

## Project Based Voucher Request for Proposals – Question & Answers

For recipients of awards of Santa Clara County’s Measure A Supportive Housing Development Fund:

**You will not need to take any further action if:**

- **You have already received a conditional award from SCCHA; and**
- **Are not seeking to add more PBVs to the project.**

**You will have to fill out and submit the PBV Application Workbook (but not respond to the RFP) if:**

- **You have not received a conditional award from SCCHA; and**
- **Are not seeking to add more PBVs to the project.**

The PBV Application Workbook and Underwriting Guidelines are available here:

[https://www.scchousingauthority.org/assets/1/15/Project\\_Based\\_Voucher\\_RFP\\_5-19-20.pdf](https://www.scchousingauthority.org/assets/1/15/Project_Based_Voucher_RFP_5-19-20.pdf)

**You will have to apply through SCCHA’s solicitation if:**

- **If you have already received a conditional award from SCCHA; and**
- **Are seeking to add more PBVs to the project.**

The solicitation and instructions are available here:

[https://www.scchousingauthority.org/assets/1/15/Project\\_Based\\_Voucher\\_RFP\\_5-19-20.pdf](https://www.scchousingauthority.org/assets/1/15/Project_Based_Voucher_RFP_5-19-20.pdf)

**For all other situations, proposers will have to apply through the solicitation referred to above.**

### Questions & Answers

1. Tab 1, Section 2, Team Experience and Capacity – Will a Project’s Experience score take into account whether or not the Applicant has experience developing affordable housing in Santa Clara County and/or with PBVs specifically?

Yes, as stated in the RFP Section 6. F., a developer’s experience in affordable housing is a factor upon which an applicant will be scored.

2. Applicants are required to provide “Property Management Experience for the prior 10 years” in Tab 1, Section 2. Can you further define this 10 year criteria? Does this mean: (1) projects that the Applicant has been managing for *at least* 10 years; (2) projects that Applicant started managing *within* the last 10 years (i.e. a project that has been in operation since 2019); or (3) any project that Applicant has been actively managing *during* the last 10 years?

In the Property Management Experience table include “Property Management Experience for the prior 10 years. Properties chosen should show experience with similar target population, size of project, affordability, and compliance requirements.” Select 5 projects managed in the last 10 years that best represent the Property Management company’s experience with comparable projects. The table includes

blanks to identify length of time managed.

The Property Management Resume in Attachment 4 should include all properties managed in the last 10 years.

In terms of point scoring, refer to pg 19, Section F of the RFP.

3. A Grant Deed can be provided as Site Control for Attachment 5 if it's "within 90 days of application" (6/10/2020). Our Grant Deed, which was filed in January 2020, does not fit within this 90-day criteria. Is the 90-day timing intended for Applicants who purchase their properties after their application? Would a Grant Deed from a purchase already completed meet the Site Control criteria, regardless of when the purchase was made?

If a Grant Deed is provided for evidence of Site Control, it must be within 90 days of the application. Otherwise, a preliminary title report (dated within 90 days of application) may be provided to demonstrate the continuation of ownership.

4. Is a Relocation Plan (Attachment 6) only applicable to residential relocation?

A Relocation Plan must be provided for all relocation for the site(s).

5. In Tab 1, Section 6, Attachment 8 and 9, does "Supportive Services" refer to general resident services (community activities, afterschool program, financial literacy, etc.) or special population services (i.e. mental health services for homeless, daily activities assistance for I/DD, etc.)?

The Supportive Services Description and Experience attachments should refer to both general resident services and special population services (if applicable).

6. If supportive services are provided in-house by the Applicant and not be a 3<sup>rd</sup> party, can a document other than an MOU be provided for Attachment 9? For example, will a signed letter from the in-house Resident Services department to the Applicant be sufficient?

Yes, a letter of commitment is acceptable for services provided in-house by the Applicant.

7. To receive full Project Readiness points, zoning entitlements must be in place. Where in the application should this be demonstrated or described?

This should have been listed on the Attachments Tab. Please insert it at the end as Attachment 11.

8. Given file sizes are large, is it okay if we send a link to a Dropbox folder that has all of the attachments organized in folders, or do you want the submission as one pdf?

