

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

REQUEST FOR PROPOSALS

PROJECT-BASED VOUCHER PROGRAM 2023 PHASES 1-4

RFP#125-01-23

Due Dates:

Phase 1

March 2, 2023 at 9:00 am

Phase 2

June 1, 2023 at 9:00 am

Phase 3

September 7, 2023 at 9:00 am

Phase 4

November 2, 2023 at 9:00 am

To: Mr. James Harris
General Council/ Chief Contracting
Officer
100 Ross Street 2 nd Floor, Suite 200
Pittsburgh, PA 15219

Section I INTRODUCTION

The HACP is a municipal corporation, formed under the U.S. Housing Act of 1937, codified at 42 U.S.C. Section 1401 et seq. as amended and the Housing Authority Law of the Commonwealth of Pennsylvania codified at 35 P.C. 1542, et. seq. as amended. As such, the HACP is charged with providing “affordable decent, safe and sanitary housing for low-income persons.”

The HACP has approximately 300 employees and serves over 20,000 residents. The Authority itself maintains or oversees approximately 4000 units of rental housing either directly or through private management companies; and, through its Housing Choice Voucher program, funds the rental of more than 5500 other units of privately owned housing.

Major operational departments include Management, Maintenance, Occupancy, Housing Choice Voucher, and Modernization & Development. Major administrative departments include Legal, Finance, Information Technology, and Human Resources. Our public and community relations departments are Community Affairs and Resident Self-Sufficiency. All departments work together to achieve the goals of the Authority that are set by the Board of Commissioners. Day to day decision-making rests with the Executive Director, who reports to the Board of Commissioners on a regular basis.

The Housing Authority of the City of Pittsburgh (“HACP”) requests proposals from qualified property owners and/or developers (including non-profits and Community Development Corporations) under the Project-Based Voucher (“PBV”) Program. The HACP’s PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005, Federal Regulations at 24 CFR Part 983 as modified by the Housing and Economic Recovery Act of 2008 (Federal Register Notice 73 FR 71037), other applicable Notices from the Department of Housing and Urban Development, the implementing provisions of the Housing Opportunity Through Modernization Act of 2016 (Federal Register Notices 82 FR 2458 and 82 FR 32461).

Any questions regarding this Request for Proposals should be in writing and directed to:

Mr. James Harris– General Council/Chief Contracting Officer
Housing Authority of the City of Pittsburgh
C/O Procurement Department
100 Ross Street 2nd Floor Suites 200
Pittsburgh, PA 15219
412.643.2832
412.456.5007 fax
James.harris@hacp.org

A complete proposal package may be obtained from:

Business Opportunities Section of the HACP website, www.hacp.org

Following are the Key Dates associated with this Request for Proposals:

Phase 1:

March 2, 2023; 9:00 a.m.	Deadline for Submission of Proposals
February 16, 2023, 9:00 a.m.	Pre-submission Meeting: will be held via Zoom Meeting: https://us06web.zoom.us/j/83993365128?pwd=LzFtblNEYjdWwWNidTR3eWIVZThXUT09 Meeting ID: 839 9336 5128 Passcode: 758885 Dial by your location +1 301 715 8592 US (Washington DC)
February 23, 2023, 9:00 a.m.	Deadline for the submission of written questions.

Phase 2:

June 1, 2023; 9:00 a.m.	Deadline for Submission of Proposals
May 18, 2023, 9:00 a.m.	Pre-submission Meeting: will be held via Zoom Meeting: https://us06web.zoom.us/j/83993365128?pwd=LzFtblNEYjdWwWNidTR3eWIVZThXUT09 Meeting ID: 839 9336 5128 Passcode: 758885 Dial by your location +1 301 715 8592 US (Washington DC)
May 25, 2023, 9:00 a.m.	Deadline for the submission of written questions.

Phase 3:

September 7, 2023; 9:00 am	Deadline for Submission of Proposals
August 24, 2023, 9:00 a.m.	Pre-submission Meeting: will be held via Zoom Meeting: https://us06web.zoom.us/j/83993365128?pwd=LzFtblNEYjdWwWNidTR3eWIVZThXUT09 Meeting ID: 839 9336 5128 Passcode: 758885 Dial by your location +1 301 715 8592 US (Washington DC)
August 31, 2023, 9:00 a.m.	Deadline for the submission of written questions.

Phase 4:

November 2, 2023; 9:00 a.m.	Deadline for Submission of Proposals
October 19, 2023, 9:00 a.m.	Pre-submission Meeting: will be held via Zoom Meeting: https://us06web.zoom.us/j/83993365128?pwd=LzFtblNEYjdwWWNidTR3eWlVZThXUT09 Meeting ID: 839 9336 5128 Passcode: 758885 Dial by your location +1 301 715 8592 US (Washington DC)
November 26, 2022, 9:00 a.m.	Deadline for the submission of written questions.

**Deadlines are subject to extension at HACP discretion and will be communicated as an addendum to this solicitation.

In response to the COVID-19 Pandemic, HACP will also accept online submissions for this Request for Proposals in addition to accepting submissions at our 100 Ross Street office. For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/k5hp861YGdAz9Mgl0GLO>

Please include your name and email address when prompted before submitting, and upload all relevant attachments in the same document. Formatting for online submission should be organized in the same manner as if submitting the information via CD or flash drive. The title of the uploaded proposal shall be as follows:

[Full Company Name]_RFP #125-01-23_Project Title

In the unlikely event your proposal is too large to be uploaded as a single file, add: _Part-1, _Part-2... etc. to the end of the file name.

In addition to the electronic submittal above, the Housing Authority of the City of Pittsburgh will be accepting physical proposals dropped off in person only from **8:00 AM until the closing time of 9:00 AM on March 2, 2023 for Phase 1, June 1, 2023 for Phase 2, September 7, 2023 for Phase 3, and November 2, 2023 for Phase 4** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All proposals must be received no later than 9:00 a.m. the day of the Phase closing to be considered for award during that Phase, regardless of the selected delivery mechanism.

Section II SCOPE OF SERVICES

HACP will consider award of approximately **200 units** of housing under this solicitation to be awarded to the successful property owners and/or developers.

HACP is undertaking this solicitation to expand the available housing choices for low and moderate income families in Pittsburgh; to spur development of quality housing in areas where HACP is planning or undertaking redevelopment, where quality housing affordable to such households is not readily available, in neighborhoods of opportunity, and to expand the availability of affordable, quality rental housing in a tightening local real estate rental market.

The only assistance available and to be considered through this process is PBV assistance. Any other elements of a proposed project, such as use of HACP or other publicly or privately owned property, or a need for gap or other financing support beyond the project based voucher assistance, should be addressed separately from the proposals submitted in response to this RFP.

There is no gap funding or other financing support available through this solicitation! Owners/developers seeking gap financing in addition to Project Based Voucher assistance should respond to HACP's separate RFP for PBV plus Gap financing.

Potential respondents are encouraged in the strongest possible terms to review this RFP carefully, as some provisions have changed from prior solicitations, and to attend the pre-submission conference.

DESCRIPTION OF PBV PROGRAM

Through the PBV program, HACP will enter into housing assistance payment contracts with selected property owners/developers for designated rental units for a term of up to twenty years subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. HACP's published subsidy standards (See Attachment 1) will determine the appropriate unit size for the family size and composition. Please note that HACP is NOT applying Small Area Fair Market Rents to PBV's.

HACP is now seeking proposals for PBV assistance for existing, rehabilitated or newly constructed housing units. Except for existing units, the housing units that will be rehabilitated or newly constructed after this RFP's award must be developed pursuant to a to-be-executed PBV Agreement to Enter into HAP Contract (AHAP). Certain types of housing units and/or developments are not eligible for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care. However, HACP may approve assistance for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract; however, HACP will accept proposals for existing properties with a limited number of currently ineligible households.
- Units for which construction or rehabilitation commenced prior to execution of the Agreement to enter into a Housing Assistance Payments contract (AHAP).
- Subsidized housing unit types determined ineligible in accordance with HUD regulations. These include, but are not limited to, public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or HACP.
- Existing and Occupied Units subsidized with Low Income Housing Tax Credits or other Tax Credits that are within the tax credit compliance period.

