



**HOUSING AUTHORITY
OF
THE COUNTY OF SAN DIEGO**

**Notice of Funding Availability (NOFA)
For
Project Based Vouchers for Veterans Affairs Supportive
Housing Program (VASH)**

Release Date: August 14, 2019

Submission Date: September 27, 2019

Sources of Financial Assistance:

Veterans Affairs Supportive Housing Program (VASH)

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www.sdhcd.org

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GENERAL INFORMATION

In releasing this Notice of Funding Availability (NOFA), the Housing Authority of the County of San Diego (HACSD), is announcing the opportunity for an allocation of Project Based Vouchers under the Housing and Urban Development (HUD) Veterans Affairs Supportive Housing (VASH) program.

A maximum of 10 vouchers will be awarded per project. The HACSD will select the projects with the highest scores based on the proposal requirements and evaluation factors described in this NOFA, including, but not limited to, the PBV project selection process listed in the HACSD's Section 8 Housing Choice Voucher (HCV) Administrative Plan, the feasibility and readiness of the project, and the experience of the project owner's operations team.

Developments must be located within the jurisdiction of the HACSD which is comprised of: the Unincorporated Area of the County of San Diego, City of Coronado, City of Del Mar, City of Imperial Beach, City of Lemon Grove, City of Poway, City of Solana Beach, City of Chula Vista, City of El Cajon, City of Escondido, City of La Mesa, City of San Marcos, City of Santee, City of Vista.

Qualified owners/operators of affordable housing developments who demonstrate their ability to maintain affordable housing developments are encouraged to submit applications. Project-based vouchers are secured under contract for up to 20 years, subject to funding availability.

The County of San Diego's *Live Well, San Diego* initiative strives to achieve healthy, safe and thriving communities throughout the region. The San Diego region is thriving when residents are engaging (building community awareness and cohesion), connecting (filling gaps and ensuring equal access to basic needs) and flourishing (exceeding basic needs). For more information on *Live Well, San Diego*, please visit www.livewellsd.org. HACSD is seeking applications that tie into and accentuate all aspects of *Live Well, San Diego*.

NOFA applications will be accepted until 5:00pm September 25, 2019. Applications must consist of a signed original and one copy of the complete application packet. Each application must be in a three-ring binder with individual tabs identifying the application requirements and attachments. In addition, applicants must submit one scanned PDF copy submitted on a USB drive. Faxed copies will not be accepted.

VASH PROJECT BASED VOUCHER (PBV) FUNDING

The HUD-VASH program combines the HUD Housing Choice Voucher (HCV) rental assistance for homeless veterans, with case management and clinical services provided by the VA at its medical centers and in the community. Generally, the HUD-VASH HCV program is administered in accordance with regular HCV program requirements (24 CFR Section 982).

Through this NOFA, only existing multi-family units will be considered. **A housing unit is considered an existing unit for purposes of the PBV program if, at the time of notice of HACSD selection, the units substantially comply with the Housing Quality Standards (HQS) issued by the U.S. Department of Housing and Urban Development (HUD).** All sites must be located within the jurisdiction of the HACSD (as described above). PBV units must pass HQS inspection prior to the execution of the Housing Assistance Payment (HAP) contract.

Your attention is directed to HUD regulations pertaining to the PBV-VASH program found in 24 CFR Parts 982 and 983, HACSD 2019 Administrative Plan pages 15-57-15-59 and PIH Notice 2017-21, which may be obtained by visiting HUD's website at www.hud.gov.

The project may be owned by any individual, corporation, trust, partnership, or non-profit entity excluding those sanctioned from participation.

HACSD may issue project-based vouchers in limited increments and in a manner consistent with a varied geographical distribution. A maximum of 10 VASH PBVs will be awarded to any one development, subject to cap on number of PBV units in each project (refer to Chapter 15, Page 41 of the HACSD Administrative Plan). In general, the PHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than the greater of 25 units or 25 percent of the number of dwelling units (assisted or unassisted) in the project.

Evaluation Factors

The evaluation criteria listed below will be scored based on the application and attachments submitted as part of the proposal. Proposal materials should give clear, concise information in sufficient detail to allow an evaluation based on these requirements. Although some of the elements listed below will be weighted more heavily than others, all requirements are considered necessary for evaluation.

Project Feasibility

1. Project Readiness

This factor will be rated by HACSD based on when project units will be ready for occupancy, as indicated in the required project timeline indicating major milestones. Criteria listed below are in descending order of importance and will be weighted in the evaluation of the Offeror's written and oral proposals accordingly:

- a. Projects that will be ready for occupancy within 150 days of proposal due date
- b. Projects that will be ready for occupancy within 150 days of selection date for PBVs
- c. Projects that will be ready for occupancy in more than 150 days of selection date for PBVs

2. Project Capacity

This factor will be rated by HACSD based on number of vouchers the project will provide as indicated in the NOFA Application:

- a. Projects requesting 10 Project Based Vouchers
- b. Projects requesting 8 or more Project Based Vouchers
- c. Projects requesting 6 or more Project Based Vouchers
- d. Projects requesting 5 or less Project Based Vouchers

3. Financial Stability

This factor will be rated by HACSD based on the submission of the current (within the last 12 months) audited financial statements.

- a. No Audit Findings/No Cash Flow Concerns
- b. Minor Audit Findings/Minor Cash Flow Concerns
- c. Major Audit Findings/ Major Cash Flow Concerns

PBV Evaluation Criteria

1. The project's contributions to the geographical distribution of affordable housing throughout the jurisdiction.
2. The project promotes greater choice of housing opportunities and encourages assisted persons to

move into areas of low poverty.

- a. Include an explanation of how the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities in accordance with the Public Housing Agency (PHA) Plan and the PHA's administrative plan policies.

3. Accessibility features within the project.

4. The level of supportive services provided to the special needs population (if applicable).

Proposal Description

1. The proposal requirements are adequately addressed with supporting documentation

2. Management Plan and Crime Free Multifamily Housing Element

Operational Experience and Capacity

1. Each proposal must demonstrate the developer's capacity to perform administrative, managerial, and operational functions.

- a. The proposal should exhibit the prior work of staff, partners or consultants resulting in successful development, management, and operation of federally funded rental housing programs such as the Housing Choice voucher or Project-Based voucher programs.
- b. Applicant possesses control of the proposed development site through fee title, long-term lease, an option to purchase, a disposition and development agreement with a public agency, a leasehold with development provisions or any other enforceable instrument approved by HCD/HACSD.

Special Consideration

A. Evidence of Supportive Services provided to Veterans in addition to the services provided by the Veterans Administration.

- a. Specify the type and level of services and evidence of the commitment to provide these services.

CONDITIONS

HACSD reserves the right to negotiate and award an allocation of VASH PBVs to multiple applicants and request additional information from applicants, however, all terms indicated in this NOFA to be required are non-negotiable. By the act of submitting a proposal, the applicant acknowledges and agrees to the terms and conditions of this NOFA, PIH Notice 2017-21, and 24 CFR Parts 982 and 983. Applicant further certifies to the accuracy of the information submitted. All proposals become the property of the HACSD. HACSD reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, cancel this NOFA at any time, or award as many or as few PBVs under this NOFA as it sees fit. All submittal packages become the property of HACSD and will not be returned. All submitted information will become public information and is subject to public inspection under the State of California Public Records Act.

TECHNICAL ASSISTANCE, CLARIFICATION AND ADDENDA

Requests for clarification regarding this NOFA should be directed to: Anthony McCall, Housing Authority of the County of San Diego, 3989 Ruffin Road, San Diego, CA 92123, or (858) 694-4828, or Anthony.McCall@sdcounty.ca.gov.

NOFA APPLICATION

APPLICATION CHECK LIST

Please complete the following checklist and submit this form with the application.

All pages 8.5 x 11 inches.

One master copy and one copy, both signed, in three-ring binders.

One scanned PDF copy submitted on a USB drive.

GENERAL REQUIREMENTS FOR SUBMITTAL

- ☐ NOFA Application and Project Summary
- ☐ Attachments Summary
- ☐ Development Forms (Rental Income Form, Operating Expense, Sources and Uses of Funds, Multi-year Cash Flow)
- ☐ Letter of Support from the Director of the VAMC

ATTACHMENTS and SUPPORTING DOCUMENTATION:

- ☐ Articles of Incorporation and By-Laws (If applicable)
- ☐ Audited Financial Statements/Single Audit (less than one year old)
- ☐ Board Resolution (If applicable)
- ☐ For non-profit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- ☐ Crime-Free Multi-family Housing Element
- ☐ Evidence of Site Control
- ☐ Evidence of Supportive Services to be provided (if applicable)
- ☐ Evidence of Compatibility with *Live Well, San Diego*
- ☐ Location Map, Site Plan, Floor Plan, Photos
- ☐ Partnership Agreement (if applicable)
- ☐ Rehabilitation Estimate or Public Needs Assessment (including any required testing of major building systems that may be required) (if applicable)
- ☐ Relocation Plan and Relocation Contract (if applicable)
- ☐ Relocation Noticing (if applicable)
- ☐ 20-Year Replacement Reserve Analysis
- ☐ Project Timeline
- ☐ Voluntary Acquisition Notice (if applicable)
- ☐ Affirmative Fair Housing Marketing Plan
- ☐ Certificate of Compliance with HCD Equal Opportunity Program (Attachment B)
- ☐ Deconcentration of Poverty Summary
- ☐ Insurance Policies
- ☐ Management Plan
- ☐ Evidence Applicant is not on Excluded Parties List (Debarment-SAM.gov/EPLS Print-out)

The application and its supporting documentation have been reviewed for completeness using the checklist above.

