

**REQUEST FOR PROPOSALS TO USE PROJECT BASED VOUCHERS (PBVs) TO DEVELOP
AFFORDABLE HOUSING**

The Housing Authority of the City of San Buenaventura is accepting proposals for Project Based Vouchers. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in their entirety.

All Proposals must be submitted electronically in PDF format to dlopez@hacityventura.org **AND** a copy in a flash drive mailed to Housing Authority of the City of San Buenaventura, Attention: Diane V. Lopez 11122 Snapdragon Street Suite 100, Ventura, CA 93004. Paper copies or faxed submissions will not be considered.

**Diane Lopez
and clearly marked "Proposal for VASH PBVs."**

Due Date: May 27, 2020, 4 p.m. Pacific Standard Time

RFP packages can be obtained online at www.hacityventura.org or requested via email to dlopez@hacityventura.org

PURPOSE AND ELIGIBLE ACTIVITIES

The Housing Authority of the City of San Buenaventura (HACSB) is making available a total of up to 25 **VASH Project Based Vouchers**. The HACSB will consider applications under this RFP for project-based Veterans Affairs Supportive Housing (VASH) vouchers to create housing for homeless veterans. Project-Based Vouchers may be awarded to a new construction project and substantial rehabilitation project. Project-Based Vouchers may be awarded to multiple applicants up to the maximum number available. HACSB reserves the right to award all, a portion or none of the vouchers for which an application is submitted.

Project is defined as: 25-50 or more dwelling units that are income/rent -restricted or under a regulatory agreement.

New construction is defined as: Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the HACSB and the owner for use under the PBV program.

Applying organizations should be aware of the following conditions:

1. All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals.
2. The Project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations and notices.

For more information see: <http://portal.hud.gov/hudportal/HUD?src=/hudprograms/projectbased>

3. If a project is anticipated to utilize other public sources of financial support, it may be subject to a HUD subsidy layering review in accordance with HUD subsidy layering regulations (24 CFR 4.13) to prevent excess subsidy. **Applicants whose proposed financing include application for Low Income Housing Tax Credits will be expected to request SLR determinations from the Tax Credit Allocating Committee on HACSB's behalf if awarded.**
4. The housing project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
5. Construction may involve application of the Federal Davis-Bacon construction wage guidelines. Construction costs may be higher if Davis-Bacon applies.
6. **An Environmental Review and/or Assessment will be required in accordance with HUD regulations at 24 C.F.R. Part 58.** If an Assessment is required, the HACSB will select an appropriate contractor to complete the review at the expense of the applicant.
7. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
8. **Execution of an Agreement to enter into a Housing Assistance Payments Contract (AHAP) is contingent upon completion of the above requirements, particularly Subsidy Layering Review and Part 58 Environmental Clearance.**
9. **If a project is requesting assistance for more than 25 percent of the number of dwelling units (assisted or unassisted) in the project, applicants must describe how these units meet the definition of "excepted units" in accordance with 24 C.F.R. 983.56.**

ELIGIBLE APPLICANTS

For-Profit or Non-profit, 501(c) (3) housing development organizations proposing to create housing, either by new construction, that will serve homeless Veterans with Extremely low or Very Low income in the City of Ventura, California.

- Projects must meet all PBV program requirements
- Projects applying for HUD-VASH PBVs: Applicant referrals must be made directly from or approved by the U.S. Department of Veterans Affairs.

Effective 4/1/2020	Persons in Family							
Annual Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%)	\$ 23,700.00	\$ 27,100.00	\$ 30,500.00	\$ 33,850.00	\$ 36,600.00	\$ 39,300.00	\$ 42,000.00	\$ 44,700.00
Very Low (50%)	\$ 39,550.00	\$ 45,200.00	\$ 50,850.00	\$ 56,450.00	\$ 61,000.00	\$ 65,500.00	\$ 70,000.00	\$ 74,550.00

The following housing types are not eligible for PBV awards under this RFP:

- (a) Shared housing;
- (b) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- (c) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, PBV assistance may be provided for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
- (d) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- (e) Manufactured homes;
- (f) Cooperative housing;
- (g) Transitional Housing;
- (h) High-rise elevator project for families with children.
- (i) Units occupied by an owner of the housing.
- (j) Units occupied by a family ineligible for participation in the PBV program.

