HOUSING AUTHORITY OF THE CITY OF TULSA
REQUEST FOR PROPOSALS #20-011
FOR
PROJECT BASED VOUCHERS
FOR THE DEVELOPMENT OF WORKFORCE HOUSING

PROPOSALS will be continually accepted and will be reviewed by

THA every sixty (60) days, until the voucher limit is met.

Proposals may be submitted online at:

https://www.tulsahousing.org/contracting/rfps/

Issued Date: Friday, January 31, 2020

Contents

A. INTRODUCTION

The Housing Authority of the City of Tulsa (THA) is issuing this Request for Proposals (RFP) seeking proposals from owners and/or developers for Project-Based Vouchers available under the Department of Housing and Urban Development (HUD) Housing Choice Voucher (aka "Section 8") program. Existing units, substantial rehabilitation projects and new construction projects are all eligible for consideration. Proposed units must be within the jurisdiction of THA.

This request for proposals (RFP) is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations Project Based Voucher (PBV) program and Chapter 20 of THA's Administrative Plan.

Basic Application Information

PROPOSALS will be continually accepted and will be reviewed by THA every sixty (60) days, until the Voucher limit is met.

Proposals must include a brief narrative and applicable supporting documentation for each of the section criteria, as well as a completed Application Cover Sheet (Exhibit A) and the Application for Project-Based Voucher Funding. (Exhibit B).

Completed proposals should be submitted online at: https://www.tulsahousing.org/contracting/rfps/

If an application fails to give complete information or documentation as required, the application may not be considered for review.

THA reserves the right to reject any or all proposals and to terminate the RFP process at any time if deemed by THA to be in its best interest.

B. PROGRAM PURPOSE AND REQUIREMENTS:

1. Under the PBV program, HUD allows Housing Authorities to attach up to 20% of units allocated for its Section 8 Housing Choice Voucher program for program funding to specific housing units. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract. The Housing Authority may enter into a HAP contract with an owner for an initial term of fifteen (15) years for each contract unit.
2. Project-Based Vouchers can be allocated either through a competitive process by submitting an application and proposal in accordance with the requirements included within this RFP, or through a non-competitive process to projects that have been awarded other funding for housing through a separate competitive process, such as, the City of Tulsa, Community Development Block Grant RFP.
3. To be considered for a non-competitive award for PBVs, you must submit a Non-Competitive Voucher Application available at www.tulsahousing.org/rfps
4. This Request for Proposals (RFP) solicits the participation of owners who request HUD PBV assistance for either existing, rehabilitated or newly constructed units. THA may select multiple projects under this RFP so long as the total number of vouchers committed does not exceed the limit.

C. ELIGIBLE PROJECTS

THA is issuing this RFP for existing, rehabilitated, and or newly constructed rental housing that:

1. Is located near services, transportation, shopping, medical facilities, and other amenities;
2. Will not displace existing tenants;
3. Provide supportive services to tenants on an as needed basis;
4. The proposed number of units to be project-based does exceed 25% of the total units in each building, except in the case of single-family dwellings (4 units or less per building), in which case up to 100% of the units in such buildings may be proposed for PBV assistance;
5. Is located in a census tract with a poverty rate of not more than 20%. Projects located in areas with high poverty rates may also be considered, but the owner must submit justification for the need to project-base their development in such an area; and
6. Complies with HUD Site and Neighborhood standards;

i. PBV Regulatory Requirements:

Proposed projects must be able to meet all HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including, but not limited to, evidence of site control, applicable environmental review, prevailing wage requirements and subsidy layering review. Applicants will be expected to communicate with THA regarding these requirements and supply any additional information requested by THA to complete the application process.

ii. Identity of Interest:

If one of the respondents presents an Identity of Interest related to the purchase, rehabilitation or financing of the property, the proposer must submit a signed statement fully describing any identity of interest relationships. The proposal in question and the signed statement will be forwarded to the HUD Field Office, or HUD-approved independent entity, for review.

iii. HUD Waivers:

If a project requires a waiver from HUD and does not receive a waiver, that project will not receive funding unless the applicant can change their proposal to meet HUD requirements. If this change would alter the ranking points assigned to the application, THA will re-score and rank the proposal.

