HOUSING AUTHORITY
OF
THE CITY OF LOS ANGELES

SECTION 8 DEPARTMENT

2600 WILSHIRE BOULEVARD
LOS ANGELES, CALIFORNIA 90057

PROJECT BASED VOUCHER (“PBV”) NOTICE OF FUNDING
AVAILABILITY (“NOFA”)
PBV NOFA No. HA-2015-19

In conjunction with City of Los Angeles AHTF- HACLA PBV NOFA 2015-Round 1

Key Dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>May 1, 2015</td>
<td></td>
</tr>
<tr>
<td>Pre-proposal Conference (Held at HACLA)</td>
<td>May 5, 2015</td>
<td>11:00am</td>
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<tr>
<td>Written Questions Due Electronically</td>
<td>May 7, 2015</td>
<td>5:00pm</td>
</tr>
<tr>
<td>Electronic Submission Deadline</td>
<td>May 27, 2015</td>
<td>11:59pm</td>
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</tbody>
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May 1, 2015


Ladies/Gentleman:

In collaboration with the Housing and Community Investment Department ("HCID", formerly called LAHD), the Housing Authority of the City of Los Angeles ("HACLA") invites proposals from qualified developers under the Project Based Voucher ("PBV") Program for Permanent Supportive Housing projects that serve extremely and very low income homeless and chronically homeless special needs disabled individuals, families, transition aged youth (TAY), seniors and veterans. The contract award is for a fifteen (15) year term.

Through this PBV Notification of Funding Availability (PBV NOFA), the HACLA proposes to make available PBV's sufficient to maximize applications to the California Tax Credit Allocation Committee (TCAC) July 2015 Round and leverage funding from HCID. It is estimated that the number of PBV's available will be 250, with 100 of those for projects leveraging Veterans Housing and Homelessness Prevention (VHHP) Program funding. HACLA makes those units available subject to funding availability. HACLA will have the sole and exclusive right to award conditional commitments, including for those proposals also applying for VHHP Program funds, for all or part of the estimated number of available PBVs.

This PBV NOFA can be found at www.labavn.org and at https://lahd.lacity.org/NOFA/. All proposers are required to submit the electronic application to apply for PBVs.

A pre-proposal conference to discuss the PBV NOFA and answer questions will be held at 11:00 a.m. Pacific Time, May 5, 2015, in HACLA's 1st floor Board of Commissioners' meeting room at 2600 Wilshire Boulevard, Los Angeles. Electronic applications must be submitted no later than May 27, 2015 by 11:59 pm (PST) to HCID. Offers received after this date and time may, at the discretion of the Authority, be rejected without consideration.

Instructions for completing the electronic application are contained on-line on the HCID website. All NOFA-related questions shall be sent to lahd_noфа@lacity.org. Questions of a procedural nature may be directed to Swan Lam, Contract Administrator at (213) 252-1895 or by e-mail Swan.Lam@hacla.org.

Sincerely,

Ken Simmons
Chief Operating Officer
PROJECT BASED VOUCHER NOTICE OF FUNDING AVAILABILITY
PBV NOFA No. HA-2015-19

In conjunction with City of Los Angeles AHTF - HACLA PBV NOFA 2015-Round 1

April 2015
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All the necessary exhibits and narrative shall be submitted electronically on the LAHD website at https://lahd.lacity.org/NOFA/. Please go to this website for further instructions.
I. INTRODUCTION

A. Purpose of this Notice of Funding Availability (PBV NOFA)

The Housing Authority of the City of Los Angeles (HACLA) and the Los Angeles Housing and Community Investment Department (HCID, formerly called LAHD) are coordinating resources to provide capital and operating subsidy via an electronic application process.

This PBV NOFA is being issued collaboratively with HCID’s Affordable Housing Trust Fund (AHTF) and can be found at https://lahd.lacity.org/NOFA/. All proposers must submit the complete electronic application to apply for Project-Based Vouchers (PBVs).

The purpose of this Project Based Voucher (PBV) PBV NOFA is to announce the anticipated availability of funding from the HACLA to assist in the creation of affordable housing. The goal, through making Project Based Vouchers available, is to create permanent supportive housing for extremely and very low income homeless and chronically homeless special needs disabled individuals, families, transition aged youth (TAY), seniors and veterans.

Through this PBV NOFA, the HACLA proposes to make available PBV’s sufficient to maximize applications to the California Tax Credit Allocation Committee (TCAC) July 2015 Round, maximize applications to the California Department of Housing and Community Development (HCD) Veterans Housing and Homelessness Prevention Program (VHHP) NOFA, and leverage funding from HCID. It is estimated that the number of PBV’s available will 250, with 100 of those being for VHHP projects.

This PBV NOFA will seek to prioritize projects that have the ability to score competitively for the purposes of securing TCAC funding resources, and are able to move quickly through lease up and will be placed in service soonest. HACLA anticipates that projects submitted under this PBV NOFA will be structured utilizing 9% Low Income Housing Tax Credits in the July 2015 round or bond deals immediately available, and funding from the HCID AHTF. If tax credits are not secured and other adequate funding sources are not identified, the PBV commitment may be rescinded.

Developers responding to this solicitation will be placed on an availability list for potential selection. The HACLA intends to select qualified vendors from the list. It is the HACLA’s intent to execute a contract for a term of fifteen (15) years to provide the voucher subsidy to the project. The contract awards are subject to the Board of Commissioners’ approval.

The HACLA reserves the sole and exclusive right to award conditional commitments, including for those proposals also applying for VHHP Program funds, for all or part of the estimated number of available vouchers, and distribute them between PBV categories as is most advantageous to the Authority. Moreover, HACLA retains the right to NOT issue vouchers to projects not meeting threshold requirements.
Your firm is invited to submit an electronic application outlining your organization's ability and willingness to provide a project that is in an advanced stage of preparation such that there is a reasonable expectation that all necessary entitlements will be in hand and building permits issued by December 31, 2015, or the award may be rescinded.

B. Profile of HACLA

The Housing Authority of the City of Los Angeles is a public agency chartered in 1938 by the State of California to provide housing assistance to the low-income residents of Los Angeles. The HACLA is governed by a seven-member Board of Commissioners nominated by the Mayor and confirmed by the City Council of Los Angeles. A President and CEO appointed by the Board is responsible for managing the daily operations of the agency and overseeing a staff of approximately 700 permanent employees. Revenues consist mostly of tenant rents from the HACLA's properties and subsidies from the U. S. Department of Housing and Urban Development.

Under its "conventional" public housing program, the HACLA owns and manages over 7,000 dwelling units located throughout the City of Los Angeles. In addition, the HACLA is responsible for the distribution of monthly housing assistance payments (federal subsidies on behalf of tenants) for over 45,000 additional dwelling units at numerous locations within the City. The HACLA also administers a number of special program grants. Finally, on a more limited scale, the HACLA is engaged in the development of additional housing units for low-income persons.