If the files are too large, a cloud download link is acceptable. Please follow the PBV Underwriting Workbook Application instructions closely for that part of the application.

9. Which poverty rate should we reference: 2010 census or 2018 ACS, found on the geocode tool shared in the workbook?

Please use the latest year for which there is data for the particular census tract, from this website: <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

10. What is the Housing Authority's timeline?

Deadline for questions - 6/5/2020

Deadline for applications - 6/10/2020

Notification of selection - 6/22/2020

11. Does the 25% cap on PBV units apply in addition to the PSH units? So if 33% of the units are PSH and have PBVs, up to an additional 25% of units could receive PBVs? SEE VIDEO

The project cap applies to the project as a whole. Example if you have 100 units and 25 are PSH units, those do not count against project cap. So you could have an additional 25 PBVs that are not receiving supportive services and still be within the range of the project cap.

12. If we're selecting a service provider through measure A, do we need to provide MOU or just identify/provide services we expect to provide?

If no agreement/contract/MOU has been signed, we would need a minimum of the identified supportive service provider(s) and a written plan detailing on-site and/or off-site availability to clients, services they will provide, and anything else that is part of the service plan.

13. For scoring section E. Deepest Affordability: For the full 5 points it says all units at 30% AMI. Is this specific to the PBV units being requested or the entire project?

It's specific to the PBV units being requested.

14. When will the updated application be available?

The application workbook is being edited to eliminate some technical issues. SCCHA hopes to have it available for download on June 3, 2020. Please note, we will accept all versions of the application workbook.

15. Where can we submit additional questions?

Please email [pbvinfo@scchousingauthority.org](mailto:pbvinfo@scchousingauthority.org)

16. Will you consider applications applying for fewer than 20 PBVs if the RFP is under-subscribed? How will you handle a situation in which the qualified projects total more than 200 vouchers?

"After awarding the highest scoring application(s), the Housing Authority will award the next highest-ranking applications with project-based vouchers up to the amount requested and in accordance with the specified limits until all vouchers advertised as available for the program have been assigned. If the Housing Authority determines that an application is eligible for PBV funding but cannot be fully funded at the amount requested by the applicant (and required by the Housing Authority), the owner will be given the opportunity to receive partial funding." (Section F of the PBV Solicitation)

17. The Application Workbook asks for Attachment 6(Community facility and resource attachment) variety of amenities but in scoring of RFP only a few will score us points which lists the nearby amenities but the RFP lists only certain ones

RFP sets forth the restrictions and requirements for this solicitation.

18. For units to be considered supportive it says to provide services like childcare, transportation, education etc. Do we need to provide all of these services or just some of them to qualify?

You do not have to provide all of the services listed. Include the services that will be provided at the project.

19. Property Management Experience – property that came online within 10 yrs or is more than 10 yrs old?

Should include both. For the purpose of establishing property management experience. If you feel you've established property management experience you don't need to list every property but it could benefit you to list every property as we're looking at target populations, compliance and financial programs.

20. If we are an existing property with PBVs attached to the property, can we apply under the RFP and do we have to apply for the minimum stated in the RFP?

Any projects that already have vouchers attached can apply under the RFP and we will evaluate the project as a whole. If you add vouchers to your existing vouchers, all vouchers that are part of the project will be evaluated together. To add vouchers to an existing project with vouchers please complete the application workbook and apply under the RFP.

21. What if we have submitted an application to OSH through Measure A but have not received a Conditional Award Letter from the Housing Authority, do we need to complete the application workbook?

Yes, the Housing Authority requires the Application Workbook in this situation.

22. The RFP says "Proposed project must request to project base at least 20 units." Do these 20 units include the Measure A PSH units receiving PBVs or is it in addition to those units?

SCCHA will consider all PBVs on the project.

23. which poverty rate should we reference: 2010 census or 2018 ACS, found on the geocode tool shared in the workbook?

Please use the latest year for which there is data for the particular census tract, from this website: <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

The poverty rates from this website are what will determine whether a project may request a minimum of 5 vouchers (<10%) or whether a project would be eligible (<20%).