D. PROPOSAL SELECTION

1. Complete proposals submitted to THA in the required format and including all required documentation will be reviewed, evaluated and ranked by a Project-Based Voucher Selection Committee. Proposal reviews will occur on a regular basis or as applications are received. Awards will be contingent upon the availability of vouchers and budget authority at the time the proposal is submitted. THA's Board of Commissioners will make the final selection decision for each proposal.
2. The Project-Based Voucher Selection Committee will use the Evaluation Criteria located in Exhibit B to Rank proposals. A minimum number of 55 points is required for the proposal to be considered. The evaluation criteria are considered minimum threshold factors, and THA reserves the right to determine if a proposal is consistent with its affordable housing goals.
3. If there are not enough vouchers to fully fund a proposal, the applicant will be given the opportunity to accept a lesser number of vouchers than requested or decline all the vouchers.

4. THA will make every effort to provide a written selection decision to the applicant within sixty (60) days from the closing of the RFP. If selected, the applicant will be expected to cooperate with THA in providing any additional information requested by HUD in the final approval process.

E. EVALUATION & SCORING CRITERIA – NEW CONSTRUCTION

Proposals will be evaluated and scored according to the criteria listed below.

THA will rate and rank proposals for newly constructed and rehabilitated housing using the following criteria: 100 TOTAL POINTS POSSIBLE

i. Project Readiness = 35 TOTAL POINTS

- Feasibility of units ready for occupancy within 18 months from award = 20 points
- The project requires 25% or fewer units per building to be project based = 5 points
- Accessibility to public transportation and local resources = 10 points

ii. De-Concentration Poverty/Expanding Housing & Economic Opportunities = 15 TOTAL POINTS

- Extent to which the project furthers the THA goal of de-concentration of poverty and/or expanding housing and economic opportunities = 5 points
- Project provides workforce housing in Downtown and Near Downtown Tulsa as detailed in the City of Tulsa Housing Study = 10 points

iii. Owner/Developer Experience = 25 TOTAL POINTS

- Experience in developing and managing affordable housing projects and working with Housing Choice Vouchers = 15 points
- Experience serving workforce families = 10 points

iv. Supportive Services = 25 TOTAL POINTS

- Extent to which the project will provide supportive services to workforce households = 5 points
- Experience with supportive service providers = 5 points
- Demonstrated relationship and coordination plan with the service provider for the provision of supportive services for workforce households = 10 points

F. EVALUATION & SCORING CRITERIA - EXISTING UNITS

THA will rate and rank proposals for existing housing using the following criteria: 100 TOTAL POINTS POSSIBLE

i. Project Readiness = 35 TOTAL POINTS

- Feasibility of units ready for occupancy within 18 months from award = 20 points
- The project requires 25% or fewer units per building to be project based = 5 points
- Accessibility to public transportation and local resources = 10 points

ii. De-Concentration Poverty/Expanding Housing & Economic Opportunities = 15 TOTAL POINTS

- Extent to which the project furthers the THA goal of deconcentration of poverty and/or expanding housing and economic opportunities = 5 points
- Project provides workforce housing in Downtown Tulsa = 10 points

iii. Owner/Developer Experience = 25 TOTAL POINTS

- Experience in rehab housing projects for affordable housing and using Housing Choice Vouchers = 10 points
- Experience with supportive service providers = 5 points
- Experience serving chronically homeless, veterans and low-income families = 10 points

iv. Supportive Services = 25 TOTAL POINTS

- Extent to which the project will provide supportive services to workforce households = 10 points
- Demonstrated relationship and coordination plan with the service provider for the provision of case management and other supportive services = 15 points

G. Project Standards

All projects must meet the following standards:

1. The project must meet all applicable state and local codes, rehabilitation standards (if applicable), and ordinances;
2. The project must meet the accessibility requirement of the Fair Housing Act and, for rehabilitation projects, Section 504 of the Rehabilitation Act of 1973. (See Exhibit 3); and
3. The project must meet minimum HUD Housing Quality Standards. (HQS).