C. Information About Other Public Bids

Information about other PBV's and procurement opportunities, currently open for response at the HACLA can be obtained by visiting www.Labavn.org.
II. **SCOPE OF WORK**

A. **Project Based Voucher Program**

Rental assistance (which is based on each family's or individual's income) is provided while the units are occupied by eligible families or individuals. An eligible family or individual must meet HUD-established Very Low Income (50% of Area Median Income) Limits (additional income limits may apply for tax credit properties). In addition, 40% of units receiving PBV's must be reserved for families and individuals at the extremely low income limits (30% of Area Median Income). Projects applying for VHHP funds must restrict occupancy for at least 45% of assisted units to the extremely low income limits. A family or individual that resides in a project-based unit for at least one year may move with continued rental assistance to the tenant-based Section 8 Program, if there is available funding in that program. The Project-Based unit the family or individual vacated must be rented to an eligible family or individual from the appropriate coordinated assessment system available in the community.

Under the PBV Program, selected projects cannot begin construction or rehabilitation until all post-selection requirements such as Subsidy Layering Review by HUD are met and the Housing Authority and the developer(s) have executed an Agreement to Enter into Housing Assistance Payments Contract ("AHAP"), as attached in the electronic application. The AHAP stipulates the conditions under which the developer agrees to construct or rehabilitate the units to be subsidized and the HACLA agrees to subsidize the units upon satisfactory completion of construction or rehabilitation. As attached in the electronic application, the HACLA will execute a Section 8 Housing Assistance Payments (HAP) Contract with the project owner after construction or rehabilitation is completed, a Certificate of Occupancy has been issued and all units pass HUD-established Housing Quality Standards. The HAP Contract is executed for the specified units for a term of 15 years and establishes the initial rents for the units and describes the responsibilities of the HACLA and the developer.

B. **Funding**

HUD does not allocate separate funding for project-based voucher assistance. Funding for project-based assistance comes from funds already obligated by HUD to a Housing Authority’s Housing Choice Voucher Program Annual Contributions Contract (ACC). Housing Authorities may use a limited number of their voucher allocation for a PBV program.

C. **Estimated Number of Project Based Vouchers Available**

HACLA proposes to make available PBV’s sufficient to maximize applications to the TCAC, and the State of California HCD, and leverage funding from HCID. It is estimated that the number of PBV’s will be 250, with 100 of those being for projects utilizing VHHP Program funds.

No changes to the financial structuring of the project may be made without prior written approval by HACLA, which shall be made at the HACLA’s sole discretion. Failure to meet this requirement will result in rescission of the award.
D. Occupancy and Vacant PBV Units

All project-based units must be leased to eligible families or individuals for the term of the HAP Contract. Both initial and ongoing vacancies will be filled using the appropriate coordinated assessment systems available in the community.

E. Project Eligibility

In order to be considered under this PBV NOFA, all proposals submitted must meet the following conditions:

1. All Projects must be located in the City of Los Angeles.

2. 100% of the assisted units in ALL PROJECTS must serve homeless households. The appropriate coordinated assessment system must first be accessed and homeless mid-level acuity clients, as determined by the HACLA at the time the building is placed into service, must be selected. As an example, currently individuals with a Coordinated Entry System (CES) ranking score of high acuity 2 or low acuity 3 would be eligible for this category. LAHSA’s Homeless Family Solutions System serves families and would need to be accessed for these applicants to be eligible for assistance. A coordinated assessment system for Transition Age Youth (TAY) is being developed as well and would need to be accessed for these applicants to be eligible for assistance. The community goal is to ultimately have all target populations served by a universal coordinated assessment system that would be accessed to fill all permanent supportive housing vacancies.

3. IN PROJECTS SERVING SINGLE INDIVIDUALS: A minimum of 50% of assisted units must serve individuals with special needs (i.e. mental/physical/development disability, substance abuse, HIV/AIDS) who are chronically homeless with high level acuity, as determined by the HACLA at the time the building is placed into service, in collaboration with the County health departments. As an example, currently individuals with a CES ranking score of high acuity 3 or 4 would be eligible for this category. Additional points will be awarded to these projects which reserve a minimum of 75% of assisted units for individuals with special needs who are chronically homeless with high level acuity. The remainder of assisted units in these projects must serve homeless mid-level acuity clients as noted in #2 above.

4. ALL OTHER PROJECTS: Must serve families (where at least one household member is a minor) or TAY (ages 18 to 24) and access the appropriate coordinated assessment system noted in #2 above. NOTE: Further delineation of individual or family populations is allowable to target seniors (age 62 or older) or veterans with less than an honorable discharge status and should be noted in the application. All projects must clearly note the target population to be housed by bedroom size in the appropriate section of the electronic application.
5. Projects must provide supportive services to all households and submit a supportive services plan detailing the services to be provided to the target population(s), frequency of services, monitoring of clients participation in services and measurement of client successful completion of services. The funding sources of the supportive services must also be provided. The supportive service provider(s) must be identified and letters of commitment and/or contractual agreements with those agencies must be provided as well. All of these items must be submitted in the electronic application. In addition, projects serving chronically homeless high level acuity individuals with special needs are subject to the requirements of Section F.

6. Projects must submit a Management Plan outlining tenant outreach, waitlist maintenance, selection (utilizing appropriate coordinated assessment systems available in the community) and ongoing property management procedures.

7. Projects must be new construction or rehabilitation projects.

8. Projects cannot begin construction until all post-award conditions, such as Subsidy Layering Review by HUD, are met and an AHAP contract is executed.

9. All construction projects must meet “Readiness” criteria such that the Developer may apply with a reasonable assurance of award in the July 2015 round of TCAC 9% Low Income Housing Tax Credits or in bond deals immediately available, and in funding from HCID’s AHTF. If tax credits are not secured and no other adequate funding sources are identified, the PBV commitment and/or Housing Trust Fund monies may be rescinded.

10. Applicant must have site control or control is likely to be obtained and will not delay those projects which must be ready for construction with all permits in hand by December 31, 2015. Control of site is through either Fee Simple ownership, Development & Disposition Agreement or Contract of sale.

11. The proposed project shall be permitted by current zoning ordinances and/or regulations.

12. Projects, to the greatest extent possible, should leverage funding from other traditional and non-traditional sources, such as City of Industry Funds and VHHP Program funds. HACLA reserves the right to issue conditional commitment letters based on successful award of capital funding, such as VHHP funding.

