

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**REQUEST FOR PROPOSALS  
Project Based Vouchers Phases 1-4  
RFP# 125-01-24**

**Due:  
10:00 AM**

**Phase 1  
March 12, 2024**

**Phase 2  
June 4, 2024**

**Phase 3  
September 10, 2024**

**Phase 4  
November 7, 2024**

**To: Mr. Kim Detrick  
Senior Director of Procurement/  
Chief Contracting Officer  
412 Boulevard of the Allies, 6<sup>th</sup> Floor  
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 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 services over 10,000 residents. The Authority, its partners and subsidiaries operate approximately 4000 units of rental housing; and, through its Housing Choice Voucher Program, funds housing assistance for the rental of more than 6000 other units of privately owned housing.

Major operational departments include Asset and Site Management, Facility Services, 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 seeks proposals from persons or organizations qualified to: 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. Kim Detrick – Senior Director of Procurement/Chief Contracting Officer  
Housing Authority of the City of Pittsburgh  
412 Boulevard of the Allies, 6<sup>th</sup> Floor.  
Pittsburgh, PA 15219  
412.643.2832  
412.456.5007 fax  
[kim.detrick@hacp.org](mailto:kim.detrick@hacp.org)

A complete proposal package may be obtained from:

Business Opportunities Section of the HACP website, [www.hacp.org](http://www.hacp.org)

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

Phase 1:

March 12, 2024, 10:00 a.m.	Deadline for Submission of Proposals
February 29, 2024, 10:00 a.m.	Pre-submission Meeting: <a href="https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1">https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1</a>  <b>will be held via Zoom Meeting:</b>  Meeting ID: 860 1075 3160 Passcode: 613929 Dial by your location +1 301 715 8592 US (Washington DC)
March 5, 2023, 10:00 a.m.	Deadline for the submission of written questions.

Phase 2:

June 4, 2024, 10:00 a.m.	Deadline for Submission of Proposals
May 23, 2023, 10:00 a.m.	Pre-submission Meeting: <a href="https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1">https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1</a>  <b>will be held via Zoom Meeting:</b>  Meeting ID: 860 1075 3160 Passcode: 613929 Dial by your location +1 301 715 8592 US (Washington DC)
May 28, 2024, 10:00 a.m.	Deadline for the submission of written questions.

Phase 3:

September 10, 2024; 10:00 am	Deadline for Submission of Proposals
August 29, 2024, 10:00 a.m.	Pre-submission Meeting: <a href="https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1">https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1</a>  <b>will be held via Zoom Meeting:</b>  Meeting ID: 860 1075 3160 Passcode: 613929 Dial by your location +1 301 715 8592 US (Washington DC)
September 3, 2024, 10:00 a.m.	Deadline for the submission of written questions.

Phase 4:

November 7, 2024, 10:00 a.m.	Deadline for Submission of Proposals
October 24, 2024, 10:00 a.m.	Pre-submission Meeting: <a href="https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1">https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQObS2eLOA6Dz.1</a>  <b><u>will be held via Zoom Meeting:</u></b>  Meeting ID: 860 1075 3160 Passcode: 613929 Dial by your location +1 301 715 8592 US (Washington DC)
October 31, 2024, 10:00 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.**

HACP will also accept online submissions for this Request for Proposals in addition to accepting submissions at our 412 Boulevard of the Allies office. For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/qOCcv0etYEr8znCXVvoa>

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 submitting the information via flash drive. The title of the uploaded bid shall be as follows:

**[Full Company Name]\_RFP #125-01-24\_ Project Based Vouchers Phases 1 – 4\_Technical**  
**[Full Company Name]\_RFP #125-01-24\_ Project Based Vouchers Phases 1 – 4\_Fee Proposal**

In the unlikely event your bid 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 **only be accepting physical proposals dropped off in person from 8:00 AM until the closing time of time of 10:00 A.M. on the following days:**

- **Phase 1: March 12, 2024.**
- **Phase 2: June 4, 2024;**
- **Phase 3: September 10,2024.**
- **Phase 4: November 7,2024.**

in the lobby of 412 Boulevard of the Allies, 6<sup>th</sup> Floor Pittsburgh, PA 15219.

Proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor Pittsburgh, PA 15219. All proposals must be received at the above address no later than 10:00 A.M. on the following days:

- **Phase 1: March 12, 2024.**
- **Phase 2: June 4, 2024.**
- **Phase 3: September 10,2024.**
- **Phase 4: November 7,2024.**

regardless of the selected delivery mechanism.

**SECTION II**  
**SCOPE OF SERVICES**

The selected offeror will be responsible for the

The scope of services is specifically described below:

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.

The Professional Services Contract that is anticipated for us to obtain these services is included herein as **Attachment A**.

**SECTION III  
GENERAL REQUIREMENTS**

An Offeror may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Pittsburgh, financially sound and able to provide the services being procured by HACP.

If an Offeror has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Each Offeror must be in good standing with HACP, and any Federal, State or Municipality that has or has had a contracting relationship with the firm. If the Offeror is not in good standing with HACP, and/or any Federal, State or Municipality this must be disclosed. If a Federal, State or Municipal entity has terminated any contract with an Offeror for deficiencies or defaults, that Offeror must disclose this information to HACP. HACP will consider such facts and circumstances during its evaluation of the Offeror's proposal. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

The Offeror must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission.

**SECTION IV**  
**CONTENT OF RESPONSE DOCUMENTS**

Offerors submitting Proposals should fully read and comprehend the *Instructions to Offerors Non-Construction* provided in **Attachment B** and *General Conditions – Non Construction* provided in **Attachment C**. Proposals received without all of the required information may be deemed non-responsive. Offerors choosing to submit physical proposals must submit one original plus three (3) paper copies of their technical proposal and one (1) electronic copy in a PDF format on a Flash Drive. **In a separate sealed envelope** submit one (1) original paper, one (1) paper copy and (1) electronic copy in a PDF format of the fee proposal. Proposals must include, in the same order as below and using the forms attached hereto, the following information, exhibits and schedules:

**A. General Information**

1. Letter of Interest (Cover letter)
2. Type of Organization; Corporation, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, partners, principals and any other persons exercising control over the Firm.
3. Description of the Offeror's capacity including staff resources
4. Organizational Certifications:
  - (a) Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document.
  - (b) A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

**B. Previous Related Experience**

1. The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this RFP. Name of the contracting entity.
2. Name, title and a telephone number of a contract person for each identified contracting entity to permit reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the contracted facility or project and who was involved in managing the contract between the Offeror and the contracting entity.
3. In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.
4. All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

**C. Proposed Staffing and Sub-consultants Responsibilities and Qualifications**

Provide the following information relative to the proposed staffing and sub-consultants for this contact:

1. Provide background information regarding each identified Staff member that accurately describes his or her employment history and relevant experience providing services similar to those described in this Request for Proposals.
2. Description of the Scope of Services for at least three (3) projects in which the Staff and/or sub-consultant has provided services similar to those described in this Request for Proposals. Please include the individual's role in each project and all relevant aspects of each project.

**D. Methodology**

Project Approach: Provide a brief narrative of the Offeror's approach to the services described in this Request for Proposals. Availability: Describe the availability of the Staff proposed and the turnaround time for each request to be made by the Authority.

**E. Certifications and Representations of Offerors**

Each Offeror must complete the Certifications and Representations of Offerors provided in **Attachment D**.

**F. Minority and Women Business Participation Plan**

*HACP MBE and WBE Goals.* It is the policy of HACP to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts let by HACP. In accordance with Executive Order 11625, HACP has established a minimum threshold of eighteen percent (18%) of the total dollar amount for MBE utilization in this contract. HACP has established a seven percent (7%) minimum threshold for participation of WBEs, and HACP strongly encourages and affirmatively promotes the use of MBEs and WBEs in all HACP contracts. For these purposes, an MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by one or more minority persons." Also, a minority person is defined as a member of a socially or economically disadvantaged minority group, which includes African-Americans, Hispanic-Americans, Native-Americans, and Asian-Americans. A WBE/MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by a female.

**Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals. HACP's Procurement Policy defines "Best Efforts" in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE/WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE and ten (10) certified WBE contractors could not be identified. Each contractor shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

If you have any questions regarding the HACP MBE/WBE goals please contact **Renelda Colvin, MBE/WBE Compliance Specialist**, by email at [renelda.colvin@hacp.org](mailto:renelda.colvin@hacp.org) or by contacting her at the Procurement Department, Housing Authority of the City of Pittsburgh, 412 Boulevard of the Allies, 6<sup>th</sup> Floor, Pittsburgh PA 15219, telephone (412) 643-2768. Proposals must demonstrate how the Offeror intends to meet or exceed these goals. Also, complete the table provided in **Attachment E** and include with your proposal.