H. STATEMENT OF INTEREST

i. Introduction of Developers & Property Management

The letter should identify Owner's/Developer's interest in responding to the RFP, the authorized negotiator, all members of the proposed team as well as relationships amount them. Describe the organization and include attachment with additional information regarding the Owner's/Developer's background.

ii. Project Description and Community Impact

Provide a narrative description of the Project including:

- Project Type;
- Project location(s), address(es) and map(s);
- Total number of units and number of units to be assisted with project-based voucher assistance; and
- Project Amenities,
- Description of Community Impact regarding whether the PBVs requested for the project preserves or expands housing affordability

iii. Target Households to be Served

- Identify the persons who will benefit from the project.
- Define the geographic area from which the project is expected to draw the majority of its residents.
- Provide information on other projects or available inventory that would compete with your project. Describe the target market, include characteristics and income levels of households likely to be attracted to the development.
- Provide information on any waiting lists, as applicable.

iv. For New Construction – Site and Neighborhoods Requirements

- Describe efforts (or plans) to gather community input for project.
- For new construction project, address how the project meets the Site and Neighborhood requirements of 24 CFR 983.6 (b) per the checklist in **Exhibit D**.

v. Proposed Marketing Plan

Describe how you will market your project to potential tenants, particularly those least likely to apply.

vi. Owner /Developer Experience

- Describe experience in developing and managing workforce housing, including constructing, marketing, renting and managing similar projects. Provide detailed list of projects completed/managed in the last 5 years, indicating the start date, time required, completion date, key elements of the project and initial and final budget. Provide a list of projects (regardless of type) funded through any other federal program (either through THA or another entity) within the past ten years, the date funds were awarded, and the status of each project.

- Provide information on each member of the owner/development/management team and their roles as it relates to the proposed project. Provide resumes of key development team members.

vii. Project Feasibility

Describe Project's readiness. Provide a schedule for implementation, including a timeline for projected milestones, such as: Project Financial Closing, Start of Construction, Completion of Construction, Project Certificate of Occupancy.

viii. For Rehab Units

- Proposed Relocation Plan, if applicable;
- Proposed plan to ensure compliance with HQS Requirement; and

ix. Pre-Development

- Evidence of Site Control;
- Plan for Environmental Assessments;
- Plan for Zoning Change, if needed
- Proposed Design;
- Proposed Construction Schedule;
- Anticipated Lease-Up date.

x. Development Financial Model & Project Pro Forma

- Provide an excel document detailing the Project Financing Model and 15-Year Project Proforma to demonstrate the Owner/Developer is financially capable of undertaking the project and the projects financial feasibility.
- Sources and Uses of Funds must balance and included the use of requested number of PBVs as added to the capital stack and/or operating budgets.
- Owner/Developer - *should* - have firm financial commitments for all funding sources.
- Attach documentation of all funds listed as Committed in the Project Based Voucher Application.

NOTE: THA will only enter into an Agreement upon confirmation of all sources of funding, a detailed Opinion of Cost from a qualified General Contractor.

NOTE: Davis-Bacon wage rates should be considered when preparing the cost estimate if the project proposed will consist of nine or more contract units.

I. PROPOSAL SUBMISSION REQUIREMENTS

1. Online

   Submit all proposals at: https://www.tulsahousing.org/contracting/rfps/

2. Rolling Due Date

   PROPOSALS will be continually accepted and will be reviewed by THA every sixty (60) days, until the Voucher limit is met.

   THA reserves the right to reject any or all proposals and to terminate the RFP process at any time if deemed by THA to be in its best interest.

