

Pittsburgh Housing Opportunity Fund

Housing Stabilization Program

January 30, 2018

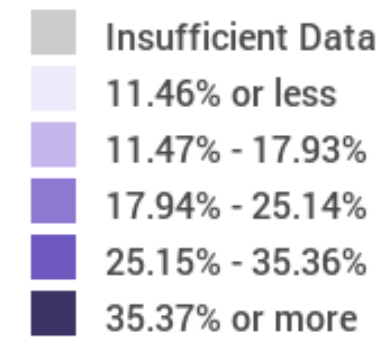
Housing Opportunity Fund



Households earning less than \$25,000 in 2016

Source: PolicyMap

Shaded by: Census Tract



2018 Income Limits

2018 INCOME LIMITS			Revised	5/14/2018					
			Effective:						
PITTSBURGH MEDIAN INCOME:			\$ 76,000	2018					
			\$ 72,600	2017					
			\$ 3,400.00	Increase					
	Extremely Low	Very Low		Low					
Household Size	30%	50%	60%	80%	100%	115%	120%	140%	150%
1	\$16,000	\$26,600	\$31,920	\$42,600	\$ 53,200	\$ 61,200	\$ 63,840	\$ 74,500	\$ 79,800
2	\$18,250	\$30,400	\$36,480	\$48,650	\$ 60,800	\$ 69,950	\$ 73,000	\$ 85,150	\$ 91,200
3	\$20,550	\$34,200	\$41,040	\$54,750	\$ 68,400	\$ 78,700	\$ 82,100	\$ 95,800	\$ 102,600
4	\$22,800	\$38,000	\$45,600	\$60,800	\$ 76,000	\$ 87,400	\$ 91,200	\$ 106,400	\$ 114,000
5	\$24,650	\$41,050	\$49,260	\$65,700	\$ 82,100	\$ 94,400	\$ 98,500	\$ 114,950	\$ 123,150
6	\$26,450	\$44,100	\$52,920	\$70,550	\$ 88,200	\$ 101,400	\$ 105,800	\$ 123,500	\$ 132,250
7	\$28,300	\$47,150	\$56,580	\$75,400	\$ 94,250	\$ 108,400	\$ 113,100	\$ 131,950	\$ 141,500
8	\$30,100	\$50,200	\$60,240	\$80,300	\$ 100,350	\$ 115,400	\$ 120,400	\$ 140,500	\$ 150,500

The Task Force Recommended the Creation of a Locally-Funded Housing Opportunity Fund (HOF)

- The HOF was created by Ordinance #37 in 2016.
- The HOF was established to support the development and preservation of affordable and accessible housing within the City.
- In December 2017, City Council passed a resolution approving the assignment to the URA of ten million dollars (\$10,000,000) per year, for a period of twelve (12) years, commencing January 1, 2018, for the purpose of implementing the HOF.
- A 17-person Advisory Board was appointed by the Mayor and approved by Council.

The Advisory Board has focused on 5 priority programs

Program	Program Description
Housing Stabilization Program	Short term rental assistance to households who are homeless or at risk of homelessness.
Rental Gap Financing	For rental projects, funds for acquisition, new construction, or renovation.
Owner-Occupied Rehab	Assist low income homeowners with necessary renovations including health, safety, weatherization & accessibility.
Down Payment/Closing Cost Assistance	Help First Time Homebuyers with down payment and closing costs. \$7,500 for buyers <80%; \$5,000 for buyers <PHOP Guidelines
Development of For-Sale Housing	Supports developers to renovate or construct quality homes for First Time Homebuyers.

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Proposed 2018 Allocation Plan						
AMI Levels:	30%	50%	80%			Estimated
Target Funding:	\$4.50 M	\$2.25 M	\$2.25 M			Units/Households to be Served
Homeless Rental Assistance	\$0.5 M	\$0.25 M		\$0.75 M		94
Rental Gap Financing	\$2.5 M	\$1.375 M		\$3.88 M		97
Owner-Occupied Rehab	\$1.5 M	\$0.625 M	\$0.25 M	\$2.38 M		136
DP/CC Assistance			\$0.75 M	\$0.75 M		100
Development of For-Sale Housing			\$1.25 M	\$1.25 M		14
Administration				\$1 M		
	\$4.5 M	\$2.25 M	\$2.25 M	\$10 M		441

HOF Program Elements

	Homeless Rental Assistance	Rental Gap	Owner Occupied Rehab	Down Payment/Closing Cost	Development of For-Sale Housing
Eligible Applicant	Non-profit homeless services program providers	Developers, non-profit or for profit with non-profit applicant partner	Non-profit providers of renovation services	Individual First Time Homebuyers	Developers, non-profit or for profit with non-profit applicant partner
Funding Awarded to:	programs	projects (site specific)	programs	programs	projects (which may include multiple specified sites in a single project)
Max/unit or beneficiary	\$12,000	\$60,000 per unit or \$70,000 including a service reserve	\$30,000	Below 80% AMI - \$7,500; PHOP Guidelines - \$5,000	\$75,000
Max project or program award	\$250,000	\$1 million	\$750,000	NA	\$750,000
Type of Affordability Restriction	NA	Soft second mortgage; Right of First Refusal to URA (assignable)	<\$5,000 grant >\$5,000 Deferred lien 30-year expiration.	Forgivable 5-year grant	homebuyer gets a new URA 2 nd mortgage and/or assumes loan to developer and accepts a deed restriction for affordability period
Affordability period	NA	Minimum 35; priority for 99 years	30 years	Five years	Priority for 99 years

Housing Stabilization Program (HSP)

- Provide one-time or short-term funding to individuals and families who are struggling with housing expenses including rent and utilities.
- Designed to assist participants to stabilize their current housing, facilitate access to appropriate housing and prevent homelessness.
- Will also allow for legal eviction prevention services including legal consultation and representation for eviction defense and/or related supportive services.

