



SECTION 811 PROJECT-BASED RENTAL ASSISTANCE PROGRAM

Request for Statement of Qualifications (SOQ)

October 2015

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1. INTRODUCTION

The Alaska Housing Finance Corporation (AHFC), in conjunction with the Alaska Department of Health and Social Services (DHSS), has made available approximately \$8,948,801 in project-based rental assistance funds through the Section 811 PRA program. This funding is available for the purposes of providing long-term rental assistance for supportive housing for 200 non-elderly, extremely low-income Alaskans with disabilities for an initial five year period.

The purpose of this Statement of Qualifications (SOQ) is to outline the Section 811 Project-Based Rental Assistance (PRA) program requirements, identify the role(s) of multifamily property owners, and solicit program commitment from eligible property owners. AHFC will qualify properties and units to participate in the Section 811 PRA program through this SOQ. Responses to this SOQ will be accepted on a rolling basis.

Program implementation is dependent on HUD timelines. However, AHFC expects to initiate the first property owner Rental Assistance Contract (RAC) process in February 2016 and DHSS expects to have eligible tenants available at that time. The RAC execution process is expected to take up to 60 days to complete.

The program will roll-out in Anchorage and expand to Juneau, Fairbanks, and the Matanuska-Susitna Valley as eligible tenants are identified in those communities. AHFC and DHSS may elect to implement the program in additional communities if it is identified that eligible tenants, properties, and supportive services are available.

The 811 PRA program is an integrated housing program available to the following target population:

Extremely-low income individuals and families with at least one person with a disability between the ages of 18 and 61 currently residing in assisted living care supported by state general relief funds who are appropriate candidates for independent supportive housing and are eligible for community-based long term services.

DHSS will determine tenant program eligibility based on the target population requirements above and will make referrals directly to the PRA property owner for tenant selection. DHSS will also coordinate to provide supportive services to PRA tenants. While supportive services are available to PRA tenants, participation is optional and cannot be a requirement for tenancy.

SOQ submission requires property owner certification for participation in the Section 811 PRA program. Organizations with authority to represent a property may submit the SOQ on behalf of the property owner with the property owners acknowledgment found in the Narrative submission section. Throughout this SOQ and supporting documentation, the term "Property Owner" will include organizations responding to the SOQ on behalf of a property owner.

2. GENERAL INFORMATION

Interested parties who receive information about this Statement of Qualifications (SOQ) from the AHFC internet site, or by any other means, should register with Carrie Collins at 907-330-8276 or ccollins@ahfc.us to receive subsequent addendums to this SOQ.

Questions regarding this SOQ may be submitted via email to Carrie Collins at ccollins@ahfc.us. Other program inquiries may be sent via email to ccollins@ahfc.us or telephone at 907-330-8276.

3. RESPONSE SUBMISSION FORMAT

An eligible property owner may request PRA assistance for one or more properties within the same community in one response. Separate responses must be made for properties within different communities.

Responses to this SOQ will be accepted on a rolling basis and must be submitted electronically via AHFC's Ariba online system. Interested property owners must submit a Registration Request to Carrie Collins via email at ccollins@ahfc.us in order to access the Ariba system. The registration request must include the following.

Registration Request	
Organization	Registration
Name of Organization:	Name of person who will be using the online application system*:
Address:	User Phone Number:
City, State, Zip:	User Email Address:
Phone Number:	*Limited to one user per response.
Email Address:	

This SOQ, including any forms required, is available on the AHFC internet site at: <https://www.ahfc.us/pros/landlords/811-project-rental-assistance-pra-program/>

All responses must be submitted in the format directed by AHFC and must include the following:

- a. Completed Narrative form as provided by AHFC.
- b. Certification from property owner and submission organization representative as provided in the Narrative Form.
- c. A resolution from the property owner's governing body authorizing participation in the Section 811 PRA program must be received at time of response to this SOQ or prior to entering into a contract with AHFC.

Information submitted in response to this SOQ becomes the property of AHFC. The entire contents of a response package are considered public documents and as such, the

information may be inspected or copied by anyone after the submission has been reviewed and a Certification to Receive Section 811 PRA Funding has been issued by AHFC.

