



YOLO COUNTY HOUSING PROJECT-BASED VOUCHER PROGRAM REQUEST FOR PROPOSALS (RFP)

Yolo County Housing (YCH) requests proposals from property owners and developers for the Project-Based Voucher (PBV) Program. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005 at 24 CFR Part 983.

Project based applications are being accepted for “New Construction” only. Proposals are due to YCH no later than **5:00 p.m., March 16, 2015. Late applications and postmarks will not be accepted.**

YCH estimates that up to **60 project based vouchers** may be available under this RFP for the purpose of creating and/or expanding permanent, affordable housing to underserved populations. Consideration will be given to projects that serve citizens with special needs. For purposes of this RFP, “Specials Needs” will refer to individuals with a mental illness that requires supportive services, homeless, and adult foster youth.

DESCRIPTION OF PBV PROGRAM

Through the PBV program, YCH will enter into housing assistance payment contracts with selected property owners for designated rental units for a term of up to ten years subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. YCH will refer families from its tenant-based Project Based Voucher program waiting list to the project owner in order to fill vacant units. YCH’s published subsidy standards will determine the appropriate unit size for the family size and composition.

Under the PBV regulations, Project-Based Vouchers can be attached to YCH-owned units, including units owned by YCH subsidiaries; however, all proposals submitted for units where YCH has an “identity of interest” must be approved by HUD, or an independent entity selected by HUD.

Certain types of housing units and/or developments are not eligible for PBV assistance including:

- Shared housing;
- 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 service, board and care, or intermediate care. However, YCH may approve assistance for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing;
- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract;

Subsidized housing unit types determined ineligible in accordance with HUD regulations. These include, but are not limited to: public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or YCH.

The number of PBV assisted units in the building cannot generally exceed 25 percent (25%) of the total number of dwelling units in the building, except as provided by regulation. Notwithstanding this provision, exceptions to the 25% cap include units in a building that are specifically made available for "qualifying families" that are elderly or disabled, or that are receiving specific supportive services, or single family housing (defined as 1-4 units).

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, consistent with YCH's PHA Plan and Administrative Plan. Specific factors are discussed at 24 CFR 983.57;
- In full compliance with the applicable laws regarding nondiscrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards. For existing and housing, the site selected must: a) be adequate in size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; c) be accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents; and, d) be located within reasonable travel times and cost via public transportation or private auto to places of employment.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

YCH will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. YCH will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

The owner is responsible for screening and selection of the family referred by YCH from YCH's waiting list to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by YCH, not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Current Yolo County 2013 Fair Market Rents and Payment Standards for determining rents are:

Unit Size (Number of Bedrooms)	HUD's 2015 Fair Market Rent for Yolo County	YCH's Payment Standard Effective December 1, 2014
0	757	719
1	818	777
2	1105	995
3	1628	1466
4	1899	1710

YCH's utility allowance schedule is available upon request.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by YCH in accordance with the contract with the owner. YCH determines the tenant rent in accordance with HUD requirements.

APPLICATION REVIEW PANEL

YCH's Chief Executive Officer will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein. This panel will, at a minimum, consist of the Housing Supervisor for the Housing Assistance Division and one specialist within the Housing Department.

In the event that YCH-owned units* are recommended for project basing, applications and the recommendation of the panel will be forwarded to the HUD field office for review. (*includes tax credit units with ownership interest by YCH, as well as units owned by YCH instrumentalities.)

APPLICATION REVIEW

YCH will review all applications. Before selecting units, YCH will determine that each application is responsive to and in compliance with YCH's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Evidence of site control.
- Existing housing units must, at the time of YCH's selection, substantially comply with Housing Quality Standards.
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents must not exceed 110% of the applicable Fair Market Rent including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and YCH- owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).
- Property will be constructed with other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
- No construction has begun, as evidenced by YCH inspection
- Not more than 25 percent of units per building are eligible for PBV assistance, except to the extent such buildings are in a senior housing project or housing project for persons with disabilities meeting any applicable federal standards pursuant to the Civil Rights Act and the federal Fair Housing Amendments Act, in which case up to 100 percent of the units in such buildings are eligible for PBV assistance.

In accordance with 24 CFR 983.5, selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, 9% Tax Credits), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor. Proposals that meet the requirements will be evaluated and ranked by the YCH panel. A YCH ranking list will be prepared according to the points awarded to each proposal. The YCH may, at its discretion, select none, one or more of the proposals submitted.

YCH reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the YCH to be in its best interests. YCH reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. YCH reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. The YCH shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

OTHER REQUIREMENTS

1. Before executing an Agreement with any selected owner, YCH will:
 - a. Establish rents in accordance with §983.12. For any YCH- owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
 - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
 - c. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the YCH's approved unit selection policy.

RANKING AND SELECTION CRITERIA

YCH will use the following to rank and select applications for the PBV Program.

Scoring Criteria:

Units must be inspected by YCH (or an outside party if the unit is owned by YCH or an instrumentality) before scoring can occur. If the application is for more than 20 units, a representative sample of each unit size will be inspected before selection. If an existing HQS or equal inspection has been done within the last 12 months that inspection report can be used to satisfy this requirement.

YCH's Evaluation Panel will review and score each proposal based on the following criteria:

Scoring Criteria for Rehabilitated and New Construction Units	
CRITERIA	MAX POINTS AVAILABLE
1. Term of Contract Requested	10
2. Site Location	10
3. Design	20
4. Owner Experience	15
5. Management Experience	15
6. Project Feasibility/Readiness to Begin Construction	20
7. Public Purpose	20
TOTAL POINTS AVAILABLE	110

APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described above. The following procedures will be followed by the YCH in accepting and screening owner applications submitted for the PBV Program.

APPLICATION SUBMISSION DEADLINE

Owner applications will be accepted at the YCH office located at:

Attention: Janis Holt, General Managing Director
Yolo County Housing
147 W. Main Street
Woodland, CA 95695

Applications and supporting documentation for existing housing units, rehabilitated or new construction units will be accepted until **5:00 PM on Monday, March 16, 2015.**

APPLICATION FORMAT

One original and one copy of owner applications must be submitted in the format designated by YCH. Where possible, copies should be submitted as two-sided copies in order to conserve paper.

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If YCH determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. YCH will give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

YCH reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

APPLICATION CONTENT

Applications submitted must have the following:

- 1) Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. The cover letter should state the number of PBV units requested; the total number of units in the development along with number of buildings and the type of resident population.
- 2) A cover sheet that outlines the following:
 - Name of organization
 - Mailing address
 - Telephone numbers, fax numbers and e-mail addresses
 - Principal contact person
 - Executive Officer
 - DBE/MBE/WBE designation if applicable
 - Number of years in business
 - Number of years of ownership of the development

- 3) Copies of most recent single audit, audited 990's or financial statements of the organization
- 4) Project application. Applications for PBV assistance must provide information on the following topics:
 - Owner name
 - Number of buildings
 - Number and size of units
 - Quality and location of units
 - Other forms of assistance received
 - Requested contract term
 - Handicapped accessibility features
 - Owner experience with rental housing
 - Unit and neighborhood amenities
 - Intended resident population
 - Tenant selection criteria and plan
 - Rent and occupancy status
 - Affordability restrictions
 - Need for PBV assistance
 - Management and maintenance information
 - Service providers, if applicable