Additional Restrictions and Limitations on the Use of Project Based Voucher Assistance under HUD Income Mixing Requirements:

The number of PBV assisted units in the project cannot exceed the greater of 25 units or 25 percent (25%) of the total number of dwelling units in the project. The only currently available exceptions to this cap are:

- a. Units exclusively serving elderly families (head, co-head, spouse or sole members is 62 years of age or older).
- b. Units made available specifically for households eligible for supportive services available to all households of the project such as families with a household member with a disability, as well as other populations. This exception is designed for housing with linked supportive services for various special needs populations that have a preference for families requiring the available services. See HUD regulations at 24 CFR 983.56 as amended by notices implementing HOTMA, as referenced above.
- c. Projects in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey 5-year estimates, are subject to an alternate cap of the greater of 25 units or 40 percent of the total number of dwelling units in the project.

Please note that Federal Register Notice 82 FR 32461 published July 14, 2017, states that a PHA may not rely solely on participation in or availability of a Family Self-Sufficiency Program for the unit to meet the supportive services exception.

Proposers considering “Excepted Units”, MUST

- 1. Specifically identify the exception requested, and provide evidence of eligibility for the exception;**
- 2. For exception units for supportive services, specifically identify the service to be provided, the entity providing the service, and provide a detailed description of the service including a description demonstrating service availability to all resident households and any preferences proposed for households requiring those services.**

ALL Sites selected for PBV assistance must:

- Be in full compliance with the applicable laws regarding non-discrimination and accessibility requirements, including the Fair Housing Act and Title VI of the Civil Rights Act of 1964;
- Meet Housing Quality Standards (HQS) (HQS is a series of standards for unit condition related to habitability, safety, and decency. HQS standards can be found at 24 CFR Part 982.401)
- **Meet the federal Project Based Voucher Program site selection standards contained in federal regulations at 24 CFR 983.57. <https://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol4/pdf/CFR-2011-title24-vol4-sec983-57.pdf>.**

Additional Requirements and Procedures for Selected Projects

For Rehabilitation or New Construction Projects

Activities under the PBV program are subject to HUD environmental regulations and review under the National Environmental Policy Act (NEPA) by local authorities.

When rehabilitated or newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with Housing Quality Standards (HQS as defined at 24 CFR Part 982). The owner and the owner’s contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD’s implementing regulations.

HACP will enter into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) with the selected proposer(s) subsequent to selection and confirmation of compliance with program requirements. This agreement is included as an attachment. (See Exhibit 2 & 2A) **Please note that any required environmental reviews as required by NEPA regulations, UFAS design approval by HACP’s third-party certifier, and any subsidy layering reviews, if applicable, must be completed prior to execution of the Agreement to Enter into a Housing Assistance Payment Contract (AHAP), and that construction cannot begin until the AHAP Contract has been executed.**

Once units are completed, required documentation of completion has been submitted and approved, any applicable and required certifications have been received, have passed the required HQS inspection, and qualifying tenants have been approved for occupancy, HACP will enter into a Housing Assistance Payments (“HAP”) contract with the owner for all sites selected and approved for PBV assistance. Proposers are encouraged to review the sections of the AHAP regarding completion requirements, and consider if all units will be completed at once, or if a phased completion is anticipated. **If the project is proposed as a single phase project, ALL aspects of construction must be complete before the HAP contract can be executed.** HACP will make housing assistance

payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

For All Projects

HACP will complete initial eligibility screenings for all applicants; however, the owner is responsible for screening and selection of the family to occupy the owner's unit.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; or refuse to renew the lease for good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. The rent to owner including any applicable tenant utility allowances must not exceed the lowest of:

- i. An amount determined by HACP, not to exceed 110 percent of the Metropolitan Statistical Area Fair Market Rent (MSAFMR) for the unit bedroom size including any applicable tenant-paid utility allowance (see Attachment 2);
- ii. For units meeting the Uniform Federal Accessibility Standards (UFAS), an amount determined by HACP, not to exceed 120 percent of the Metropolitan Statistical Area Fair Market Rent (MSAFMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- iii. The reasonable rent; or
- iv. The rent requested by the owner.

Please note that HACP is not applying Small Area Fair Market Rents (SAFMR) to PBVs.

Please include proposed rent levels in your proposal. Final rent levels will be determined upon HAP execution.

Payment Standards for Project Based Vouchers at 110% of MSAFMR, and HACP's current utility allowance schedules are attached as an exhibit to this RFP. (see Attachments 1 & 2).

Rent levels are subject to HACP review and approval, including review for rent reasonableness, as required by HUD and defined in the HACP Housing Choice Voucher Program Administrative Plan.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by HACP in accordance with the contract with the owner.

A Frequently Asked Questions (FAQ) document has been prepared (see Attachment 3) and incorporated into this RFP to provide additional information and clarity on the requirements of this RFP.

Section III

APPLICATION REVIEW PANEL & APPLICATION REVIEW PROCESS

A. APPLICATION REVIEW

HACP will identify a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein.

B. APPLICATION REVIEW

The HACP will review all applications and before selecting units, the HACP will determine that each application is responsive to and in compliance with the HACP's written selection criteria and procedures, and in conformity with HUD program regulations and requirements.

ALL PROPOSALS MUST PROVIDE ADEQUATE INFORMATION FOR THE HACP TO DETERMINE PROPOSAL COMPLIANCE WITH THE FOLLOWING:

- Evidence of site control (e.g., sales agreement, option, deed, letter of intent) by proposer or committed proposer partner(s). Where the site is controlled by a public entity such as the HACP or the Urban Redevelopment Authority, documentation of the availability of the site, the intent of the controlling entity, and the status of negotiations with the controlling entity and of the disposition process must be included.
- That the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents must not exceed 110% (120% for UFAS units) of the Metropolitan Statistical Area Fair Market Rent (MSAFMR) including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.53 (Prohibition of assistance for ineligible units), §983.54 (Prohibition of assistance for units in subsidized housing), §983.56 (Cap on number of PBV units in each project), and §983.57 (Site Selection Standards).
- Property will not be constructed or rehabilitated with other assistance under the U.S. Housing Act of 1937 in accordance with §983.54 (Prohibition of excess public assistance).
- No construction has begun. HUD guidance indicates that for purposes of the Project Based Voucher Program, construction includes site preparation, and HACP is prohibited from entering into an AHAP if construction work, including site preparation, has been initiated.

Not more than the greater of 25 units or 25 percent of units in a project are eligible for PBV assistance, except to the extent such projects include exception units or qualify for the alternate cap, as described above.

If a project does not meet the requirements indicated above, it will be designated non-responsive.

Proposals that meet these requirements will be evaluated and ranked by the PBV Selection Panel. An HACP ranking list will be prepared according to the points awarded to each proposal. The HACP

may, in its discretion, select one or more of the proposals submitted, or none of the proposals submitted. HACP may award up to approximately 200 project based vouchers as a result of this RFP.

The HACP reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the HACP to be in its best interests. The HACP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The HACP shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

D. OTHER REQUIREMENTS

1. Before executing an Agreement to Enter into a Housing Assistance Payment Contract with any selected owner, HACP must confirm the following has been completed:
 - a. Rents are established in accordance with 24 CFR §983.301 through 983.354, and approved by HACP.
 - b. Subsidy-layering contract rent review has been completed by HUD or its approved designated agency, if applicable. HUD subsidy layering review guidelines will consider the effect the operational support provided to the project by the PBV's will have in regards to the level of subsidy "required to make the project feasible without over compensation." This may include analysis of the amount of cash flow generated by a project over a 15 year operating pro forma period, in order to determine if excess funding exists in the project. If the cash flow analysis, minus any required reserve amounts, exceeds 10% of total expenses, than the PBV assistance may be greater than necessary to provide the affordable housing. The subsidy layering review may also include development costs and fees to determine if they are within HUD established safe harbor standards.
 - c. Environmental clearances in accordance with §983.58, if applicable.
 - d. UFAS design approval by HACP's third party certifier.
2. Before an agreement is executed for new construction and rehabilitation units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.