13. Applicants may apply for VASH vouchers and regular PBVs in the same project:

   a. The applicant must state the number of HUD-VASH PBVs and the number of regular PBVs being requested.
b. Projects applying for HUD-VASH PBVs must submit a letter of support from the Department of Veterans Affairs for the project.

c. Projects also applying for VHHP Program funding must adhere to all VHHP Program regulations such as Housing First practices and prioritizing a minimum of ten percent of assisted units for occupancy by Veterans who are ineligible for VA health care and/or HUD-VASH.

14. Projects applying for HUD-VASH PBVs: Referrals must be made directly from or approved by Veterans Affairs.

15. Projects must meet all PBV program requirements.

F. Support Service Requirements for Projects Serving Chronically Homeless High Level Acuity Individuals with Special Needs

HACLA, HCID and the Los Angeles County Department of Health Services (DHS), Department of Mental Health (DMH), and Department of Public Health (PDH) (hereafter referred to as the County Departments) are jointly working to increase access to supportive housing for chronically homeless high level acuity individuals with special needs who are severely mentally ill and/or are high utilizers of County Department services and are in need of stable housing and case management services.

Projects serving chronically homeless high level acuity individuals with special needs will be required to receive applicant referrals from the County Departments and will be required to collaborate with the County Departments on the final supportive services plan to serve this population. They are encouraged to complete as much of the supportive services plan as possible and should indicate in it that they will collaborate with the County Departments on the final supportive services plan.

Projects applying for the 50 HUD-VASH PBVs: Referrals must be made directly from or approved by Veterans Affairs and supportive service collaboration must take place between the proposer, Veterans Affairs and the County Departments. Proposers should note their experience working with Veterans Affairs along with the County Departments.

County Departments will collaborate with selected Projects to develop a high quality and comprehensive service plan and to assist the applicant with identifying leveraged, in-kind, or other funding resources to fill any service gaps.

1. Target Population

The target population for the PBVs dedicated to serving chronically homeless high level acuity individuals with special needs is individuals who are chronically homeless and who are severely mentally ill and/or high utilizers of County Department services. These individuals typically experience persistent health conditions, mental illness, substance use disorders, or other conditions that create multiple and serious barriers to housing stability.
2. **Tenant Referral Process**  
The County Departments will be responsible for developing and managing the client referral process into all of the housing units set aside for this population at initial lease-up and subsequent unit turnover.

3. **Supportive Services Requirements**  
The final supportive services plan to serve chronically homeless high level acuity individuals with special needs will be developed in collaboration with the County Departments. County Departments will collaborate with selected Projects to identify service gaps and identify leveraged, in-kind, or other funding resources for delivery of services to the target population which will enhance their ability to maintain stable housing.

   It is the County Departments’ expectation that the final supportive services plan for the target population will at a minimum include:
   - Intensive case management to engage with each resident and jointly develop a service plan;
   - Health care, including access to primary and preventive health and dental care;
   - Mental health services, such as assessment, crisis counseling, individual and group therapy, and support groups;
   - Substance use disorders services, such as treatment, relapse prevention, and recovery support groups;

   Intensive case management services form the core of the on-site services and include a mutually-agreed-upon plan of action to address multiple life challenges for each tenant. Case management services include such things as budgeting and money management; life skills training; assistance applying for public benefits; linkage to health, mental health, and substance use disorders services as indicated; access to basic needs such as food and clothing; mental health counseling; domestic violence counseling and safety planning; transportation assistance; medication assistance; eviction prevention counseling and advocacy; etc. A critical component of intensive case management is ensuring linkage to community-based health, mental health, and substance use disorder services.

   Supportive services may be provided by one or more service providers. The lead service provider should have a history of providing services in Los Angeles County and have knowledge of service providers in the community where the project is located.

4. **Funding and Leveraging of Resources**  
Supportive service providers should be able to leverage federal, state, and/or local funding streams and resources for supportive services through collaborative partnerships with programs such as Federally Qualified Health Centers, Department of Health Services Healthy Way LA (HWLA) and Community Partners programs, Department of Mental Health directly operated or contract providers, certified substance use disorders providers, etc. Support service providers must work closely with members of the target population to establish eligibility for benefits such as SSI/SSDI, Medi-Cal,
Healthy Way LA, etc.

G. **Income Limitations**

Preference is shown for projects with deepest subsidy. All projects must provide units at 50% AMI. In addition, 40% of units receiving Project Based Vouchers must be reserved for persons at 30% AMI or lower. Projects applying for VHHP funds must restrict occupancy for at least 45% of assisted units to the extremely low income limits. Income levels are summarized in the table below.

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<th>Very Low Income 50% of Median ($)</th>
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<tr>
<td>8</td>
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H. **Ineligible Units**

Certain special housing types are NOT eligible for project-based assistance. These include, Section 202 housing, Section 236 housing (exception made for units subsidized with Section 236 interest reduction HACSC PBV PBV NOFA 6/13/2007 payments) and units occupied by families who are not eligible for participation in the PBV program. Please see 24 CFR 983.53 for a complete list of ineligible housing types.

I. **Proposer’s Eligibility**

The proposer shall complete the Vendor Application in the electronic application if they currently do not have a vendor number with the Authority. The HACLA purchasing team will conduct a thorough vetting process of all proposals to ensure that firms have not been debarred or are in default. Included in the vetting process is a review of documents related to the proposer’s organizational structure and financial condition. The vetting includes searches of good standing with the Department of Corporations and Better Business Bureau, etc.

Any changes regarding the borrowing entity or changes to the project's design, including but not limited to unit count, unit configuration, and/or financial structure of either the applicant or the project subsequent to the submittal of the AHTF application must receive HACLA’s written approval, otherwise, HACLA reserves the right to withdraw its commitment. In the event misrepresentations of any kind are made regarding either the borrowing entity or the project, HACLA’s commitment will be cancelled.
J. **Anti-Lobbying**

If it comes to the attention of HACLA, that any proposer and/or representative of the proposer have resorted to unfair lobbying in the form of solicitation to a member of the City Council, a member of a City Board, or any other official, employee or agent of the City, State or Federal Government, to influence the selection process, their proposal will be deemed non-responsive.

K. **Rent Limits**

The gross rent (contract rent plus utility allowance) charged may not exceed the HACLA’s Voucher Payment Standard as published in the HACLA 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 be reasonable in relation to rents charged in the private market for comparable unassisted units.

| 12/2014 PBV Contract Rent Maxima by Unit Bedrooms |
|---------------------------------|-------|-------|-------|-------|
|                                 | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| $1,004                         | $1,213     | $1,495     | $1,939     | $2,316       |

*Regardless of its location, or whether the unit is providing a reasonable accommodations, the unit’s rent can never be higher than the comparable rents determined by the Housing Authority.