In addition, PBV assistance will not be provided to:

- (a) A public housing dwelling unit;
- (b) A unit subsidized with any other form of Section 8 assistance (tenant-based or project-based);
- (c) A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent);
- (d) A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- (e) A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1).
- (f) A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program).
- (g) A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
- (h) Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
- (i) Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- (j) A Section 101 rent supplement project (12 U.S.C. 1701s);
- (k) A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (e.g., a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 et seq.);
- (l) A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by the HACSB in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).

REQUIREMENTS FOR ORGANIZATIONS RECEIVING PROJECT-BASED VOUCHERS FROM HACSB AND HUD

The organization must be incorporated in California. Non-profit organizations must have received a 501(c) (3) tax-exempt organization determination.

1. The organization must have a board of directors (or a similar oversight body) that hires the executive director or equivalent and sets policy and financial guidelines.
2. The organization must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a grievance procedure.
3. The organization must be annually audited by a certified public accounting firm and the results must be provided to the HACSB. The most recent audit must be part of a submission to this RFP.
4. The organization must have in place the following insurance which shall be written by companies authorized to do business in the State of California and acceptable to the HACSB. Binders will be required before completion of contract:

- a. Comprehensive general liability insurance at limits not less than one million dollars (\$1,000,000.00) combined single limits
- b. Commercial general liability insurance including contractual liability coverage's in the amount not less than one million dollars (\$1,000,000.00) combined single limits
- c. Employees dishonesty bond at limits not less than one million dollars (\$1,000,000.00)
- d. Workers Compensation Insurance

5. The organization must comply with all the laws and regulations of the State of California, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance.
6. The organization must not be involved in any current litigation or contractual dispute.
7. The organization must designate a point of contact for HACSB.
8. The organization must provide to HACSB, HUD or its agents reports, financial and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations.
9. The organization must provide full and clear recognition of the HACSB's contribution in its publications, fund raising documents and other materials that are used to seek funding or promote the organization.
10. **Organizations must be able to enter into an Agreement for Housing Assistance Payment (AHAP) contract and start the project for which PBV's have been requested within a six to twelve- month period after the announcement of award of PBV's or HACSB reserves the right withdraw the award.**

PROPOSAL INSTRUCTIONS

All proposals must include:

- All requirements under the five tabs as described in "Format of Proposal Response"
- A minimum of two (2) years of financial statements
- A Copy of the most recent audit.

Respondents must submit their proposal **by Wednesday, 4:00 P.M., May 27, 2020 Pacific**

Standard Time All Proposals must be submitted electronically in PDF format to dlopez@hacsvventura.org **AND** a copy in a flash drive mailed to Housing Authority of the City of San Buenaventura, Attention: Diane V. Lopez 11122 Snapdragon Street Suite 100, Ventura, CA 93004.

Paper Copies or faxed proposals will not be considered. It is the respondent's responsibility to ensure that they can transmit the file. HACSB will not be responsible for late submission due to file size and/or connectivity issues.

PLEASE NOTE THE FOLLOWING:

*Due to COVID-19 all HACSB offices are closed to the public

* The HACSB's office is closed to the public on Fridays *

Format of Proposal Response

Tab 1 – Owner Experience (Pass/Fail)

HACSB will evaluate the relevant previous experience and qualifications of the Owner in owning/developing multifamily real estate. The proposed Owner (individual, corporation, or in the case of a limited partnership, the general partner(s) of the Ownership entity) must demonstrate prior ownership experience in multi-family rental housing projects.