4. DEBARMENT AND SUSPENSION

Property owners, and their principals, who are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any Federal, State, or AHFC programs, are not eligible to receive funding under this SOQ. In addition, the property owner is responsible to ensure that each contractor and subcontractor performing work on the assisted housing is not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any Federal, State, or AHFC programs.

5. RESERVATIONS

AHFC reserves the right to accept or reject any or all responses for any reason. A response may be rejected by AHFC if a property owner is considered a non-responsible bidder. A non-responsible bidder is one who has failed to comply with SOQ requirements; who has failed to perform under any previous grant, tax credit allocation or loan; who has previously failed to perform properly to complete on time projects of a similar nature; or who habitually and without cause neglected the payment of bills or otherwise disregarded obligations to subcontractors, material suppliers or employees.

AHFC may require responses to be clarified or supplemented through additional written submissions. All costs associated with preparing and submitting a response to this SOQ, including responding to questions or requests for clarification that may be sought by AHFC, are the sole responsibility of the property owner submitting the SOQ and will not be reimbursed by AHFC.

6. ACCEPTANCE OF TERMS

By submitting a response to this SOQ, a property owner accepts all terms, conditions, and requirements of this SOQ and those contained in AHFC and HUD regulations. In the event of any conflict between the contents of this SOQ and interpretations issued by HUD regarding the Section 811 PRA program, HUD provisions shall prevail.

Omission within this SOQ of provisions found in Federal and State regulations or terms and conditions of AHFC's grant agreement/rental assistance contract, does not nullify or in any way relieve the property owner or AHFC of responsibility for complying with all applicable Federal and/or State Program requirements.

HUD Section 811 PRA program guidelines can be found at the following location:
<https://www.hudexchange.info/resource/4009/section-811-pra-demonstration-cooperative-agreement-exhibit-5-program-guidelines/>

AHFC program requirements can be found at the following location:
<https://www.ahfc.us/pros/landlords/811-project-rental-assistance-pra-program/>

7. PROGRAM REQUIREMENTS – SCOPE OF SERVICES

PRA funds are to be used for rental assistance within eligible properties as outlined below and cannot be used for development or rehabilitation. PRA assistance will pay the difference between the Total Tenant Payment (TTP) of the assisted household required by HUD and the HUD Fair Market Rent (FMR) for the unit. HUD may authorize use of the AHFC Payment Standard for the Section 811 PRA program, rather than the FMR. This SOQ will be updated once HUD has made a final determination for Alaska. Tenants will be required by regulation to pay no more than 30% of their income towards rent. Current FMR and AHFC Payment Standards can be found through the following links:

<http://www.huduser.gov/portal/datasets/fmr.html>

<https://www.ahfc.us/rent/rental-programs/housing-choice-vouchers/fair-market-rents/>

Property owners awarded PRA funding are required to enter into a Rental Assistance Contract (RAC) with AHFC for a term of no less than twenty (20) years and must record a use agreement for not less than thirty (30) years, subject to federal and state appropriations. Details of the RAC and use agreement can be found at the following links:

<https://www.hudexchange.info/resource/4013/section-811-pra-demonstration-cooperative-agreement-exhibit-8-rac-part-i/>

<https://www.hudexchange.info/resource/4014/section-811-pra-demonstration-cooperative-agreement-exhibit-9-rac-part-ii/>

<https://www.hudexchange.info/resource/4015/section-811-pra-demonstration-cooperative-agreement-exhibit-10-use-agreement/>

All PRA units must be occupied by PRA-eligible tenants by September 30, 2019. Funding is available for an initial five (5) year period for each unit. Continued HUD program funding is subject to available appropriations. If Congress fails to appropriate funds adequate to meet the future financial needs of the cooperative agreement, HUD will not require AHFC to enforce any use agreements on eligible multifamily properties covered under a RAC.

Property owners must meet the following program requirements or agree to adopt and abide by these requirements for participation in the Alaska Section 811 PRA program.

A. Eligible Property Owners

- 1) Owners of rental properties within Anchorage, Fairbanks, Juneau, and the Matanuska-Susitna Valley.
- 2) Properties associated with the property owner must have no significant findings of non-compliance with HUD, AHFC, and State agency requirements.

B. Eligible Multifamily Properties and Units

- 1) Eligible properties must be multifamily rental properties of twenty (20) or more units and willing to obligate a minimum of five (5) PRA units based on PRA eligibility criteria outlined in this SOQ.