Projects utilizing Low Income Housing Tax Credits (LIHTC) have additional requirements for calculating rent amounts: however, projects eligible under this PBV NOFA will comply with conditions that allow the rent to be calculated in accordance with the paragraph above. The only exception will be for projects where the LIHTC rent is GREATER than 110% of FMR. In those cases, the maximum gross rent shall not exceed the lower of the LIHTC rent or the rent charged for unassisted comparable units in the private market.

L. **HUD and HACLA Requirements for the Project Based Voucher Program**

All proposals must meet all HUD and Authority requirements regarding the PBV program as noted in 24 CFR Part 983 and the HACLA Section 8 Administrative Plan, Chapter 17, both attached in the electronic application. Proposals should clearly demonstrate how the requirements are being met in all applicable sections. The statements in this Section are not intended to convey all the requirements of 24 CFR part 983 or of the Section 8 Administrative Plan, but serve merely to highlight key elements of the PBV program.

1. **Regulatory Requirements**

Federal regulations allow a PHA that already administers the tenant-based voucher program under an Annual Contributions Contract with HUD to attach a certain portion of its tenant-based assistance to project-based housing. The PHA enters into a Housing Assistance Payments (HAP) contract with an owner for existing housing units or for newly constructed or rehabilitated housing units.
During the term of the HAP contract, which shall be fifteen years, the PHA makes housing assistance payments to the owner for units leased and occupied by eligible families. Family eligibility is determined by the PHA.

2. **Newly Constructed and Rehabilitated Units**

In the case of newly constructed or rehabilitated housing, the housing is developed under an Agreement to enter into a HAP Contract (AHAP) between the owner and the PHA (See Exhibit A-1). In the Agreement, the PHA and owner agree to execute a HAP contract (See Exhibit A-2) after the owner completes the construction or rehabilitation in accordance with the requirements of the Agreement.

For new construction or rehabilitated housing, the AHAP must require that the owner submit a City of Los Angeles Certificate of Occupancy for all units covered by the AHAP as evidence of housing completion.

All proposals should be for projects that will be available for use within two years of the effective date of the AHAP Contract. The completion date of the project must be noted in the proposal.

3. **Tenancy**

Tenancy in a PBV unit is limited to families and individuals who are extremely low and very low income as defined by The United States Department of Housing and Urban Development (HUD). The HACLA will accept referrals from the appropriate coordinated assessment systems available in the community. Where those systems are not in place, site lists will be maintained for applicants, but the list must be managed by the PHA. The HACLA will determine whether referred families and individuals are eligible for participation.

The HACLA will conduct residency and criminal history screening to determine whether proposed tenants will be admitted or denied admission to the project-based voucher program.

Families enter into a one-year lease with the owner. The lease may specify that the family participate in specified supportive service programs as a condition of tenancy. Families that reside in excepted units designated for families receiving supportive services will be required to sign a statement of family responsibility with the HACLA. Failure of the family to fulfill its service obligation(s) will require the PHA to terminate PBV assistance for the family.

Families may terminate their tenancy at any time after the first year of occupancy and receive tenant-based assistance to locate an acceptable unit anywhere in the country in the jurisdiction of any PHA that provides tenant-based assistance provided that the family is in good standing and that funding is available.

4. **Rent**

In accordance with 24 CFR 983.301, the rent to owner for PBV must be reasonable as determined by the HACLA. The gross rent (contract rent plus utility allowance) charged may not exceed the HACLA’s Voucher Payment Standard as published in the HACLA Administrative Plan at the time the unit is placed in service or HUD’s Fair Market Rent at that time, whichever is higher.
All tax credit units are subject to the above rent requirements except if:

a) A contract unit receives a Low Income Housing Tax Credit (LIHTC); and
b) the unit is **NOT** located in a qualified census tract; and
c) there are comparable tax credit units of the same bedroom size in the building that **do not** have rental assistance other than the tax credit; and
d) the tax credit rent **exceeds** the fair market rental (or exception payment standard) minus any utility allowance for tenant paid utilities as determined for units without tax credits above;

Then, the rent to owner must not exceed the **lowest** of:

1) the **tax credit rent** minus the utility allowance;
2) the reasonable rent as determined by the HACLA, or
3) the rent requested by the owner.

The “tax credit rent” is the rent charged for comparable units of the same bedroom size in the building that also receive the low income tax credit but do not have any additional rent assistance (e.g., such as tenant-based assistance).

Rents may additionally be limited by the requirements of other subsidies.

5. **Limitations on PBV Assistance - Excepted Units**

PBV assistance may be attached to only 25 percent of the number of dwelling units in a building. However, “excepted” units are not counted toward this cap.

In determining the 25 percent per building cap on PBV assistance (24 CFR 983.56), units in a building that are designated specifically as manager units and units specifically dedicated to the provision of supportive services or for use solely by supportive service staff shall not be counted toward the number of dwelling units in a building.

“Excepted units” are units specifically designated (by unit number) in the PBV HAP contract to be occupied by qualifying families.

A qualifying family means:

- a disabled or elderly family, or
- a family or individual receiving supportive services under a supportive services plan.

A supportive services plan requires that the owner/manager establish an enforceable family requirement to participate in designated supportive services as a condition of continued tenancy.

Families that reside in excepted units designated for families receiving supportive services will also be required to sign a statement of family responsibility with the HACLA. Failure of the family to participate in the supportive services makes the family subject to eviction and/or termination of Section 8 benefits. The PHA is required to monitor an excepted family’s continued receipt of, and participation in, supportive services.
In accordance with 24CFR 983.254, if the family’s participation in Section 8 is terminated, the unit is removed from the PBV HAP contract unless the owner/manager evicts the family or substitutes (through a contract modification with the approval of the PHA) a previously non-excepted unit for the excepted unit. Failure of the owner to provide the appropriate services likewise causes the unit to be removed from the PBV HAP contract. The HACLA must monitor the excepted family’s continued participation in any supportive services required by a statement of family responsibility signed by the PHA and the family.

6. **Waivers**

If a proposal requires a waiver of HUD regulations, the proposer shall be solely responsible for documenting the need for and appropriateness of the waiver request and for composing and documenting the request for the HUD waiver. The proposer shall submit the written waiver request to the HACLA for review and forwarding to the appropriate HUD officials. The HACLA shall award negative points for any proposal that requires a HUD waiver unless HUD grants the waiver prior to the completion of the evaluation of the PBV proposal by the HACLA’s Evaluation Panel.