List and briefly describe 3 projects within the last 10 years that exhibit the Owner's experience in multi-family real estate, focusing on the experience most relevant to this RFP. For each project, provide the following information:

1. Project Name and location
2. Brief description of the project (include all financing sources and amounts)
3. Owner Entity or Developer Team members
4. Dates during which services were performed
5. Describe the services performed and your firm's role
6. Brief description of community
 - a. Population type and income levels served
 - b. Type of local/state/federal funding or rental assistance (if applicable)
 - c. Physical description (number of units, number of buildings/stories, square footage, site acreage)

Also provide the following:

- Identify the Respondent's ownership status as a for-profit or nonprofit Owner. Provide a complete disclosure of all entities and individuals comprising the Owner.
- Provide complete organizational charts that clearly show all principals of the Owner. (Any change to the Respondent's Owner status after the submission of the Project Proposal is not permissible without HACSB's express consent.)
- Provide a summary list of the Owner's current portfolio of properties.
- Indicate whether the Owner has ever experienced a foreclosure or bankruptcy.
- If the Owner or Management Team has previous experience with the low-income housing tax credit program, or HUD or other federal or state programs, submit past two years audits and describe any unresolved audit findings.

The minimum qualifications to receive a passing evaluation are:

- A complete disclosure of ownership status and organizational structure.
- Owner has demonstrated at least three continuous years of prior ownership experience in at least three multi-family rental housing projects of similar size (number of dwelling units) to the proposed project.
- Owner has not experienced a foreclosure or bankruptcy in the last three years.
- Owner or Management Team does not have any unresolved compliance agency audit findings.

TAB 2 - Management Team (Pass/Fail)

Respondent must demonstrate the experience and capabilities of the Management Team in managing affordable multi-family rental properties. List and briefly describe 3 projects within the last 5 years that exhibit the Management Team's experience in multi-family real estate, focusing on the experience most relevant to this RFP.

Submit a proposed management plan that will be evaluated on the basis of its completeness, sound policies and procedures, demonstration of coordination with the Service Provider and Owner, and demonstration that the Existing Housing Units will be managed in accordance with professional standards and approaches.

The minimum qualifications to receive a passing evaluation are:

- The proposed Management Team must demonstrate prior experience in the management of at least three affordable multi-family rental housing properties of similar size (number of dwelling units) and scope to the proposed project over the last five years.
- Have a complete management plan that demonstrates sound policies and procedures and demonstrates that the Existing Housing Units will be managed in accordance with professional standards and approaches recognized in the industry.

TAB 3 – Site Requirements (Pass/Fail)

Respondent must provide the following:

- Evidence of site control including option agreements, sales contracts or proof of current ownership.
- Documentation of zoning status.
- All Land Use approvals
- If applicable, a letter of intent to enter into an intergovernmental agreement from another housing authority who may be willing to project base their vouchers within the HACSB's Jurisdiction.

The minimum qualifications to receive a passing evaluation are:

- Project Proposal must have at least 10 proposed PBV units.
- Property must meet Inspection Standards
- Evidence of site control (e.g., option agreements, sales contract, deed, etc.). Contracts must be executed prior to execution of this Agreement, including the legal description of the property and must provide legal control of the site to the proposed General Partner or proposed limited partnership. Site control must be in place through the term of the Agreement.
- All Land Use approvals
- Documentation establishing that the property is appropriately zoned or in the process of being rezoned for the intended use (include expected timing of rezoning completion).
- If applicable, letter of intent to enter into an intergovernmental

agreement. TAB 4 - Financial Feasibility (Pass/Fail)

HACSB will conduct a financial review to ensure that the proposed PBV units have appropriate financing.

Respondent must provide the following:

- A 2-year operating budget and pro forma for the operation of the proposed PBV units covered by the Project Proposal
- Proof of funding sources (e.g. letters of interest or commitments) for all proposed funding sources for at least 2 years.