Authorized Signature: _____ Title: _____ Date: _____

Initial applications are subject to a preliminary review for completeness; applicants submitting incomplete or ineligible proposals will be notified and a deadline for submission. Proposals must comply with the regulations of the VASH and PBV programs.

PROJECT SUMMARY

Project Name:	
Name of Applicant:	
Applicant Address:	
Contact Name:	
Phone:	
Email:	
General Partner Name (if applicable):	
General Partner Address:	
Contact Name:	
Phone:	
Email:	
Organizational Status (Check all that apply):	
<input type="checkbox"/> Non-profit <input type="checkbox"/> CHDO <input type="checkbox"/> Private Entity	
Project Address:	
Project Assessor's Parcel Number (APN):	
Number of VASH PBVs Requested:	
Number of Units/Bedroom Sizes: () studio units with 0 bedrooms; () units with 1 bedroom;	
() units with 2 bedrooms; () units with 3 bedrooms; () units with 4 bedrooms	
() total units	
Date of Occupancy and/or Anticipated Number Vacancies:	
Number of Households to be Relocated:	
Status of Ownership Entity: <input type="checkbox"/> Exists <input type="checkbox"/> To be formed at a later date (if this box is checked, indicate date) Date_____	
Ownership Status	<input type="checkbox"/> Applicant is current owner and will retain ownership <input type="checkbox"/> Applicant will be or is a general partner in a to-be-formed ownership entity <input type="checkbox"/> Applicant is a developer and will be part of the final ownership entity <input type="checkbox"/> Applicant is a developer and will be part of the final ownership entity

PROPOSAL REQUIREMENTS

Responsive proposals must include and/or adequately address each of the following sections. Identify attachment numbers, as applicable.

General Project Information

Attach pages as necessary to describe the following:

- A. Provide a detailed description of the project. Address the following, as appropriate:
 - (1) What service(s) will be provided and how will they be provided?
 - (2) Detail sustainability and/or accessibility features for the development.
 - (3) Attach an outline of the project's Crime-Free Multi-family Housing Program.
- B. Provide a detailed description of the project location and of the existing uses at the site. Attach detailed street map(s) identifying the project and neighborhood boundaries, photos and floor plans of housing units. Address the following questions, as appropriate:
 - (1) Will the project require the relocation of households? If so, describe the circumstances (number of vacant units, number of units potentially subject to relocation, etc.) and attach a relocation plan and relocation consultant contract to the application. Attach a copy of current tenant rents rolls and income levels.
 - (2) How accessible is the project to public transportation, concentrated areas of job opportunities, convenience shopping, food shopping, public schools, etc.?
 - (3) Describe the availability of, and accessibility to, medical care (e.g., emergency, outpatient, acute, and extended care) and social services that are commonly needed for the individuals who will be residing at the development.
 - (4) How will the project not overly concentrate low-income housing in the community?

Applicant Experience

Attach pages as necessary to describe the following:

- A. Organization—Describe the following for the organization (if applicable):
 - (1) Mission Statement
 - (2) Past activities/experience
 - (3) Administrative structure / organizational chart
- B. Technical Capacity
 - (1) Describe the applicant's capability to manage the project as proposed.
 - (2) Describe applicant's experience in property management.
 - (4) Describe applicant's ability to deliver high-quality services to the target resident population.
 - (5) Describe applicant's ability to successfully develop and manage the real estate component of the project.

_____ Number of rental housing units currently owned.
_____ Number of affordable rental housing developments currently owned.
_____ Number of rental housing developments/units currently managed.
_____ Number of affordable rental housing developments/units currently managed

C. Participation of DVBEs and MWBEs

In accordance with County of San Diego Board Policy B-39a, all recipients must ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBEs) and to encourage the participation of minority and women business enterprises (MWBEs) as contractors and subcontractors. Please describe efforts that will be made to encourage the utilization and participation of DVBEs and MWBEs.

Collaboration & Site Amenities

Attach pages as necessary to explain the following:

- A. Describe the extent to which the proposed project will involve other community organizations.
- B. Describe any amenities or programs that may be beneficial to the project's residents.

Innovation

Attach pages as necessary to explain the following:

- A. Describe and provide evidence to support how the proposed development aligns with [Live Well, San Diego](#) components; Building Better Health, Living Safely, and Thriving.

GENERAL PROGRAM REQUIREMENTS

Responsive proposals will include and/or adequately address each of the following sections (if applicable).

- A. Board Resolution

Applicants must submit a resolution of its Board of Directors authorizing the submittal of a proposal, specifying the maximum loan amount and identifying who is authorized to execute loan documents. (Refer to Attachment C).

- B. Certifications

For Non-profit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.

- C. Letter of Support (Applicable to all proposals)

The proposal must include a signed letter of support from the Director of the Veterans Affairs Medical Center (VAMC). The letter from the Veterans' Administration must confirm the VAMC's support of the project and ability make the referrals. All Veterans' Administration inquiries should be directed to Jonathan Flood, Supervisor HUD-VASH Program, at: Jonathan.Flood@va.gov or 619-497-8967.

REGULATORY REQUIREMENTS

Attach pages as necessary to describe proposal compliance with the following areas. Responsive proposals must include and/or adequately address each of the following sections:

- A. Acquisition and Relocation Requirements

Projects are subject to the Uniform Acquisition and Relocation Act of 1970 (URA) as revised, and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

- B. Affirmative Fair Housing Marketing Plan

An Affirmative Fair Housing Marketing Plan (AFHMP) (refer to Attachment D) shall outline methods of informing potential tenants about fair housing laws and contractor policies. An AFHMP must also contain a plan outlining how the contractor will affirmatively market the assisted units. In addition, an AFHMP must contain a plan outlining the special outreach actions to inform persons who would not be likely to apply for the assisted housing without special outreach efforts.

- C. Audited Financial Statements and Single Audit, As Applicable

Submitted audited financial statements must be current (within the last 12 months) and must include a Financial Statement indicating surplus or deficits in operating accounts, a detailed itemized listing of income and expenses and the amounts of any fiscal reserves. The audit must be certified by an independent certified public accountant licensed in California. In accordance with Office of Management and Budget (OMB) Circular A-133, any non-federal entity, including states, local governments and non-profit organizations, that expend \$750,000 (effective

12/26/2013) or more in a year in federal awards shall have an OMB Circular No. A-133 single audit conducted for that year.

As applicable, provide a copy of the A-133 audit and written notification of the results of the A-133 audit. In addition, in compliance with all federal requirements, provide HCD with the corrective action plan for any deficiencies identified in the A-133 audit and the latest status of the corrective action plan.

- D. Conflict of Interest Strict federal and state non-conflict of interest laws and regulations apply to all County and/or sub-recipient agency (i.e., participating cities, developers, non-profit agencies, etc.) staff who are engaged in implementing funded activities. In brief, these requirements prohibit all County and/or sub-recipient agency staff, their families or family/business ties from obtaining any financial interest in a funded contract if they participated in or had inside information about the contract.
- E. Crime-Free Multi-family Housing Proposals must contain an element designed to provide Crime-Free Multi-family Housing. This provision is included in order to ensure a crime free environment for residents. The element should provide for special services in apartment developments to decrease all types of illegal activities and should include an educational component for owners and renters, physical inspections to improve lighting and landscaping and information sharing to establish neighborhood identity. These services are supported by the County [Sheriff's Department Crime-Free Multi-Housing program](#). The Sheriff's local Crime Prevention Specialist provides informational sessions on how to cut crime in multi-family neighborhoods. Expenses associated with the Crime-Free Multi-family Housing program for the proposed project should be covered in the project budget. An outline of the project's Crime Free Multi-Family Housing program must be submitted with the application. In addition, a full description of the project's Crime Free Multi-Family Housing program must be included in the Management Plan. (Refer to Attachment E).
- F. Development Forms Applicants must submit: Rental Income Form, Operating Expense, Sources and Uses of Funds, and Multi-year Cash Flow.

Applicant's estimated Rental Income Form will be used to determine financial feasibility and affordability of the project (use Attachments A and E to make the necessary calculations).

- G. Energy Efficiency
Proposals involving construction of new housing are expected to take specific measures to make the units energy efficient. Examples of energy efficient measures include, but are not limited to, solar photovoltaic panels, dual glazed low-e windows, water efficient appliances, Energy Star rated appliances, durable building products, solar assisted water system or water efficient landscape irrigation. Rehabilitation projects should also propose to increase energy efficiency or energy savings in the housing project. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects.
- H. Environmental Review and Hazardous Waste Assessment
Prior to the formal commitment of any vouchers, all funded projects must be processed in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements. These regulations examine the impact of land development on the environment. In addition, federal assistance carries with it environmental review responsibilities to determine hazards which may impact a proposed HUD project and its residents/clients, such as noise impacts.