7. **PBV Assistance Combined With Other PBV NOFA Elements - Safeguards**

If the award of vouchers to a successful applicant is based, wholly or in part, on capital funding or tax credits awarded, offered or guaranteed on the basis of participation in this PBV NOFA, or by other provisions of this PBV NOFA that require specific performance of the successful applicant (such as, but not limited to, having an approvable Supportive Services Plan, meeting architectural design, zoning or other requirements), and the applicant is later disqualified or defaults upon or otherwise fails to comply with the requirements stipulated by this PBV NOFA or by any contract, loan or other award or disbursement made as a result of this PBV NOFA, such disqualification, default or noncompliance shall be sufficient grounds for immediate denial or termination of any HACLA award of project-based voucher assistance. The HACLA shall be the sole determiner of whether the offer or award of project-based assistance should be withdrawn or terminated.

If a successful applicant of this PBV NOFA later fails to meet any of the federal or PHA requirements of the project-based voucher program, or the award to an initially successful applicant is for any reason withdrawn or terminated, the HACLA reserves the right to award project-based voucher assistance to the applicant(s) of this PBV NOFA having the next highest overall rank provided that the number of vouchers awarded shall not exceed the number approved by the HACLA Board of Commissioners. The HACLA may also, at its sole discretion, decline to award such project-based vouchers to any applicant.

8. **Subsidy Layering and Environmental Review**

The HACLA may not award PBV assistance until a subsidy layering review has been completed (See 24 CFR 983.55.) and the PHA has received environmental approval (See 24 CFR 983.58.). Documentation necessary for HUD Subsidy Layering Review must be submitted to HACLA within 60 days of notification of TCAC Award. Failure to provide subsidy layering review may result in rescission
9. **Timeframes for Executing an AHAP or HAP Contract**

An applicant that applies for project-based vouchers in conjunction with a proposal for rehabilitation or new construction of units must enter into an Agreement to enter into a HAP contract (AHAP) with the HACLA within 60 days of the date the entity is mailed a written notice of the award of project-based vouchers as a result of successful completion of HUD’s subsidy layering review. A single extension of 30 days may be granted at the sole discretion of the HACLA. Failure to enter into an AHAP within 90 days after the award of project-based vouchers shall be sufficient cause for the HACLA to withdraw the award.

The HACLA may condition its award of PBV assistance on the applicant’s success in obtaining capital funds through HCID’s AHTF or tax credits or in meeting other requirements of this PBV NOFA. Any such condition(s) will be indicated in the award letter to the successful PBV applicant.

The HACLA reserves the right to award project-based vouchers made available by the failure of an applicant to execute an AHAP or PBV HAP contract within the above time frames to the applicant(s) of this PBV NOFA having the next highest overall rank provided that the number of vouchers awarded shall not exceed the number approved by the HACLA Board of Commissioners. The HACLA may also, at its sole discretion, decline to award such project-based vouchers to any applicant.

10. **HACLA’s Right to Independently Award Project Based Vouchers**

The HACLA may make an award of project-based vouchers without regard to whether an applicant responding to this PBV NOFA is in need of, or applies for, tax credits, or other capital funding. If, however, an entity responding to this PBV NOFA is also applying for tax credits or sources of capital, any HACLA award of project-based vouchers will be conditioned on the successful award of such tax credits or funding. The HACLA will review those proposals to ensure that adequate development funding is in place.

Under the PBV regulations the initial 25 percent of a building’s units may receive PBV assistance without providing supportive services and without dedicating units to the elderly or disabled (24 CFR 983.56). However, the general purpose of this PBV NOFA is to create permanent supportive housing for chronically homeless special needs individuals and homeless families, TAY, seniors, veterans and the disabled.

To that end, the HACLA will view any application for PBV that does not meet these requirements for ALL units of the proposal to be non-responsive.

11. **Selection Criteria - Minimum (Threshold) Requirements**

The applicant for project-based vouchers must meet certain federal and PHA program requirements.

12. **General Requirements**

The following are general minimum requirements as expressed in Section 17.5 of
the HACLA Section 8 Administrative Plan. A proposal must certify that it meets or will meet all of the following criteria.

a. The property must be eligible housing in accordance with 24 CFR 983.53 Prohibition of assistance for ineligible units and 983.54 Prohibition of assistance for units in subsidized housing (including Section 811 project-based supportive housing for persons with disabilities); and

1. The property must comply with the cap on PBV units per building (24 CFR 983.56) including the provisions concerning excepted units as additionally defined in Section 17.8 and 17.40 of the HACLA Section 8 Administrative Plan; and

2. The property must meet the site selection standards required by HUD at 24 CFR 983.57, and the HACLA site selection standards provided in Chapter 17 (especially Section 17.13) of the HACLA Section 8 Administrative Plan, (See Exhibit C of this PBV NOFA below); and

3. The property must meet the environmental review requirements of 24 CFR 983.58; and

4. HUD, or an independent entity approved by HUD, must have conducted any required subsidy layering review in accordance with 24 CFR 983.55 and determined that the PBV assistance is in accordance with HUD subsidy layering requirements; and

5. Prior to signing a PBV contract, the HACLA must determine that units to be covered by the contract or contract stage have passed an HQS inspection performed by HACLA staff.

Other Federal requirements are located at 24 CFR 983.4.

13. HACLA Site Selection Criteria
The project must meet one or more of the seven site selection criteria established by Section 17.13 of the HACLA Section 8 Administrative Plan. The applicant must describe how the project meets the criteria. The HACLA may base its determination of whether an applicant meets one or more of the proposed criteria on written certification by the HCID or by the CRA that the criteria have been met.

The statutory goals of the PBV program are to de-concentrate poverty and to expand housing opportunities.

a) The census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.

b) The proposed PBV development is located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition.
c) The census tract in which the proposed PBV development will be located is undergoing significant revitalization. A site will meet these criteria if the census tract is located wholly or partially in, or is immediately adjacent to, one of the following areas:

1. A Federal Empowerment Zone
2. A State of California Enterprise Zone
3. A Community Redevelopment Project Area, Earthquake Assistance Project or Revitalization Project designated by the Community Redevelopment Agency of the City of Los Angeles;
4. Any designated Brownfield Initiative site or Showcase Community site or successors to these designated sites;
5. Any other federal, state or locally designated areas whose purpose is to revitalize the community.

d) State, local or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement.

e) New market rate units are being developed in the same census tract in which the proposed PBV site will be located and the owner can establish the likelihood that such market rate units will positively impact the poverty rate in the area.

f) The poverty rate in the census tract in which the proposed PBV development will be located, or the City Planning Area in which the PBV development will be located, is less than 20 percent according to the latest Decennial Census or is less than the City-wide poverty rate as set forth in Section 2.12.2, Areas of Poverty Concentration, of the Section 8 Administrative Plan, whichever is greater. The poverty rate noted in Section 2.12.2 is currently 22.1 percent.

g) If the poverty rate in both the census tract in which the PBV development will be located and the City Planning Area in which the PBV development will be located is greater than 20 percent according to the latest Decennial Census, whether a more recent federal, state or local determination of the poverty rate shows that the poverty rate has declined over the past five years.