3. Format and Contents

   For ease of review and to facilitate evaluation, the Proposal for this project should be organized in line with Section H - Statement of Interest, followed Exhibits. Attachments are to be submitted upon award.

4. Cost Incurred in Responding

   i. All costs directly or indirectly related to preparation of a response to this RFP or any oral presentation required to supplement and /or clarify the submittal which may be required of THA shall be the sole responsibility of and shall be borne by Owner.
   ii. Each Owner by submitting its proposal waives any claim for liability against THA as to loss, injury and costs or expenses, which may be incurred, as a consequence of its response to this document.
   iii. All documents that are prepared by the Owner in response to this RFP shall, upon submittal, become property of THA.

5. Respondent Questions

   If respondents have questions, they must be submitted in writing to: Lydia.Lapidus@tulsahousing.org **and** Yannick.Alphonso-Gibbs@tulsahousing.org.

   Any Addenda shall also be uploaded on THA's web page at: https://www.tulsahousing.org/contracting/rfps/

6. Reservation of Rights

The issuance of this RFP does not constitute an agreement by THA that any contract will be entered into by THA. THA expressly reserves the right at any time to:

i. Waive or correct any defect or informality in any response, submittal, or submittal procedure;
ii. Reject any or all submittals;
iii. Re-issue an RFP or change deadline dates; and
iv. Modify all or any portion of the selection procedures, prior to the submission deadline, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the submittals.
v. All submittals shall be deemed public records. In the event that a respondent desires to claim portions of its submittal exempt from disclosure, it is incumbent upon the respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page.
vi. THA will consider a respondent's request for exemption from disclosure; however, THA will make a decision based upon applicable laws.
vii. Assertions by a respondent that the entire submittal or large portions are exempt from disclosure will not be honored.
viii. All responses to the RFP shall become the property of THA and will be retained or disposed of accordingly.
ix. THA shall not be liable for any pre-contractual expenses incurred by any respondent. THA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to the RFP.
x. All data and information furnished by THA or referred to in this RFP are furnished for the respondent's convenience.
xi. THA does not guarantee that such data and information are accurate and assumes no responsibility whatsoever as to its accuracy or interpretation.
xii. Respondents shall satisfy themselves as to the accuracy or interpretation of all such information and data.
xiii. By submitting a proposal in response to this RFP, the respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, THA's selection of a consultant, and THA's rejection of any and all submittals.
xiv. THA also reserves the right to negotiate any price or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of THA.
xv. THA may, during the evaluation process, request from any respondent additional information which THA deems necessary to determine the respondent's ability to perform the required services. If such information is requested, the respondent shall be permitted three (3) working days to submit this information.
xvi. All respondents submit their statements to THA with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Board of Commissioners.

For additional information on this RFP, please contact Lydia Lapidus lydia.lapidus@tulsahousing.org **and** Yannick Alphonso-Gibbs yannick.alphonso-gibbs@tulsahousing.org

J. ATTACHMENTS: (these items MUST be returned with your Proposal)

1. Attachment A: Application Cover Sheet
2. Attachment B: Application for Project Based Vouchers
3. Attachment C: Project Based Voucher Evaluation Criteria
4. Attachment D: Site and Neighborhood Standards Checklist
5. Form of Non-Collusive
6. Disclosure of Lobbying Activities
7. IRS Form W-9

K. EXHIBITS:

1. HUD Form 5369 – Instructions to Bidders
2. HUD Form 5369-A Representations & Certifications*
3. HUD Form 5369-B Instructions to Offerors Non-construction
4. HUD Form 5370 Section I
5. HUD form 5370 Section II
6. HUD Form 50071 – Certification of Payments to Influent Federal Transactions*

HUD Forms may be located and downloaded at:
https://www.hud.gov/program_offices/administration/hudclips/forms/hud5#2

https://www.hud.gov/program_offices/administration/hudclips/forms/hud5a#4

*HUD Forms that MUST be returned with your Proposal submission are marked with an**