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including, but not limited to, contracts for excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and the execution of an AHAP with the HACSD, regardless of whether the work would be accomplished by federal funding or other matching funds.

San Diego County Environmental Services staff will complete the NEPA review for all Urban County projects. They will also complete the CEQA review for projects located in the unincorporated parts of the County. Contractors must involve the local jurisdiction in the CEQA review process for projects located in any of the 13 cities within the HACSD Jurisdiction. HACSD staff will keep applicants apprised of the progress of

environmental processing. HACSD will be responsible for the environmental review under 24 CFR part 58 and will determine whether or not PBV assistance is categorically excluded from review under the National Environmental Policy Act and whether or not the assistance is subject to review under the laws and authorities listed in 24 CFR 58.5.

I. Equal Opportunity

In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises and to encourage the participation of minority and women business vendors, contractors, and subcontractors. If the project is selected, the developer is also required to submit an Affirmative Fair Housing Marketing Plan (AFHMP) for review and approval.

J. Evidence of Site Control

Applicants must possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, leasehold with development provisions or any other enforceable instrument.

K. Evidence of Supportive Services

Applicants must specify the type and level of supportive services to be provided to special needs populations. In addition, applicants must provide evidence of commitment for the supportive services proposed.

L. Location Map and Plans

Applicants must provide a location map, site plan, floor plan and project photos.

M. Management Plan

The developer will be required to submit a Management Plan for review and approval.

N. Partnership Agreement

As applicable, applicant must provide partnership agreements entered into for the development.

O. Accessibility

Housing developments assisted with HUD funds must comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and HUD's implementing regulations, which prohibit discrimination, based on disability and establish requirements for program accessibility and physical accessibility in housing programs. The Fair Housing Act applies to all newly constructed multi-family rental housing with four or more units: Entrances, common spaces and all ground floor dwelling units of non-elevator buildings, and all units of elevator buildings must be made accessible, in accordance with the Fair Housing Act standard.

Section 504 requires full accessibility in accordance with the Uniform Federal Accessibility Standards, or "UFAS." Section 504 applies to all federally assisted newly constructed housing of five or more units, and substantially rehabilitated housing of fifteen or more units:

- Under Section 504, HOME-assisted rental housing developments must provide full accessibility for persons with mobility impairments in at least five percent (but no less than one) of the units.
- In addition, at least two percent (but no less than one) of the units must be made fully accessible to persons with sensory (hearing or vision) impairments.
- Entrances and common areas must also be fully accessible.

P. Prevailing Wage Rates/Davis Bacon

Generally, the use of public funds in housing development initiates compliance with the Davis Bacon Act and requires payment of federal Davis Bacon Wage rates or state prevailing wages to construction workers. Applicants must use the required wage rates in the calculation of project development costs. The Davis-Bacon Wage Act (40 U.S.C. 276a – 276a-5) requires the payment of wages to laborers and mechanics at a rate not less than the minimum wage determination specified by the U.S. Secretary of Labor. Wage determinations are available at <http://www.wdol.gov/>. PBV projects must comply when:

- PBV: Development (including rehabilitation) of a project comprises of nine (9) or more Section 8-assisted units or for construction (including rehabilitation) contracts in excess of \$2,000.

Weekly review of certified payroll reports is required. The applicant must use either the Department of Labor's WH-347 payroll form or any other type of payroll form that contains all the information required on the WH-347 form. The applicant shall conduct compliance reviews of the project by conducting employee interviews as required by Davis Bacon labor standards. Form HUD-11 (Record of Employee Interview) must be used to conduct employee interviews and records must be stored in a secure location. The applicable Davis-Bacon Wage Decision, including modifications, and the Federal Labor Standards Provisions must be included in the project bid documents and/or contract specifications for any work subject to Davis-Bacon prevailing wage requirements.

Q. Project Location

PBV funded projects must be located within the jurisdiction of the HACSD which includes: Unincorporated Area of the County of San Diego, City of Coronado, City of Del Mar, City of Imperial Beach, City of Lemon Grove, City of Poway, City of Solana Beach, City of Chula Vista, City of El Cajon, City of Escondido, City of La Mesa, City of San Marcos, City of Santee, City of Vista.

R. Rehabilitation Standards

Rehabilitation activities must conform to the local written Rehabilitation Standards of the County of San Diego found in Attachment H. The UPCS are uniform national standards established by HUD for housing that is decent, safe, sanitary, and in good repair, pursuant to [24 CFR §5.703](#). The implementation date for UPCS has not yet been confirmed by HUD. Once these revisions go into effect and HUD guidance has been issued, the Rehabilitation Standards will be modified accordingly.

S. Relocation Plan

NOFA applications involving relocation of residents (residential or commercial) shall include an anti-displacement/relocation plan in compliance with relocation laws. Developers are strongly encouraged to contract with a relocation consultant to manage the relocation process. The California Relocation Assistance Act or Uniform Acquisition and Relocation Act of 1970 (URA), as revised, and Section 104(d) of the Housing and Community Development Act of 1974, as amended, may apply. Proposed relocation plans must budget for all relocation and displacement costs, including costs for temporary relocation during construction or rehabilitation. Relocation Plans must include a current copy of rent rolls, as of the date of submission, detailing family income, household characteristics and current rent paid per household in the proposed project.

T. Relocation Noticing

Upon submission of the NOFA application, tenants (residential or commercial) must receive a written General Information Notice, (see Attachments I1 – I2) notifying tenants of their rights under the Uniform Relocation Act, as revised. New rental applicants to the proposed project must also receive a written notification "Notice to Prospective Tenant" (refer to the sample in Attachment I4) informing them of the proposed acquisition/rehabilitation of the property. All notices must be hand delivered or sent via U.S. Certified Mail. Developer must document the manner of delivery and provide delivery receipts.

U. Replacement Reserve Analysis

An adequate 20-year replacement reserve analysis will identify the current condition of all building elements in the development (the roof, plumbing, exterior, interior, etc.) and indicate any repairs that may require immediate attention. The analysis should indicate the year built, the expected useful life of the system, the remaining life

expectancy and the year requiring replacement. The analysis should indicate the estimated annual expenditures required to maintain the property.

V. Section 3 Requirements

Recipients, sub-recipients, contractors and sub-contractors administering or working on projects funded through this NOFA must comply with Section 3 regulations, as applicable. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD financial assistance are directed to lower-income workers/trainees, and to businesses which provide economic opportunities to lower-income persons. Lower-income persons who are residents of San Diego County are defined as Section 3 Residents. Preference should be given to hiring Section 3 Residents and to awarding contracts that benefit Section 3 Businesses from the neighborhood receiving the financial assistance. Contractors are required to complete Section 3 forms.

W. Tenant Characteristics Form

If the proposed development is currently occupied, a Tenant Characteristics Form is required to determine the extent of relocation. (Refer to Attachment J).

X. Timeline for Occupancy

Time is of the essence. Upon approval of a PBV commitment, PBVs will be reserved for the project for a maximum of one year but may be withdrawn earlier if satisfactory progress is not demonstrated.

Projects selected for PBVs must meet regulatory requirements specific to the types of projects prior to the execution of the Agreement to enter a Housing Assistance Payment (AHAP) contract, such as environmental review and subsidy layering review. For rehabilitation projects, the Housing Assistance Payments (HAP) contract must be entered into no later than six months after the award of PBVs. For existing projects not being rehabilitated, the HAP contract must be entered into no later than 60 days after the award of PBVs. In extraordinary circumstances, requests for time extensions may be approved if accompanied by appropriate justification. HACSD, in its sole discretion, may approve or deny such requests.

After execution of a PBV contract for up to 20 years, PBV rental assistance is provided on a unit-by-unit basis upon selection of a qualified tenant. Once a qualified applicant is approved through the eligibility process, the HACSD will inspect the selected unit for compliance with HUD Housing Quality Standards (HQS). If the unit meets HQS, the landlord will execute a lease with the applicant and monthly rental assistance payments based on the unit's rent and utilities, the current payment standard and the applicant's income will be paid to the landlord. After initial approval, annual HQS inspections may be required. As outlined elsewhere, lead-based paint, displacement, prevailing wages, environmental review, as well as other program requirements may apply.

HACD reserves the right to reallocate VASH PBVs from one approved project to another at its discretion, if projects are not proceeding satisfactorily (in the sole opinion of the HACSD) towards commencement of the proposed activity.

Y. Voluntary Acquisition Notice

A Voluntary Acquisition Notice (refer to Attachment I3) must be delivered to the seller of the property prior to making an offer, entering into a purchase agreement, and submittal of the NOFA application. Evidence of the manner and proof of delivery must be included with the NOFA application.

Z. Lead-Based Paint Hazard Reduction Requirements

Lead-based paint regulations, effective September 15, 2000, were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which are Title 10 of the Housing and Community Development Act of 1992. They appear in Title 24 of the Code of Federal Regulations as Part 35 (24 CFR 35). Any project for which federal funds are being obligated or committed after September 15, 2000, must comply with these regulations.