The minimum qualifications for a passing evaluation are:

- A determination that the Project Based Rental Assistance is needed and the proposed PBV units would not be receiving more subsidy than is needed to ensure feasibility
- Confirmation that the costs funded do not exceed the maximum per unit limits
- The projected cash flows provide reasonable assumptions given current economic conditions

Note: If sources and uses change prior to closing, HACSB shall perform a final review. In the event financial feasibility analysis changes throughout the commitment and is not deemed satisfactory to HACSB's underwriting requirements, HACSB may cancel the commitment.

Tab 5 – All other certifications and documentation required by this RFP

Execution of the Agreement to Enter into a Housing Assistance Contract (AHAP)

In order to finalize commitment of HACSB PBV assistance, awarded projects must submit the information needed for a Subsidy Layering Review (which includes an environmental review) to HUD, once approved the HACSB can execute an Agreement to Enter into a Housing Assistance Payment Contract (AHAP). The AHAP must be executed before the commencement of construction of the project. (Construction commences when excavation or site preparation, including clearing of the land, begins for the housing). **A HUD approved HERA Section 2835 Subsidy Layering Certification from the California Tax Credit Allocation Committee; approval directly by HUD is also acceptable.**

Subsidy Layering Review Checklist for Low-Income Housing Tax Credit Projects using Section 8 Project Based Assistance (PBA)

Project Name, Location: _____

Housing Authority: _____

Narrative Description of Project, including:

- Total number of units
- Type of unit, bedroom distribution
- Portion and type of units receiving assistance, compliance with partial assistance requirements

Sources of Funds:

- Each Source Listed Separately with Details
- Principle
- Interest Rate
- Amortization Term

Uses of Funds:

- Detailed Breakdown of Project Costs, including hard and soft cost items

Commitment Letters From All Sources of Financing Disclosing Significant Terms

Tax Credit Allocation Commitment Letter from State Housing Finance Agency

- Amount of Credits Reserved, or
- IRS Form 8609

Historic Tax Credits (as applicable)

- Amount of Credit

Equity Investment Commitment Letter

- Amount of Investment
- Equity Contribution Schedule showing amount and timing

Bridge Loan Details (as applicable)

Appraisal Report establishing the “as is” value of the property before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based assistance.

Operating Proforma showing projected project income, expenses and cash flow

Housing Authority Approval of PBA Voucher Assistance for Project

Standard Disclosure and Perjury Statement, Identity of Interest Statement

__Form HUD-2880

Initial Contract Rents

__Housing Authority letter confirming gross contract rents with applicable tenant utility allowances

__Form HUD-92273

Failure to execute an AHAP within 6-12 months of award, HACSB may rescind this commitment.

SCORING CRITERIA FOR NEW CONSTRUCTION UNITS:

CRITERIA	MAX. POINTS AVAILABLE
1. Term of Contract Requested	20
2. Site Location	30
3. Design	20
4. Development Experience	20
5. Owner Experience	5
6. Management Experience	5
7. Project Feasibility/Readiness to begin Construction	20
8. Public Purpose	40
TOTAL	160
1. TERM OF CONTRACT REQUESTED	
If applicant is requesting a twenty-year contract	20
If applicant is requesting a five to nine-year contract	10
If applicant is requesting a contract of less than five years	0
2. SITE LOCATION	
Project is located outside an area of low-income concentration East of Kimball Road, Ventura 93004	20
Project is within 1/4 mile of shopping, significant health facility and neighborhood services, or is within 1/4 mile of bus to these services; and is within three miles of a significant health facility	10
3. DESIGN	
If architectural elevations, setbacks, and massing considered acceptable for proposed use and in relation to adjacent land uses by City Planning Department staff; project amenities are appropriate for the planned use**	20
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet City Planning approval	10
** Project Amenities: If a family housing development, the site plan provides for laundry facilities, recreational facilities on site or such facilities exist within ¼ mile of the project site. If a senior housing development, in addition to the above, units should have access to exterior in form of balconies or first floor patios and interior common	
4. DEVELOPMENT EXPERIENCE	
If applicant has developed 100 or more low-income housing units as primary or cosponsor in the past five years	20
If applicant has developed less than 100 low-income housing units as primary or cosponsor in the past five years	10
5. OWNER EXPERIENCE	
If applicant has 20 or more years' experience in owning affordable rental housing	5
If applicant has 10 to 19 years' experience in owning affordable rental housing	2
If applicant has 20 or more years' experience in owning other types of rental housing	2
If applicant has 10 to 19 years' experience in owning other types of rental housing	1
6. MANAGEMENT EXPERIENCE	
If applicant has 20 or more years' experience in managing and maintaining affordable rental housing	5
If applicant has 10 to 19 years' experience in managing and maintaining affordable rental housing	2
If applicant has 20 or more years' experience in managing and maintaining other rental housing	2
If applicant has 10 to 19 years' experience in managing and maintaining other rental housing	1
7. PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION	
If zoning and other required entitlements are approved and 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved and/or is noncompetitive	20
If zoning and other required entitlements are likely to be approved and if less than 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved	10
8. PUBLIC PURPOSE*	
If 75% or more of all units will be restricted to extremely low- or very-low income occupancy	20
If 50% to 74% of all units will be restricted to very-low income occupancy	10
If 25% to 49% of all units will be restricted to low income occupancy	5

Applications documenting that a project includes partnership with the HACSB or another governmental agency, evidenced by a signed memorandum of understanding, approved resolution, or other similar documentation	10
If 5 or more units will be restricted to homeless households	10

Upon award under this RFP but prior to initiation of new construction or substantial rehabilitation work, the HACSB shall enter into an Agreement to Enter into a Housing Assistance Payment (AHAP) with the owner. Upon completion of construction and issuance of an occupancy permit, and provided that all other requirements under this RFP and the subsequent AHAP have been met, HACSB will enter into a Housing Assistance Payments (HAP) contract with the owner for the site selected and approved for PBV assistance. HACSB 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.

HACSB has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by HACSB 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. No families shall be approved whose income exceeds fifty percent (50%) of the median income for this area as determined by HUD and as adjusted by family size.

HACSB may not attach or pay PBV assistance for units for which construction or rehabilitation has commenced after proposal submission and prior to execution of an AHAP. Construction begins when excavation or site preparation (including clearing of the land) begins for the housing. Rehabilitation begins with the physical commencement of rehabilitation activity on the housing.

RENT LIMITS: The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units. The gross rent (contract rent plus utility allowance) charged may not exceed the HACSB's Voucher Payment Standard as published in the HACSB Administrative Plan at the time the unit is placed in service or HUD's Fair Market Rent at that time, whichever is higher. In addition, rents must meet rent reasonableness and be reasonable in relation to rents charged in the private market for comparable unassisted units.

The following are the current Fair Market Rents effective 10-01-2019; however, these amounts are subject to change by HUD prior to the effective date of the HAP agreement. In no event will the rents exceed 110% of HUD Fair Market Rents, less utility allowances.

HUD Published Fair Market Rents by Bedroom Size	
Bedroom Size	Fair Market Rent for Oxnard-Thousand Oaks-Ventura, CA MSA
0 BR (efficiency or studio)	\$1266
1 BR	\$1503
2 BR	\$1943
3 BR	\$2709
4 BR	\$3243