24. The utility allowances don't carry over but you can hard code them in that column even though that column is white

These are supposed to be hard entered because some projects may have different UAs for differing Building Types.

25. The unit mix tab H43 calculation needs to be corrected in the new workbook.

The calculation in H43 is correct. Please enter the SF per unit by unit type in rows H25 to H42. The Total in H43 will take those and multiply them against the number of each unit type in each row.

26. For attachment 1, are you looking for two different LLC documents? If so, can you clarify what the LLC registration document is?

Whatever documents are provided by the Secretary of State. During COVID the Secretary of State has stopped the expedited services. If you're having that kind of trouble, provide evidence that you've filed, even if you have not received a response from the Secretary of State.

Issues that will be fixed with the new version of the application workbook

- The Unit Type column does not allow for 0 bedroom
- The drop downs for No Bathrooms doesn't work
- The utility allowances don't carry over but you can hard code them in that column even though that column is white
- Residual receipts row on the cash flow tab
- the GP partnership management fee isn't allowing for \$25,000 even though that's allowed per the guidelines
- C156 & E156 – These cells are being fixed
- Attachments Tab – Numbering of attachments, beginning at 6, does not exactly match with attachments list on Tab 1. This is being corrected with the new version
- Guidelines Row 22 – Capitalized replacement reserves for rehab projects – guideline should be \$300/ unit.

6/5/2020 update:

- 1) Tab 3. S & U – Please be aware that there are certain costs (such as environmental costs) from the Sources and Uses tab which are not being added into the Total Project Costs. SCCHA will be taking this into account and ensuring that costs are properly included when analyzing proposal. However, you may also send in your workbook for an individual fix if you like.
  - 2) Tab 6. Cash Flow –Deferred developer fee is incorrectly shown in the cash flow waterfall as sharing in the split of surplus cash alongside residual receipts debt, instead of taking priority over soft debt repayment. As a result, the cash flow waterfall in Rows 51-66 delays repayment of deferred fee. For projects with significant deferred fee, this may cause projects to fail the HUD-Defined Cash Flow test on Row 80. These errors do not affect the project's Net Operating Income or calculations of appropriate PBV contract amounts. If necessary, SCCHA will modify your application so that the deferred fee is taking priority over soft debt repayment after your application is submitted.
  - 3) Projects with previously conditionally awarded HUD-VASH PBVs – The 5/19/2020 RFP does not make HUD-VASH PBVs available; however if your project has a prior conditional award of HUD-VASH PBVs and you wish to apply for additional PBVs through this RFP, please contact SCCHA to insure proper calculation.
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6/10/2020 Update:

1. The workbook flags inconsistencies between HUD's new Federal Register requirements and local underwriting requirements. HUD has not provided guidance on how it will implement these requirements local Housing Authorities. The Housing Authority will not disqualify an application for items being flagged. If a parameter is flagged that is not already discussed in the Q & A, please provide a justification in the narrative sections of the applicable workbook application tab.
2. Reminder that SCCHA is unable to provide vouchers to units which are ineligible for PBVs:

**24 CFR 983.53** states:

(a) *Ineligible unit.* The PHA may not attach or pay PBV assistance for units in the following types of housing:

(1) Shared housing;

(2) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;

(3) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, the PHA may attach PBV assistance 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;

(4) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;

(5) Manufactured homes; and

(6) Transitional Housing.

(b) *Prohibition against assistance for owner-occupied unit.* The PHA may not attach or pay PBV assistance for a unit occupied by an owner of the housing. A member of a cooperative who owns shares in the project assisted under the PBV program shall not be considered an owner for purposes of participation in the PBV program.

(c) *Prohibition against selecting unit occupied by an ineligible family.* Before a PHA selects a specific unit to which assistance is to be attached, the PHA must determine whether the unit is occupied and, if occupied, whether the unit's occupants are eligible for assistance. The PHA must not select or enter into an Agreement or HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

(d) *Prohibition against assistance for units for which commencement of construction or rehabilitation occurred prior to AHAP.* The PHA may not attach or pay PBV assistance for units for which construction or rehabilitation has commenced as defined in §983.152 after proposal submission and prior to execution of an AHAP.