The regulations set hazard reduction requirements that give much greater emphasis to reduction of lead in house dust than did previous regulations. Scientific research has found that exposure to lead in dust is the most common way young children become lead poisoned. For this reason, the new regulations require dust testing after paint is disturbed to ensure that homes are lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or owner-occupied.

Further information on lead-based paint hazard reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785, or by email at <http://www.hud.gov/lea/leahome.html>.

A summary of lead hazard reduction requirements for various types of housing programs is on the following pages. Below is a description of the types of housing covered and not covered by the regulations.

- a) Types of housing covered include: a) Federally-owned housing being sold; b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance); c) Public Housing; d) Housing occupied by a family (with a child) receiving a tenant-based subsidy (such as a voucher or certificate); e) Multi-family housing for which mortgage insurance is being sought; and, f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.
- b) Types of housing not covered include: a) Housing built since January 1, 1978, when lead paint was banned for residential use; b) Housing exclusively for the elderly or people with disabilities, unless a child under age six is expected to reside there; c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks; d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector; e) Property where all lead-based paint has been removed; f) Unoccupied housing that will remain vacant until it is demolished; g) Non-residential property; h) Any rehabilitation or housing improvement that does not disturb a painted surface; and, i) Emergency homeless assistance, unless the assistance lasts more than 100 days, in which case the rule does apply.

NOTE: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.

Subpart of Rule/Type Program		Construction Period	Requirements
A.	Disposition by Federal Agency other than HUD	Pre-1960	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Abatement of LBP hazards. • Notice to occupants of inspection/abatement results.
		1960-1977	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Notice to occupants of results.
B.	Project-Based Assistance by Federal Agency other than HUD	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants of results. • Response to EBL child.
C.	HUD-Owned Single-Family Sold with a HUD-Insured Mortgage	Pre-1978	<ul style="list-style-type: none"> • Visual assessment. • Paint stabilization. • Notice to occupants of clearance.
D.	Multi-family Mortgage Insurance		
	1. For properties that are currently residential	Pre-1960	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance.

Subpart of Rule/Type Program		Construction Period	Requirements
		1960-1977	<ul style="list-style-type: none"> • Provision of pamphlet. • Ongoing LBP maintenance.
	2. For conversions and major renovations	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Notice to occupants.
E.	Project-Based Assistance (HUD Program)		
	1. Multi-family property receiving more than \$5,000 per unit per year	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance and reevaluation. • Response to EBL child.
	2. Multi-family property receiving less than or equal to \$5,000 per unit per year, and single-family properties	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
F.	HUD-Owned Multi-family Property	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection and risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
G.	Rehabilitation Assistance		
	1. Property receiving less than or equal to \$5,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Safe work practices in rehab. • Repair disturbed paint. • Notice to occupants.
	2. Property receiving more than \$5,000, and up to \$25,000	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance if HOME or CILP.
	3. Property receiving more than \$25,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed or presume LBP. • Risk assessment. • Abatement of LBP hazards. • Notice to occupants. • Ongoing LBP maintenance.

Subpart of Rule/Type Program		Construction Period	Requirements
H.	Acquisition, Leasing, Support Services, or Operation	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance.
I.	Public Housing	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Risk assessment if LBP not yet abated. • Interim controls if LBP not yet abated. • Notice to occupants. • Response to EBL child.
J.	Tenant-Based Rental Assistance	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.

CERTIFICATION

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature

Typed Name

Title

Date Signed

Return one scanned PDF copy submitted on a USB drive, one signed original and one copy (each in a three-ring binder) of the NOFA General Application and Attachments to:

**Housing Authority of the County of San Diego
Attn: Anthony McCall
3989 Ruffin Road
San Diego, CA 92123-1815**

NOFA ATTACHMENTS

ATTACHMENT A

VASH Project Based Voucher Program Basics

All applications requesting PBV allocations will be reviewed for the following criteria:

- The Project's contributions to the geographical distribution of affordable housing throughout the jurisdiction, promoting the de-concentration of poverty and furthering fair housing objectives;

Qualified housing developers who can demonstrate their ability to acquire, rehabilitate, or operate affordable housing developments are encouraged to submit an application proposal. Approved projects may receive a VASH PBV allocation of up to 10 PBVs. The PHA may not pay housing assistance under a VASH PBV HAP contract for ineligible housing types (CFR 983.53).

Ineligible Housing types include:

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.
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
6. Cooperative housing
7. Transitional housing
8. High-rise elevator project for families with children. The PHA may not attach or pay PBV assistance to a high-rise elevator project that may be occupied by families with children unless the PHA initially determines there is no practical alternative, and HUD approves such finding.
9. Owner-occupied units
10. 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 following types of subsidized housing are ineligible to receive PBV assistance from the HACD (CFR 983.54):

1. A Public Housing dwelling unit
2. A unit subsidized with any other form of Section 8 Assistance (tenant-based or project-based)
3. A unit subsidized with any governmental subsidy (a subsidy that pays all or any part of the rent)
4. A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing
5. A unit subsidized with Section 236 rental assistance payments
6. A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 USC 1490a (a Rural Housing Service Program)
7. A section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note)
8. Section 811 project-based supportive housing for persons with disabilities
9. Section 202 supportive housing for the elderly
10. A Section 101 rent supplement project
11. A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (e.g., a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701, et seq.)

12. A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by the PHA in accordance with HUD requirements. For this purpose, “housing subsidy” does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).

In order to ensure that the projects meet the appropriate level of Housing Quality Standards (HQS), the project must be inspected for compliance with Section 8 HQS prior to the execution of the PBV Contract (Contract) with the project owner or designee. The PBV rent limits and specific Contract terms shall be based upon the project’s characteristics, fair market rent, the Housing Choice Voucher payment standard at time of Contract execution, and an analysis of “rent reasonableness”. An analysis of the proposed PBV rents will be conducted to determine “rent reasonableness” based upon a comparison of rents for comparable unassisted units in the local market.

Vacancy Loss/Damage Claims

The HACSD will not make payment to the owner for vacancy loss or damages to the unit.

Rent Reasonableness

Rent reasonableness determinations will be conducted for project-based developments in the same manner as those conducted for the units in the tenant-based assistance program. The PBV rent limits and specific contract terms shall be based upon the project’s characteristics, fair market rent, the HCV payment standard at time of contract execution, and an analysis of “rent reasonableness.” An analysis of the proposed PBV rents will be conducted to determine “rent reasonableness,” based upon a comparison of rents for comparable unassisted units in the local market. However; units in developments with contracts to the contrary, to the extent any other restrictions applicable to the property limit the rent and/or occupancy of the property, the most restrictive shall apply.

Waiting List

Vacancies will be filled from an eligible list of applicants referred by the VA’s office to the HACSD. The owner must notify the HACSD when vacancies occur.

The HACSD will determine tenant eligibility for the PBV program.

Tenants receiving supportive services must comply with their Veteran Administration’s Individual Service Plan (ISP) as a condition of participation. The tenant and the PHA must sign a statement of family responsibility that contains all the family obligations, including the family’s participation. Failure by the family without good cause to fulfill its ISP obligation will result in termination of PBV assistance.

A Project owner cannot be the spouse of an assisted family member or a relative, as defined under the regulations for the HCV Program at [24 CFR §983](#).

ATTACHMENT B

***EQUAL OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH THE COUNTY OF
SAN DIEGO***

The County of San Diego is committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the agency, including the employment of individuals and firms which contract with The County of San Diego.

CERTIFICATE OF COMPLIANCE

(Name of Contractor)

As an authorized official for the above-named Contractor, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws as well as any other applicable local, state and federal Equal Opportunity Programs.

Further, I am submitting an acceptable Equal Employment Opportunity Plan. This plan will address the affirmative action that will be taken by this Contractor to eliminate any discriminatory outreach or hiring practices, if they exist, and to introduce outreach and hiring practices to maximize employment opportunities for all qualified individuals.

Name of Authorized Official

Title

Signature of Authorized Official

Date

ATTACHMENT C
SAMPLE BOARD RESOLUTION

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS
OF

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business, the organization conducts at minimum quarterly board meetings, quarterly financial statements are reviewed by the board, and the executive director and other paid staff do not serve as voting board members;

WHEREAS, ____ is a _____ [Status of Corporation, i.e. A Non-profit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c)(3), etc.];

WHEREAS, _____, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, _____, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That _____ is committed to providing safe, decent and affordable housing for persons of very low-, low- and moderate-income levels;
2. That on or about _____ 201_____, the Board of Directors voted to authorize the _____ [title of person authorized], or his designee, to apply for and accept assistance of the Project located at _ [address], for the purpose of obtaining Project Based Vouchers for Veterans Affairs Supportive Housing Program from the Housing Authority of the County of San Diego.
3. That the Board of Directors further voted to authorize the _____ [title of person], or his designee, to execute any and all documents required by the Housing Authority of the County of San Diego, including, without limitation, the HAP Contract and/or Agreement to Enter into a Housing Assistance Payment and any and all other documents requested by the Housing Authority of the County of San Diego , to document and secure project based vouchers.
4. That the Board of Directors further authorized the _____ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the Housing Authority of the County of San Diego to obtain the project based voucher allotment.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on _____, 201_____, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the Housing Authority of the County

of San Diego is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this __ day of _____, 201_____, at San Diego, California.