**SECTION IV
CONTENT OF RESPONSE DOCUMENTS**

Offerors submitting Proposals should fully read and comprehend this entire Request for Proposals. Proposals received without all of the required information may be deemed non-responsive. Offerors must submit one (1) original plus three (3) paper copies of their technical proposal and one (1) electronic copy in .PDF format on a CD, on the form or in the format provided by HACP. Only paper applications will be accepted. Format is provided as described below.

Proposals for PBV assistance must provide information on the following topics and in the listed order:

1. General Information:
 - (a) Letter of Interest including contact name and telephone number (Cover letter)
 - (b) Type of Organization; Corporation, Limited Liability Company, Partnership, Joint Venture, individual or Sole Proprietorship. Names of shareholders, members, partners, principals and any other persons exercising control over the entity(ies).
 - (c) Organizational Certifications:
 - (d) Copies of Certificate of Incorporation, Certificate of Organization, Partnership Agreement, Joint Venture Agreement or other organizational documents.
 - (e) All applicable Licenses/Certifications.
 - (f) A corporate or partnership resolution signed by the Secretary of the Corporation or Partnership and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.
2. Listing and narrative of the Respondent's Team Members and the roles each will have in the initiative being pursued under this RFP.
3. Attachment 4 Application Form (available in electronic format at www.hacp.org) including:
 - Building Information
 - Need for PBV assistance to make the project feasible
 - Other forms of assistance received
 - Other affordability restrictions (if any)
 - Handicapped unit accessibility features
 - Intended resident population
 - Tenant selection criteria and plan
 - Unit Information
 - Community/Neighborhood Amenities
 - Unit/Development Amenities
 - Owner experience owning/developing rental housing
 - Owner experience managing/maintaining rental housing
 - Management and Maintenance Plans

- Services to be provided, with service providers, if applicable (Including services for all residents. Services provided that are required of residents for occupancy in “Excepted Units” should be included in an Additional Exhibit as described under 4.e. below).
- Additional narrative pages may be added. It is recommended that a narrative highlighting applicable items from the Application Form that correlate to each of the rating factors on page 13 be included.

4. Additional Exhibits (if applicable)

- (a) Sources and Uses for Rehabilitation/Construction Financing
- (b) Project Draft Pro-forma
- (c) Clear Evidence of Site Control (documentation of ownership or agreements with property ownership)
- (d) For New Construction Proposals – Schematic Site Plan showing building footprints, parking, and rough site grades.
- (e) For “Excepted Units” – the number of units by size and type, description of specific services to be provided, identification of the service provider and their qualifications, and information on the contract of participation requirements and the monitoring measures to be utilized by management to verify compliance.

5. Minority and Women Business Participation (Attachment 5)

Describe ways the Respondent will utilize MBE/WBE businesses to meet HACP’s and the City of Pittsburgh’s goal of 18% Minority owned and 7% woman owned business participation. **The attached Special Participation Summary must be completed.** Submission of additional narrative with a detailed plan to maximize the participation of MBE/WBE in the award of contracts/purchase of goods and services is encouraged.

5. Section 3 Participation Plan (Attachment 6)

Describe ways the Respondent will comply with HACP’s Section 3 Policy for hiring HACP residents and/or other local low-income individuals by completing the Section 3 Plan included as an Attachment, and adding additional narrative as needed. **The attached Section 3 Plan, including a Tier Selection and attachment if required, must be completed.** Submission of additional narrative with a detailed plan to maximize the hiring of Section 3 residents by the proposer, contractors, and subcontractors is encouraged.

Also, if the Respondent is not a community-based organization, please describe the respondent’s experience in working with community-based organizations to achieve locally determined goals such as local business participation and local hiring. Include a description of the specific roles and responsibilities of any partnering organizations.

**SECTION V
EVALUATION CRITERIA**

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

Site Location/Community Amenities:

Maximum 25 points

HACP site selection criteria includes sites with good access to community amenities such as parks, schools, and stores, and to transportation and employment centers will receive more points. Additionally, proposals located in a low minority census tract with low poverty concentration will receive more points.

**Design/Unit Amenities &
Public Purpose including UFAS Units:**

Maximum 20 points

Good design, especially utilizing “green” building principles will be scored higher. Also, HACP’s public purpose emphasizes a need for units in a variety of bedroom sizes; projects with a range of bedroom sizes, including general occupancy 1 bedroom, and/or 4 and/or 5+ bedroom units will receive additional points in this category.

Owner/Developer Capacity

Maximum 15 points

Rental Housing & Management Experience:

Owners/developers who have finished similar projects and can show a high likelihood that the project will be completed successfully will be scored higher. Managers who have managed similar projects successfully will be scored higher.

**Project Feasibility/Readiness
to begin Construction:**

Maximum 15 points

Evidence of readiness to proceed will be considered. Renderings, floor plans, schematic site plans, scope of work or other documentation all may be submitted. Evidence that financing is in place to complete the project will also be considered in this criteria item, as will demonstration of an established strategy to meet project schedules. Proposals for existing units will receive maximum 15 points. However, if the existing units do not meet HQS inspection within 15 days of this RFP award, the award will be cancelled after a 15-day cure period following the initial HQS inspection.

MBE/WBE Participation

Maximum 10 points

Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirements and goals related to Minority/Women Business Participants.

Section 3

Maximum 15 points

Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirements and goals related to Section 3.

Deductions

Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

**SECTION VI
SELECTION AND AWARD PROCESS**

Pursuant to 24 C.F.R. Section 983 and the HACP Housing Choice Voucher Program Administrative Plan, the HACP is conducting this competitive selection process for the Project-Based Voucher Program as described in Section II of this solicitation. The following instructions are intended to aid Offerors in the preparation of their Proposals:

A. Pre-Submission Conference

A pre-submission conference will be conducted prior to the submission and selection cycle as identified in this RFP. Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by HACP's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

Although not mandatory, all prospective respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duty imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the request for proposals.

Each entity shall submit any questions or requests for additional information in writing to the Procurement Director.

B. Amendments to Solicitation

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, electronic mail, and/or by fax, to all potential Offerors who attend the Pre-Submission Conferences and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Offerors are responsible for obtaining all information required thus enabling them to submit Responses.

C. Submission of Proposals and/or Amendments to Proposals; Deadlines

Responses may be hand-delivered or sent by certified or registered mail, return receipt requested, to the following address:

Mr. James Harris
General Council/Chief Contracting Officer
Housing Authority of the City of Pittsburgh
100 Ross Street, 2nd Floor Suite 200
Pittsburgh, PA 15219

The submission deadline under this RFP is as follows:

March 2, 2023 for Phase 1
June 1, 2023 for Phase 2
September 7, 2023 for Phase 3
November 2, 2023 for Phase 4

Proposals must be received at the above address no later than the deadline identified above, regardless of the selected delivery mechanism.

In response to the COVID-19 Pandemic, HACP will also accept online submissions for this Request for Proposals in addition to accepting submissions at our 100 Ross Street office. For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/k5hp861YGdAz9Mgl0GLO>

Please include your name and email address when prompted before submitting, and upload all relevant attachments in the same document. Formatting for online submission should be organized in the same manner as if submitting the information via CD or flash drive. The title of the uploaded proposal shall be as follows:

[Full Company Name]_RFP #125-01-23_Project Title

In the unlikely event your proposal is too large to be uploaded as a single file, add: _Part-1, _Part-2... etc. to the end of the file name.

In addition to the electronic submittal above, the Housing Authority of the City of Pittsburgh will be accepting physical proposals dropped off in person only from **8:00 AM until the closing time of 9:00 AM on March 2, 2023 for Phase 1, June 1, 2023 for Phase 2, September 7, 2023 for Phase 3, and November 2, 2023 for Phase 4** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All proposals must be received no later than 9:00 a.m. the day of the Phase closing to be considered for award during that Phase, regardless of the selected delivery mechanism.