- 2) The PRA program will be initially limited to 1 and 2 bedroom units. Larger units may be requested if the need is identified.
- 3) At the time of response to this SOQ, individual projects may be either:
 - i. Existing projects for which construction or rehabilitation is complete.
 - ii. Projects under development for which planned construction or rehabilitation has not yet begun or is not yet complete.
 - Subject to Davis-Bacon labor standards, environmental review processes, and additional requirements as included in this SOQ and HUD's Section 811 PRA Program guidelines.
- 4) All PRA units must be occupied by PRA-eligible tenants by September 30, 2019. AHFC may determine based on a project's development timetable that insufficient time exists to meet this occupancy deadline.
- 5) No more than 25% of the total project units can:
 - i. be provided PRA funding;
 - ii. be restricted to supportive housing for persons with disabilities; or
 - iii. have any occupancy preference for persons with disabilities, regardless of the source of that restriction.
- 6) PRA funding may not be used for any unit with an existing occupancy or use restriction for persons with disabilities.
- 7) Units are not eligible to receive PRA funding if such units received any form of long-term operating housing subsidy within a six-month period prior to the award of PRA funds.
- 8) Eligible 811 tenants are age 18 – 61 at time of program entry. Units with age restrictions for individuals 62 or older, or with an exit policy upon achieving a designated age, are not eligible for PRA funding.
- 9) Units must be disbursed throughout the property and must not be segregated to one area of a building (such as a particular floor or part of a floor in a building or in certain sections within a project). Owners will designate the number of units to be set-aside as PRA assisted units but the types (e.g., accessible) and the specific unit numbers (e.g., unit 101, 201, etc.) will be flexible depending on the needs of the program and the availability of units in the property.
- 10) Eligible properties must be able to comply with the terms of this SOQ, and other federal and AHFC requirements in the timeframes required.

C. Compliance with Fair Housing and Civil Rights Laws

Property owners must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title III of the Americans with Disabilities Act; and Section 109 of the Housing and Community Development Act of 1974. Property owners must also comply with HUD's Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity requirements.

D. Barrier Free/Accessibility Requirements for Units, Buildings, and Facilities, Including Public and Common Use Areas

Owners must meet accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8 and, as applicable, Title III of the Americans with Disabilities Act and implementing regulations at 28 CFR part 36. Covered multifamily dwellings as defined in 24 CFR part 100 must also meet the design and construction requirements of the Fair Housing Act 24 CFR part 100. However, assisted units can consist of a mix of accessible units for those persons with physical disabilities and non-accessible units for those persons without physical disabilities.

Owners must grant reasonable accommodation requests in accordance with Section 504, the Fair Housing Act, and the Americans with Disabilities Act. A link to “frequently-asked-questions” regarding reasonable accommodations is found below.

<http://www.hud.gov/offices/fheo/library/huddojstatement.pdf>

Owners must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, The Americans with Disabilities Act. This includes providing information in languages other than English as outlined in Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP).

E. Uniform Physical Conditions Standards

Property owners shall comply with the Physical Condition Standards and Inspection Requirements of 24 CFR part 5, Subpart G, including any changes in the regulation and related Directives. In addition, the owner shall comply with HUD’s Physical Condition Standards of Multifamily Properties of 24 CFR part 200, Subpart P, including any changes in the regulation and related Directives.

Owners are required to conduct a Uniform Physical Conditions Standards (UPCS) inspection on all PRA units prior to accepting assistance. Subsequent inspections should be conducted at a frequency that conforms to the property’s other existing federal, AHFC, or state housing programs, but at least every three (3) years, and at such other times as may be necessary. If multiple federal or state housing programs are layered at the property, the frequency of the physical inspection shall be determined by the most stringent UPCS standard, with a minimum of every three (3) years.

F. Davis-Bacon Labor Standards

All laborers and mechanics (other than volunteers under the conditions set out in 24 CFR part 70) employed by contractors and subcontractors in the construction (including rehabilitation) of housing with 12 or more assisted units under this SOQ, shall be paid wages at rates not less than those prevailing in the locality, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. 3141 *et seq.*). Contracts involving employment of laborers and mechanics shall be subject to the provisions of the Contract Work Hours and Safety Standards Act (CWHSSA) (40 U.S.C. 3701 *et seq.*). Property owners,

contractors, and subcontractors must comply with all related rules, regulations, and requirements.