**Allowances for Tenant-Furnished
Utilities and Other Services**

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

Date (mm/dd/yyyy): 06/01/2019

Locality: Housing Authority of the City of San Buenaventura, CA		Unit Type: Multi-Family (Apartment)				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$12.00	\$14.00	\$16.00	\$16.00	\$18.00	\$20.00
b. Bottle Gas/Propane						
c. Electric	\$11.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00
d. Electric Heat Pump	\$9.00	\$11.00	\$13.00	\$14.00	\$16.00	\$17.00
e. Oil / Other						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$5.00	\$5.00	\$7.00	\$8.00
b. Bottle Gas/Propane						
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$19.00	\$23.00	\$32.00	\$41.00	\$51.00	\$63.00
Air Conditioning	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Water Heating						
a. Natural Gas	\$5.00	\$6.00	\$9.00	\$12.00	\$15.00	\$18.00
b. Bottle Gas/Propane						
c. Electric	\$12.00	\$14.00	\$18.00	\$21.00	\$25.00	\$29.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	\$30.00	\$31.00	\$36.00	\$44.00	\$51.00	\$59.00
Sewer	N/A	N/A	N/A	N/A	N/A	N/A
Trash Collection	\$28.00	\$28.00	\$31.00	\$31.00	\$31.00	\$31.00
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other—specify: Monthly Charges						
Electric Charge \$0.74	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Natural Gas Charge \$4.08	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
Address of Unit		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		



**Allowances for Tenant-Furnished
Utilities and Other Services**

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

Date (mm/dd/yyyy): 06/01/2019

Locality: Housing Authority of the City of San Buenaventura, CA		Unit Type: Energy Efficient Multi-Family (Apartment)					
Utility or Service: City of Ventura		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
Heating							
a. Natural Gas	\$10.00	\$11.00	\$13.00	\$14.00	\$15.00	\$16.00	
b. Bottle Gas/Propane							
c. Electric	\$9.00	\$10.00	\$13.00	\$15.00	\$18.00	\$20.00	
d. Electric Heat Pump	\$7.00	\$9.00	\$10.00	\$12.00	\$13.00	\$14.00	
e. Oil / Other							
Cooking							
a. Natural Gas	\$2.00	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00	
b. Bottle Gas/Propane							
c. Electric	\$4.00	\$5.00	\$7.00	\$9.00	\$12.00	\$14.00	
Other Electric & Cooling							
Other Electric (Lights & Appliances)	\$16.00	\$19.00	\$26.00	\$33.00	\$41.00	\$49.00	
Air Conditioning	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
Water Heating							
a. Natural Gas	\$5.00	\$5.00	\$7.00	\$10.00	\$12.00	\$15.00	
b. Bottle Gas/Propane							
c. Electric	\$10.00	\$11.00	\$14.00	\$18.00	\$21.00	\$24.00	
d. Oil / Other							
Water, Sewer, Trash Collection							
Water	\$28.00	\$31.00	\$36.00	\$43.00	\$50.00	\$58.00	
Sewer	N/A	N/A	N/A	N/A	N/A	N/A	
Trash Collection	\$28.00	\$28.00	\$31.00	\$31.00	\$31.00	\$31.00	
Tenant-supplied Appliances							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Other—specify: Monthly Charges							
Electric Charge \$0.74	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
Natural Gas Charge \$4.08	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. 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 HACSB in accordance with the HAP contract.

RFP ADMINISTRATIVE TERMS AND CONDITIONS

Ownership of Documents

All documents and information generated, prepared, assembled and provided to HACSB pursuant to this RFP become the property of HACSB upon receipt. Respondents shall not copyright, or cause to be copyrighted, any portion of any document submitted to HACSB as a result of this RFP.

Public Access to Procurement Records

The laws of the State of California, including the California Public Records Act, require certain public records be made available for public inspection. Even though information (financial or other information) submitted by a Respondent may be marked as "confidential", "proprietary", etc., HACSB will make its own determination regarding what information may or may not be withheld from disclosure.

Withdrawal of Proposals

Proposals may be withdrawn by written notice received any time before contract award. Proposals may be withdrawn in person by Respondent or its authorized representative if the identity of such representative is established and a signed receipt of the withdrawn proposal is received by HACSB prior to the contract award.

