

**2010 City of Oakland**  
**Notice of Funding Availability for Preservation and Rehabilitation of Existing**  
**Rental Housing**

**Section 8 Project Based Voucher Assistance**

The **Oakland Housing Authority (OHA)** will utilize the ***City of Oakland's 2010 Notice of Funding Availability (NOFA) for Preservation and Rehabilitation of Existing Rental Housing*** as the competitive selection process required for the awarding Section 8 Project-Based Vouchers (PBV). OHA is prepared to provide PBV assistance **for a minimum of 10 units per project, up to a maximum not exceeding 25% of the total number of units in a project. Only one (1) to five (5) bedroom size units are eligible to be awarded PBV assistance in this offering.**

Projects with 40 or more units may request up to ten (10) additional “exception units”, above the 25% per project cap. Projects that are less than 40 units in size may request “exception units” for the project to qualify, but not exceed the 10-unit minimum per project award. Qualifying “exception units” are designated units set aside for elderly, disabled, or households receiving supportive services.

If your project is selected for funding under this NOFA, the OHA's Board of Commissioners must still approve the project before a formal PBV award can be made. Awarded projects are required to meet accessibility standards in accordance with regulations implementing **Section 504 of the Rehabilitation Act of 1973** and are also subject to an **Environmental Review** under the National Environmental Policy Act (NEPA).

Projects completing all applicable OHA and HUD reviews may execute a Section 8 Project-Based Voucher Housing Assistance Payments (HAP) contract with OHA. The initial term of the HAP contract may be for a maximum term of 15-years and is renewable for up to a 15-year extension term, subject to funding availability.

Applicants should understand that the Fair Market Rents shown in the ***Income, Rent, Utility Allowance, and Owner-Occupied Housing Payment Limits (NOFA) addendums*** are only estimates of allowable rents. OHA will conduct a rent comparability survey utilizing a state certified appraiser to determine the actual initial PBV contract rents for the project. PBV program initial rents will not be approved above the **OHA Voucher Payment Standard** for Section 8 assisted housing.

#### REHABILITATION UNITS

A pre-award inspection of proposed PBV units must be conducted prior to making a formal PBV award. The pre-award inspections will determine if the units are in compliance with **HUD Housing Quality Standard (HQS)**. If the units do not comply with HQS and project is determined to be a substantial rehabilitation project, the project will be required to complete a HUD **Subsidy Layering Review**, in addition to the a NEPA **Environmental Review**.

Upon receiving all necessary approvals, the project must then execute a Section 8 Project-Based Voucher [Agreement to Enter into Housing Assistance Payments \(AHAP\)](#) contract. When project rehabilitation has been completed, OHA will then execute the PBV Housing Assistance Payments (HAP) contract for the project with an initial 15-year contract term.

#### EXISTING HOUSING UNITS

If the pre-award inspections determine that the proposed PBV units substantially comply with HQS on the project selection date, a HUD Subsidy Layering Review will not be required. The project must still obtain NEPA clearance and comply with Section 504 accessibility standards before a Project-Based Voucher [Housing Assistance Payments \(HAP\)](#) contract will be executed.

#### IN PLACE FAMILIES

If a unit to be placed under HAP contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the proposal selection date, the in-place family must be referred to the OHA for determination of eligibility. If the in-place family is not in an appropriately sized unit, the family may not be admitted to the PBV program for occupancy in their original unit.

OHA may not attach PBV assistance to a unit occupied by a family that is not eligible for Section 8 assistance or residing in an appropriately sized unit based on the [OHA PBV Occupancy Standard](#) table.

#### SITE BASED WAITING LIST

Awarded PBV developments will be authorized to create their own site-based waiting list for tenanting the PBV assisted units. The project owner/developer is responsible for all expenses in creating a site-based PBV waiting list that is in accordance with OHA criteria. A preliminary marketing plan and a management plan which includes waiting list management and tenant selection criteria must be submitted to OHA for approval. In creating a site-based PBV waiting list, the owners/managers must also comply with OHA outreach policies in marketing and advertising the PBV assisted units.