Projects where construction is fully complete before a response to this SOQ is submitted are not subject to Davis-Bacon or CWHSSA requirements.

In accordance with U.S. Department of Labor regulations at 29 CFR 1.6(g), if a project is approved to receive PRA assistance after a contract for construction of the project has been awarded (or after the beginning of construction where there is no contract award) but before completion of construction, AHFC shall require that wage determination effective on the date of award, or the beginning of construction, be incorporated into the construction contract retroactively to the date of award or beginning of construction.

G. Energy and Water Conservation

Property owners are required to build to a higher standard by incorporating components of sustainable building in 811 PRA developments. At a minimum, energy efficiency strategies and water conservation appliances and fixtures must be incorporated in the design, construction, and operating of all new construction and substantial (gut) rehabilitation projects when such projects respond to this SOQ.

- 1) Energy Efficiency. Owners of new construction and substantial rehabilitation low-rise (up to 3 stories) Eligible Multifamily Properties must meet the requirements of EPA's ENERGY STAR Qualified Homes. Mid-Rise and High-Rise developments (4 or more stories) must meet the requirements of ENERGY STAR Qualified Multifamily High Rise Buildings. Any state energy code requirements will take precedence over ENERGY STAR specifications when the state code approximates or exceeds that standard.
- 2) Water Conservation Fixtures. Installation of water-conserving fixtures is required in all new and substantially rehabilitated developments (i.e. resource efficient plumbing and appliances such as low flow showerheads and faucet and high efficiency toilets). The materials used should be the most current WaterSense or a greater water efficiency product. More information is available at www.epa.gov/owm/water-efficiency/.

H. Environmental Requirements

Environmental tenets apply to both existing and new projects per the requirements below. Existing properties that are currently HUD-assisted or HUD-insured and that will not engage in activities with physical impacts or changes beyond routine maintenance activities or minimal repairs are not required to comply with the environmental tenets. HUD assisted includes FHA – mortgage insurance, federal mortgage interest subsidy, project based rental assistance such as PRAC, HOME, CDBG, NSP, and other HUD funding such as funds allocated through state and local jurisdictions. If, at the time of response to this SOQ, the project is under construction or being rehabilitated, the project shall be subject to the environmental review requirements applicable to new construction or rehab if the work has not progressed beyond a stage of construction where modifications can be undertaken to avoid the adverse environmental impacts address by the requirement.

Citations to authorities in the following paragraphs are for reference only; to the extent that property standards or restrictions on the use of properties stated in the following paragraphs are more stringent than provision of the authorities cited, the requirements stated in the following paragraphs shall control.

- 1) Site Contamination (24 CFR 50.3(i)). It is HUD policy that all properties for use in HUD assisted housing be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property (24 CFR 50.3(i)(1)). Therefore, projects responding to this SOQ shall:
 - i. Assess whether the site (a) is listed on an EPA Superfund National Priorities or CERCLA list or equivalent State list; (b) is located within 30,000 feet of a toxic or solid waste landfill site; (c) has an underground storage tank other than a residential fuel tank; or (d) is known or suspected to be contaminated by toxic chemicals or radioactive materials. If none of these conditions exist, a letter of finding certifying these findings must be submitted and maintained in the site's environmental record. If any of these conditions exist, an ASTM Phase I Environmental Site Assessment (ESA) must be conducted in accordance with ASTM E 1527-05 (or the most recent edition); OR
 - ii. Provide a Phase I ESA in accordance with ASTM E 1527-05 (or the most recent edition).

A Phase I ESA, which complies with these standards, and was prepared within the Phase I ESA continuing viability timeframe for the acquisition of the property or a real estate transaction (construction, rehabilitation, or refinancing) for the property, will be deemed acceptable).

If a Phase I ESA is conducted and the Phase I ESA identifies REC's, a Phase II ESA in accordance with ASTM E 1903-11 (or the most recent edition) shall be performed. Any hazardous substances and/or petroleum products that are identified at levels that would require clean-up under State policy shall be so cleaned up in accordance with the State's clean-up policy. Risk-based Corrective Actions are permitted if allowed for under a State's clean-up policy.

