

GLENN COUNTY COMMUNITY ACTION DEPARTMENT
REQUEST FOR PROPOSALS AND REQUEST FOR QUALIFICATIONS FOR THE USE OF
PERMANENT LOCAL HOUSING ALLOCATION (PLHA) FORMULA FUNDING FOR
AFFORDABLE MULTI-FAMILY RENTAL HOUSING
AND
PERMANENT SUPPORTIVE HOUSING
RFP NO: 2023-01



Proposals and Qualification Submittals Must Be Received No Later Than:

March 17, 2023, 5:00 PM PST

County of Glenn
Glenn County Community Action Department
Robyn Nygard, Administrative Services Analyst
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Orland, CA 95963
530-934-1531

Introduction and Background:

In 2017, Senate Bill 2 (The Building Homes and Jobs Act) created the Permanent Local Housing Allocation (PLHA) program. PLHA is funded by moneys deposited in the Building Homes and Jobs Trust Fund which are generated through a \$75 fee on all recorded real estate transactions in the State of California. In 2020, the County of Glenn (County) applied for a five-year formula allocation of PLHA funds for the County, the City of Willows, and the City of Orland (the local jurisdictions). The Cities of Orland and Willows have agreed to pool their PLHA allocations with the County and have designated the County to administer PLHA funds on their behalf for the purposes set out in this RFP/RFQ. Therefore, projects in response to this RFP/RFQ may be located anywhere within Glenn County.

Through this RFP/RFQ, the County of Glenn is seeking qualified affordable housing developers to propose the use of Permanent Local Housing Allocation (PLHA) funds for the development of affordable multi-family housing and/or permanent supportive housing (PSH). In alignment with the purposes of PLHA, proposed projects should predominately serve residents at 60% of Area Median Income (AMI) or less. Permanent supportive housing projects will be expected to serve individuals and households that are experiencing homelessness or are at risk of homelessness, which will include individuals and households with disabling conditions, such as mental illness, substance use, and physical or developmental disabilities. Permanent supportive housing projects will adhere to Housing First principles as described in Attachment A and will be planned and implemented in collaboration with the Dos Rios Continuum of Care (the CoC), which will include coordination with the CoC's Coordinated Entry System (CES) and Homeless Management Information System (HMIS).

Only proposals that have some form of site control will be scored. These proposals will be prioritized for consideration and will be required to submit the information listed on page 4 under RFP Submission Requirements. Developers without site control at this time are encouraged to submit their qualifications by providing the information listed on page 6 under RFQ Submission Requirements. The County will maintain a list of interested and qualified developers for consideration if qualifying projects with site control are not received, or for consideration for future PLHA funding.

Eligible costs by activity type are as follows:

- Affordable multi-family housing: Predevelopment, development, acquisition, rehabilitation, and preservation of multi-family, residential live-work, rental housing that is affordable to extremely low-, very low-, low- or moderate-income households, including necessary operating subsidies.
- Permanent supportive housing: New construction, rehabilitation, and preservation of permanent housing to assist persons who are experiencing or at risk of homelessness (up to 30% of AMI), including necessary operating subsidies.

Available Funding:

Table 1 below lists the PLHA funding available by State PLHA allocation year and the County’s State-approved use of funds by these allocation years. Receipt of each jurisdiction’s funds is contingent upon meeting the PLHA thresholds of a certified Housing Element and annual submittal of the Housing Element Annual Progress Report (APR).