By: _____

Title: _____

ATTACHMENT D

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuancereaderinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

U.S. Department of Housing
and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp.12/31/2018)

1a. Project Name & Address (including City, County, State & Zip Code)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">1b. Project Contract Number</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">1c. No. of Units</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding: 2px;">1d. Census Tract</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding: 2px;">1e. Housing/Expanded Housing Market Area</td> </tr> </table>	1b. Project Contract Number	1c. No. of Units	1d. Census Tract		1e. Housing/Expanded Housing Market Area	
1b. Project Contract Number	1c. No. of Units						
1d. Census Tract							
1e. Housing/Expanded Housing Market Area							
1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address							
1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address							
1h. Entity Responsible for Marketing (check all that apply) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Owner Agent Other (specify) </div> Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address							
1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.							
2a. Affirmative Fair Housing Marketing Plan <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Plan Type Date of the First Approved AFHMP: </div> Reason(s) for current update:							
2b. HUD-Approved Occupancy of the Project (check all that apply) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Elderly Family Mixed (Elderly/Disabled) Disabled </div>							
2c. Date of Initial Occupancy	2d. Advertising Start Date Advertising must begin at least 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects. Date advertising began or will begin For existing projects, select below the reason advertising will be used: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> To fill existing unit vacancies (which currently has individuals) </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> To place applicants on a waiting list (which currently has individuals) </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> To reopen a closed waiting list (which currently has individuals) </div> </div>						

3a. Demographics of Project and Housing Market Area
Complete and submit Worksheet 1.

3b. Targeted Marketing Activity

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are least likely to apply for the housing without special outreach efforts. (check all that apply)

White	American Indian or Alaska Native	Asian	Black or African American
Native Hawaiian or Other Pacific Islander		Hispanic or Latino	Persons with Disabilities
Families with Children	Other ethnic group, religion, etc. (specify)		

4a. Residency Preference

Is the owner requesting a residency preference? If yes, complete questions 1 through 5.
If no, proceed to Block 4b.

(1) Type

(2) Is the residency preference area:

The same as the AFHMP housing/expanded housing market area as identified in Block 1e?

The same as the residency preference area of the local PHA in whose jurisdiction the project is located?

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

4b. Proposed Marketing Activities: Community Contacts

Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

4c. Proposed Marketing Activities: Methods of Advertising

Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

The size of the Project Site Sign will be _____ x _____

The Equal Housing Opportunity logo or slogan or statement will be _____ x _____

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

7a. Marketing Staff

What staff positions are/will be responsible for affirmative marketing?

7b. Staff Training and Assessment: AFHMP

- (1) Has staff been trained on the AFHMP?
- (2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)?
- (3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

- (4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act?
- (5) If yes, how and how often?

7c. Tenant Selection Training/Staff

- (1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

- (2) What staff positions are/will be responsible for tenant selection?

7d. Staff Instruction/Training:

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

8. Additional Considerations Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

9. Review and Update

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

For HUD-Office of Housing Use Only	For HUD-Office of Fair Housing and Equal Opportunity Use Only	
Reviewing Official:	Approval	Disapproval
Signature & Date (mm/dd/yyyy)	Signature & Date (mm/dd/yyyy)	
Name (type or print)	Name (type or print)	
Title	Title	

ATTACHMENT E

MANAGEMENT PLAN CHECKLIST

The developer will be required to submit a Management Plan for review and approval by the HACSD.

The Management Plan is required to follow the format below.

Management

- ☐ Role and Responsibility of the Owner and/or Delegation of Authority of the Managing Agent
- ☐ Description of Site/Units
- ☐ Scope of Duties
- ☐ Changes in Management
- ☐ Personnel Policy and Staffing Arrangements
- ☐ Hiring and Personnel Policies
- ☐ Projected Staffing (On-Site Manager - 16 or more units)
- ☐ Training and Monitoring
- ☐ Hiring of Residents
- ☐ Maintaining Adequate Accounting Records and Handling Necessary Forms and Vouchers
- ☐ Accounting Basis
- ☐ Collections and Disbursements
- ☐ Contracting, Purchasing, Cost Controls
- ☐ Compliance and Reporting
- ☐ Vacancies and Rent Losses
- ☐ Security Deposits
- ☐ Provisions for Update of Management Plan
- ☐ Insurance

Occupancy

- ☐ Plan and Procedures for Publicizing and Achieving Early and Continued Occupancy
- ☐ Outreach (Affirmative Fair Housing Marketing/Advertising)
- ☐ Resident Selection
- ☐ Waiting List
- ☐ Orientation
- ☐ Procedures for Determining Resident Eligibility and for Certifying and Annually Recertifying Household Income and Size
- ☐ Initial Certification
- ☐ Recertification
- ☐ Changes in Eligibility During Occupancy
- ☐ Leasing Procedures
- ☐ Rent Collection
- ☐ Rent Payment
- ☐ Late Rents
- ☐ Rent Increases
- ☐ Procedure for Appeal, Grievance and Eviction
- ☐ Right to Hearing
- ☐ Eviction Procedures
- ☐ Plans for Enhancing Resident-Management Relations
- ☐ Resident Organization(s)
- ☐ Community Room
- ☐ Auxiliary Program

Maintenance and Security

- ☐ Construction Follow-Up
- ☐ Maintenance Programs
- ☐ Maintenance Duties
- ☐ Maintenance Supervision and Performance
- ☐ Tools
- ☐ Resident Maintenance Requests
- ☐ Resident Neglect and Abuse
- ☐ Reconditioning for New Residents
- ☐ Preventive Maintenance
- ☐ Emergency Maintenance
- ☐ Gardening and Landscape
- ☐ Contract Maintenance
- ☐ Maintenance Stock Control
- ☐ Security

Attach the Crime-Free Multifamily Housing Program Element

Attach the Affirmative Fair Housing Marketing Plan

ATTACHMENT F
CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).

2. Resident, any member of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the said premises.

3. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.

4. Resident, any member of the resident's household or a guest, or another person under the resident's control shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance as defined in Health & Safety Code §11350, et seq., at any locations, whether on or near the dwelling unit premises or otherwise.

5. Resident, any member of the resident's household, or a guest or another person under the resident's control shall not engage in any illegal activity, including: prostitution as defined in Penal Code §647(b); criminal street gang activity, as defined in Penal Code §186.20 et seq.; criminal threats, as prohibited in Penal Code §422 PC; assault and battery, as prohibited in Penal Code §240; burglary, as prohibited in Penal Code §459; the unlawful use and discharge of firearms, as prohibited in Penal Code §245; sexual offenses, as prohibited in Penal Code §269 and 288, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage.

6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Property Manager's Signature: _____ Date: _____

Property Name: _____ Address: _____

ATTACHMENT G
PROJECT TIMELINE

Attach copy of project timeline including all project milestones and (as applicable):

- Rehabilitation start date
- Rehabilitation completion date
- Relocation dates and milestones
- Date units ready for PBV occupancy

ATTACHMENT H- 1

1378 CHG-11
Appendix 3b App. 3b-1 [09/11]

GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT TO BE DISPLACED (Section 104(d) language included for projects with CDBG or HOME) Grantee or Agency Letterhead

(date)

Dear

(City, County, State, Public Housing Authority (PHA), other) , is interested in (acquiring, rehabilitating, demolishing) the property you currently occupy at (address) for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the program(s).

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

This is not a notice to vacate the premises. This is not a notice of relocation eligibility.

If you are determined to be eligible for relocation assistance in the future, you will be given: 1) Reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help you successfully relocate to another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You cannot be required to move permanently unless at least one comparable replacement dwelling has been made available to you. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered. The enclosed HUD brochure, "Relocation Assistance to Tenants Displaced from Their Homes" provides an explanation of this assistance and other helpful information.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child. All persons seeking URA relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

In projects that use Community Development Block Grant funds (CDBG) or HOME Investment Partnership Program (HOME) funds, you might be eligible to select relocation assistance and payments under section 104(d) of the Housing and Community Development Act of 1974 as an alternative to that available under the URA. We have included another brochure titled, "Relocation Assistance to Persons Displaced from Their Homes (Section 104(d))" that provides an explanation of the section 104(d) assistance.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility, you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans. In order to help you fully participate in the relocation process, reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency. Please let our representative know if you need auxiliary aides, written translation, oral interpretation, or other assistance in order to fully participate in the relocation process.

Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact (name) , (title) , (address) , (phone) .

Sincerely,
(name and title)

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 J of Handbook 1378.)
2. This is a guideform. It should be revised to reflect the circumstances.

3. Optional paragraphs for displaced residents of public housing projects (may be modified based on the PHA's resident return policy): "Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after

project completion, every resident who receives assistance as a "displaced person" will be contacted and offered an opportunity to reapply for occupancy in the newly-revitalized community. Furthermore, because you will be a former occupant who was "displaced" from the site, you will also receive a priority preference to return.

In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return, the Authority may help defray the costs of the return move. If you have Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent."