The owner must additionally indicate whether there are meaningful opportunities for educational and economic advancement in the census tract or any contiguous census tracts.

14. Additional Requirements for all PBV Housing
The owner must certify and the HACLA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 (see 24 CFR part 1), Title VIII of the Civil Rights Act of 1968 (see 24 CFR parts 100 through 199), Executive Order 11063 (see 24 CFR part 107), and the section 504 site selection requirements described in 24 CFR 8.4(b) (5).
15. **Additional Requirements for Existing and Rehabilitated Housing**
For existing and rehabilitated housing the owner must establish that the proposed PBV site meets all the site and neighborhood standards of 24 CFR 983.57(d) in addition to meeting the other criteria of Section 17.13, *Site Selection Policy and Compliance with PBV Goals of the Section 8 Administrative Plan*.

With regard to 24 CFR 983.57(d)(4), the HACLA considers one-way travel time of one hour for public transportation and of 45 minutes for private automobile not to be excessive in the City of Los Angeles. (Cf. Section 17.15 of the S8AP)

16. **Additional Requirements for New Construction**
For new construction the owner must establish that the proposed site meets the standards of 24 CFR 983.57(e) new construction site and neighborhood standards in addition to meeting the other criteria of Section 17.13, *Site Selection Policy and Compliance with PBV Goals of the Section 8 Administrative Plan*.

With regard to 24 CFR 983.57(e)(7), the HACLA considers one-way travel time of one hour for public transportation and of 45 minutes for private automobile not to be excessive in the City of Los Angeles. (Cf. Section 17.15 of the S8AP)

17. **HACLA Determinations for Existing and Rehabilitated Housing**
In accordance with the requirements of 24 CFR 983.57(d), the HACLA must determine by physical inspection of the site that it is adequate in size, exposure and contour to accommodate the number and type of units proposed and that adequate utilities and streets are available to service the site. To meet this requirement, the HACLA may rely upon the inspection and review performed by the HCID and its determination that the project meets the PBV NOFA requirements under Section 6.11.1, *Architectural Design*.

The HACLA must determine by examining the owner’s proposal, and based on its knowledge of the proposed site and area, that selection of the site will promote greater choice of housing opportunities.

The HACLA will ensure that the site will avoid an undue concentration of assisted persons in areas that contain a high proportion of low-income persons. The HACLA must, however, take into consideration that areas designated as revitalization, redevelopment, enterprise and empowerment zones as well as HUD designated Enterprise Zones, Economic Communities, or Renewal Communities will more than likely already contain a large number of low-income persons and that providing affordable housing that is decent, safe and sanitary in these areas can leverage such families out of poverty and expand housing and economic opportunities especially if the PBV site will provide supportive services.

The HACLA will ensure that the site is accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.

The HACLA will evaluate whether travel time and cost via public transportation or private automobile to places of employment providing a range of jobs for low income workers is excessive. The HACLA considers one-way travel time of one
hour for public transportation and of 45 minutes for private automobile not to be excessive in the City of Los Angeles.

18. Prohibition of Duplicative Subsidy and Prohibition to Make Changes without HACLA Approval

In accordance with 24 CFR 983.54, A PHA may not attach or pay PBV assistance for certain types of subsidized housing including Section 811 project-based supportive housing for persons with disabilities.

No changes to the financial structuring of the project may be made without approval by HACLA, which shall be made at the HACLA’s sole discretion.

All applicants shall review 24 CFR 983.54 requirements and certify that the project under consideration for PBV will not employ any prohibited duplicative subsidy.

19. Housing Accessibility For Persons With Disabilities

In accordance with 24 CFR 983.102, PBV housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. The percentage of accessible units must comply with the requirements of Section 504 as implemented by HUD’s regulations at 24 CFR part 8, subpart C.

Housing first occupied after March 13, 1991 must comply with design and construction requirements of the Fair Housing Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable.

20. Requirements for Rehabilitated and Newly Constructed Units

Applicants requesting PBV assistance for newly constructed or rehabilitated housing must meet the requirements of 24 CFR part 983, subpart D.

Applicants are required to provide the information required by 24 CFR 983.151(c) with their application.

21. Tenant Selection Criteria

The HACLA will perform residency and criminal history screening on all families and individuals proposed for project-based assistance in accordance with the policies of the HACLA’s Section 8 Administrative Plan contained in Chapter 13, Termination and Denials, and Section 5.21, PBA, MRP, MRP-SRO, HOPWA and Tenant-based Section 8 Screening. Families that do not meet the HACLA’s admission requirements of Chapter 13 will be denied participation in the PBV program unless they qualify for a reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the HACLA grants an accommodation in accordance with its policies.

The owner is responsible for adopting and providing to the HACLA written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant’s ability to perform the lease obligations (See 24 CFR
983.253), along with incorporating use of appropriate coordinated assessment systems available in the community.

The owner should be aware of the requirements of the Section 8 Administrative Plan Sections 17.30 through 17.40 governing family eligibility, selection of participants, the use of appropriate coordinated assessment systems available in the community for referrals, the use of site-based waiting lists that will be managed by the HACLA where those systems are not in place, terminations, and other policies including the right of the family to terminate its tenancy at any time after the first year of occupancy and receive tenant-based assistance in accordance with 24 CFR 983.260 if the family is in good standing and funding is available.

The HACLA must determine income eligibility for all program applicants. To participate in the PBV program a family must be a very low income family as defined by HUD. In addition, HUD income targeting requirements require that at least 40% of families admitted to its tenant-based and project-based voucher programs during the HACLA fiscal year (the calendar year) must be extremely low income families.

22. Supportive Services Criteria
To provide the maximum benefits to the population toward whom this PBV NOFA is targeted, the HACLA subscribes to Section 17.10, Extent of Supportive Services, of the Section 8 Administrative Plan except that the provision of supportive services is mandatory in the case of all PBV excepted units not specifically designated for the elderly or disabled.

The type of supportive services to be provided shall be incorporated into the PBV HAP Contract. In an attachment to the PBV Contract, the owner shall specify the type of supportive services to be provided, the frequency with which they will be provided and, if appropriate, a time frame by which the family must complete the supportive service requirements.

23. Environmental Review
For new construction or rehabilitation property, all developers must be aware that the HACLA may not enter into an AHAP or HAP contract with an owner and that the PHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish or construct real property or commit or expend program or local funds for PBV activities unless the environmental requirements of 24 CFR 983.58 Environmental review, have been met.

