



# Housing Authority of the City of Long Beach

## Request For Proposals

### Project Based Voucher Program

**Release Date: January 22, 2020**

**Due Date: March 6, 2020**

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## **I. Housing Authority of the City of Long Beach Background**

The Housing Authority of the City of Long Beach (HACLB) administers the City's Rental Housing Assistance Programs. These Assistance Programs are designed to provide financial and technical assistance services to low-income families including the, elderly, and disabled residents of Long Beach so they can live with dignity in decent, safe, and sanitary housing conditions.

Currently HACLB, in partnership with approximately 2,500 property owners, assists over 6,700 households that lease units in the City of Long Beach, through these various programs:

- Section 8-Housing Choice Voucher Program (HCV)
- HOPWA – Housing Opportunities for Persons Living with AIDS
- VASH – Veteran's Affairs Supportive Housing
- CoC SPC - Shelter Plus Care and Homeless Assistance Program in conjunction with the Health Department's Continuum of Care Program

HACLB also provides special supportive services to families through the Family Self Sufficiency Program and Homeownership Programs. These programs provide financial and literacy training, the development of escrow accounts, career and academic guidance, and resource referrals. Job training is also provided through a partnership with the City's Workforce Development Bureau to further assist in the transition of our families to economic self-sufficiency and finally homeownership.

## **II. Project-Based Voucher Program Overview**

The Project-Based Voucher Program (PBV) is a component of a public housing agency's (PHA's) HCV Program. The purpose of the program is to encourage property owners to construct new standard housing (New Construction), or to upgrade substandard rental housing stock (Substantial Rehabilitation) and make it available to low-income families in the community. The type of units sought for project-based voucher assistance may have special conditions that are created to achieve a desired housing outcome for the type of families targeted to receive housing assistance and/or to create affordable housing opportunities in specific geographical areas meeting site selection criteria.

HACLB may use up to 20 percent of its budget authority for Project-Based Voucher assistance if the owner agrees to either rehabilitate or construct the units in accordance with regulations for the PBV Program and HUD's Housing Quality Standards (HQS) or the owner agrees to set-aside a portion of the units in an existing development. For purposes of HACLB's Project-Based Voucher Program, a housing unit is considered to be existing if at the time of notice of selection, the unit requires less than \$1,000 per unit of rehabilitation in order to comply with HUD's HQS. Rehabilitated units are those that require more than \$1,000 of rehabilitation per unit in order to meet HUD's HQS. In addition, each unit must pass an HQS inspection before PBV assistance can begin. More detailed information on HUD's project-based vouchers can be found at 24 CFR

983 and in Chapter 21 of HACLB's Administrative Plan, at [www.haclb.org](http://www.haclb.org) under the tab "About HACLB".

### **III. HACLB Proposed Project-Based Voucher Program**

As part of the City's Consolidated Plan to 1) provide and expand affordable housing opportunities to moderate and low income families by promoting the development and rehabilitation of low-income housing throughout the City and 2) to deconcentrate poverty in the community, HACLB is seeking responses from interested parties with the experience and qualifications to provide housing under the PBV Program (no more than 100 units) and to provide supportive services to the occupants.

As noted above, the selected site for the PBV Program must be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities (see 24 CFR Part 903). The site must be suitable for facilitating and furthering compliance with all Civil Rights and Section 504 regulations. In addition, the site must also meet HQS site standards. The site selection standards and the housing type requirements can be found in Appendix A of this RFP.

In regards to the supportive services, HACLB is seeking services that include, but are not limited to: after school programs; youth leadership development programs; training and job readiness programs; GED preparation and literacy; personal finance and household budget counseling; and, day care services to enable parents to work or attend school. In addition, there should be some element of ongoing case management counseling and mentoring as part of the supportive services.

### **IV. Selection Process**

HACLB intends to select one or more qualified organizations for further consideration based upon review of information submitted in response to this RFP and responses from references. HACLB reserves the right to select a limited number of proposals for interviews or to select without conducting interviews. HACLB reserves the right to disqualify any submission that does not completely comply with the submission requirements and reserves the right to reject all submissions. Organizations assume the total cost for submitting a response to this RFP.