- 2) Historic Preservation (16 U.S.C 470 et seq.).
 - i. All work on properties identified as historic by the State, must comply with all applicable State, territorial, or tribal historic preservation laws and requirements and, for projects affecting locally designated historic landmarks or districts, local historic preservation ordinance and permit conditions.
 - ii. All work on properties listed in the National Register of Historic Places, or which the State knows are eligible for such listing, must comply with "The Secretary of the Interior's Standards for Rehabilitation." Complete demolition of such properties would not meet the Standards and is prohibited.
 - iii. If archeological resources and/or human remains are discovered on the project site during construction, the recipient must comply with applicable

State, tribal, or territory law, and/or local ordinances (e.g., State unmarked burial law).

- 3) Noise (24 CFR Part 51, Subpart B – Noise Abatement and Control). All activities and projects involving new construction shall be developed to ensure an interior noise level of 45 decibels (dB) or less. In this regard, and using the day-night average sound level (Ldn), sites not exceeding 65 dB of environmental noise are deemed to be acceptable; sites above 65 dB require sound attenuation in the building shell to 45 dB; and sites above 75 dB shall not have noise sensitive outdoor uses (e.g., picnic areas, balconies, or patios) situated in areas exposed to such noise levels.
- 4) Airport Clear Zones (24 CFR Part 51, Subpart D – Siting of HUD Assisted Projects in Runway Clear Zones at Civil Airports and Clear Zones and Accident Potential Zones at Military Airfields). No activities or projects shall be permitted within the “clear zones” or the “accident potential zones” of military airfields or the “runway protection zones” of civilian airports.
- 5) Coastal Zone Management Act (16 U.S.C. 1451 et seq.). Alaska does not have a Coastal Zone Management Plan. This requirement is not applicable to the Alaska Section 811 PRA program.
- 6) Floodplains (Executive Order 11988; Flood Disaster Protection Act (42 U.S.C. 4001-4128)). No new construction activities or projects shall be located in the mapped 500-year floodplain or in the 100-year floodplain according to FEMA’s Flood Insurance Rate Maps (FIRM). Existing structures may be assisted in these areas, except for sites located in coastal high hazard areas (V Zones) or regulatory floodways, but must meet the following requirements;
 - i. The existing structures must be flood-proofed or must have the lowest habitable floor and utilities elevated above both the 500-year floodplain and the 100-year floodplain.
 - ii. The project must have an early warning system and evacuation plan that includes evacuation routing to areas outside of the applicable floodplains.
 - iii. Project structures in the 100-year floodplain must obtain flood insurance under the National Flood Insurance Program. No activities or projects located within the 100-year floodplain may be assisted in a community that is not participating in or has been suspended from the National Flood Insurance Program.
- 7) Wetlands (Executive Order 11990). No new construction shall be performed in wetlands. No rehabilitation of existing properties shall be allowed that expands the footprint such that additional wetlands are destroyed. New construction includes draining, dredging, channelizing, filling, diking, impounding, and related grading activities. The term wetlands is intended to be consistent with the definition used by the U.S. Fish and Wildlife Service in Classification of Wetlands and Deep Water Habitats of the United States (Cowardin, et al., 1977). This definition includes those wetland areas separated from their natural supply of water as a result of activities

such as the construction of structural flood protection methods or solid-fill road beds and activities such as mineral extraction and navigation improvements.

- 8) Siting of Projects Activities Near Hazardous Operations Handling Conventional Fuels or Chemicals of an Explosive or Flammable Nature (24 CFR Part 51, Subpart C). Unshielded or unprotected new construction sites shall be allowed only if they meet the standards of blast overpressure (0.5psi – buildings and outdoor protected facilities) and thermal radiation (450 BTU/ft² – hr – people, 10,000 BTU/ft² – hr – buildings) from facilities that store, handle, or process substances of explosive or fire prone nature in stationary, above ground tanks/containers.
- 9) Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.). New construction shall not be permitted that would result in a taking of endangered plant or animal species as listed under the Endangered Species Act of 1973. Taking includes not only direct harm and killing but also modification of habitat.
- 10) Farmland Protection (7 U.S.C. 4201 et seq.). New construction shall not result in the conversion of unique, prime, or otherwise productive agricultural properties to urban uses.
- 11) Sole Source Aquifers (Section 1424(e) of the Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300 et seq., and 21 U.S.C. 349)). Alaska does not have any Sole Source Aquifers. This requirement is not applicable to the Alaska Section 811 PRA program.