4. Title VI of the Civil Rights Act of 1964 requires agencies to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency. HUD guidance is available at 72 FR 2732 to assist agencies in complying with this requirement. While the text provided regarding language assistance is not required and is provided for illustrative purposes only, providing appropriate translation and counseling for persons who are unable to read and understand required notices is mandatory. See 49 CFR 24.5.

ATTACHMENT H-2

HUD Handbook 1378, Change 5
Appendix 29, [11/2014]

MOVE-IN NOTICE
(GUIDEFORM NOTICE TO PROSPECTIVE TENANT)
Grantee or Agency Letterhead

(date)

Dear:

On (date), (property owner) submitted an application to the (Grantee) for financial assistance under a program funded by the Department of Housing and Urban Development (HUD). The proposed project involves [acquisition] [rehabilitation] [demolition] and/or [conversion] of the property located at (address). Because federal funds are planned for use in this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) [and/or section 104(d) of the Housing and Community Development Act of 1974, as amended] may apply to persons in occupancy at the time the application was submitted for HUD funding. However, if you choose to occupy this property subsequent to the application for federal financial assistance, as a new tenant you will not be eligible for relocation payments or assistance under the URA [and/or section 104(d)].

This notice is to inform you of the following information before you enter into any lease agreement and/or occupy the property located at the above address:

- ◆ You may be displaced by the project.
- ◆ You may be required to relocate temporarily.
- ◆ You may be subject to a rent increase.
- ◆ You will not be entitled to any relocation payments or assistance provided under the URA [and/or section 104(d)]. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses you incur in connection with a move as a result of the project.

Please read this notification carefully prior to signing a rental agreement and moving into the project. If you should have any questions about this notice, please contact (Grantee) at (address and telephone number). Once you have read and have understood this notice, please sign the statement below if you still desire to lease the unit.

Sincerely, (name and title)

I have read the above information and understand the conditions under which I am moving into this project.

Print Name of Tenant(s) Signature(s)
Address and Unit Number

Date

NOTE:

This is a guide form. It should be revised to reflect the project circumstance.

ATTACHMENT I

REHABILITATION STANDARDS

The 2013 HOME Final Rule requires that HOME rehabilitation and acquisition projects conform to the Uniform Physical Condition Standards (UPCS). The UPCS are uniform national standards established by HUD for housing that is decent, safe, sanitary, and in good repair, pursuant to 24 CFR §5.703. The implementation date for UPCS has not yet been confirmed by HUD. Once these revisions go into effect and HUD guidance has been issued, HCD will modify the Rehabilitation Standards below accordingly. All units in the development must meet the new construction or rehabilitation replacement reserve underwriting standards, not just the HCD HOME-assisted units. For all rehabilitation developments, HCD underwriting standards require that developers budget a minimum of \$720 per unit, per year in the replacement reserve. For all new construction developments, HCD underwriting standards require that developers budget a minimum of \$375 per unit, per year in the replacement reserve. HCD reserves the right to require higher replacement reserves based on a capital needs assessment, which includes an analysis of all major systems, their remaining useful life, and projected replacement needs.

I. Introduction

The following rehabilitation standards shall be the basis for all rehabilitation activities undertaken as part of the following programs:

- HOME Investment Partnerships (HOME) program;
- Neighborhood Stabilization program (NSP);
- Community Development Block Grant (CDBG) program; and
- Housing Opportunities for Persons with Aids (HOPWA).

Upon completion of a project, the property must comply with the rehabilitation standards established for these programs.

II. Applicable Laws and Regulations

HCD has established standards for rehabilitation work to bring substandard housing into compliance with the following statutory and regulatory requirements:

- HOME Program Regulations (24 CFR §92);
- HUD Lead-Based Paint Regulations (24 CFR §35);
- Federal Housing Code: Housing Quality Standards;
- Federal Fair Housing Act;
- Section 504 of the Rehabilitation Act of 1973 (applicable to certain HOME projects); and
- Federal Labor Standards Regulatory Requirements (Davis-Bacon Related Acts).

In addition, every unit rehabilitated under the programs must meet one of the following standards:

- Local Housing Codes: Any applicable local housing codes; or
- Uniform Building Code, National Building Code, or the Standard Building Code; or
- The Council of American Building Officials (CABO) one or two family code; or
- The Minimum Property Standards (MPS) in 24 CFR §200.925 or §200.926.

The scope of rehabilitation, at a minimum, must incorporate these Rehabilitation Standards to address the physical deficiencies of a unit, and it must result in the elimination of all serious health and safety hazards. HCD reserves its right to request modifications to a proposed scope of rehabilitation in cases where it is determined that the Rehabilitation Standards established for the program are not being followed.

III. SITE IMPROVEMENTS

Paving and Walkways

Repair Standard: Badly deteriorated essential paving, such as front walkways, must be rehabilitated. Non-essential deteriorated paving such as sidewalks that are unnecessary, must be removed and appropriately landscaped.

- Asphalt Driveway Repair and Sealing: Fill all visible cracks and potholes. If any holes need filling, use a cold patch or black top patch. The hole should be cleaned out of all loose asphalt pieces and undercut so that the patch will bond and not pop-out. Follow manufacturer's instructions, filling the hole and tamping it to compress the material. After filled and dried, seal the entire driveway with a good, durable sealant for an even, uniform appearance.
- Asphalt Driveway (Topping Repair): Provide and install 1½" asphalt topping over existing driveway/parking area. Include patching of holes, weak spots and broken edges, prior to application of top coat. Compact asphalt with a two ton roller or appropriate hand tools. Surface to be free from depressions and sloped to drain. Edges to be tapered and compacted. After asphalt has been installed and set, apply sealer over entire surface.

- Concrete Driveway/Walkway Repair (Cracks): Before repair, remove oil and grease stains if any. Break away any loose or cracked concrete. Clean loose material from the crack, and then remove loose dust and concrete particles. For cracks up to 3/8" wide, use liquid cement filler (repair kit) or ready-mixed concrete patch. For larger cracks/holes, apply thin layer of bonding adhesive and trowel latex patching compound, making it even with the surrounding surface.

Replacement Standard: Essential walkways and driveways shall be replaced with concrete.

- Concrete Driveway: Demo existing, form and pour new driveway. Concrete to be a minimum of 3 1/2". Concrete to be a minimum of 2500 PSI reinforced with #6x6x10/10 mesh placed 3" below the surface. Concrete surface sloped to drain. Control joints to be installed every 10 LFT. Edges to be finished smooth and the surface broom finished. Allow for proper curing.
- Concrete Walkway Replacement or Installation: Demo existing, form and pour new walkway; or install concrete walkway. Replacement or installation to take into account leveling, raking and tamping the ground for a firm smooth surface and to fill in any low areas. Form up sides of walkway, stake a minimum of 4' apart and screw stakes to boards. Pour concrete into the forms of walkway. Level (or screed) the concrete before it hardens. Float, trowel between concrete and form, create joints where needed (4' intervals) and broom finish. Allow for proper curing before removing forms.

Grading

Repair Standard: Any deficiencies in proper grading adjacent to the building shall be corrected to assure surface drainage away from the foundation.

Replacement Standard: N/A

Drainage

Repair Standard: Surface drainage must flow away from walkways or foundation of the house.

- Installation of a French Drain: Install a French drain to move water away from walkway and house. French drain to be 18-24" deep by 6" wide. Tamp down any loose soil. Lay down a perforated pipe (holes side down to avoid being filled with gravel). Once installed, cover the pipe with 1" or large, washed rounded gravel to within 1" of the surface. Cover with sod, rock or appropriate mulching material.

Replacement Standard: N/A

Retaining Wall

Repair Standard: Deteriorated retaining wall that requires minimal structural corrections and does not pose a health or safety hazard should be repaired.

Replacement Standard: A dilapidated retaining wall that poses a health or safety hazard should be replaced, or it must be provided where necessary to protect the structure, driveway and walls and to prevent soil erosion.

- Retaining Wall Replacement or Installation: Construct a concrete block retaining wall using proper footing, reinforcing bar and 8x8x16 concrete block. Apply 2 coats of water proofing sealant to wall per manufacturer's recommendations. Wall to be solid grout, properly sealed with weep holes. Include concrete cap.

Fences and Gates

Repair Standard: Wood fences which lean or have missing pickets, boards or panels may have missing parts replaced with suitable materials to match the existing. Sagging gates may be braced and those dragging on the ground may be re-hung.

Replacement Standards: Dilapidated wood fencing which poses a health and safety hazard should be replaced.

- Wood Fence: Provide and install new "dog eared" fence. Fence to be constructed using 4"x4" galvanized posts set in concrete every 8 lineal feet with 2"x4" top and bottom rails between posts. Provide 1/2" spacing between 6' cedar up right. All hardware to be galvanized. Provide and install 2 wood gates to replace existing at both sides of unit.

Trees

Repair Standard: Trees that are too close to the structure and are undermining the structural integrity of the unit shall be safety-pruned or removed.

Replacement Standard: N/A

IV. EXTERIOR SURFACES

Exterior Steps and Decks

Repair Standard: Steps, stairway, and porch decks will be structurally sound, reasonably level with smooth and even surfaces.

Replacement Standard: All unsafe or unsound porch decks and steps will be removed and/or replaced and protected from deterioration with paint or other acceptable finish. New steps and stairways shall be constructed of preservative treated lumber in conformance with local codes, or of masonry. Porch decks shall be replaced with tongue and groove pine.