**G. Section 3 Participation**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the “Act”) requires the Housing Authority of the City of Pittsburgh to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development (“HUD”), to the greatest extent feasible, are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

To comply with the Act, HACP requires its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran’s or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HACP shall examine and consider a contractor’s potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB HACP will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3 either by hiring Section 3 employees to directly perform under the contract or by committing a dollar amount to HACP’s Section 3 program in an amount consistent with the chart below.

Below are the HACP Section 3 Guidelines as listed in the HACP Program Manual

**RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE**

<b>TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS</b>	<b>RESIDENT LABOR AS A % OF TOTAL LABOR A. DOLLARS</b>
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars

*\*\*A copy of HACP’s Section 3 Program Manual is available for download at [www.HACP.org](http://www.HACP.org)*

A copy of HUD’s Section 3 requirement is provided in Attachment F. If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contact **Lloyd C. Wilson Jr., Resident Employment Manager/Section 3 Coordinator**, by email at [lloyd.wilson@hacp.org](mailto:lloyd.wilson@hacp.org) or by contacting him at Housing Authority of the City of Pittsburgh, Bedford Hope Center 2305 Bedford Avenue, Pittsburgh, PA 15219, telephone (412) 643-2761. Proposals must demonstrate how the Offeror intends to meet or exceed the Authority’s Section 3 requirements. Also, complete **Attachment F Section 3 Opportunities Plan** and include with your proposal.

**Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

**H. Firm Demographics**

Provide a demographic description of all employees of your firm using the table provided in Attachment G.

**I. TIN/W-9 Form**

Complete a W-9 Request for Taxpayer Identification Number and Certification, as provided in Attachment H.

**J. MBE/WBE Letter of Intent**

Complete a Letter of Intent for each MBE/WBE firm contacted. A sample letter is provided in Attachment I.

**K. Fee Sheet**

All Offerors are required to submit their fees for providing the goods or services requested under this RFP in accordance with **Attachment K**, titled “FEE SHEET.”



**SECTION V  
EVALUATION CRITERIA**

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. It is noted that the proposed Fee will be evaluated separately. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

**Experience of Offeror:** **Maximum 25 points**  
Demonstrated successful experience and capability of the proposed staff and sub-consultants proposed for this project in providing the services described in this Request for Proposals.

**Capacity:** **Maximum 25 points**  
Demonstrated ability of the Offeror to provide the resources (staffing, equipment, office facilities and other) necessary for the timely and efficient implementation of HACP's goals and objectives as described in this solicitation.

**Proposed Fee:** **Maximum 10 points**  
Proposed rates and level of service are reasonable and appropriate in relation to the services requested.

**Methodology:** **Maximum 15 points**  
The Offeror's proposed methodology is reasonable and logical and will ensure that HACP requirements will be met and indicates that the Offeror has a clear understanding of the scope of services required.

**MBE/WBE Participation** **Maximum 10 points**  
Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirement and goals related to Minority/Women Business Participants.

**Section 3** **Maximum 15 points**  
Demonstrated commitment 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  
PROCUREMENT AND AWARD PROCESS**

Pursuant to 24 C.F.R. Section 85.36 (d)(3)/ 2 C.F.R. 200.319, **Project Based Vouchers Phases 1-4** are being procured 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 on **Phase 1 February 29,2024; Phase 2 May 23,2024; Phase 3 August 29,2024; Phase 4 October 24,2024 at 10:00 am, will be held via Zoom Meeting:**

Join Zoom Meeting:

<https://us06web.zoom.us/j/86010753160?pwd=YCSQkYqZP1RkzR53GyQQbS2eLOA6Dz.1>

Meeting ID: 860 1075 3160

Passcode: 613929

Dial by your location:

+1 301 715 8592 US (Washington D.C)

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 firm shall submit in writing to the Contract Manager to request additional information as follows:

1. Describe any items, information, reports or the like, if any, that the Proposer will require from the HACP in order to comply with the scope of Services.
2. Identify any revisions to the Sample Contract that the Proposer will require in order to provide the services identified herein. Proposers are required to submit requests for revisions to the Contract, if any, to the HACP in writing at the time of proposal submission.