APPLICATION COVER SHEET

____

Legal Name of Organization Tax ID Number of Organization

____

Mailing Address

_______________________ _______________________

Name of Contact Person for this Application Title

_______________________ _______________________

Telephone Fax

_______________________ _______________________

Email Website Address

Project Summary
____ Project Name ____ Project Address

Number of Project-Based Vouchers Requested: __	Total Numbers of Units in Project: ________	Percent of units to be Project-Based:

By signing this application the following certifications are made by the applicant:

1. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983 and the THA HCV Administrative Plan.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105 (a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Authorized Signature: ____ Date:

Printed Name and Title:

HOUSING AUTHORITY OF THE CITY OF TULSA
Attachment B

I. Description of Project:

1. PBV Project Name:

____

2. Property Address and Assessor Parcel Number(s):

____

3. Application Category

____ **Existing Housing**
____ **Rehabilitation**
____ **New Construction**

4. Projected Date of Occupancy:

____

5. Structure Type (e.g., Low-Rise or High-rise Apt., Townhome, Duplex, Triplex, Quadraplex, Single Family):

____

6. Is this a Tax Credit property?

____ **Yes**
____ **No**
____ **Intent to Apply**

7. If Yes or Intent to Apply, is property located in a Qualified Census Tract?

_ **Yes**
____ **No**

8. Census Tract of property:

9. Poverty Rate in Census Tract :

10. Please indicate if the property is for elderly (62 or older), people with disabilities or "qualifying" households receiving supportive services (check all that apply):

_____ **Elderly**
_____ **People with Disabilities**
_____ **People receiving supportive services**

____

11. If the units are NOT for Elderly, People with Disabilities or Qualifying Households receiving supportive services, the number of PBV units in the project will be limited to 25% or less. Please indicate if the proposed project meets the 25% limit:

Yes
_____
No

12. Property Configuration

	1BR	2BR	3BR	4BR	5BR	Total
Total Units including non-PBV						
Total PBV units						
PBV Rents (Gross Rent)						
Contract Rent						
PHA Utility Allowance						
Fair Market Rents (FMR)	669	865	1162	1315	1512	
110% FMR	735	951	1278	1446	1663	
Tax Credit Rent, if applicable						

13. Complete the utility table below for the proposed PBV units.

Utility Service	Owner or Tenant Paid	Natural Gas	Electric
Heating (Specify Type)			
Cooking (Specify Type)			
Water Heating (Specify Type)			
Other Electric			
Water			
Sewer			
Trash Collection			
Other (Specify Type)			

Stove is provided by: _____ Owner _____ Tenant

Refrigerator is provided by: _____ Owner _____ Tenant

14. Is the property accessible for persons with disabilities?

_____ Yes _____ No

_____ Some units (indicate number of units and identify accessible common areas)

____

____

15. Are there any non-residential units (e.g., commercial, office) on the proposed property?

_____ Yes

No

If yes, please describe:

---

16. List the distance (in miles) from the property to the nearest:

Distance in Miles	Service	Name or Description of Facility
	Supermarket	
	Shopping District	
	Public Transportation	
	Health Services	
	Educational Institution(s)	
	Significant Employers	
	Other Neighborhood Service(s)	

17. Site Information

Does applicant have site control?	
Current Land Use Designation	
Proposed Land Use Designation	
Proposed Density (unit/acre)	No. of acres
Water/Sewer availability and location	
Is property subject to specific area plan?	
Is relocation of occupants necessary?	
Purchase price	
Appraised value	

18. Environmental Considerations

Reports/Studies completed

____

____

Proximity to flood plain

____

Indicate presence of wetlands, vernal pools, endangered plant or animal species

____

Other known environmental constraints

____

____

19. Affordability

Total number of units: ____________

Number of affordable rental units: ____________

Itemization of Proposed Units:					
Bedroom Size	**Square Footage**	**Number of Units**	**Targeted Income Level**	**Proposed Rent**	**Comment**

II. Management and Applicant Experience

Please describe the management plan for the property. Use additional pages as necessary and attach relevant documentation. Please identify all attachments in the space below.