I. Coastal Barrier Resources Act

Property owners must adhere to the Coastal Barrier Resources Act which prohibits activities or projects in Coastal Barrier Resource System (CBRS) units. CBRS units are mapped and available from the Fish and Wildlife Service at <http://www.fws.gov/CBRA/>.

J. Lead Based Paint

The Lead Safe Housing Rule (specifically 24 CFR 35, subparts B, H, and R) applies to project based rental assistance of pre-1978 housing for persons with disabilities when a child of less than 6 years of age resides or is expected to reside in such housing. For eligible multifamily properties in which such units will receive an annual average of more than \$5,000 of rental assistance in any year, a lead risk assessment, followed by interim controls of any lead-based paint hazards identified must be conducted, and a reevaluation must be conducted every two (2) years during the assistance period. For properties in which such assistance is less than or equal to \$5,000, a visual assessment for deteriorated paint must be conducted during the initial and periodic inspections, followed by paint stabilization of any deteriorated paint identified. The Environmental Protection Agency's Renovation, Repair, and Painting (RRP) Rule also applies to such target housing when renovation, repair, or painting work is conducted; among other requirements, the work, using lead-safe work practices, must be conducted or supervised by a certified lead renovator working for a certified lead renovation firm when the amount of work exceeds the RRP Rule's minor repair and maintenance area threshold. See 40 CFR 745.

K. Owner Responsibilities

- 1) Marketing, Outreach, and Referral. Marketing by the property owner, where applicable, must be done in accordance with AHFC's Section 811 PRA Affirmative Fair Housing Marketing Plan and all HUD Fair Housing and Equal Opportunity requirements. The purpose of the Plan and requirements is to assure that eligible families in the same housing market area have an equal opportunity to apply and be selected for an assisted unit regardless of their race, color, national origin, religion, sex, disability, or familial status.
- 2) Management and Maintenance. The property owner is responsible for all management functions, including screening of eligible applicants in accordance with the AHFC approved tenant selection plan, reexamination and verification of family income and composition, determination of family rent (total tenant payment, tenant rent and utility reimbursement), collection of rent, termination of tenancy and eviction, and performance of all repair and maintenance functions (including ordinary and extraordinary maintenance), and replacement of capital items. All functions must be performed in accordance with applicable nondiscrimination and equal opportunity requirements.
- 3) Tenant Selection. The property owner must accept referrals of eligible applicants from DHSS for determining eligibility with the owner's AHFC approved tenant selection plan.
- 4) Determination of Eligibility and Selection of Eligible Tenants. The property owner is responsible for:
 - i. obtaining and verifying information related to Social Security Numbers of eligible family members in accordance with 24 CFR part 5, subpart B. Owner shall refer to Handbook 4350.3 REV-1, chapters 3-3, B. and C., 3-9, and 3-11, and 3-31 for further guidance;
 - ii. obtaining and verifying income through the use of Enterprise Income Verification (EIV), pursuant to 24 CFR 5.233(a)(2). Owner shall refer to Handbook 4350.3 REV-1, chapter 3-30 for further guidance;
 - iii. obtaining and verifying information related to income eligibility of eligible families in assisted units in accordance with 24 CFR part 5, subpart F. Owner shall refer to Handbook 4350.3 REV-1, chapter 3-30 for further guidance;
 - iv. preventing crime in the assisted units, including the denial of admission to persons engaged in criminal activity or has certain criminal histories, in accordance with 24 CFR part 5, subpart H. Owner shall refer to Handbook 4350.3 REV-1, chapter 4-27, E. for further guidance;
 - v. comply with protection for victims of domestic violence, dating violence, sexual assault, or stalking pursuant to 24 CFR part 5, subpart L; and
 - vi. comply with all other applicable requirements, including, but not limited to the RAC, Project Rental Assistance Guidelines, and any other HUD and AHFC administrative requirements.

