that includes a little over 3,900 applicants.

For more information on VHA programs, please visit www.cityofvacaville.com.

III. PB Voucher Description

Funding for this PB Voucher assistance comes from the Department of Housing and Urban Development (HUD) authorized by Section 8(o)(13) of the U.S. Housing Act of 1937. The purpose of the PB voucher program is to encourage property owners to attach PB voucher assistance to rental properties in order to preserve and increase the number of housing units available to low income households. PB vouchers enable qualifying households to access affordable housing without the need of locating an acceptable landlord. Eligible households who are referred by VHA will gain the benefit of quality affordable housing.

VHA is seeking proposals from owners and developers with affordable housing development experience and/or experience with Housing Choice Vouchers. Proposed projects must be located within the city limits of Vacaville.

Owners of existing housing that will be ready for occupancy (vacant) within 90 days of selection (anticipated to February 14, 2017) are eligible to apply. A description of the feasibility of the units being ready for occupancy in order to meet this deadline and appropriate timeline must be included with the proposal and will be evaluated by VHA for feasibility and likelihood of being able to meet the deadline.

Proposals for new construction or rehabilitation are eligible to apply. If submitting a proposal for new construction or rehabilitation, financing need not be arranged at the time of submittal of the proposal. A proposed financing budget is required that will be evaluated by VHA for feasibility both of the soundness of the proposed costs and the likelihood of being able to obtain the identified sources and start construction within 18 months of selection. A project timeline must also be submitted and will be evaluated by VHA for feasibility and likelihood of being able to meet the deadline.

All proposals are to be site specific. The applicant must have site control at the time of application as evidenced by a deed, option, purchase and sale agreement, development agreement, or other instrument acceptable to VHA. Site control must be for at least twelve months to account for the time required to secure any development financing.

If selected by the VHA for the 15 PB vouchers, the selection is conditional and subject to: a) completion of an environmental review and b) a subsidy layering review, if applicable. If selected, the owner may not take any action prohibited under 24 CFR 983.58(d) until applicable environmental review and/or subsidy layering review is completed. Any PB voucher contract entered into with the VHA after selection will not provide for vacancy payments to the owner.

If any of the items described and required in this section are incomplete or missing, they will be treated as a curable deficiency and VHA may contact an applicant to clarify or request missing information. Applicants must supply the requested information within three business days of the date requested or the VHA reserves the right to no longer consider the application for PB voucher allocation.

IV. Application Cover Sheet

Date of application: _____

Total PB Vouchers Requested: _____

Legal Name of Organization

TAX ID Number

Address

City, State, Zip

Phone

Name of contact person regarding this application

Title

Phone

E-mail

Certifications

By signing this application, the following certifications are made:

1. The owner and its agents will collaborate with the VHA to fill the PB units.
2. The owner and its agents will adhere to the 24 CFR 983 regulations governing the PB vouchers.
3. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.
4. The owner and its agents will comply with effective communication requirements pursuant to section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR 8.6.
5. The owner agrees that, if selected, the selection is conditional and subject to:
 - a. Completion of an Environmental Review prior to execution of an Agreement to enter into a Housing Assistance Payments contract, and
 - b. Subsidy layering review, if applicable.
6. The owner agrees that, if selected, the owner may not take any action prohibited under 24 CFR 983.58(d) until applicable environmental review and/or subsidy layering review is completed.

Signature of Authorized Representative

Print Name/Title

V. Threshold Criteria

The following are minimum requirements and must be submitted with the proposal packet. If the required information is not provided, the proposal does not meet the threshold requirements and will be rejected by VHA.

1. The application cover sheet included with this Request for Proposals signed by owner or an authorized representative.
 2. A description of the proposed project including:
 - a. Project address;
 - b. Total number of PB vouchers requested;
 - c. Project location by census tract;
 - d. Total number of buildings;
 - e. Total number of units by bedroom size in each building;
 - f. Number and bedroom sizes of PB voucher units in each building; and
 - g. Target population, if any, of any non PB voucher units.
 3. An explanation of how the project is consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities that must be consistent with the VHA Plan under 24 CFR 903 and the VHA Administrative Plan.
 4. An explanation of how the project meets the following HUD site and neighborhood standards:
 - Be adequate in size, exposure, and contour to accommodate the number and type of units;
 - 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;
 - Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive (except for senior-only housing);
- The following criteria also apply to new construction only:
- The site must not be located in an area of minority concentration unless the VHA 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; and
 - The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate.
5. A description of any supportive services that will be provided.

VI. SCORING CRITERIA

Category	Points
Project Readiness	
Feasibility of units ready for occupancy within 90 days of award	20
<i>OR</i>	
Feasibility of starting construction within 18 months of award	20
De-concentrating Poverty / Expanding Housing and Economic Opportunities	
Extent to which the project furthers the VHA goal of de-concentrating poverty and/or expanding housing and economic opportunities	25
Owner/Developer Experience	
Experience in management/development of affordable housing or working with Housing Choice Vouchers	25
Supportive Services	
Extent to which the project will provide supportive services	10
Maximum Score Achievable:	100

Should two or more projects achieve a tie score, the project determination will be made by the VHA as to the project that best meets the needs of their clientele.