



Berkeley Housing Authority

Request for Proposals (RFP) 20-01 Project-based Section 8

INSTRUCTIONS:

Please fill out the attached form completely, gather attachments requested, and sign certifications provided. Incomplete proposals or proposals arriving after the due date/time will not be considered.

Deadline for submission is Tuesday, August 18, 2020, 5 pm.

Please submit proposal/attachments (a) by email to rgonzales-levine@cityofberkeley.info, and (b) mail or deliver 2 hard copies of complete proposals/attachments to:

PBV RFP 2020-01
Berkeley Housing Authority
1936 University Ave, Suite 150
Berkeley, CA 94704

Note: the BHA office is closed to the public due to the pandemic; please mail with enough time in advance of deadline, or place the hard copies of the proposals through the main office door mail slot. Both email response and two hard copies must be received by due date/time (do not postmark hard copies by due date, as it will arrive after deadline).

Deadline for submission of emailed and 2 hard copies is Tuesday, August 18, 2020, 5 pm.

BHA RFP Project-based Section 8

A. Contact Information

Name of Developer:	
Name of Project:	
Project Address:	
Contact Person:	
Phone:	
Email:	
Executive Director:	
Number of units in total:	
Number of PBVs Requested*	
Expected start date of construction:	
Estimated length of construction (# days):	
Length of PBV HAP Term Requested (1-20 yrs)	

**BHA is particularly interested in awarding only the minimum number of PBVs needed to make a project feasible; developers are strongly encouraged to carefully consider the number of PBVs requested.*

B. Project/Property:

Check category for project type:

- New Construction
- Rehabilitation: units/property not substantially in compliance with Housing Quality Standards (HQS) Inspections Protocol on proposal selection date.
- Existing Housing: units/property that substantially comply with HQS Inspections Protocol on proposal selection date; will be inspected prior to award. If units/property are not substantially in compliance with HQS, the project will be considered a Rehabilitation project.

NOTE: this PBV RFP is for projects that do not currently have PBVs attached to them. Developments with existing PBV Master HAP contracts with BHA are not eligible to apply under "Existing Housing" category at this time.

Building Type

- Apt/5 or more units
- Duplex/Triplex/Garden Style
- Other: _____

Evidence of Site Control

Please attach evidence of ownership or site control (e.g., grant deed, option, deposit receipt).

Ownership of property/site control (check one):

- Mortgage
- Option
- Other (please explain): _____
- Own free and clear
- Lease

Note: site control must be in owner’s possession in order for a PBV award to be executed; BHA will allow up to 6 months for developers still working on obtaining site control at which time the PBV allocation will be rescinded and the project may re-apply the next time BHA opens up a new PBV RFP. If site control is not obtained at time of application submission, describe detailed plans to obtain site control on/before the March 10, 2021 deadline for site control.

Are there any non-residential units (on site manager’s unit; commercial space; offices) in the project that you propose to construct or rehab.?

- Yes
- No

If yes, describe (including square footage and use):

C. Description of Project

Population Served

Per HUD’s Housing Opportunity Through Modernization Act (HOTMA) requirements, this allocation of PBVs is only available for housing that serves only the categories listed below.

Check which population(s) will be housed with PBVs, if awarded:

- Homeless or imminently homeless
- Unaccompanied youth under 25
- Individuals/families fleeing domestic violence
- Veterans
- Elderly (over 62 years of age) – with supportive services made available

- Disabled – with supportive services made available
- Units in a census tract with a poverty rate of 20% or less per most recent American Community Survey* (see <https://www.huduser.gov/portal/maps/hcv/home.html>)
*If this box is checked, indicate Census Tract: _____ and Poverty Rate: _____

Provide a description of the property and any specific housing needs that will be addressed with the award of S8 Project Based Vouchers.

Describe the proposed new construction project or the rehabilitation to be undertaken. Include project design and specifications, any green build or sustainable building methods and systems/energy provision.

Complete the following chart designating the number of units by unit size and # of PBV units proposed.

Bedroom Size	Total # of Units	# PBV Units Requested	Target Population	#Accessible Units (PBV)	Accessibility Features	Sq. Ft.
SROs						
Studios						
1-BR						
2-BR						
3-BR						
Other						
TOTALS						

Describe the type of accessibility features available to persons with disabilities

HUD places a cap on the number of PBVs that can be allocated to a project of no more than 25 percent or 25 units in total, except for: (a) units exclusively designated for elderly families; (b) housing of households eligible for supportive services; and (c) projects in a census tract with a poverty rate of 20% or less are subject to a 40% cap.

Note: a request of 25 PBVs or 25% of the project does not guarantee an award of that size will be made. Please see comment above requesting that applicants consider carefully the minimum number of PBVs needed to make the project feasible.

Will the PBV units be designated for the elderly, or families receiving supportive services, or those in a census tract with a poverty rate of 20% or less?

Yes (see below) No

If Yes, please specify the population to be housed:

- Elderly (62 Yrs. or older) Families Receiving Supportive Services
- Census Tract _____; Poverty Rate _____
- Attach copy of ACS Printout identifying Census Tract/Poverty Rate

Are there any non-residential units (on site manager’s unit; commercial space; offices) in the project that you propose to construct?