1. Property Management Agent Name:

___

2. Address of Property Management Agent:

___

3. Property Management Agent Website:

___

4. Qualifications, including management of low-income properties under the tenant-based voucher program, market properties and properties for persons with special needs (if applicable). Indicate location of units, number of units and for how many years:

___

___

___

5. <u>For New Construction and Rehabilitation proposals only.</u> **Please describe applicant's experience and capacity to build or rehabilitate low-income housing. Indicate the number of units and location of units built or completely rehabilitated in last five (5) years:**

___

___

___

___

Attachments:

III. Financial Information

1. Legal Name of applicant with whom the Project-Based Voucher HAP Contract will be established:

____

2. Type of organization (corporation, partnership, etc.)

____

3. Tax Exempt? ______ Yes ______ No

4. Will rents in the property remain affordable after the expiration of the HAP Contract? ______ Yes ______ No

5. Has the project received funding through any competitive process by any government entity, i.e. HOME Program or CDBG Program?

_____ Yes _____ No

If Yes, indicate amount, type of funding and government entity:

____

____

6. Requested HAP Contract Term (1 to 15 years):

7. Project Cost and Financing:

Project Costs					
Land Cost	Land Cost Per Acre	Predevelopment	Soft Costs	Hard Costs	Total Project Costs
					$
				Cost Per Unit	$

Project Financing	
Additional THA funding, if any	
Amount of other permanent financing	
Amount of cash or loans currently in project	
Amount of owner's equity in project	
Amount of Deferred Developer Fee	
Total	

What are the administrative costs of this project, and how will they be funded?

____

____

____

Please identify all financing sources on next page. Use additional forms, if necessary.

Financing

Lender's Name and Address: ______________________________

____

____

Contact Person ______________________________

Phone Number ______________________________

Name of Program

Loan Amount $

Annual Payment $

Terms of Loan Term __________ Interest Rate __________

Date Applied

Current Status of Application

Conditions ______________________________

____

Lender's Name and Address: ______________________________

____

____

Contact Person ______________________________

Phone Number ______________________________

Name of Program

Loan Amount $

Annual Payment $

Terms of Loan Term __________ Interest Rate __________

Date Applied

Current Status of Application

Conditions ______________________________

____

IV. Existing Units Only

1. If existing units, are any of the units currently occupied by households <u>ineligible</u> for assistance?

______ Yes ______ No

If yes, explain

____

2. Identify the currently occupied units on the property. Use additional pages, if necessary.

Unit Address	# Bedrooms	# of Occupants	Annual Income

V. CERTIFICATIONS

The Applicant certifies that:

The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicant's knowledge;

The applicant acknowledges that any material changes to the project not disclosed to and approved by THA may result in a denial or termination of the AHAP or HAP Contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units, changes to the development budget, changes to the proposed sales price, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in this application or changes to other application items;

The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public;

The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based funding;

The applicant acknowledges that any in-place existing tenants must not be displaced in order to qualify their units for Project-Based Voucher funding;

The applicant agrees to abide by all federal, state and local Fair Housing laws; and,

The applicant agrees to abide by the Project-Based Voucher program regulations found at 24 CFR 983 and the Housing Authority of the City of Tulsa HCV Administrative Plan.