Each Response will be date-time stamped immediately upon its receipt at HACP to document its timeliness. Any Proposal received after the specified deadline will be considered in the subsequent review cycle.

Any amendments to a response must be received before the specified response due date and time established for the delivery of the original Proposal except as identified in the Instructions to Offerors attached hereto.

D. Evaluation and Award Process

HACP staff will review each Proposal to determine if it was complete and if it was responsive to this Request for Proposals. HACP may allow an Offeror to correct minor deficiencies in its Proposal that do not materially affect the Proposal.

All Proposals determined to be complete and responsive will be provided to an HACP Evaluation Committee. HACP's Evaluation Committee will evaluate the Proposals utilizing the criteria established in Section V of this Request for Proposals.

HACP reserves the right to interview Offerors, request additional information from selected Offerors, and/or negotiate terms and conditions with selected Offerors.

HACP may perform a responsibility determination of the qualifying Offerors which may include reference and financial background checks.

HACP may award Project Based Vouchers to a qualifying Offeror or Offerors determined to be responsive and responsible and whose offer(s) is in the best interest of HACP.

HACP shall not be responsible for and will not reimburse any Offeror for any cost(s) associated with preparing a proposal.

A Proposal submitted by an Offeror does not constitute a contract, nor does it confer any rights on the Offeror to the award of a contract. A letter or other notice of Award or of the intent to Award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

E. NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If the HACP determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will not be considered.

The HACP reserves the right to cancel this RFP for any reason or to reject applications at any time for misrepresentation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

Attachments

Attachment 1: 2023 Metropolitan Statistical Area Fair Market Rent (MSAFMR)

Attachment 2: Form HUD 52667 Allowances for Tenant Furnished Utilities and Other Services

Attachment 3: Frequently Asked Questions

Attachment 4: Application for Project Based Voucher Assistance

Attachment 5: Minority and Women Business Enterprise Participation

Attachment 6: Section 3 Participation Plan

Attachment 7: AHAP parts I & II Form HUD52531a and HUD52531b

Attachment 1: 2023 Metropolitan Statistical Area Fair Market Rent (MSAFMR)

APPLIES TO: ALL UNIT TYPES

MAXIMUM CONTRACT RENT IF OWNER IS PAYING ALL UTILITIES							
TIER	EFF	1	2	3	4	5	6
1	1,488	1,560	1,882	2,394	2,616	3,008	3,401
2	1,395	1,463	1,764	2,244	2,453	2,820	3,188
3	1,302	1,365	1,646	2,094	2,289	2,632	2,976
4	1,209	1,268	1,529	1,945	2,126	2,444	2,763
5	1,116	1,170	1,411	1,795	1,962	2,256	2,551
6	1,023	1,073	1,294	1,646	1,799	2,068	2,338

How do I Determine the Applicable Tier for My Unit?

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APPLIES TO: APARTMENTS

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	1,380	1,436	1,732	2,218	2,414	2,779	3,150
	ALL UTILITIES	1,297	1,347	1,610	2,045	2,192	2,506	2,840
TIER 2	GAS & ELECTRIC	1,287	1,339	1,614	2,068	2,251	2,591	2,937
	ALL UTILITIES	1,204	1,250	1,492	1,895	2,209	2,318	2,627
TIER 3	GAS & ELECTRIC	1,197	1,241	1,496	1,918	2,087	2,403	2,725
	ALL UTILITIES	1,111	1,152	1,374	1,745	1,865	2,130	2,415
TIER 4	GAS & ELECTRIC	1,101	1,144	1,379	1,769	1,924	2,215	2,512
	ALL UTILITIES	1,018	1,055	1,257	1,596	1,702	1,942	2,202
TIER 5	GAS & ELECTRIC	1,008	1,046	1,261	1,619	1,760	2,027	2,300
	ALL UTILITIES	925	957	1,139	1,446	1,538	1,754	1,990
TIER 6	GAS & ELECTRIC	915	949	1,144	1,470	1,597	1,839	2,087
	ALL UTILITIES	832	860	1,022	1,297	1,375	1,566	1,777

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APPLIES TO: TOWNHOUSE/ROWHOUSE/SEMI-DETACHED

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	1,383	1,439	1,732	2,213	2,406	2,767	3,135
	ALL UTILITIES	1,300	1,350	1,610	2,040	2,184	2,494	2,825
TIER 2	GAS & ELECTRIC	1,290	1,342	1,614	2,063	2,243	2,579	2,922
	ALL UTILITIES	1,207	1,253	1,492	1,890	2,021	2,306	2,612
TIER 3	GAS & ELECTRIC	1,197	1,244	1,496	1,913	2,079	2,391	2,710
	ALL UTILITIES	1,114	1,155	1,374	1,740	1,857	2,118	2,400
TIER 4	GAS & ELECTRIC	1,104	1,147	1,379	1,764	1,916	2,203	2,497
	ALL UTILITIES	1,021	1,058	1,257	1,591	1,694	1,930	2,187
TIER 5	GAS & ELECTRIC	1,011	1,049	1,261	1,614	1,752	2,015	2,285
	ALL UTILITIES	928	960	1,139	1,441	1,530	1,742	1,975
TIER 6	GAS & ELECTRIC	918	952	1,144	1,465	1,589	1,827	2,072
	ALL UTILITIES	835	863	1,022	1,292	1,367	1,554	1,762

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APPLIES TO: SINGLE FAMILY DETACHED

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	1,385	1,441	1,733	2,213	2,403	2,762	3,219
	ALL UTILITIES	1,302	1,352	1,611	2,040	2,178	2,489	2,829
TIER 2	GAS & ELECTRIC	1,292	1,344	1,615	2,063	2,240	2,574	2,916
	ALL UTILITIES	1,209	1,255	1,493	1,890	2,015	2,301	2,616
TIER 3	GAS & ELECTRIC	1,199	1,246	1,497	1,913	2,076	2,386	2,704
	ALL UTILITIES	1,116	1,157	1,375	1,740	1,851	2,113	2,404
TIER 4	GAS & ELECTRIC	1,106	1,149	1,380	1,764	1,913	2,198	2,491
	ALL UTILITIES	1,023	1,060	1,258	1,591	1,688	1,925	2,191
TIER 5	GAS & ELECTRIC	1,013	1,051	1,262	1,614	1,749	2,010	2,279
	ALL UTILITIES	930	962	1,140	1,441	1,524	1,737	1,979
TIER 6	GAS & ELECTRIC	920	954	1,145	1,465	1,586	1,822	2,066
	ALL UTILITIES	837	865	1,023	1,292	1,361	1,549	1,766

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Unit Criteria

For a unit to qualify for this payment standard, the property must meet *at least* one (1) of the following criteria:

1. Undergo significant upgrades and/or investments that improve the quality of the unit. Examples include (but are not limited to) complete electrical, plumbing, HVAC installation, roof replacement, and building envelope resurfacings. This will be assessed on the following standards:
 - a. System upgrades*, and/or
 - b. Rehabilitation* of previously substandard units, and/or
 - c. Renovations*
2. The unit passes the International Property Maintenance Code inspection standard.
3. Units built to be affordable under any Inclusionary Zoning (IZ) policy determined by the Department of City Planning.

*The HACP will generally consider investments of \$6,000 or more per unit for labor and/or materials as a substantial rehabilitation and/or modernization project. However, the HACP will also consider substantial rehabilitation and/or modernization projects whose total cost is under \$6,000 on a case-by-case basis if the unit meets any of the other standards.

Please Note: Green or energy efficient infrastructure is encouraged but at this time will not qualify as an approved investment, and Low Income Housing Tax Credit (LIHTC) units are ineligible for this payment standard during the initial fifteen (15) year affordability period.