_____Yes _____No

If yes, describe (including square footage and use:

D. Services/Amenities/Utilities

List the distances (in blocks or miles) from this property to the nearest:

Grocery/farmers market: _____	Recreational Facilities _____	Library _____
Shopping District _____	Educational Facilities _____	Park _____
Public Transportation _____	Senior Center _____	Employers _____
Health Facilities _____	Public Schools _____	

Provide a description of the neighborhood in which the project is proposed, including current poverty rate, vacancy rates, rent affordability, whether there is documented displacement occurring, employment/educational opportunities, historical context/relevance.

Will the project be located in:

- A low poverty census tract (< 20%); Census Tract: _____ Poverty Rate: _____
- A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition, disposition, or HOPE VI redevelopment.
- A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal investment in the area.
- A census tract where new market rate units are being developed that will positively impact the poverty rate in the area
- A census tract where there has been an overall decline in the poverty rate within the past five years
- A census tract where there are meaningful opportunities for educational and economic advancement

E. Supportive/Social Services and Other Amenities

Describe any Supportive Services to be offered at the property

Type of Service	Hours per week	Service Provider	Length of Service Commitment	Financial Commitment For Services
On site Services Coordinator				
Adult job training, educational, or skills building classes				
Licensed child care or after school program				
Health or behavioral health services including health and wellness classes				
Food provision				
Transportation				
Other:				

PROPOSED SITE AMENITIES

Please indicate what amenities the owner plans to provide for the units and property and briefly describe how these amenities are appropriate to the tenant population (e.g. on site laundry, community/meeting/computer rooms, art or reading rooms, etc):

Utilities: Please indicate who will be responsible for the following utilities.

Utility Type	Paid by Owner	Paid by Tenant
Cooking – Gas		
Cooking - Electric		
Heating – Gas		
Heating - Electric		
Electric (Lights, etc.)		
Water		
Sewer		
Hot Water Heating – Electric		
Hot Water Heating – Gas		
Garbage		
Other:		

F. EXPERIENCE

Please attach the most recent audit or unaudited financial statement for a successful project of similar size.

Does the applicant have experience owning and operating affordable housing?

Yes No Specify how many years of experience: _____

Describe your experience, if any, with HUD-funded housing programs.

HUD PROGRAM

Number of units owned/managed

How many affordable housing properties does the applicant own and operate?

Number of properties: _____

Location(s): City/State: _____

How many units of affordable housing does the applicant own and operate?

Number of units: _____

G. Project Financing/Budgets

Please attach:

- Project Development Budget
- Project's Financing Plan and Schedule
- 20-Year Pro Forma
- 2-4 page Summary of Pro Forma
- Evidence of other financing commitments, including local government support

Provide a brief narrative indicating total costs for the project, and plans to finance the new construction or rehabilitation.

Show total construction/rehab. costs:

Category	Cost
Unit Construction	
Site Improvements/ Landscaping	
Offsite Improvements	
General Conditions	
Contractor Overhead & Profit	
Insurance/Bond/City Tax	
Other (describe):	
Other (describe):	
Total Cost of Construction/Improvements	

Indicate the monthly contract rents estimated:

Unit Size	# PBV Units Sought	Rent Estimate	(minus) Utility Allowance Estimate	Total Net Estimated Contract Rent/Month	Total Net Estimated Contract Rent/Year	Total Net Estimated Contract Rent/Contract
SRO						
Studio						
1-BR						
2-BR						
3-BR						
Other:						

For current Utility Allowance Schedules, visit:

https://www.cityofberkeley.info/BHA/Home/Payment_Standards,_Income_Limits,_and_Utility_Allowance.aspx

NOTE: Figures in the AHAP likely will not reflect actual contract rents post-construction; those will be determined at the time of master HAP contract signing. HUD regulations state the contract rents at signing of AHAP must not exceed the lowest of: (1) An amount determined by the housing authority, not to exceed 110 percent of the applicable fair market rent minus any utility allowance; (2) The reasonable rent; or (3) The rent requested by the owner.

H. Rehabilitation/Existing Projects:

Is there a Physical Needs Assessment available for the property?

- Yes- if so, attach copy of the PNA with application
- No

Has this property been assisted under any federal housing program at any time during the last 12 months (e.g., CDBG, 202, 811, 221 (d) (3), HOME, 236 Programs) or will the proposed project be assisted under any other federal housing programs?

- Yes No

If Yes, please list the additional subsidy programs applicable to this property: _____

Is there a housing affordability restriction in the deed or other document?

- Yes No

If Yes, indicate the name of the program and the jurisdiction requiring it, as well as expiration date of restriction: _____

Provide a summary of rehabilitation/improvements for rehab/existing projects including any systems upgrades, green building practices, and unit improvements.

If existing tenants will have to be relocated, please describe compliance with Uniform Relocation assistance/local relocation benefits: Note – existing tenants who expect to return to a PBV unit must first be screened for qualification for the PBV Section 8 Program, including falling under HOTMA population categories, before being offered a PBV unit upon rehab completion.