Exterior Railings

Repair Standard: Handrails will be present on one side of all interior or exterior steps or stairways with more than two risers, and around porches or platforms over 30" above ground level.

Replacement Standard: Railings shall be wrought iron or preservative treated lumber.

Exterior Hardware

Repair Standard: N/A

Replacement Standard: Every unit will have a mailbox, or a mail slot, and a minimum 3" high address numbers at the front of the unit.

Bricks

Repair Standard: Replace all missing or damaged bricks with new bricks to match existing. Clean out all loose mortar joints and tuck points with new mortar.

Replacement Standard: N/A

Exterior Paint

Repair Standard: Siding and trim will be intact and weatherproof. All exterior wood components will have a minimum of two continuous coats of paint, and no exterior painted surface will have any deteriorated paint.

- Exterior Paint on Stucco: Water blast stucco. Repair damage to stucco using suitable stucco patch. Finish pattern to blend with existing as closely as possible. Prepare and paint stucco with two coats quality grade paint, guaranteed to cover. After paint has dried, seal area from ground up to 4 feet around house with water sealer that will not stain paint.
- Exterior Paint on Trim, Fascia, Eaves and Wood Members: Repair or replace damaged trim, fascia, eaves, wood members, etc. See termite report for recommended or required repairs. All wood to be primed. Prepare all exterior wood, including exterior doors, for painting, using industry approved standards. Paint using two quality coats guaranteed to cover exterior paint. Owner to select color(s).

Replacement Standard: Wood siding materials and trim which are broken, split or damaged so as to permit the entrance of weather or which show signs of decay or insect infestation shall be replaced to match existing.

- Fascia: Replace or repair any damaged trim, fascia, eaves, or wood members, etc. See termite report for recommended or required repairs. All new wood to be primed. Then, paint all exterior doors and wood with good quality exterior paint guaranteed to cover. Prior to application, assure surfaces are smooth, clean, dry and ready to receive paint. Apply according to manufacturer's recommendations. Owner to select color(s).

Gutters, Cornices and Exterior Details

Repair Standard: Repairs to gutters, downspouts, eaves, rafter ends, fascias, soffits and cornices, moldings, trim, etc., shall be made to match existing design and appropriate materials to prevent deterioration.

Replacement Standard: Gutters, downspouts, eaves, rafter ends, fascias, soffits and cornices, moldings, trim, etc., showing evidence of deterioration shall be replaced with new materials suitably protected with paint or stain.

V. FOUNDATIONS AND STRUCTURE

Foundations

Repair Standard: Foundations shall be sound, reasonably level and free from movement.

Replacement Standard: Replacement of foundations must meet building code.

Structural Walls

Repair Standard: Structural framing and all masonry or concrete foundation walls shall be free from visible deterioration, rot or serious termite damage. All sagging floor joists or rafters shall be visually inspected, and significant structural damage and its cause shall be corrected and improved to a safe and sound condition.

Replacement Standard: Replacement of structural walls must meet building code. All wood foundation posts, sills, girders and plates showing signs of rot, decay, infestation or structural failure shall be replaced with new suitable materials of proper design, where applicable.

VI. WINDOWS, DOORS AND OTHER OPENINGS

Exterior Doors

Repair Standard: Doors shall be solid, weather stripped, operate smoothly and include a peep site, a dead bolt and an entrance lock set.

Replacement Standard: All replacement doors at the front of the property will be Energy-Star rated. Dead bolt locks shall be installed on all doors.

- **Front Entry Door:** Provide and install solid front entry door. Replace wood trim and jamb as needed. Include new locking door knob and dead bolt lock set keyed alike. Installation to include 3 butt hinges and all necessary hardware. Paint or stain door. Owner to select color.
- **Garage Door:** Provide and install steel non-insulated, solid panel (no windows) roll-up garage door with electric opener system. Replace wood trim and jamb as needed. Installations to include all necessary hardware and minimum 5 (five) year warranty on all components.
- **Security Screen Doors:** Provide and install new security screen door with locking door knob and dead bolt lock set. Install per manufacturer's recommendation and include all necessary hardware. Any gap at bottom of screen door once installed must be closed.

Chimneys

Repair Standard: Chimneys or fireplaces showing signs of deterioration must be repaired or replaced with appropriate materials.

Replacement Standard: N/A

Interior Doors

Repair Standard: All bedrooms, baths and closets shall have well-operating doors.

Replacement Standard: Interior doors must be hollow core, pressed wood product with brass plated bedroom lockset.

- **Door (Interior):** Provide and install pre-hung hardboard hollow core interior door (minimum 1 3/8" thick). Replace wood trim and jamb as needed. Include new locking door knob. Installation to include 3 butt hinges and all necessary hardware. Paint or stain door. Owner to select color.

Windows

Repair Standard: All single glazed windows shall be replaced with Energy-Star rated windows. Operable windows shall have a locking device and mechanism to remain partially open. Dilapidated lead-containing windows should be replaced.

Replacement Standard: All windows must be replaced with energy efficient, dual pane, retrofit vinyl, low-E, Energy-Star rated windows. The windows must have a minimum R-value of 2 (Energy-Star).

- **Window Replacement:** Provide and install new energy efficient, low-E, dual pane, retrofit vinyl windows with screens to replace existing windows. New windows to allow for proper egress, ventilation and natural light to code.
- **Sliding Glass Door:** Provide and install new sliding glass door to replace existing. Sliding glass door to match energy efficiency standards of windows. Bid to include necessary modifications and repairs to adjacent surfaces. Installation per manufacturer's recommendations and to include screen door.

VII. ROOFING

Roofs

Repair Standard: Missing and leaking shingles and flashing shall be repaired on otherwise functional roofs.

Replacement Standard: Dilapidated roofs and flashing shall be replaced to protect the building against leakage.

- **Roof Replacement:** Demo existing roof covering down to sheathing. Inspect and replace damaged sheathing and starter boards per code. Install new fiberglass shingles over 15# domestic felts per manufacturer's instructions. Shingles to carry 25-year manufacturer's warranty and be equal to Johns Manville, Celotex or Owens Corning. Include all metal work, reseal flashings and paint vent pipes/covers with rust inhibitor paint – color to be owner's choice. Provide a 25-year manufacturer's warranty and 5-year workmanship guarantee.
- **Roof - Built Up:** Remove existing hot-mop and rock roof covering down to sheathing. Inspect and replace damaged sheathing and starter boards. Provide and install solid cap over 4ply built up roof comparable to Johns Manville or better. Include all metal work, reseal flashings and paint vent pipes/covers with rust inhibitor paint – color to be owner's choice. Provide a 20-year manufacturer's warranty and 5-year workmanship guarantee.
- **Roof – Cap:** Remove existing hot-mop and rock roof covering down to sheathing. Inspect and replace damaged sheathing and starter boards. Provide and install solid cap over 3ply built up roof comparable to Johns Manville or better. Include all metal work, reseal flashings and paint vent pipes/covers with rust inhibitor paint – color to be owner's choice. Provide a 15-year manufacturer's warranty and 5-year workmanship guarantee.
- **Roof – Shake:** Demo existing wood shake roof down to sheathing. Inspect and replace starter boards. Apply solid sheathing to code. Install new fiberglass shingles over 15# domestic felts per manufacturer's instructions. Shingles to carry 25 year

manufacturer's warranty and be equal to Johns Manville, Celotex or Owens Corning. Include all metal work, reseal flashings and paint vent pipes/covers with rust inhibitor paint – color to be owner's choice. Provide a 25-year manufacturer's warranty and 5-year workmanship guarantee.

- **Roof (3-tab):** Demo existing 3-tab roof coverings down to sheathing. Inspect and replace damaged sheathing and starter boards per code. Install new fiberglass shingles over 15# domestic felts per manufacturer's instructions. Shingles to carry 25 year manufacturer's warranty and be equal to Johns Manville, Celotex or Owens Corning. Include all metal work, reseal flashings and paint vent pipes/covers with rust inhibitor paint – color to be owner's choice. Provide a 25-year manufacturer's warranty and 5-year workmanship guarantee.

VIII. INTERIOR STANDARDS

Flooring

Repair Standard: Flooring in adequate condition with minimal damage may be repaired. Bathroom and kitchen floors shall be rendered smooth and cleanable by being covered with water-resistant vinyl flooring or ceramic tile.

Replacement Standard: Floors in areas of the unit which show excessive wear, shrinkage, cupping or other serious damage and poses a health and safety hazard shall be replaced or covered with acceptable finish flooring materials and properly installed. Sound wood floors showing normal wear discoloration may be refinished.

- **Carpet:** Provide and install new carpet and pad (minimum ½") in living areas determined by the owner. Owner to select style and color. Installation to include new baseboard to match existing. Paint baseboard if wood.
- **Vinyl:** Remove and replace current vinyl flooring. Repair/replace underlayment as necessary. Prepare flooring to provide a smooth surface, ready to receive new floor sheet goods. Remove existing baseboards. Furnish and professionally install new owner selected, one-piece linoleum flooring, including new baseboards, sink nails, putty, sand smooth and paint.

Closets

Repair Standard: All bedrooms shall have closets with a door, clothes rod and shelf.

Replacement Standard: N/A

Interior Walls and Ceiling

Repair Standard: All holes and cracks shall be repaired to create a continuous surface and any deteriorated paint should be properly repaired or, if applicable, stabilized using lead-safe measures.

Replacement Standard: Walls shall be plumb and ceiling level with a smooth finish on at least ½" gypsum.

IX. ELECTRIC

Repair Standard: Electrical service must be adequate to safely supply power to all existing and proposed electrical devices. All entrances will be well lighted and either switched at the interior side of the door or the light will be controlled by a photoelectric cell. Where needed, motion actuated security lighting shall be installed. All switch, receptacle and junction boxes shall have appropriate cover plates. Wiring shall be free from hazard and all circuits shall be properly protected at the pane.

Replacement Standard: Replacement of electrical systems, distribution, wiring or services must meet code.

X. PLUMBING

Repair Standard: All Plumbing fixtures must be appropriately supplied with water, connected to an approved drain, waste, vent and supply lines. All leaking, deteriorated or clogged piping shall be replaced or restored to a condition which will provide safe and adequate service for the plumbing fixtures or gas-fired equipment to which they are connected.

Replacement Standard: New piping and fittings must meet plumbing code. All water lines shall be replaced with new copper pipe.

XI. ENERGY CONSERVATION MEASURES

Rehabilitation loans must be used to reduce energy consumption through the installation of:

- Energy efficient windows;
- Attic, floor and wall insulation;
- Energy Star rated appliances;
- Energy efficient water heaters;
- Caulking and weather stripping of doors and windows.

ATTACHMENT J-1

HUD Handbook 1378, Change 6
Appendix 3, [11/2014]

GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT TO BE DISPLACED

Grantee or Agency Letterhead

(date)

Dear _____:

(City, County, State, Public Housing Authority (PHA), other) _____ is interested in (acquiring, rehabilitating, demolishing) _____ the property you currently occupy at (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

- This is not a notice to vacate the premises.
- This is not a notice of relocation eligibility.

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including help to you find another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered. The enclosed HUD brochure, "Relocation Assistance to Tenants Displaced from Their Homes" provides an explanation of this assistance and other helpful information.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact (name) _____, (title) _____, (address) _____, (phone) _____.

Sincerely,

(name and title) _____

Enclosure

NOTES (see next page)

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)
2. This is a guide form. It should be revised to reflect the circumstances.
3. Optional paragraphs for displaced residents of public housing projects (may be modified based on the PHA's resident return policy):

“Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, every resident who receives assistance as a “displaced person” will be contacted and offered an opportunity to reapply for occupancy in the newly-revitalized community. Furthermore, because you will be a former occupant who was “displaced” from the site, you will also receive a priority preference to return.

In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return, the Authority may help defray the costs of the return move. If you have Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent.”

ATTACHMENT J-2

HUD Handbook 1378, Change 6
Appendix 2, [11/2014]

GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL TENANT NOT DISPLACED Grantee or Agency Letterhead

(date)

Dear _____:

(City, County, State, Public Housing Authority (PHA), other) _____, is interested in rehabilitating the property you currently occupy at (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions. *

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- This is not a notice to vacate the premises.
- This is not a notice of relocation eligibility.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact:

(name) _____, (title) _____,
(address) _____, (phone) _____.

Sincerely,

(name and title) _____

Enclosure

NOTES

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)
2. This is a guide form. It should be revised to reflect the circumstances.

**Based on the applicable HUD program regulations, if “reasonable terms and conditions,” are defined, one of the following statements or other language may also be required in this Notice:*

- a. *Under HOME at 24 CFR §92.353(c)(2)(C)(I): “Your new lease will be for a term of not less than one year at a monthly rent will remain the same or, if increased, your new monthly rent and estimated average utility costs will not exceed: 1) If you are low-income, the total tenant payment as defined by HUD (under 24 CFR §5.628), or (2) 30% of the monthly gross household income, if you are not low-income.”*
- b. *Under CDBG at 24 CFR §570.606(b)(2)(D)(I): “Your monthly rent will remain the same or, if increased, your new rent and estimated average utility costs will not exceed 30% of the household’s average monthly gross income.”*
- c. *Under Section 221 Mortgage Insurance Programs under 24 CFR §221.795(i): “Your monthly rent and estimated average utility costs will not exceed the amount approved by HUD.”*

ATTACHMENT J-3

GUIDEFORM
- **VOLUNTARY ACQUISITION** –
- Informational Notice -
(Agencies without Eminent Domain Authority)

Grantee or Agency Letterhead

(date)

Dear _____:

(Name of Agency/Person) _____, is interested in acquiring property you own at (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

Please be advised that (Name of Agency/Person) _____ does not have authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

We are prepared to offer you (\$) _____ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact (name) _____, (title) _____,
(address) _____, (phone) _____.

Sincerely,

(name and title) _____

NOTES

1. The case file must indicate the manner in which this notice was delivered (e.g., certified mail, return receipt requested) and the date of delivery.
2. Tenant-occupants displaced as a result of a voluntary acquisition may be entitled to URA relocation assistance and must be so informed per 49 CFR 24.2(a)(15)(iv) – Initiations of negotiations, and 49 CFR 24 Appendix A - 24.2(a)(15)(iv).
3. This is a guide form. It should be revised to reflect the circumstances .

ATTACHMENT J-4

HUD Handbook 1378, Change 5
Appendix 29, [11/2014]

MOVE-IN NOTICE (GUIDEFORM NOTICE TO PROSPECTIVE TENANT)

Grantee or Agency Letterhead

(date)

Dear:

On (date), (property owner) submitted an application to the (Grantee) for financial assistance under a program funded by the Department of Housing and Urban Development (HUD). The proposed project involves [acquisition] [rehabilitation] [demolition] and/or [conversion] of the property located at (address). Because federal funds are planned for use in this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) [and/or section 104(d) of the Housing and Community Development Act of 1974, as amended] may apply to persons in occupancy at the time the application was submitted for HUD funding. However, if you choose to occupy this property subsequent to the application for federal financial assistance, as a new tenant you will not be eligible for relocation payments or assistance under the URA [and/or section 104(d)].

This notice is to inform you of the following information **before you enter into any lease agreement and/or occupy the property located at the above address:**

- ◆ You may be displaced by the project.
- ◆ You may be required to relocate temporarily.
- ◆ You may be subject to a rent increase.
- ◆ You will not be entitled to any relocation payments or assistance provided under the URA [and/or section 104(d)]. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses you incur in connection with a move as a result of the project.

Please read this notification carefully prior to signing a rental agreement and moving into the project. If you should have any questions about this notice, please contact (Grantee) at (address and telephone number). Once you have read and have understood this notice, please sign the statement below if you still desire to lease the unit.

Sincerely,

(name and title)

I have read the above information and understand the conditions under which I am moving into this project.

Print Name of Tenant(s)

Signature(s)

Address and Unit Number

Date

NOTE:

This is a guide form. It should be revised to reflect the project circumstances.

ATTACHMENT K

TENANT CHARACTERISTICS FORM

PROJECT NAME: _____ BORROWER/DEVELOPER: _____ FUNDS (Please check): _____ HOME _____ Other _____

PART A: To be completed by the applicant. +See reverse side for codes to use when completing this form.

Unit #	Tenant Name	Number of Bedrooms	Number of Occupants	Household Annual Income	Income Level ****	Income Source *****	Receive Sect 8? ***	Current Monthly Rent	Post- Rehab Rent	Ethnic Code *	Sex of Head of Household	Age of Head of Household	Handicap ped **	Occupants: Relationship by Sex & Age

(Please fill out additional sheets if necessary)

(1) ETHNIC CODES (*)

Race-Head of Household

11-White

12-Black/African American

13-Asian

14-American Indian/Alaska native

15-Native Hawaiian/Other Pacific Islander

16-American Indian/Alaska Native and White

17-Asian and White

18-Black/African American and White

19-American Indian/Alaska Native and Black/African American

20-Other Multi Racial

(2) HANDICAPPED CODES ()**

"H" = Hearing Impaired

"V" = Visually Impaired

"M" = Mobility Impaired

(3) SECTION 8 ASSISTANCE (*)**

If yes, please identify type: "C" = Certificate "V" = Voucher

(4) INCOME LEVELS (**) (Area Median Income (AMI)) Limits Effective March 28, 2016**

CODE	Family Size:	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
"1"	Extremely Low (<30% AMI)	\$17,850	\$20,400	\$22,950	\$25,500	\$28,440	\$32,580	\$36,720
"2"	Very Low (50% AMI)	\$29,750	\$34,000	\$38,250	\$42,500	\$45,900	\$49,300	\$52,700
"3"	Low-Income (80% AMI)	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350

(5) INCOME SOURCE (***)**

Codes: "1" = Earned Income (Head of Household)

"5" Social Security

"2" = Earned Income (Joint)

"6" Retirement Income (Other Pensions/Annuities)

"3" = Investment Income (Interest/Dividends)

"7" Redistributed Income (Unemployment, Welfare, Disability, SSI)

"4" = Earned Investment (Rental Income)