NOTE: No application should be considered "approved" until all required approvals are given in writing. The application approval process may be terminated at any point that HACLB determines that the application does not comply with the RFP or state, federal or local laws or regulations, and the applicant does not or cannot correct the problem within the specified period. HACLB assumes no responsibility to any applicant or lender who acts in reliance on participation in the program until such written approvals are given.

HACLB will rate and rank each proposal on its merits using the following factors:

- Organization experience and capability to build or rehabilitate housing as identified in the RFP;
- Extent to which services for special populations are provided on site or in the immediate area for occupants of the property;

- Extent to which units are occupied by families that are eligible to participate in the Project-Based Voucher Program
- Extent to which the project furthers HACLB's goal of deconcentrating poverty and expanding housing and economic opportunities; and,
- Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD designated Enterprise Zone, Economic Community or Renewal Community.

## V. Submission Requirements

The submission requirements are indicated below. Please provide concise and specific responses as indicated below by category/numerical order. Also, please include any additional information that you feel is necessary.

### Organization

Identify the developer's team and provide a brief description of the firm, including the following information:

- Number of years in business
- Number of full-time employees
- Organizational structure (corporation, partnership, etc.)
- One page resume of key staff members to be working on the proposed project
- Persons authorized to negotiate on behalf of the team

If the developer is a joint venture, provide information for each partner and a description of the prior working relationships. The developer must also identify the designated project manager for the project and the experience of this person in managing similar projects.

### Social Service Partner (If applicable)

- Name of social service organization(s). Please provide a separate sheet for each organization if partnering with more than one organization.
- Number of years in business
- Number of full-time employees
- Organizational structure (corporation, partnership, etc.)
- One page resume of key staff members to be working on the proposed project
- Persons authorized to negotiate on behalf of the organization
- Experience in developing and managing similar social service programs

### References

Provide references, including telephone numbers, of individuals who can provide information related to the following items:

- a. Financial ability – identify at least two contacts that have provided the developer with financing of the magnitude required for the proposed project.
  - b. Affordable housing – provide any references that can describe the developer’s prior experience in building and rehabilitating affordable housing and providing supplemental social service programs to residents of affordable housing.
  - c. General – identify individuals involved in transactions recently completed by the developer. It would be particularly useful to be provided with governmental contacts that have undertaken transactions with the team.
1. A detailed description of the housing to be constructed or rehabilitated, including:
    - a. The number of units by size (square footage), bedroom count, and bathroom count;
    - b. Sketches of the proposed new construction or rehabilitation;
    - c. Unit plans;
    - d. A listing of amenities and services; and,
    - e. The estimated date of completion.
  2. For rehabilitation, the description must describe the property as is and must also describe the proposed rehabilitation.
  3. Evidence of site control.
  4. For new construction, the application must include identification and description of the proposed site, site plan and neighborhood.
  5. Evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project. For new construction projects, entitled projects will be given priority.
  6. The proposed contract rent per unit, including which utilities, services and equipment are included in the rent. For those utilities that are not included in the rent, an estimate of the average monthly cost of each unit type for the first year of occupancy.
  7. For rehabilitation projects, the owner must prepare a work write-up and, where determined necessary by the Housing Authority, specifications and plans. HACLB has the flexibility to determine the appropriate documentation to be submitted by the owner based on the nature of the identified rehabilitation. The work write-ups must address the specific work items identified by HACLB under section 24 CFR 983.52(a).
  8. A statement identifying:
    - a. The number of persons (families, individuals, businesses and non-profit organizations) occupying the property on the date of the submission of the application;

- b. The number of persons to be displaced, temporarily relocated or moved permanently within the building or complex;
- c. The estimated cost of relocation payments and services, and the sources of funding;
- d. The organization(s) that will carry out the relocation activities; and,
- e. Information regarding the owner and other project principals including:
  - i. The identity of the owner and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest;
  - ii. Certification showing that the above-mentioned parties are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
  - iii. A disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the HAP contract; and,
  - iv. Information on the qualifications and experience of the principal participants.