I. Zoning Approvals

Provide documentation of compliance with City Planning Department if obtained.

- Yes, zoning approvals obtained & attached
- No, zoning approvals not obtained; expected in ____ months, at which time will be provided to BHA.

CERTIFICATION
Uniform Relocation Act/Local Relocation Requirements
Rehab Projects with Existing Tenancies

The Owner/Applicant Certifies that:

- a. The owner has not required any tenant to move without cause during the 12 months prior to the date of application.
- b. The owner is willing to comply with all the temporary relocation requirements of the Agency and will compensate, as required, a temporarily relocated tenant for the costs of such relocation.
- c. The owner will not require any tenant to move without cause during the period of time following submittal of this application until the date on which developer signs an Agreement to enter into a Housing Assistance Payments Contract.
- d. Existing tenants who expect to return to a PBV unit must first be screened for qualification for the PBV Section 8 Program, including HOTMA population designation, before being offered a PBV unit upon rehab completion.

Owner Signature

Date

Phone No.

Owner email address

CERTIFICATION
Additional PBV Compliance Requirements

Owner/Applicant certifies:

- A. Construction has not begun and will not begin until after:
 - a. BHA Responds to this request for PBV's
 - b. Environmental Review is completed and submitted to BHA: developer responsible for hiring environmental review consultant to complete proper level of environmental review
 - c. Subsidy Layering review is completed and submitted to BHA
 - d. An Agreement to Enter Into a Housing Assistance Payment Contract (AHAP) is executed.
- B. Davis-Bacon:
 - a. If project is awarded 9 or more units, developer agrees to hire a federal Davis-Bacon wage monitor who will be responsible for obtaining a wage decision number, lock in date, and providing copies of weekly payroll records to BHA.
 - b. Wage Monitor will be responsible for identifying wage discrepancies and remedying wage discrepancies.
- C. Relocation:
 - a. Owner has not required any tenant to move without cause during the 12 months prior to the date of the application
 - b. Owner is willing to provide all the temporary relocation benefits required by law.
 - c. If tenants must be relocated and expect to move back into rehabbed units, they must be qualified for the PBV program, including qualification of one of the HOTMA population designations.
- D. The information contained in this application and proposal submission are true, correct, and complete.

Owner Signature

Date

Phone No.

Owner email address

CERTIFICATION
Owner's Requirement to Comply with
Title VI of the Civil Rights Act 1966

_____ (name of Owner) hereby certifies to
comply with the following, if awarded Project Based Section 8 Vouchers by the Berkeley
Housing Authority:

Title VIII of the Civil Rights Act of 1968, E. O. 11063, E.O. 11246 Section 3 of the Housing and Urban Development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction or rehabilitation project.

Owner Signature

Date

Phone No.

Owner email address

Compliance with Site and Neighborhood Standards

New Construction

BHA may not enter into an Agreement to enter into a HAP contract nor enter into a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards.

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed.

Describe compliance:

2. The site must have adequate utilities and streets available to service the site

Describe compliance:

3. The site must not be located in an area of minority concentration unless the PHA 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.

Describe compliance:

4. The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

Describe compliance:

5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate.

Describe compliance:

6. The housing must 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.

Describe compliance:

7. Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

Describe compliance:

Compliance with Site and Neighborhood Standards

Rehabilitated/Existing Housing

BHA may not enter into an Agreement to enter into a HAP contract nor enter into a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards.

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed

Describe compliance:

2. The site must have adequate utilities and streets available to service the site

Describe compliance:

3. The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons

Describe compliance:

4. The site must 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

Describe compliance:

5. The site must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive

Describe compliance:

**Plan For Managing and Maintaining Units After
Construction/Rehab**

OWNER OR MANAGEMENT AGENT

Name _____

Address _____

Years managing assisted properties _____

Property Management Staffing:

	No. of Staff	FTE
Admin Staff:	_____	_____
Maintenance:	_____	_____

Management Plan

Do you have a written plan for management of the units?

Yes _____ No _____

If Yes, please include the management plan with this application.

If No, please identify what personnel will manage the units, their location, hours of operation and any other duties and responsibilities.

Maintenance and Repair Plan

Do you have a written plan for maintenance of the units?

Yes _____ No _____

If Yes, please include the maintenance plan with this application.

If No, please prepare a description of how units will be maintained, both on an on-going and long-term basis, focusing on preventive and routine maintenance, emergency repairs, security, health and safety areas. Please identify what personnel will perform the maintenance of units and common areas, their location and hours of operation.

REQUIRED HUD ATTACHMENTS

Please print out each of these documents, complete, and include with application submission.

- A. Certificate(s) of Previous Participation (HUD form 2530):

<https://www.hud.gov/sites/documents/2530.PDF>

- B. Disclosure of Lobbying Activities:

<https://www.hud.gov/sites/documents/SFLLL.PDF>

- C. Certification of Payments to Influence Federal Transactions

<https://www.hud.gov/sites/documents/50071.PDF>

- D. Additional Government Funding - Form 2880

<https://www.hud.gov/sites/documents/2880.PDF>