24. Subsidy Layering Review
The HACLA may not enter into an AHAP or a HAP contract until HUD or an independent entity approved by HUD has conducted a subsidy layering review in accordance with 24 CFR 4.13 and 24 CFR 983.55.

In the HAP contract, the owner must certify that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development or operation of the housing other than the assistance disclosed in the subsidy layering review.
25. Displacement and Relocation Assistance
The HACLA will deduct points for any project that requires displacement of families and individuals, regardless of whether relocation assistance payments are made.

All applicants are governed by the regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), the implementing regulations at 49 CFR part 24 and the PBV program requirements of 24 CFR 983.7. Applicants may have additional requirements under local law.

The HACLA will not provide relocation assistance or reimburse any relocation costs associated with the provision of project-based voucher assistance.

26. Requirements for Rehabilitated and Newly Constructed Units
Applicants must meet all requirements of 24 CFR part 983, subpart D once the project has been approved and an AHAP has been executed.

Projects must meet all Federal, HACLA and HCID requirements for zoning, siting, design and construction as may be required including the provisions of the Davis-Bacon Act.

HACLA reserves the right to monitor compliance with labor standards, Section 3 and MBE/WBE requirements and compliance with local and federal construction and design standards in addition to any monitoring performed by the HCID or any other local agencies especially, but not limited to, the performance requirements of any AHAP.

27. Inspection of Units
Inspection of units is covered by 24 CFR 983.103 and 983.156. The HACLA shall not enter into a HAP contract covering any unit until the unit has been inspected by a qualified HACLA inspector who indicates in writing that the unit fully complies with HUD’s HQS standards.

For newly constructed or rehabilitated units, a final HQS inspection will not be conducted until the HACLA has received a certification of occupancy indicating that the unit complies with all local requirements.

An architect’s or another’s certification that the housing complies with the HQS shall not take the place of a HACLA physical inspection of each unit prior to signing a HAP contract.
III. GENERAL INSTRUCTIONS

A. Proposal Submittal

The proposer shall submit an electronic application by May 27, 2015 at 11:59pm (PST) through HCID’s website at https://lahd.lacity.org/NOFA/. All proposers are required to submit the electronic application to apply for PBVs.

Proposals received after May 27, 2015 at 11:59pm (PST) may at the sole discretion of the HACLA, be rejected as non-responsive. It is the practice of the HACLA not to consider late offers unless it is determined that a selection cannot be made from among the proposals received on time. All proposals shall be firm offers subject to acceptance by the HACLA and may not be withdrawn for a period of 120 calendar days following the last day to accept proposals. Proposals may not be amended after the due date except by the consent of the HACLA.

This PBV NOFA is being issued in conjunction with HCID’s Affordable Housing Trust Fund PBV NOFA which can be found at https://lahd.lacity.org/NOFA/

B. Pre-Proposal Conference

A conference to discuss this PBV NOFA and answer questions from prospective proposers prior to proposal submittal will be held in open forum at 11:00 a.m. on May 5, 2015 in the 1st Floor Board of Commissioners Meeting Room of the Housing Authority’s Central Office located at 2600 Wilshire Blvd, Los Angeles, CA 90057. While attendance at the meeting is not a prerequisite for submitting a proposal, all prospective proposers are strongly encouraged to attend. Records of the conference, if any, will not be disseminated, except where material changes to this PBV are made by HACLA representatives or answers to questions are deferred and later communicated as part of an addendum to this PBV.

C. Questions from Proposers

Questions or comments regarding this PBV NOFA must be sent via email to https://lahd.lacity.org/NOFA/ and must be received by HCID no later than May 7, 2015 at 5:00pm (Pacific Standard Time).

HACLA shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above.

D. PBV NOFA Addenda/Clarifications

If it becomes necessary for the Authority to revise any part of this PBV NOFA or to provide clarification or additional information after the proposal documents are released, a written addendum will be posted to the city of Los Angeles website at www.labavn.org and on HCID website. It shall be the responsibility of the proposers to inquire of the Authority as to any addenda issued. This may be done by emailing the Contracts Administrator prior to the proposal submittal deadline (this is the sole exception to the requirement that questions after the
pre-proposal conference be submitted in writing). All addenda issued shall become part of the PBV NOFA.

Answers to questions that cannot be answered by HACLA staff at the pre-proposal conference will also be communicated in writing as part of an addendum. In addition, responses to written questions received by the specified deadline after the pre-proposal conference will be incorporated in an addendum.

E. Pre-contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the proposer in: (1) preparing its proposal in response to this PBV NOFA; (2) submitting that proposal to the HACLA; (3) negotiating with the HACLA any matter related to this PBV NOFA, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this PBV NOFA. The HACLA shall not, under any circumstance, be liable for any pre-contractual expenses incurred by proposers, and proposers shall not include any such expenses as part of their proposals.

F. No Commitment to Award

Issuance of this PBV NOFA and receipt of proposals does not commit the HACLA to award a contract and any award may also be subject to approval by the HACLA's Board of Commissioners. The HACLA expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this PBV NOFA for any reason (including wrongdoing by any proposers principals or partners), to negotiate with more than one proposer concurrently, or to cancel all or part of this PBV NOFA.

HACLA also reserves the right to review the terms and conditions of all temporary and permanent financing and sources of funds to ensure the adequacy of such additional financing.

G. Due Diligence and Regulatory Compliance

Proposers are required to provide information regarding the financial condition and principal agents of the organization and project partners. Financial condition is evidenced by recent Balance Sheets, or Income Statements, while principal agent information is evidenced by resumes for all key principals/partners of the organization. In order to ensure regulatory compliance, HACLA will perform due diligence on all proposals to verify the accuracy of the information provided.

H. Conflicts of Interests

The Contractor affirms that to the best of its knowledge, there exists no actual or potential conflict between the Contractor's business or financial interests and either the services to be provided under the Contract or any Commissioner, Officer, employee, or agent of the HACLA. In the event of a change in either private interest or services under the Contract, any questions regarding possible conflicts of interests that may arise as a result of such change shall be brought to the immediate attention of the Los Angeles City Attorney. For the duration of the Contract, the Contractor shall refrain from undertaking any work for any
individual, business, or legal entity in which direct conflict of interests regarding the services to be provided there under or herein may arise.

I. Joint Offers

Where two or more proposers desire to submit a single proposal in response to this PBV NOFA, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The HACLA intends to contract with a single firm and not with multiple firms doing business as a joint venture.

J. Proposed Contract

The proposer selected for the PBV Program award will be required to enter into two (2) written agreements with the HACLA which are presented in Exhibit A. The first is the AGREEMENT TO ENTER INTO HOUSING ASSISTANCE PAYMENTS CONTRACT (“AHAP”), attached as Exhibit A. The second is the SECTION 8 HOUSING ASSISTANCE PAYMENTS CONTRACT (“HAP”) which will be entered into after construction of the selected housing developments is completed and is attached as Exhibit A.