Table 1

| | Remaining for Year 1 - 2019 | Year 2 - 2020 | Year 3 - 2021 | Year 4 - 2022 | Year 5 - 2023 | 5-Year Estimate with Year 1-2019 Expenditures (2019-2023) |
|----------------------------|--|--|--|--|--|--|
| Orland | \$42,529 | \$141,285 | \$143,355 | Unknown | Unknown | \$505,180 |
| Willows | \$43,631 | \$140,243 | \$138,491 | Unknown | Unknown | \$511,792 |
| Glenn County | \$56,856 | \$164,549 | \$201,716 | Unknown | Unknown | \$591,136 |
| <i>Total</i> | <i>\$143,016</i> | <i>\$446,077</i> | <i>\$483,562</i> | <i>Unknown</i> | <i>Unknown</i> | <i>\$1,608,108</i> |
| PLHA activity to be funded | Loans to developers for affordable multi-family rental housing | Loans to developers for permanent supportive housing | Loans to developers for permanent supportive housing | Loans to developers for affordable multi-family rental housing | Loans to developers for affordable multi-family rental housing | |

PLHA funding awarded as a result of this RFP/RFQ will be in the form of fully-deferred, low-interest rate loans, with a loan term of 55 years. The County will conduct annual monitoring of PLHA-funded projects as is required by the State. Annual monitoring will include information requests from the County to the project and/or developer.

County Organizational Structure and Developer Coordination:

Staff within the Health and Human Services Department, Community Action Partnership Division, are responsible for the application for PLHA funding. All questions regarding this RFP/RFQ should be directed to Robyn Nygard, Administrative Services Analyst, (530) 934-1531 or by email at rnygard@countyofglenn.net. **The deadline for questions is January 27, 2023, at 5:00 pm PST.** The County’s PLHA consultant, Housing Tools, will assist the County, as needed, in communications with potential developers.

Selection Criteria:

The County will use the following selection criteria to evaluate proposers, based upon the information provided in response to this RFP:

- A. Overall affordable housing development track record, experience of staff assigned to work on the project, and capacity to deliver the project— 20 points
- B. Experience in developing Housing First permanent supportive housing for populations with special needs, including those experiencing homelessness and those with disabling conditions— 20 points
- C. Project readiness, as demonstrated by some form of site control—10 points
- D. Strength of services, partnerships, collaborations, and community outreach— 10 points
- E. Development process approach and project proposal description that meets Glenn County goals and needs— 20 points
- F. Strategy to secure additional funding— 10 points
- G. Demonstration of long-term project sustainability and community integration— 10 points

Total Possible Points— 100

Timeline and Submission Instructions:

| | |
|--|---------------------------|
| Publication of RFP: | January 9, 2023 |
| Questions on RFP Due: | January 27, 2023 |
| Responses to Questions Posted: | February 10, 2023 |
| Proposals Due: | March 17, 2023 |
| Proposals Evaluated and Ranked: | March 20 – April 17, 2023 |
| Applicants Notified of Evaluation and Ranking: | April 21, 2023 |

All proposals must be submitted to the County of Glenn in PDF electronic format via email to: gccadmin@countyofglenn.net and titled “RFP No: 2023-01, Permanent Local Housing Allocation”. Proposals must be received no later than 5:00 pm, PST Friday March 17, 2023. The County assumes no liability for proposals not received by the time set forth above. Questions regarding this RFP are due no later than January 27, 2023. Answers will be posted on the County’s website by 5:00 pm PST on February 10, 2023, at this link: <https://www.countyofglenn.net/govt/bids>

RFP Submission Requirements (Proposals with Site Control):

The information submitted in response to this RFP should include the following elements, organized in the following order. Responses should be no more than 20 pages, exclusive of staff resumes.