Required Documentation

The type and nature of the upgrades and/or investments will constitute the specific types of required documentation. However, the HACP will generally require the following:

- Copies of all construction and/or rehabilitation invoices, plans, etc.
- If claiming the International Property Maintenance Code, a copy of the International Property Maintenance Code inspection report
- If claiming that the unit falls into a current Inclusionary Zone, please request that the HACP verifies said claim with the Department of City Planning

Documentation can be turned into the HCV Department via email, fax, or mail either with the Request for Tenancy Approval (preferable if applicable), or separately. Upon receipt of the required documentation, the HACP or designated third party will then verify the completed work through a special inspection.

Any additional questions can be directed to the HACP Landlord Outreach and Support Coordinator, or the position's designee, at 412-456-5090 or hcvlandlordsupport@hacp.org.

APPLIES TO: ALL UNIT TYPES

MAXIMUM CONTRACT RENT IF OWNER IS PAYING ALL UTILITIES							
TIER	EFF	1	2	3	4	5	6
1	2,530	2,652	3,199	4,070	4,447	5,114	5,782
2	2,232	2,341	2,822	3,590	3,925	4,512	5,101
3	1,953	2,048	2,469	3,141	3,434	3,948	4,464
4	1,693	1,175	2,141	2,723	2,976	3,422	3,868
5	1,451	1,521	1,834	2,334	2,551	2,933	3,316
6	1,228	1,288	1,553	1,975	2,159	2,482	2,806

How do I Determine the Applicable Tier for My Unit?

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APPLIES TO: APARTMENTS

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	2,422	2,528	3,049	3,894	4,245	4,885	5,531
	ALL UTILITIES	2,339	2,439	2,927	3,721	4,023	4,612	5,221
TIER 2	GAS & ELECTRIC	2,124	2,217	2,672	3,414	3,732	4,283	4,850
	ALL UTILITIES	2,041	2,128	2,550	3,241	3,501	4,010	4,540
TIER 3	GAS & ELECTRIC	1,845	1,924	2,319	2,965	3,232	3,719	4,213
	ALL UTILITIES	1,762	1,835	2,197	2,792	3,010	3,446	3,903
TIER 4	GAS & ELECTRIC	1,585	1,651	1,991	2,547	2,774	3,193	3,617
	ALL UTILITIES	1,502	1,562	1,869	2,374	2,552	2,920	3,307
TIER 5	GAS & ELECTRIC	1,343	1,397	1,684	2,158	2,349	2,704	3,065
	ALL UTILITIES	1,260	1,308	1,562	1,985	2,127	2,431	2,755
TIER 6	GAS & ELECTRIC	1,120	1,164	1,403	1,799	1,957	2,253	2,555
	ALL UTILITIES	1,037	1,075	1,281	1,626	1,735	1,980	2,245

To determine the applicable payment standard tier for a unit, visit this payment standard map: <https://alcogis.maps.arcgis.com/apps/webappviewer/index.html?id=531501a0fc54461a8a5ff1ac31bada15>

The above table indicates the Gross Payment Standard by bedroom size and includes a quick reference for the most common leasing situations with respect to tenant-paid utilities, indicating the maximum amount of contract rent allowed under the program, depending upon what utilities the tenant will be financially responsible. “Gas & Electric” limits are based upon the tenant paying for gas heat, gas cooking, electric lighting, and gas water heat. “All Utilities” figures represent the “Gas & Electric” limits plus the utility allowances for the tenant paying water and sewage, range/microwave and refrigerator.

APPLIES TO: TOWNHOUSE/ROWHOUSE/SEMI-DETACHED

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	2,425	2,531	3,049	3,889	4,237	4,873	5,516
	ALL UTILITIES	2,342	2,442	2,927	3,716	4,015	4,600	5,206
TIER 2	GAS & ELECTRIC	2,127	2,220	2,672	3,409	3,715	4,271	4,835
	ALL UTILITIES	2,044	2,131	2,550	3,236	3,493	3,998	4,525
TIER 3	GAS & ELECTRIC	1,848	1,927	2,319	2,960	3,224	3,707	4,198
	ALL UTILITIES	1,765	1,838	2,197	2,787	3,002	3,434	3,888
TIER 4	GAS & ELECTRIC	1,588	1,654	1,991	2,542	2,766	3,181	3,602
	ALL UTILITIES	1,505	1,565	1,869	2,369	2,544	2,908	3,292
TIER 5	GAS & ELECTRIC	1,346	1,400	1,684	2,153	2,341	2,692	3,050
	ALL UTILITIES	1,263	1,311	1,562	1,980	2,119	2,149	2,740
TIER 6	GAS & ELECTRIC	1,123	1,167	1,403	1,794	1,949	2,241	2,540
	ALL UTILITIES	1,040	1,078	1,281	1,621	1,727	1,968	2,230

To determine the applicable payment standard tier for a unit, visit this payment standard map: <https://alcogis.maps.arcgis.com/apps/webappviewer/index.html?id=531501a0fc54461a8a5ff1ac31bada15>

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APPLIES TO: SINGLE FAMILY DETACHED

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	2,427	2,533	3,050	3,889	4,234	4,868	5,510
	ALL UTILITIES	2,344	2,444	2,928	3,716	4,009	4,595	5,210
TIER 2	GAS & ELECTRIC	2,129	2,222	2,673	3,409	3,712	4,266	4,829
	ALL UTILITIES	2,046	1,929	2,320	2,960	3,221	3,702	4,192
TIER 3	GAS & ELECTRIC	1,850	1,929	2,320	2,960	3,221	3,702	4,192
	ALL UTILITIES	1,767	1,840	2,198	2,787	2,996	3,429	3,892
TIER 4	GAS & ELECTRIC	1,590	1,656	1,992	2,542	2,763	3,176	3,596
	ALL UTILITIES	1,507	1,567	1,870	2,369	2,538	2,903	3,296
TIER 5	GAS & ELECTRIC	1,348	1,402	1,685	2,153	2,338	2,687	3,044
	ALL UTILITIES	1,265	1,313	1,563	1,980	2,113	2,414	2,744
TIER 6	GAS & ELECTRIC	1,125	1,169	1,404	1,794	1,946	2,236	2,534
	ALL UTILITIES	1,042	1,080	1,282	1,621	1,721	1,963	2,234

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REASONABLE ACCOMMODATIONS VOUCHER PAYMENT STANDARDS (VPS) EFFECTIVE 1/1/2023

Current landlords may qualify for an increased payment standard by offering units with accessible features or modifying existing units to include accessible features.

Please Note: The Disability Compliance Office (DCO) evaluates what qualifies as an accessible feature on a case-by-case basis. Features that are specifically tailored to the needs of the individual living in the unit are more likely to count towards the increase in payment standard. Additionally, any features will not be deemed accessible unless they comply with the regulations, guidelines, and parameters set forth by the 2010 Americans with Disabilities Act (ADA) standards, the Uniform Federal Accessibility Standards (UFAS) outlined in the Architectural Barriers Act of 1968, or a combination of both.

Examples of Accessible Features			
Stove with front bearing braille knobs	Tub cut or walk-in shower	Raised toilet or higher toilet seat	Grab bars
Video intercom (for a person who is deaf/hard of hearing or is vision impaired)	Widened hallways	Wheelchair ramp	Limited steps within the unit

**This list is not exhaustive; features not listed may be taken into consideration if they are specifically tailored to the individual living in the unit.*

Required Verification

Proof of accessible or adaptable improvements must be submitted to and verified by the Disability Compliance Office (DCO). Also, prior to the receipt of the Reasonable Accommodations Payment Standard, confirmation that the tenant with the disability needs at least three (3) of the unit's accessible features must be submitted to and verified by the DCO.

Any additional questions regarding the Reasonable Accommodations Payment Standards can be directed to the Disability Compliance Administrator or Section 504/ADA Compliance Coordinator in the Disability Compliance Office at 412-456-5282 or ra@hacp.org.

APPLIES TO: ALL UNIT TYPES

MAXIMUM CONTRACT RENT IF OWNER IS PAYING ALL UTILITIES							
TIER	EFF	1	2	3	4	5	6
1	2,530	2,652	3,199	4,070	4,447	5,114	5,782
2	2,232	2,341	2,822	3,590	3,925	4,512	5,101
3	1,953	2,048	2,469	3,141	3,434	3,948	4,464
4	1,693	1,175	2,141	2,723	2,976	3,422	3,868
5	1,451	1,521	1,834	2,334	2,551	2,933	3,316
6	1,228	1,288	1,553	1,975	2,159	2,482	2,806

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APPLIES TO: **APARTMENTS**

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	2,422	2,528	3,049	3,894	4,245	4,885	5,531
	ALL UTILITIES	2,339	2,439	2,927	3,721	4,023	4,612	5,221
TIER 2	GAS & ELECTRIC	2,124	2,217	2,672	3,414	3,732	4,283	4,850
	ALL UTILITIES	2,041	2,128	2,550	3,241	3,501	4,010	4,540
TIER 3	GAS & ELECTRIC	1,845	1,924	2,319	2,965	3,232	3,719	4,213
	ALL UTILITIES	1,762	1,835	2,197	2,792	3,010	3,446	3,903
TIER 4	GAS & ELECTRIC	1,585	1,651	1,991	2,547	2,774	3,193	3,617
	ALL UTILITIES	1,502	1,562	1,869	2,374	2,552	2,920	3,307
TIER 5	GAS & ELECTRIC	1,343	1,397	1,684	2,158	2,349	2,704	3,065
	ALL UTILITIES	1,260	1,308	1,562	1,985	2,127	2,431	2,755
TIER 6	GAS & ELECTRIC	1,120	1,164	1,403	1,799	1,957	2,253	2,555
	ALL UTILITIES	1,037	1,075	1,281	1,626	1,735	1,980	2,245

To determine the applicable payment standard tier for a unit, visit this payment standard map: <https://alcogis.maps.arcgis.com/apps/webappviewer/index.html?id=531501a0fc54461a8a5ff1ac31bada15>

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APPLIES TO: TOWNHOUSE/ROWHOUSE/SEMI-DETACHED

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	2,425	2,531	3,049	3,889	4,237	4,873	5,516
	ALL UTILITIES	2,342	2,442	2,927	3,716	4,015	4,600	5,206
TIER 2	GAS & ELECTRIC	2,127	2,220	2,672	3,409	3,715	4,271	4,835
	ALL UTILITIES	2,044	2,131	2,550	3,236	3,493	3,998	4,525
TIER 3	GAS & ELECTRIC	1,848	1,927	2,319	2,960	3,224	3,707	4,198
	ALL UTILITIES	1,765	1,838	2,197	2,787	3,002	3,434	3,888
TIER 4	GAS & ELECTRIC	1,588	1,654	1,991	2,542	2,766	3,181	3,602
	ALL UTILITIES	1,505	1,565	1,869	2,369	2,544	2,908	3,292
TIER 5	GAS & ELECTRIC	1,346	1,400	1,684	2,153	2,341	2,692	3,050
	ALL UTILITIES	1,263	1,311	1,562	1,980	2,119	2,149	2,740
TIER 6	GAS & ELECTRIC	1,123	1,167	1,403	1,794	1,949	2,241	2,540
	ALL UTILITIES	1,040	1,078	1,281	1,621	1,727	1,968	2,230

To determine the applicable payment standard tier for a unit, visit this payment standard map: <https://alcogis.maps.arcgis.com/apps/webappviewer/index.html?id=531501a0fc54461a8a5ff1ac31bada15>

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APPLIES TO: **SINGLE FAMILY DETACHED**

TIER	MAXIMUM CONTRACT RENT IF TENANT PAYS	EFF	1	2	3	4	5	6
TIER 1	GAS & ELECTRIC	2,427	2,533	3,050	3,889	4,234	4,868	5,510
	ALL UTILITIES	2,344	2,444	2,928	3,716	4,009	4,595	5,210
TIER 2	GAS & ELECTRIC	2,129	2,222	2,673	3,409	3,712	4,266	4,829
	ALL UTILITIES	2,046	1,929	2,320	2,960	3,221	3,702	4,192
TIER 3	GAS & ELECTRIC	1,850	1,929	2,320	2,960	3,221	3,702	4,192
	ALL UTILITIES	1,767	1,840	2,198	2,787	2,996	3,429	3,892
TIER 4	GAS & ELECTRIC	1,590	1,656	1,992	2,542	2,763	3,176	3,596
	ALL UTILITIES	1,507	1,567	1,870	2,369	2,538	2,903	3,296
TIER 5	GAS & ELECTRIC	1,348	1,402	1,685	2,153	2,338	2,687	3,044
	ALL UTILITIES	1,265	1,313	1,563	1,980	2,113	2,414	2,744
TIER 6	GAS & ELECTRIC	1,125	1,169	1,404	1,794	1,946	2,236	2,534
	ALL UTILITIES	1,042	1,080	1,282	1,621	1,721	1,963	2,234

To determine the applicable payment standard tier for a unit, visit this payment standard map: <https://alcogis.maps.arcgis.com/apps/webappviewer/index.html?id=531501a0fc54461a8a5ff1ac31bada15>

The above table indicates the Gross Payment Standard by bedroom size and includes a quick reference for the most common leasing situations with respect to tenant-paid utilities, indicating the maximum amount of contract rent allowed under the program, depending upon what utilities the tenant will be financially responsible. “Gas & Electric” limits are based upon the tenant paying for gas heat, gas cooking, electric lighting, and gas water heat. “All Utilities” figures represent the “Gas & Electric” limits plus the utility allowances for the tenant paying water and sewage, range/microwave and refrigerator.

EMERGENCY HOUSING VOUCHERS (EHV) VOUCHER PAYMENT STANDARD (VPS) EFFECTIVE 1/1/2023

These payment standards **only apply to participants/applicants with Emergency Housing Vouchers (EHVs)**. If you are unsure if the family that you are renting to have an EHV, or if you have any additional questions about the EHV payment standard, please contact the HCV Project Manager at 412-456-5000 extension 2936, or Celia.LaRue@hacp.org.

BEDROOM SIZE	EFF	1	2	3	4	5	6
Max Contract Rent if LL is Paying All Utilities	1,034	1,084	1,308	1,663	1,818	2,090	2,362
APARTMENT							
Max Contract Rent if Tenant is Paying Gas and Electric	926	960	1,158	1,487	1,616	1,861	2,111
Max Contract Rent if Tenant is Paying All Utilities	843	871	1,036	1,314	1,394	1,588	1,801
TOWNHOUSE/ROWHOUSE							
Max Contract Rent if Tenant is Paying Gas and Electric	929	963	1,158	1,482	1,608	1,849	2,096
Max Contract Rent if Tenant is Paying All Utilities	846	874	1,036	1,309	1,386	1,576	1,786
SINGLE FAMILY DETACHED							
Max Contract Rent if Tenant is Paying Gas and Electric	931	965	1,159	1,482	1,605	1,844	2,090
Max Contract Rent if Tenant is Paying All Utilities	848	876	1,037	1,309	1,383	1,571	1,790

The above table indicates the Gross Payment Standard by bedroom size and includes a quick reference for the most common leasing situations with respect to tenant-paid utilities, indicating the maximum amount of contract rent allowed under the program, depending upon what utilities the tenant will be financially responsible. "Gas & Electric" limits are based upon the tenant paying for gas heat, gas cooking, electric lighting, and gas water heat. "All Utilities" figures represent the "Gas & Electric" limits plus the utility allowances for the tenant paying water and sewage, range/microwave and refrigerator.