Advertising

Respondent agrees not to use the fact of or the results from submission of a proposal as a part of any commercial advertising. HACSB does not permit the use of HACSB's relationship with an entity for purposes of marketing efforts, unless HACSB specifically agrees otherwise.

Funding Limitations

This procurement may be funded, in whole or in part, by grant funds provided by the U. S. Department of Housing and Urban Development ("HUD"). HACSB will not be bound to any contract if funding has been disallowed by HUD.

HACSB Authorized Procurement Authority

In accordance with HACSB's Statement of Procurement Policy, contracts shall be subject to approval by HACSB's Board of Commissioners prior to award and contract execution.

Cancellation of Solicitation

HACSB reserves the right to cancel a solicitation when it is determined to be in the best interest of HACSB to do so.

Notices

All notices, demands, requests, and claims pertaining to the award of the contract must be addressed in writing to:

**Denise M. Wise
Chief Executive Officer
995 Riverside Street
Ventura, CA 93001-1636**

Any actual or prospective Contractor may protest the solicitation or award of a contract. All protests of the solicitation must be received five days prior to the proposal due date. All protests of the contract award must be

received within five days (i) after the basis of the protest is known or (ii) after the actual or prospective Contractor is notified of the award. All protests shall be in writing and submitted to the Contracting Officer (or designee), who shall issue a written decision on the matter. The Contracting Officer (or designee) may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

HACSB Reservation of rights

The HACSB 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 HACSB to be in its best interests.

The HACSB reserves the right not to award a contract pursuant to this RFP.

The HACSB reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).

The HACSB reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

The HACSB reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HACSB Contracting Officer (CO).

The HACSB reserves the right to negotiate the fees proposed by the proposer entity.

The HACSB 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.

The HACSB shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

The HACSB shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein and/or reject the Proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to PHAs, and reserves the right to reject the proposal of any firm who has previously failed to perform contracts properly.

Procurement Schedule (Note: There will not be a pre-proposal conference)

- Release/Advertisement of RFP – May 15, 2020
- Last day for Questions: - May 26, 2020 5:00 PM
- Responses due by – May 27, 2020 at 4:00 PM (**Pacific Standard Time**).
- Oral presentation may be required either in-person or by conference call.

Proposer's Responsibilities

It is the responsibility of the proposer to complete the RFP response in accordance with the terms and conditions as outlined for the response including all forms, certifications and affidavits.

It is the responsibility of the proposer to disclose any potential conflicts of interest, maintain and provide proof of insurance and personal/business financial statements relevant to this contract.

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Contracting Officer (CO). Proposers must not make inquiry or communicate with any other HACSB staff member or official (including members of the Board of Commissioners) pertaining to this RFP, except where there is a documented relationship. Failure to abide by this requirement may be cause for the HACSB to not consider a proposal submittal received from any proposer who may has not abided by this directive.

Addenda

All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between the HACSB and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

All addenda to this solicitation will be posted on HACSB’s website. **It is the responsibility of the Respondent to monitor HACSB’s website for any addenda issued.**

Respondent is responsible for contacting their local city and county authorities (usually the Clerk of the Superior Court’s Office) and the State of California to ensure that Respondent has complied with all laws and is authorized and/or licensed to do business in California.

All applicable fees associated therewith are the responsibility of Respondent now or hereafter in effect during the contract.

Respondent and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to perform under the contract.

Cost of Proposals

All costs incurred, directly or indirectly, in response to this solicitation, including the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Respondent. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Respondent. HACSB will not provide reimbursement for such costs.

Section 3 Business (Optional Item):

If you are claiming a Section 3 preference please indicate same in your proposal and provide the Section 3 priority that you are claiming.

Priority I - Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended

Priority II - Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

Priority III - Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

Priority IV - Business concerns whose workforce include 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

Priority V - Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

Priority VI - Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

Priority VII - Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns