



# CITY OF CRESCENT CITY HOUSING AUTHORITY

## Application for Project Based Vouchers



### **OVERVIEW**

The City of Crescent City Housing Authority (CCHA) announces the availability of up to 70 Section 8 Project-Based Vouchers (PBV) for newly constructed units. CCHA invites developers to submit proposals. Applications for this RFP must 1) be for sites/units located in CCHA's area of operation; 2) request a minimum of 50 units for the PBV program; 3) meet CCHA's evaluation criteria regarding the quality and location of the prospective housing, as well as the experience of the owner/developer and management agent.

### **PROGRAM INFORMATION**

Under the PBV program, CCHA enters into an assistance contract with the owner or developer for specified rental units, for a specified term of up to 20 years, subject to funding availability. Assistance or subsidy is provided while eligible households occupy the rental housing units and the units meet other program standards. To fill vacant project-based units, CCHA refers households from its waiting list to the project owner. CCHA subsidy standards determine the appropriate unit size for the family based on family size and composition.

Housing units and/or projects that are NOT eligible for PBV assistance include:

- 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 (assistance may be approved for a dwelling unit in an assisted living care facility that provides home health care service such as nursing and therapy for residents of the housing);
- Units 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 occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.



Generally, the number of PBV assisted units in the building cannot exceed 25 percent (25%) of the total number of dwelling units in the building, except as provided by regulation. Exceptions include units in a building that are specifically made available for qualifying households that are exclusively elderly or receiving supportive services.

Sites selected for PBV assistance must be:

- Consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities;
- In full compliance with all applicable laws regarding non-discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards;
- Meet HUD regulations for site and neighborhood standards.

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

A full list of project requirements is included on page 5 of this packet.

The owner must agree to develop the newly constructed contract units to comply with HQS. CCHA may elect to establish additional requirements for the quality, architecture, or design of PBV housing, over and above HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

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

CCHA 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 CCHA to occupy the owner's unit based on their tenancy histories. At least seventy five percent (75%) of the households approved for tenancy shall be households whose annual income does not exceed the higher of: the Federal Poverty limit, or 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. Upon expiration of the lease the owner may renew the lease, refuse to renew the lease for good cause, or 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 must not exceed the lowest of:



- An amount determined by CCHA, not to exceed 110 percent (110%) of the applicable Fair Market Rent (FMR) for the unit size minus any utility allowance;
- The reasonable rent;
- The rent requested by the owner.

Current Del Norte County Fair Market Rents for determining rents are:

Unit Size (Number of Bedrooms)	2022 FMR's for Del Norte County
0	\$651
1	\$831
2	\$980
3	\$1355
4	\$1677
5	\$1929

In no event will the rent exceed 110% of HUD's published FMR less utility allowances, which are currently:

	0 BR	1BR	2BR	3BR	4BR	5BR
Heat/Elec	15	18	24	30	36	42
Heat/Gas	103	121	139	157	175	198
Cooking/Elec	4	5	8	10	12	14
Cooking/Gas	13	13	22	31	40	45
Other Elec	-5	-2	5	13	20	28
Hot water/Elec	11	13	17	20	24	27
Hot water/Gas	36	40	54	72	90	103
Water	22	23	28	33	38	44
Sewer	72	72	72	72	72	72
Trash collection	43	43	43	43	43	43
Range	11	11	11	11	11	11
Refrigerator	12	12	12	12	12	12

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 the CCHA in accordance with the contract with the owner. CCHA determines the tenant rent in accordance with HUD requirements.



The rules and requirements for the PBV program are included in CCHA's Administrative Plan, Chapter 17: Project Based Vouchers, which can be viewed by visiting the CCHA office or its website, with addresses for each listed below:

- Office: 235 H Street, Crescent City, CA 95531
- Website: <https://www.crescentcity.org/departments/HousingAuthority>

## **APPLICATION REQUIREMENTS**

Applications will be reviewed and ranked according to the selection criteria as described below. The following procedures will be followed by CCHA in accepting and screening owner applications submitted for the PBV program.

### **Application Submission Deadline**

Applications should be delivered to:  
City of Crescent City Housing Authority  
ATTN: Megan Miller, Executive Director  
235 H Street  
Crescent City, CA 95531

**DEADLINE FOR APPLICATIONS, INCLUDING ALL SUPPORTING DOCUMENTATION, IS: 5PM, OCTOBER 23, 2022**

### **Application**

Applications can be obtained by visiting the CCHA office or the website, as listed above.

### **Non-Responsive, Non-Compliant, or Incomplete Applications**

If the CCHA determines that an application is non-responsive, non-compliant, or incomplete based on the terms described with this RFP, written selection criteria and procedures, or HUD program regulations, the application will not be considered.

### **Application Content**

The application will ask for information on the following topics:

- Applicant information
- Proposed contract term
- Projected project schedule
- Number of units by bedroom size
- Handicapped accessibility features
- Estimated initial rents to owner for the contract units
- Utility type and responsibility
- Intended resident population



- Tenant selection criteria and plan
- Management and maintenance information
- Service providers, if applicable

### **Additional Documentation to Submit with Application/Project Proposal**

All developer proposals must contain the following:

- A description of the proposed housing, to include working drawings and specifications;
- Utilities available to contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Identification and description of the proposed site, site plan, and evidence of site control;
- Evidence that the proposed new construction is permitted by applicable entities (City/County);
- Certification that the property is located in a census tract or meets CCHA's exception criteria, as outlined in section 17-II.G of CCHA's Administrative Plan;
- A signed certification of the developer's intention to comply with the Civil Rights Act;
- The identity of the owner, developer, builder, architect, management agent and partners;
- Evidence of financing or lender interest and the proposed terms of financing;
- Letter of consistency of project with local government Consolidated Plan (HUD Form 2991)

### **Project/Proposal Requirements**

- Project must specify new construction housing units;
- Project must be consistent with the CCHA's goal of deconcentrating poverty and expanding housing and economic opportunities;
- Unless excepted, proposed project site must be located in a census tract with a poverty concentration of 20 percent or less;
- Unless excepted, no more than 25% of units in the project can be assisted with PBV's;
- The proposed project site must be suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders;
- The proposed site must meet HQS site and neighborhood standards as outlined in 24 CFR 903.401(l);
- The proposed project site must meet HUD requirements for site and neighborhood standards as outlined in 24 CFR 983.57(e);
- Proposed site must receive an approved Environmental Review;
- Project must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The percentage of accessible dwelling units must be in compliance with the requirements of section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- 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;
- Project units must be free of Lead-Based Paint.



## Application Review

The CCHA will review all applications. Before making a final selection, the CCHA will determine that the application is responsive to and in compliance with the CCHA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- 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 be within 110% of HUD's published Fair Market Rent for Del Norte County, respective to unit size;
- Property meets all eligibility requirements;
- No construction has begun, as evidenced by CCHA inspection;
- Evidence that any work items necessary to meet the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 will be completed;
- Not more than 25% of units per building are eligible for PBV assistance, except to the extent such buildings are in a senior housing project, in which case up to 100% of units in such buildings are eligible for PBV assistance.

If a project does not meet the requirements indicated above, it will be designated non-responsive, and the applicant will be notified by mail.

Projects that meet the requirements will be evaluated and ranked by the CCHA review panel. A CCHA ranking list will be prepared according to the points awarded to each proposal. The ranking and selection criteria can be found on page 8 of this document. The CCHA may, at its discretion, select none of the proposals submitted.

CCHA reserves the right to reject, in whole or in part, any or all proposals received in response to this RFP. CCHA further reserves the right to cancel or re-issue this RFP; to modify the selection procedure or the scope of this proposed project or the required responses; to request amendments to qualifications after expiration deadlines; or to negotiate or approve final agreements. CCHA also reserves the right to waive any informalities or minor irregularities if it serves its best interest to do so. CCHA will not discriminate on the basis of race, color, national origin, religion, sex, disability, familial status, or age. Therefore, all projects must comply with Fair Housing and Equal Opportunity Standards to participate.

## Other Requirements

The CCHA will submit the selected proposal to the HUD field office for the site and neighborhood review component. The application will be submitted to HUD with a certification stating that the units were selected in accordance with the CCHA's approved unit selection policy.

1. Before executing an Agreement with any selected owner, the CCHA must:
  - Establish rents in accordance with 983.12;
  - Obtain environmental clearance in accordance with 983.58;



- Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the CCHA's approved unit selection policy.
- 2. The HUD field office will conduct subsidy layering contract rent reviews.
- 3. Before an Agreement is executed, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.



## Ranking and Selection Criteria

The CCHA will use the following to rank and select applications for the PBV program. Each factor is comprised of several components with an associated point value. The total points awarded to an application will be an aggregate of the component subtotals.

### Scoring Criteria

<b>CRITERIA</b>	<b>MAX POINTS AVAILABLE</b>
1. Term of Contract Requested	20
2. Site Location	40
3. Amenities	20
4. Owner Experience	20
5. Developer Experience	20
6. Management Experience	20
7. Senior Housing (Target Population)	20
8. Project Feasibility/Readiness to Begin Construction	20
<b>TOTAL POINTS AVAILABLE</b>	<b>180</b>





<b>1. TERM OF CONTRACT MAX POINTS</b>	<b>MAX POINTS</b>
Twenty (20) years with commitment for future consideration of an additional 20-year renewal term	20
15 years	10
<b>2. SITE LOCATION MAX</b>	<b>MAX</b>
Evidence of extent to which project will further the CCHA's goal of deconcentrating poverty and expanding housing and economic opportunities	20
Site is located within ½ mile of amenities including public transportation, public parks, public libraries, grocery store, public school, health clinic/medical facility and pharmacy	20
Same as above with distance being more than ½ mile but less than 2 miles	15
Same as above with distance being more than 2 miles but less than 5 miles	10
<b>3. AMENITIES MAX</b>	<b>MAX</b>
Project offers at least 5 of the following amenities: off street parking, laundry facilities, outdoor play area, outdoor sitting area for resident use, multi-purpose room, onsite management, computer/learning center, features adapted for persons with disabilities, fitness center	20
Project offers at least 4 of the amenities as described above	15
Project offers at least 3 of the amenities as described above	10
<b>4. OWNER EXPERIENCE MAX</b>	<b>MAX</b>
Proposal identifies 15 years of experience owning affordable housing	20
Proposal identifies 10 years of experience owning affordable housing	10
<b>5. DEVELOPER EXPERIENCE MAX</b>	<b>MAX</b>
Proposal identifies 15 years of affordable housing development experience	20
Proposal identifies 10 years of affordable housing development experience	10
<b>6. MANAGEMENT EXPERIENCE MAX</b>	<b>MAX</b>
Proposal identifies property management experience of between 150-200 units	20
Proposal identifies property management experience of between 100-149 units	10
<b>7. SENIOR HOUSING (TARGET POPULATION) MAX</b>	<b>MAX</b>
Project includes 50% PBV units designated for seniors	20
Project includes 30% PBV units designated for seniors	15
Project includes 15% PBV units designated for seniors	10
<b>8. PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION MAX</b>	<b>MAX</b>
Proposal demonstrates project readiness within one year	20
Proposal demonstrates project readiness within 1-3 years	10