The purpose of this allocation is to preserve and rehabilitate existing affordable rental housing and maintain the availability of affordable rental units that are safe, decent, and sanitary for Section 8 eligible low-income families. All financing of project rehabilitation costs and operating expenses are the responsibility of the project owner/developer.

The Oakland Housing Authority reserves the right to suspend, amend or modify the provisions of this PBV offering, to reject all proposals, to negotiate modifications of proposals, or to award less than the full amount of the PBV funding requested.

## **PBV reference materials:**

- [HAP form HUD 52530B-1 Existing Housing Part 1\(exp. 09/30/2012\)](#)
- [HAP form HUD 52530B-2 Existing Housing Part 2\(exp. 09/30/2012\)](#)
- [AHAP Part 1 form HUD 52531A \(exp. 09/30/2012\)](#)
- [AHAP Part 2 form HUD 52531B \(exp. 09/30/2012\)](#)
- [PBV Tenancy Addendum 52530C \(exp. 09/30/2012\)](#)
- [Fair Market Rent \(FMR\) table and OHA Voucher Payment Standards](#)
- [OHA Utility Allowance Schedule for Section 8 Housing \(effective 12-2010\)](#)
- [Federal Register 24 CFR Part 983 Project-Based Voucher Program](#)
- [The Housing and Economic Recovery Act \(HERA\) of 2008 Applicability to HUD Public Housing, Section 8 Tenant –Based Voucher and Section 8 Project-Based Voucher Program FR-5242-N-01](#)
- [Federal Register 24 CFR Part 982.401 – Housing Quality Standards \(HQS\)](#)
- [OHA 2010 Section 8 Administrative Plan – Chapter 17](#)
- [Subsidy Layering Review Checklist](#)
- [Notice PIH 2010-26 Section 504/24 CFR 8 – Major Provisions](#)
- [PBV Occupancy Standard Table](#)
- [PBV Threshold Requirements Questionnaire](#)
- [Owner Proposed Contract Unit List and Declaration of Subsidies](#)

If you have additional questions or would like a hard copy of this document packet, please contact:

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**Oakland, CA 94612**

NOFA applications intending to utilize PBV assistance must provide a “PBV Clearance Document“ from OHA confirming eligibility and the number of Project-based Vouchers (including any approved exception units), that the project qualifies for. See the [\*\*NOFA Application Instructions \(Item #23\)\*\*](#) for more information.

**Request for PBV project review must be submitted to OHA no later than 4:00PM, October 14, 2010**

In order to request for PBV project review to receive an *OHA Clearance Document* from the Oakland Housing Authority, please complete the [Owner Proposed Contract Unit List and Declaration of Subsidies](#) and [PBV Threshold Requirements Questionnaire](#) and submit to OHA along with copies of the following NOFA Exhibits:

- Exhibit #1 Narrative Cover Letter
- Exhibit #2 Application Form
- Exhibit #4 Evidence of Site Control
- Exhibit #6 Temporary Relocation Plan (if applicable)
- Exhibit #7 Tenant Outreach Plan
- Exhibit #10 Rehabilitation Scope of Work, Property Inspection and Cost Estimate
- Exhibit #11 CEQA-NEPA Checklist
- Exhibit #12 Replacement Reserve Analysis
- Exhibit #13 Rehabilitation Schedule
- Exhibit #14 Urgency of Need
- Exhibit #15 Rehabilitation Budget
- Exhibit #16 Operating Budget
- Exhibit #17 Reserve Balances and Analysis
- Exhibit #18 30-Year Proforma
- Exhibit #19 Operating Statements
- Exhibit #20 Detailed Explanation for Refinance Request
- Exhibit #21 Financial Summary
- Exhibit #22 Evidence of Outside Funding
- Exhibit #24 Unit Size and Affordability Worksheet
- Exhibit #27 Audited Financial Statements for Previous 2 Years
- Exhibit #28 Preservation Statement (if applicable)