Information concerning any participant who is not known at the time of the owner's submission must be provided to HACLB as soon as the participant is known.

Also, please see Appendix B for HACLB's Rating and Ranking Procedures.

Responses to this RFP are due by 4:00 pm on March 6, 2020. Four copies (3 bound copies and 1 unbound copy) of the responses should be submitted to:

**Marlem Landa, Bureau Secretary**  
**Housing Authority of the City of Long Beach**  
**521 E. 4<sup>th</sup> Street**  
**Long Beach, CA 90802**

For specific questions related to this RFP, please contact Nida Watkins at 562-570-6011 or at [nida.watkins@longbeach.gov](mailto:nida.watkins@longbeach.gov).

## APPENDIX A

### SITE SELECTION STANDARDS AND HOUSING TYPES

#### SITE SELECTION STANDARDS

It is the PHA's goal to select sites for PBV housing that provide for deconcentration of poverty and expanding housing and economic opportunities. In complying with this goal the PHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

However, the PHA will grant exceptions to the 20 percent standard where the PHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

- 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 and 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 dollars invested in the area;
- A census tract where new market rate units are being developed and those market rate units 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; or,
- A census tract where there are meaningful opportunities for educational and economic advancement.

#### HOUSING TYPE [24 CFR 983.52]

1. Eligible Housing. Rehabilitated units, new construction, and existing housing may be considered. Rehabilitated housing is housing that has rehabilitation expenditures of MORE THAN \$1,000 per unit in order to comply with HUD's HQS. Existing housing is housing that requires LESS THAN \$1,000 per unit of rehabilitation (or no rehabilitation) in order to meet HUD's (HQS). Each unit must pass an HQS inspection before PBV Program assistance can begin.



2. Expanding Housing and Economic Opportunities. Projects must be located in census tracts with a poverty rate of 20% or less (projects located in areas with higher poverty rates may also be considered, but the owner must submit justification for the need to project-base their development in such areas). These projects will be submitted to HUD for review and approval. Projects should also be located in areas that are in close proximity to one or more of the following: employment centers, schools or colleges, public transportation, health facilities, and parks and recreational areas.
3. Number of Units. Projects with more than four units per building are subject to a 25% limit of PBV assisted units in each building. Single-family homes and buildings with four or fewer units are exempt from this requirement. In addition, “excepted units” also do not count against the 25% cap. Excepted units are units in a multi-family building that are specifically made available for “qualifying families.” “Qualifying families,” means elderly or disabled families or families receiving supportive services, where at least one family member is receiving at least one qualifying supportive service.
4. Project Readiness. Projects must be ready for occupancy under the PBV Program within a reasonable period of time. Projects with more immediate occupancy readiness may be given preference over those with a delayed readiness date.
5. Occupancy Rate. In order to ensure maximum and consistent utilization of project-based voucher assistance for existing units only, projects with higher average occupancy rates will be given preference over those with lower rates.
6. Contract Term. Regulations currently require a contract term of not less than one year nor more than twenty (20) years, subject to funding availability. The contract may be extended upon HACLB approval.
7. Occupied Units. Tenants currently residing in units selected for the PBV Program must be eligible for the HCV Program. The Housing Authority may not select a unit for project-based voucher assistance if it is occupied by persons who are not eligible for participation in the program.

**APPENDIX B**

**RANKING AND SELECTION FACTORS**

The following factors will be used by HACLB to rank and select applications for the Project-Based Voucher Program. Each factor is comprised of several components with an associated point value. HACLB may include additional factors to address local objectives for the specific RFP being published. The total points awarded to an application will be an aggregate of the component subtotals for each factor.

**FACTOR DESCRIPTION AND POINTS**

<b>FACTOR</b>	<b>POINTS</b>
A. Site	25
B. Design (Projects must be approved and/or entitled by the City’s Planning Bureau to receive full points)	30
C. Previous experience of owner and participants in development, marketing and management of affordable low-income housing	35
D. Feasibility of the project as a whole (including likelihood of financing and marketability)	50
E. Local Objectives	45
<b>TOTAL POINTS:</b>	<b>185</b>

**FACTOR COMPONENTS:**

<b>A. SITE</b>		
1.	Residential in nature (based on zoning).	5
2.	Adequate in size, exposure and contour to accommodate the # and type of units proposed; adequate utilities (water, sewer, gas, electricity) and streets available to serve the site.	5
3.	Promotes greater choice of housing opportunities and avoids undue concentration of assisted persons in areas containing a high proportion of low-income persons.	5
4.	Accessible to social, recreational, educational, commercial, and health	5

	facilities and services equivalent to those typically found in similar, unassisted neighborhoods.	
5.	Does not require excessive time or cost to travel to places of employment providing a range of jobs for lower-income workers. (Less rigid for elderly projects).	5
	<b>POINT SUBTOTAL</b>	<b>25*</b>
6.	*For NEW CONSTRUCTION projects only (item 6 & 7):  Site is not located in an area of minority concentration OR meets HUD's requirements regarding sites with minority concentration. <b>(If this criterion is NOT MET, subtract 2.5 points from total).</b>	
7.	Neighborhood is not seriously detrimental to families and is not predominated by substandard dwellings or other undesirable conditions unless there is actively in progress a concerted program to remedy such situations. <b>(If this criterion is NOT MET, subtract 2.5 points from total).</b>	
	<b>TOTAL POINTS</b>	<b>25</b>

<b>B. DESIGN</b>		
1.	Design or rehabilitation plans improve livability, viability and safety of home for residents.	5
2.	Design is appropriate for planned use (considering needs of special tenant population, etc.).	5
3.	Design or rehabilitation plans remove existing design hazards or flaws.	10
4.	Adequate utilities, parking and street access (complies with local building and zoning requirements without variance)	10
	<b>TOTAL POINTS</b>	<b>30</b>

<b>C. PREVIOUS EXPERIENCE OF APPLICANT AND RELATED PARTICIPANTS IN DEVELOPMENT, MARKETING AND MANAGEMENT</b>		
1.	Number of housing projects/units developed (as primary or co-sponsor).	5
2.	Number of <b>low-income/affordable</b> housing projects/units developed.	5
3.	Number of housing projects/units marketed and current occupancy rate.	5
4.	Number of <b>low-income/affordable</b> housing projects/units marketed and current occupancy rate.	5
5.	Number of years of project management experience, including number of projects and units. (If applicant uses a property management company, include same information for that company).	5
6.	Number of year's of <b>low-income/affordable</b> housing management experience (If applicant uses a property management company, include the same information for that company).	5

7.	Evidence of minority and/or women owning 50% or more of business.	5
	<b>TOTAL POINTS</b>	<b>35</b>

<b>D. FEASIBILITY OF THE PROJECT AS A WHOLE (including likelihood of financing and marketability).</b>		
1	Evidence that financing is secured, or notes of commitment obtained.	20
2	Evidence that PBV assistance will be utilized or that existing tenants qualify for assistance under the PBV Program	10
3	Evidence that local Fair Market Rents will provide sufficient funds to assist financial stability.	20
	<b>TOTAL POINTS</b>	<b>50</b>

<b>E. LOCAL OBJECTIVES</b>		
1	Rehabilitation can be completed within 12 months of approval/execution of Agreement to Enter into HAP, or 12 months from start of construction.	20
2	Emphasis on meeting priority needs of the community.**	20
3	Supportive services designed to enhance employment skills, education, and self-sufficiency is offered to tenants.	5
	<b>TOTAL POINTS</b>	<b>45</b>

\*\*Priority Needs would be those indicated in the adopted City of Long Beach Consolidated Plan or any other document that indicates the City's needs as it relates to housing. Applicants will be asked for justification/documentation of how their project meets priority needs.