**Attachment 2: Form HUD 52667 Allowances
for Tenant Furnished Utilities and Other
Services**

Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Apartment						
Utility or Service: Standard	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR
Effective 1/1/2023		Monthly Dollar Allowances						
Heating								
a. Natural Gas (<i>avg</i>)	\$61.00	\$69.00	\$75.00	\$81.00	\$87.00	\$93.00	\$100.00	\$108.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$40.00	\$45.00	\$55.00	\$66.00	\$76.00	\$86.00	\$93.00	\$101.00
d. Electric Heat Pump	\$35.00	\$39.00	\$44.00	\$48.00	\$52.00	\$56.00	\$60.00	\$64.00
e. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cooking								
a. Natural Gas (<i>avg</i>)	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$14.00	\$15.00	\$17.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00	\$26.00
Other Electric & Cooling								
Other Electric (Lights & Appliances)	\$32.00	\$37.00	\$49.00	\$61.00	\$73.00	\$85.00	\$95.00	\$107.00
Air Conditioning	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$19.00
Water Heating								
a. Natural Gas (<i>avg</i>)	\$11.00	\$13.00	\$19.00	\$25.00	\$31.00	\$37.00	\$41.00	\$47.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$18.00	\$21.00	\$27.00	\$33.00	\$39.00	\$44.00	\$49.00	\$55.00
d. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water, Sewer, Trash Collection								
Water	\$43.00	\$47.00	\$69.00	\$102.00	\$134.00	\$167.00	\$195.00	\$211.00
Sewer	\$17.00	\$19.00	\$30.00	\$48.00	\$65.00	\$83.00	\$92.00	\$106.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances								
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances					Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.					Heating		\$	
					Cooking		\$	
Name of Family					Other Electric		\$	
					Air Conditioning		\$	
					Water Heating		\$	
Address of Unit					Water		\$	
					Sewer		\$	
					Trash Collection		\$	
					Range / Microwave		\$	
					Refrigerator		\$	
					Other		\$	
Number of Bedrooms					Other		\$	
					Total		\$	



**BUREAU
VERITAS**

Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Energy Efficient - Apartment				
Utility or Service: Energy Efficient	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Effective 1/1/2023		Monthly Dollar Allowances				
Heating						
a. Natural Gas (avg)	\$52.00	\$59.00	\$64.00	\$69.00	\$74.00	\$79.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$35.00	\$39.00	\$48.00	\$56.00	\$65.00	\$73.00
d. Electric Heat Pump	\$31.00	\$34.00	\$39.00	\$42.00	\$45.00	\$48.00
e. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cooking						
a. Natural Gas (avg)	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$28.00	\$31.00	\$41.00	\$51.00	\$61.00	\$71.00
Air Conditioning	\$4.00	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00
Water Heating						
a. Natural Gas (avg)	\$9.00	\$11.00	\$16.00	\$21.00	\$25.00	\$30.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$15.00	\$17.00	\$22.00	\$27.00	\$32.00	\$36.00
d. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water, Sewer, Trash Collection						
Water	\$43.00	\$47.00	\$69.00	\$102.00	\$134.00	\$167.00
Sewer	\$17.00	\$19.00	\$33.00	\$48.00	\$65.00	\$83.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Address of Unit			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total			



Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Row House/Townhouse/Semi-Detached Duplex						
Utility or Service: Standard	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR
Effective 1/1/2023	Monthly Dollar Allowances							
Heating								
a. Natural Gas (<i>avg</i>)	\$58.00	\$66.00	\$74.00	\$82.00	\$89.00	\$97.00	\$105.00	\$113.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$45.00	\$51.00	\$62.00	\$74.00	\$85.00	\$96.00	\$105.00	\$113.00
d. Electric Heat Pump	\$37.00	\$41.00	\$46.00	\$51.00	\$55.00	\$59.00	\$63.00	\$67.00
e. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cooking								
a. Natural Gas (<i>avg</i>)	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$14.00	\$15.00	\$17.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00	\$26.00
Other Electric & Cooling								
Other Electric (Lights & Appliances)	\$30.00	\$35.00	\$48.00	\$62.00	\$76.00	\$89.00	\$100.00	\$113.00
Air Conditioning	\$4.00	\$5.00	\$9.00	\$13.00	\$16.00	\$20.00	\$23.00	\$27.00
Water Heating								
a. Natural Gas (<i>avg</i>)	\$13.00	\$15.00	\$21.00	\$28.00	\$34.00	\$41.00	\$46.00	\$52.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$20.00	\$23.00	\$30.00	\$36.00	\$43.00	\$49.00	\$55.00	\$61.00
d. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water, Sewer, Trash Collection								
Water	\$43.00	\$47.00	\$69.00	\$102.00	\$134.00	\$167.00	\$195.00	\$211.00
Sewer	\$17.00	\$19.00	\$30.00	\$48.00	\$65.00	\$83.00	\$92.00	\$106.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances								
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances					Utility or Service		per month cost	
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>					Heating		\$	
					Cooking		\$	
Name of Family					Other Electric		\$	
					Air Conditioning		\$	
					Water Heating		\$	
					Water		\$	
Address of Unit					Sewer		\$	
					Trash Collection		\$	
					Range / Microwave		\$	
					Refrigerator		\$	
					Other		\$	
					Other		\$	
Number of Bedrooms					Other		\$	
					Total		\$	



Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Energy Efficient/Green Retrofit Apartment Row House/Townhouse/Semi-Detached/Duplex				
Utility or Service: Energy Efficient	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Effective 1/1/2023		Monthly Dollar Allowances				
Heating						
a. Natural Gas (avg)	\$50.00	\$56.00	\$63.00	\$69.00	\$76.00	\$82.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$39.00	\$44.00	\$53.00	\$63.00	\$72.00	\$81.00
d. Electric Heat Pump	\$32.00	\$36.00	\$40.00	\$44.00	\$47.00	\$51.00
e. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cooking						
a. Natural Gas (avg)	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$24.00	\$29.00	\$40.00	\$51.00	\$62.00	\$73.00
Air Conditioning	\$4.00	\$4.00	\$7.00	\$10.00	\$13.00	\$16.00
Water Heating						
a. Natural Gas (avg)	\$10.00	\$12.00	\$17.00	\$23.00	\$28.00	\$34.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$40.00
d. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water, Sewer, Trash Collection						
Water	\$43.00	\$47.00	\$69.00	\$102.00	\$134.00	\$167.00
Sewer	\$17.00	\$19.00	\$30.00	\$48.00	\$65.00	\$83.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Address of Unit			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	



BUREAU
VERITAS

Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Detached House						
Utility or Service: Standard	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR
Effective 1/1/2023		Monthly Dollar Allowances						
Heating								
a. Natural Gas (avg)	\$52.00	\$58.00	\$65.00	\$72.00	\$80.00	\$87.00	\$94.00	\$101.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric Resistance	\$65.00	\$74.00	\$85.00	\$95.00	\$106.00	\$116.00	\$126.00	\$136.00
d. Electric Heat Pump	\$41.00	\$46.00	\$52.00	\$57.00	\$62.00	\$67.00	\$72.00	\$77.00
e. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cooking								
a. Natural Gas (avg)	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$14.00	\$15.00	\$17.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$19.00	\$20.00	\$23.00	\$26.00	\$30.00	\$33.00	\$37.00	\$42.00
Other Electric & Cooling								
Other Electric (Lights & Appliances)	\$34.00	\$41.00	\$56.00	\$72.00	\$88.00	\$104.00	\$117.00	\$131.00
Air Conditioning	\$3.00	\$4.00	\$9.00	\$14.00	\$19.00	\$25.00	\$28.00	\$33.00
Water Heating								
a. Natural Gas (avg)	\$13.00	\$15.00	\$21.00	\$28.00	\$34.00	\$41.00	\$46.00	\$52.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$20.00	\$23.00	\$30.00	\$36.00	\$43.00	\$49.00	\$55.00	\$61.00
d. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water, Sewer, Trash Collection								
Water	\$43.00	\$47.00	\$69.00	\$102.00	\$134.00	\$167.00	\$185.00	\$211.00
Sewer	\$17.00	\$19.00	\$30.00	\$48.00	\$65.00	\$83.00	\$92.00	\$106.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances								
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances					Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.					Heating		\$	
					Cooking		\$	
Name of Family					Other Electric		\$	
					Air Conditioning		\$	
					Water Heating		\$	
Address of Unit					Water		\$	
					Sewer		\$	
					Trash Collection		\$	
					Range / Microwave		\$	
					Refrigerator		\$	
					Other		\$	
Number of Bedrooms					Other		\$	
					Total		\$	