Any changes regarding the borrowing entity, project ownership or project design, including but not limited to unit count, unit configuration, and/or financial structure of either the applicant or the project subsequent to the submittal of the proposal must receive HACLA’s written approval, otherwise, HACLA reserves the right to withdraw its commitment. In the event misrepresentations of any kind are made regarding either the borrowing entity or the project, HACLA’s commitment will be cancelled.

K. Protests

(a) Protests shall be submitted and resolved in accordance with HACLA’s Procedures for Competitive Solicitation Protests (the “Protest Procedures”), a copy of which may be downloaded from the internet at www.hacla.org under “Doing Business with HACLA”. Copies of the Protest Procedures are also available at HACLA, General Services Department, 2600 Wilshire Boulevard, 4th Floor, Los Angeles, CA, 90057.

(b) Protests must be in writing and delivered to the attention of the Contract Administrator, in accordance with HACLA’s Protest Procedures. Protests may be filed electronically (email) to Swan.Lam@hacla.org or by mail to Housing Authority of the City of Los Angeles (HACLA), General Services Department - Attn: Swan Lam, 2600 Wilshire Boulevard, 4th floor, Los Angeles, CA. 90057.

IV. PROPOSAL FORMAT AND CONTENT

A. Presentation

All the necessary exhibits and narrative shall be submitted electronically on the HCID website: https://lahd.lacity.org/NOFA/. Please go to this website for further instructions. Lengthy narrative is discouraged; presentations should be brief.
V. PROPOSAL EVALUATION AND CONTRACT AWARD

A. Evaluation Panel

An Evaluation Panel consisting of Authority staff will be responsible for reviewing, analyzing and evaluating the proposals received. The Panel may also conduct contract negotiations with the highest rated proposer(s) or assign this task to the staff of the General Services Department. Depending on the dollar amount of the contract award(s), the Evaluation Panel will also either select the successful proposer(s) or make recommendations to the President & CEO and Board of Commissioners regarding contractor selection.

In addition to its own staff, the Authority may utilize the unpaid services of one or more individuals from other agencies in the evaluation of proposals.

B. Evaluation Criteria

By use of numerical and narrative scoring techniques, proposals will be evaluated by the Evaluation Panel against the factors specified below. Within each evaluation criterion listed, the sub criteria to be considered are those described in the electronic application available on the HCID website https://lahd.lacity.org/NOFA/

1. Qualifications, Related Experience and References (20 pts)
2. Project Design (50 pts)
3. Project Feasibility/Readiness (20 pts)
4. Miscellaneous [exceptions/deviations, certifications and affidavits (other than M/WBE), completeness of proposal, adherence to PBV NOFA instructions, other relevant factors not considered elsewhere] (5 pts)
5. MBE/WBE (5 pts)

To be considered for an award of Project Based Vouchers, the proposal must receive a minimum overall score of 70 points and must receive at least one third of the available points in each of the five categories. If a proposal fails to meet these requirements, the application shall be rejected.

Upon selection of the most qualified proposers, the Authority may require the finalists to make an oral presentation to the Evaluation Panel and/or the Board of Commissioners to further explain their proposals. If such interviews are conducted, the Authority's appraisals of the presentations will also be factored into the final scores assigned the proposals. However, proposers are advised that award may be made without interviews or further discussion.

The Authority reserves the right to award less than 100% of vouchers requested by selected proposers.

The Authority expressly reserves the right to reject any or all proposals, with or without giving a reason, and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a proposer's offer is not rejected but does not result in a contract award, the Authority shall not
be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal.

C. **Contract Award**

The Authority may award either a single contract as the result of this PBV NOFA, or may apportion the requirements of this PBV NOFA among multiple contractors if this is determined to be in the Authority's best interests. Depending on the dollar amount of the award(s), the contract(s) resulting from this PBV NOFA may be required to be approved by the Authority's Board of Commissioners and the U.S. Department of Housing and Urban Development.

At any time after the award, the successful proposer must obtain approval from the Authority for any proposed change in the membership, ownership or composition of the proposer, including a change in the proposer's partnership or partnership structure. The Authority will rescind its award of Project Based Vouchers if such approval is not obtained from the Authority. The Authority may include the number of Project Based Vouchers previously awarded in subsequent rounds of competitive proposals or award the rescinded Project Based Vouchers to another qualified proposer to this PBV NOFA.

If a project fails to receive an award of any of its proposed additional funding sources, the Authority reserves the right to rescind its award of Project Based Vouchers and to include the number of Project Based Vouchers previously awarded in subsequent rounds of competitive proposals.

A project which has its Project Based Voucher award rescinded is free to compete in subsequent rounds but will not be awarded selection criterion points based on its previous award.
VI. DEFINITIONS

Chronically Homeless: An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. Disabling condition is defined as “a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.” To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time.

Homeless: shall have the same meaning as provided by the McKinney Act at 42 U.S.C. 11302. The HACLA uses the following clarified definition of homeless:

Any person or family that:
1. Lacks a fixed, regular, and adequate nighttime residence; or which
2. Has a primary nighttime residence that is:
   a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
   b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
   c) A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term "Homeless Individual or Homeless Family" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law. (42 U.S.C. 11302 - Part of the McKinney-Vento Homeless Assistance Act)

The HACLA considers families (or portions of families) that have been displaced due to domestic violence and which are residing in temporary housing to be homeless.

HQS: Housing Quality Standards - the HUD minimum quality standards for housing assisted under the PBV program. See 24 CFR 982.401.

Senior: An individual who is 62 years old or older.

Supportive services: has the same meaning as in 24 CFR part 582 - Shelter Plus Care - and means (1) assistance that addresses the needs of eligible persons; and (2) provides appropriate services or assists such persons in obtaining supportive services, including health care, mental health treatment, alcohol and other substance abuse services, child care services, case management services, counseling, supervision, education, job training and other services essential for achieving and maintaining independent living. (See also the requirements for “qualifying families” above.)

Transition Age Youth (TAY): Unaccompanied persons age 18 to 24 transitioning from state custody or foster care who are at-risk of homelessness.

Coordinated Assessment System: Community developed system to more efficiently connect homeless individuals and families searching for permanent housing to the most appropriate housing resource.
**Coordinated Entry System (CES):** Coordinated assessment system primarily for individuals.

**Homeless Family Solution System:** LAHSA’s Coordinated assessment system for families.
EXHIBITS

All the necessary exhibits and narrative shall be submitted electronically on the HCID website at  [https://lahd.lacity.org/NOFA/](https://lahd.lacity.org/NOFA/)

Please go to this website for further instructions.