If the property owner determines that an applicant is ineligible on the basis of income or family composition, or because of failure to meet the disclosure and verification requirements for Social Security Numbers (as provided by 24 CFR part 5), or because of failure by an applicant to sign and submit consent forms for the obtaining of wage and claim information from State Wage Information Collection Agencies (as provided by 24 CFR part 5), or that the property owner is not selecting the applicant for other reasons, the property owner will promptly notify the applicant in writing of the determination and its reasons, and that the applicant has the right to meet with the property owner (or property owners designee) and has the right to request a reasonable accommodation. The applicant may also exercise other rights if the applicant believes that he or she is being discriminated against on the basis of race, color, national origin, religion, sex, disability, or familial status. Records on applicants and approved eligible families, which provide racial, ethnic, gender, and place of previous residency data required by HUD, must be maintained and retained for three (3) years. Property owners shall refer to Handbook 4350.3 REV-1, chapter 4-9 for further guidance on rejecting applicants and denial of rental assistance.

- 5) Tenant Rental Assistance Certification System (TRACS). TRACS is the HUD system that will be used to process voucher payments to property owners. Property owners will be required to ensure that tenant data is entered into TRACS.
- 6) Term of Lease. The initial lease of the assisted unit will be for not less than one year. In the case of a lease for a term of more than one year the lease must contain a provision for permitting termination on 30 days advance notice by the eligible tenant after the expiration of the initial lease term. Property owners must use the HUD model lease found at <https://www.hudexchange.info/resource/4016/section-811-pra-demonstration-cooperative-agreement-exhibit-11-model-lease/>.
- 7) Annual Recertification. Property owners must conduct a recertification of family income and composition at least annually. Property owners must then recalculate the tenants' rents and assistance payments, if applicable, based on the information gathered. Additionally, property owners must conduct interim recertifications as described in HUD Handbook 4350.3 REV-1, Chapter 7.
- 8) Notification of Available Units. Property owners are required to notify AHFC when 811 eligible units become available. Notification is required through email communication with AHFC and inclusion in the Alaska Housing Locator. Property owners can access the Alaska Housing Locator at <http://www.alaskahousinglocator.us/>.

L. Occupancy Deadline

All PRA units must be occupied by September 30, 2019. In order to help insure that this deadline is met, AHFC may disencumber any of the awarded funds for units that remain unoccupied if sufficient cause exists to believe that the occupancy deadline cannot be met. AHFC will contact the property owner to discuss the progress made in PRA rent-up and ways to try and avoid disencumbrance in advance of making a final decision. AHFC reserves the

right to make disencumbrance funds available to supplement existing PRA awards or to make additional new awards.

8. PERFORMANCE PERIOD

AHFC may, in its sole discretion, elect to enter into a Rental Assistance Contract (RAC) with an eligible property owner who, as determined in AHFC's sole discretion, has met both the minimum threshold requirements and other evaluation criteria parameters as described in this SOQ.

The initial term of the RAC will be twenty (20) years from the date of the first PRA payment and may be extended upon mutual agreement of the property owner and AHFC.

9. SUBMISSION REVIEW AND EVALUATION CRITERIA

A. Threshold Review

All responses must pass a threshold review to be considered for funding. The threshold review will consider the following:

- 1.) The response was received via the Ariba online system and submitted in the format required by AHFC.
- 2.) AHFC has determined that the property owner is a responsible bidder as described in this SOQ.
- 3.) The Section 811 PRA program response materials are entirely completed.
- 4.) The response contains a resolution from the property owner's governing body authorizing participation in the Section 811 PRA program. If not included in the response, the resolution must be received prior to entering into a contract with AHFC.

B. Evaluation

In addition to the AHFC threshold review, SOQ responses will be prioritized based on three tiers.

- 1.) Property owners experience with HUD 811 PRA required systems and regulations including TRACS, EIV, and UPCS.
- 2.) Property owners experience with other federal programs.
- 3.) Property owners with limited experience with factors outlined in tier 1 and tier 2 above.

C. Submission Review and Award Process

AHFC's Planning and Program Development Department will coordinate the review of each response to this SOQ. Recommendations will be forwarded to AHFC's Executive Director monthly, who will make a final determination. Upon final approval from the Executive Director, successful responses will receive a Certification to Receive Section 811 PRA Funding.