**BUREAU
VERITAS**

Locality: Housing Authority of the City of Pittsburgh, PA		Unit Type: Energy Efficient/Green Retrofit Detached House				
Utility or Service: Energy Efficient	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Effective 1/1/2023	Monthly Dollar Allowances					
Heating						
a. Natural Gas (avg)	\$54.00	\$61.00	\$69.00	\$77.00	\$85.00	\$92.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$56.00	\$63.00	\$72.00	\$80.00	\$89.00	\$97.00
d. Electric Heat Pump	\$36.00	\$40.00	\$45.00	\$49.00	\$53.00	\$57.00
e. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cooking						
a. Natural Gas (avg)	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$18.00	\$18.00	\$21.00	\$24.00	\$27.00	\$29.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$85.00
Air Conditioning	\$3.00	\$3.00	\$8.00	\$12.00	\$16.00	\$20.00
Water Heating						
a. Natural Gas (avg)	\$10.00	\$12.00	\$17.00	\$23.00	\$28.00	\$34.00
b. Bottle Gas/Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$40.00
d. Oil / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water, Sewer, Trash Collection						
Water	\$43.00	\$47.00	\$68.00	\$102.00	\$134.00	\$167.00
Sewer	\$17.00	\$19.00	\$30.00	\$48.00	\$65.00	\$83.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	



**BUREAU
VERITAS**

Attachment 3: Frequently Asked Questions



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

Project Based Voucher Program

Frequently Asked Questions

- Q1.** Is the AHAP form, available in an e-format for us to enter the info?
A. **The AHAP form does NOT have to be completed and submitted with the proposal. Links to forms and other information can be found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/project.**
- Q2.** Is the application form available on an e-format where we can enter the info?
A. **Application Form is available electronically at <http://www.hacp.org/business/openrfp.jsp>**
- Q3.** Are the MBE/WBE form and Sec. 3 form available on an e-format where we can enter the info?
A. **MBE/WBE Participation Form and Section 3 Opportunities Plan Form are not available electronically.**
- Q4.** If the project's utility allowances will be project-based allowances administered by the PHFA under authority provided under Section 42 of the IRS code, will an application utilizing such project-based allowances be considered to be in compliance with the submission requirements of the RFP?
A. **No. Under 24 CFR 983.301 (f)(2)(ii) "The PHA may not establish or apply different utility allowance amounts for the PBV Program. The same PHA utility allowance schedule applies to both the tenant-based and PBV programs."**
- Q5.** Would you please clarify that the award of a project-based voucher ("PBV") is tied to the unit/property, and that means there is a steady revenue stream to the unit/property whether vacant or occupied?
A. **A project based voucher unit links the housing assistance to the unit, rather than to the tenant as under the traditional Voucher Program. This allows for a reliable rent level that can be expected from the leased units. Under 24 CFR 983.352 – vacancy payments may be made to the owner, at Housing Authority of the City of Pittsburgh's discretion and as indicated in the HAP contract, for no more than a**

period of 2 months (given proper documentation and prompt notification of the vacancy).

Q6. Would you please clarify the process regarding the award of PBV's in a scattered site environment? For example, if a developer puts up 4-units, they are eligible for 4 PBV's (i.e. 100%). If the same developer puts up second and third 2-unit or 3-unit or 4-unit buildings that are not contiguous to the others, would you please confirm that each building is eligible for 100% PBV's.

A. A project is defined to mean “a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land.” So yes, multiple non-contiguous buildings of 4 units or less each would be eligible for up to 100% PBVs.

Q7. For rehabilitated properties, what is the required evidence of financing to be submitted with the RFP. I realize that more specific evidence of financing will be necessary before an agreement is granted, but my question relates to the evidence necessary to accompany the RFP.

A. At a minimum, the proposal should clearly identify the proposed sources of financing, type of financing, (e.g., loan, grant) and relevant terms of the financing. The stronger the evidence of financing, the higher the score.

Q8. How specific must the drawings be that are submitted with the RFP for rehab projects. Must they be architectural drawings? If not, how specific must they be?

A. Architectural and other drawings are not required in the proposal phase for rehabilitation projects. Submission of drawings for rehabilitation projects demonstrate capacity and readiness to proceed. For rehab projects, it will be more useful to show itemized work write-ups/specifications for the units, which could include drawings. The more detailed the drawings/specifications, the greater capacity and readiness that is demonstrated. This will be helpful in indicating how accurate the estimated rehab costs are, and also indicate the proposer’s readiness, and thus the score received.

Q9. Is it correct that only a narrative description of the project needs to be submitted for a rehabilitation project, and that architectural drawings only need to be submitted for new housing projects?

A. This is correct. (However see Item #Q8.)

Attachment 4: Application for Project Based Voucher Assistance

Please visit www.HACP.org to download application

Attachment 5: Minority and Women Business Enterprise Participation

Offeror: _____ RFP#: _____

Due Date: _____

I. SMALL BUSINESS PARTICIPATION

Is the Offeror a Small Business as defined by the size and standards in 13 CFR 121?

Yes _____ No _____

II. MINORITY BUSINESS PARTICIPATION

Is the Offeror classified as a Minority Business Enterprise as defined in Art. 2, Part C of HUD-5369-C?

Yes _____ No _____

If “No”, are any Consultants classified as Minority Business enterprises?

Yes _____ No _____

If “Yes”, please fill in the following chart:

Consulting Firm(s) (MBE)	\$ Value Contract	% of Fee

III. WOMEN-OWNED BUSINESS PARTICIPATION

Is the Offeror classified as a Woman-Owned Business Enterprise as defined in Art. 2, Part C of HUD-5369-C

Yes _____ No _____

If “No”, are any Consultants classified as Women-Owned Business Enterprises?

Yes _____ No _____

If “Yes”, please fill in the following chart:

Consulting Firm(s) (WBE)	\$ Value Contract	% of Fee

All MBE/WBE firms must be certified in order for the MBE/WBE participation plan to be complete, copies of MBE/WBE Certification or documentation must be included for all firms.

Attachment 6: Section 3 Participation Plan

ATTACHMENT F - Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135/2 CFR Part 200, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135/200 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 2 CFR Part 200/24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 2 CFR Part 200/24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 2 CFR Part 200/24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 2 CFR Part 200/24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 2 CFR Part 200/24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135/2 CFR part 200 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



SECTION 3 OPPORTUNITIES PLAN

Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low Income Public Housing Residents (LIPH) and Area Residents of Low and Very Low Income Status (ARLIS)

PRIME CONTRACTOR’S NAME: _____
SPECIFICATION OR RFP/IFB/RFQ NUMBER: _____
SPECIFICATION OR RFP/IFB/RFQ TITLE: _____

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1/2 CFR 200 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low Income Status (ARLIS)** during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the “Vendor Services” section of www.hacp.org. Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability **must** be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

Tier I – **HIRING**

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # _____. The Contractor has committed to employ _____ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals at 412-395-3950, Ext 1048.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

- (1) Indicate each job title for all phases of this contract
- (2) The number of positions that will be needed in each category
- (3) How many of those positions are currently filled
- (4) The number currently filled by low and very low-income HACP residents
- (5) The number currently filled by City of Pittsburgh neighborhood area residents
- (6) How many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low income HACP Residents (LIPH) and/or
- (8) Low and very low income City of Pittsburgh Neighborhood Area Residents (ARLIS)



SECTION 3 OPPORTUNITIES PLAN

Tier II – CONTRACTING

The contractor has identified _____ HACP resident-owned business(es) or ____ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor’s Section 3 requirement covered under Contract/Purchase Order # _____.

In a one (1) page letter on your firm’s letterhead:

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

- a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,
- b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

- 1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
- 2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 200 Ross Street, 9th Floor, Pittsburgh, PA 15219.

Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing work force. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.



SECTION 3 OPPORTUNITIES PLAN

By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the HACP Section 3 Policy.

Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.

Company Name: _____

Name: _____

Title: _____

Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____

**Attachment 7: AHAP parts I & II Form
HUD52531a and HUD52531b**