- A. Cover letter identifying the housing developer's principal point of contact with contact information.
- B. A description of overall affordable housing development track record, experience of staff that will be assigned to the project, and capacity to deliver the project.
- C. A description of experience developing and owning Housing First permanent supportive housing for special-needs populations, including examples of such housing, if permanent supportive housing is proposed.
- D. A list of projects developed and owned by the housing developer, identifying projects that have secured tax credits, and projects that are permanent supportive housing.
- E. A description of the proposed approach to developing affordable multi-family rental and/or permanent supportive housing in Glenn County, including project development steps and timeline, collaborations with the County and other entities, and community engagement strategy.
- F. A description of the proposed project, including number of units, unit mix by bedroom size, unit mix by income targeting levels, unit amenities, and site amenities.
- G. A preliminary financial proforma for the proposed project, including a sources and uses, unit mix with rents, and 20-year cashflow projection.
- H. If the housing developer has site control on one or more parcels in Glenn County, describe the site (location, size), zoning designation, form of site control (purchase option, fee simple title, etc.), and any entitlements received or needed for multi-family housing development. If not, indicate that site control has not been achieved.
- I. A site plan, parcel map, or aerial photo of the proposed development site, identifying adjacent streets.
- J. A description of how other needed project funding will be secured, including a potential timeline.
- K. A brief description of the operations plan for after the affordable and/or permanent supportive housing project is placed in service, including property management and staffing, and delivery of supportive services (if a PSH project). Describe the entities that will be involved

and what their roles will be. If a service provider other than the housing developer will be engaged to provide supportive services, describe how many years of experience they have in providing services to special needs populations in permanent supportive housing, or helping persons address barriers to housing stability.

- L. Three referrals, including name, title, entity, mailing address, email address, and phone number.
- M. Resumes of key staff.

RFQ Submission Requirements (Proposals Without Site Control):

The information submitted in response to this RFQ should include the following elements, organized in the following order. Responses should be no more than 10 pages, exclusive of staff resumes.

- A. Cover letter identifying the housing developer’s principal point of contact with contact information.
- B. A description of overall affordable housing development track record, experience of staff that will be assigned to the project, and capacity to deliver the project.
- C. A description of experience developing and owning Housing First permanent supportive housing for special-needs populations, including examples of such housing.
- D. A list of projects developed and owned by the housing developer, identifying projects that have secured tax credits, and projects that are permanent supportive housing.
- E. A description of the proposed approach to developing affordable multi-family rental and/or permanent supportive housing in Glenn County, including potential project development steps and timeline, collaborations with the County and other entities, and community engagement strategy.
- F. Three referrals, including name, title, entity, mailing address, email address, and phone number.
- G. Resumes of key staff.

The County reserves the right to request any firm submitting a response to this RFP/RFQ to clarify the submittal or to supply additional information necessary to assist in the selection process. The County may deem it necessary to interview applicants and retains the right to interview applicants as part of the selection process. The County reserves the right to reject any and/or all submittals at its discretion for any reason and to cancel in part or in its entirety the Request for Proposal and/or the Request for Qualifications if it is in the best interests of the County to do so.

Additional Information:

This RFP/RFQ does not commit the County to award a contract or loan, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services.

Prospective respondents are advised that should this RFP/RFQ result in recommendation for award of a loan, the loan will not be in force until it is approved by the County Board of Supervisors, the loan documents are approved by the State Department of Housing and Community Development, and fully executed by the County.

All products used or developed in the execution of any loan resulting from this RFP will become public domain.

Contract or loan award as a result of this RFP will be made without discrimination based on race, color, religion, age, sex, or national origin.

This RFP/RFQ and relevant project documents are available at the Glenn County website at <https://www.countyofglenn.net/govt/bids>

Attachment A

HOUSING FIRST PRINCIPLES

HOUSING FIRST

CORE COMPONENTS OF HOUSING FIRST UNDER CALIFORNIA LAW

In 2016, the California Legislature passed Senate Bill 1380 (Mitchell). It required all housing programs to adopt the Housing First model. The Legislation defined Housing First with these “core components”:

- Tenant screening and selection practices promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."
- Housing providers accept referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- Supportive services emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- Participation in services or program compliance is not a condition of housing tenancy.
- Tenants have a lease and all the rights and responsibilities of tenancy.
- The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- Funding promotes tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services.
- Case managers and service coordinators are trained in and actively employ evidence-based practices for engagement, including motivational interviewing and client-centered counseling.
- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.