Applicant Representative(s)

____________________	____________________
Printed Name	Printed Name
____________________	____________________
Title	Title
____________________	____________________
Signature	Signature
____________________	____________________
Date	Date

HOUSING AUTHORITY OF THE CITY OF TULSA

Project Based Voucher Evaluation Criteria

Attachment C

Category	Point
Project Readiness	
Feasibility of units ready for occupancy within 90 days of award	20
The project requires 25% or fewer units per building to be project based	5
Accessibility to public transportation and local resources	10
Deconcentration Poverty/Expanding Housing and Economic Opportunities	
Extent to which the project furthers the THA goal of deconcentration of poverty and/or expanding housing and economic opportunities	5
Owner/Developer Experience	
Experience in management/development of affordable housing or working with Housing Choice Vouchers	15
Experience serving chronically homeless, veterans and low income families	10
Experience with supportive service providers	10
Supportive Services	
Extent to which the project will provide supportive services to chronically homeless households	10
Demonstrated relationship and coordination plan with the service provider for the provision of case management and other supportive services	15
Maximum Score Achievable:	100

Should two or more projects achieve a tie score, the project determination will be made by THA as to the project that best meets the needs of our clients and prioritize proposals located in census tracts with a poverty rate of not more than 20%.

SUPPLEMENTAL INFORMATION REQUEST: If THA determines in its sole discretion that additional information is required for a fair and complete review of an application, THA may issue a supplemental information request. The additional information requested must be delivered to THA within two business days of the date of notice.

24 CFR 983.6 Site and Neighborhood Standards Checklist

(b) New construction site and neighborhood standards. The proposed sites for new construction units must be approved by the HUD field office as meeting the following site and neighborhood standards:

___(1) The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

___(2) The site and neighborhood must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and implementing HUD regulations.

___(3)(i) The site must not be located in an area of minority concentration, except as permitted under paragraph (b)(3)(ii) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.

_____(ii) A project may be located in an area of minority concentration only if:

(A) Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration (see paragraph (b)(3)(iii) of this section for further guidance on this criterion); or

(B) The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (b)(3)(iv) of this section for further guidance on this criterion).

_____(iii)(A) ``Sufficient'' does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.

_______ (B) Units may be considered ``comparable opportunities'' if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.

_______ (C) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:

(1) A significant number of assisted housing units are available outside areas of minority concentration.

___________ (2) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.

___________ (3) There are racially integrated neighborhoods in the locality.

___________ (4) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.

___________ (5) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.

___________ (6) A significant proportion of minority households has been successful in finding units in non-minority areas under the Section 8 certificate and voucher programs.

___________ (7) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.

_____(iv) Application of the ``overriding housing needs" criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably changing the economic character of the area (a “revitalizing area”). An ``overriding housing need," however, may not serve as the basis for determining that a site is acceptable if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.
___(4) The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

___(5) The neighborhood must not be one which is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

___(6) The housing must be accessible to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.

___(7) Except for new construction housing designed for elderly persons, travel time and cost via public transportation or private automobile, from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

FORM OF NON-COLLUSIVE AFFIDAVIT

A F F I D A V I T
(PRIME BIDDER)

STATE OF ____________________________)
) SS
COUNTY OF __________________________)

____, bring duly sworn, deposes and says: that he is
(Name)

______________________________________, of the firm/company of ________________________,
(Partner or Corporate Title)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the TULSA HOUSING AUTHORITY or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

____
SIGNATURE
(Bidder, if an individual)
(Partner, if a Partnership)
(Officer, if a Corporation)

Subscribed and sworn to before me this ___________ day of _______________________, 20___.

____
NOTARY PUBLIC

My Commission expires:________________________

(S E A L)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action:
a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
a. initial filing
b. material change
For Material Change Only:
year _________ quarter _________
date of last report _______________

4. Name and Address of Reporting Entity:
☐ **Prime** ☐ **Subawardee**
Tier _______, *if known*:

Congressional District, *if known*: 4c

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

Congressional District, *if known*:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, *if applicable*: _____________

8. Federal Action Number, *if known*:

9. Award Amount, *if known*:
$

10. a. Name and Address of Lobbying Registrant
(*if individual, last name, first name, MI*):

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: ______________________________

Print Name: ______________________________

Title: ______________________________

Telephone No.: ____________________ Date: __________

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

PRINT

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*