**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. Kim Detrick  
Senior Director of Procurement/Chief Contracting Officer  
Housing Authority of the City of Pittsburgh  
412 Boulevard of the Allies, 6<sup>th</sup> Floor  
Pittsburgh, PA 15219

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/qOCcv0etYEr8znCXVvoa>

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 bid shall be as follows:

**[Full Company Name] RFP #125-04-24 Project Based Vouchers Phases 1-4 \_Technical  
[Full Company Name]RFP # RFP #125-04-24 Project Based Vouchers Phases 1-4 \_Fee  
Proposal**

In the unlikely event your bid 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 **only be accepting physical proposals dropped off in person from 8:00 AM until the closing time of time of 10:00 A.M. on the following days:**

- **Phase 1: March 12, 2024;**
- **Phase 2: June, 4, 2024;**
- **Phase 3: September 10,2024;**
- **Phase 4: November 7,2024.**

in the lobby of 412 Boulevard of the Allies, 6<sup>th</sup> Floor Pittsburgh, PA 15219. Proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor Pittsburgh, PA 15219. All proposals must be received at the above address no later than 10:00 A.M. on the following days:

- **Phase 1: March 12, 2024;**
- **Phase 2: June, 4, 2024;**
- **Phase 3: September 10,2024;**
- **Phase 4: November 7,2024.**

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 shall be automatically rejected and will be returned unopened except as identified in the Instructions to Offerors attached hereto.

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 in the competitive range, request additional information from selected Offerors and/or negotiate terms and conditions with selected Offerors.

HACP will perform a responsibility determination of the highest ranked Offeror which may include reference and financial background checks.

HACP will award a contract to the highest-ranked Offeror or Offerors determined to be responsive and responsible and whose offer 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.

Prior to contract execution of any professional service contracts which have a potential amount of \$50,000.00 or greater, the selected firm may be required to appear before and present a Minority and Woman Owned Business participation plan to the City of Pittsburgh Equal Employment Opportunity Review Commission for approval. Any HACP contract which has a potential amount of \$50,000.00 or more is subject to approval by the HACP Board of Directors.

**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: 2024 Metropolitan Statistical Area Fair Market Rent (MSAFMR)

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

Attachment 3: Application for Project Based Voucher Assistance

Attachment 4: Minority and Women Business Enterprise Participation

Attachment 5: Section 3 Participation Plan

Attachment 6: AHAP parts I & II Form HUD52531a and HUD52531b

# Attachment 1: 2024 Metropolitan Statistical Area Fair Market Rent (MSAFMR)

Please visit [www.HACP.org](http://www.HACP.org) to download the 2024 Metropolitan Statistical Area Fair Market Rent (MSAFMR)

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

Please visit [www.HACP.org](http://www.HACP.org) to download the Form HUD 52667 Allowances for Tenant  
Furnished Utilities and Other Services



## Attachment 3: Application for Project Based Voucher Assistance

Please visit [www.HACP.org](http://www.HACP.org) to download the application.

## Attachment 4: Minority and Women Business Enterprise Participation

Offeror: \_\_\_\_\_ RFP#: \_\_\_\_\_

Due Date: \_\_\_\_\_

**ATTACHMENT E - SPECIAL PARTICIPATION SUMMARY**

**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 must be included for all firms listed.**

## Attachment 5: 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 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 Part 75 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](http://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/Section 3 Program for resident referrals at 412-643-2761, Ext 2761.**

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**

Section 3 Labor Utilization Assessment and Plan							
SPEC or RFP TITLE:				SPEC or RFP NUMBER:			
JOB TITLE (1)	NUMBER OF POSITIONS					HIRING REQUIREMENT	
	# NEEDED (2)	CURRENTLY FILLED			TO BE FILLED (6)	LIPH (7)	ARLIS (8)
		TOTAL (3)	LIPH (4)	ARLIS (5)			

**LIPH – HACP low income public housing resident**  
**ARLIS - Area Residents of Low/Very Low Income Status – (Area is the Pittsburgh metropolitan area)**

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:

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## 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 low-or very low-income persons or Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers. 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 hour’s 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, 412 Boulevard of the Allies, 7<sup>th</sup> 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 6: AHAP parts I & II Form  
HUD52531a and HUD52531b