Housing Stabilization Program (HSP)

RFP Objectives

- Solicit non-profit agencies (Program Administrators) to apply for and administer HOF HSP funds.
- URA will enter into contracts with the Program Administrators and reimburse them for costs incurred on a per household basis upon completion of work.

Program Administrator Responsibilities

- Determine recipient eligibility (both income and circumstances)
- Coordinate the Housing Habitability Standards inspection for each unit with the URA
- Determine the package of assistance and services which are appropriate for the household's circumstances, leading to successful housing stabilization
- Submit reimbursement forms to URA for payments made to creditors, not more than monthly
- Provide supportive services to household, as appropriate
- Monitor household success, including housing stability
 - Contacts at one month, three months, and six months post assistance
- Terminate support when no longer needed or when household is no longer meeting program participation requirements
- Provide monitoring reports to URA on a quarterly basis

Program Administrator Responsibilities

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AND/OR

- Provide legal eviction prevention services including legal consultation or representation for eviction defense and/or related supportive services.

Program Administrator Compensation

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- Program delivery funds must not exceed 10% of the total contract that the Program Administrator has with the URA and must be clearly documented.
- Program delivery funds will be budgeted annually and paid either on a monthly or quarterly basis to Program Administrators.
- For Program Administrators that provide eviction-related legal services, the Program Administrator must provide hourly rates for legal services and an estimate as to the number of hours per client.
- **Program delivery fees are to be included in “Total HOF Funding Request”**

Eligible Recipients

- Household must reside in City
- Annual gross household income of each recipient must be at or below 30% or 50% AMI
- Determination annual income based on current income projected from the date of application. The most recent federal income tax form will also be required to verify the applicant's income history

Eligible Recipients

- Each household must demonstrate that it is in a housing crisis which can be successfully addressed through one-time or short-term assistance to stabilize the household's circumstances
- If the Program Administrator determines that the recipient/household is able to pay up to 30% of their monthly income towards their rent and utility expenses while they are being serviced by the program, the recipient must do so to be eligible for program funds

Property Requirements

- Located in the City
- Permanent structure used for year-round residential use
- Must pass a Housing Habitability Standards inspection conducted by the URA
- Have no outstanding City, School District, and County real estate tax obligations and/or the owner must be on a payment plan

Housing Habitability Standards Inspection Checklist

Approved or Deficient	Element
	1. <i>Structure and materials</i> : The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and <u>so as to protect the residents from hazards</u> .
	2. <i>Access</i> : The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security</i> : Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality</i> : Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply</i> : The water supply must be free from contamination.
	6. <i>Sanitary Facilities</i> : Residents must have access to <u>sufficient</u> sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment</i> : The housing must have adequate heating and/or cooling facilities in proper operating condition.

Housing Habitability
Standards
Inspection Checklist

	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. <u>Sufficient</u> electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.
	11. <i>Fire safety:</i> Both conditions below must be met to meet this standard. <ul style="list-style-type: none">a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.b. The public areas of all housing must be equipped with <u>a sufficient number</u>, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.

Eligible Uses of Funds

- One Time Funding Support
 - Move-in assistance which may include:
 - First month's rent
 - Last month's rent
 - Security deposit
 - Utility deposits
 - Utilities in arrears
 - Rent in arrears
- On-going Funding Support
 - Rent subsidy, not to exceed four months
 - Legal services throughout eviction process

Disbursement of Funds

- All funding will be provided as a grant to recipients
- Maximum assistance per household is total of \$3,000 over a four-month period
- Payments will be made via dual check to recipient and recipient's creditor
 - URA will reimburse the Program Administrator after proper invoicing occurs

Proposal Submission Requirements

RFP Anticipated Timeline

- Dates
subject to
change

RFP Issue Date	Friday, January 18, 2019
Voluntary Pre-Proposal Meeting	Wednesday, January 30, 2019 at 2p.m. ET 200 Ross Street, 13 th Floor Conference Room Pittsburgh, PA 15219
Written Question Period	Friday, January 18, 2019 to Friday, February 1, 2019 at 4p.m. ET
Question & Answer Response Release	Thursday, February 7, 2019 at 5 p.m. ET
Proposal Deadline	Tuesday, February 19, 2019 by 4p.m. ET
Proposal Evaluation Period	Wednesday, February 20, 2019 to the Advisory Board Meeting on Thursday, March 7, 2019 at 9 a.m. ET

***Dates subject to change**

Proposal Submission Requirements

Exhibit C: Application Narrative

- Fillable PDF to be fully filled out by proposing Program Administrator.

Pittsburgh Housing Opportunity Fund (HOF)
Housing Stabilization Program
EXHIBIT C: Application Narrative

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VII. Additional Information (Optional)	12

Proposal Submission Requirements

Exhibit D: Attachments Checklist

- Ensure all applicable attachments are included.

EXHIBIT D: Attachments Checklist

Attachment #	Type of Document
1	Two Most Recent Financial Audits
2	IRS Determination Letter Confirming 501c3 Status
3	Organizational chart, indicating staff responsible for administering HSP funds. Also, provide resumes for these staff members.

Proposal Submission

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All submissions are to be sent to **hof@ura.org**

- PDF documents may be merged into one large document or sent as separate attachments

Proposal Selection Criteria and Review

- **Feasibility Criteria**
 - Readiness to proceed
 - Organizational Experience
 - Financial Capacity
 - Approach to Providing Social Services
- **Preference will be given to Program Administrators who:**
 - Provide service citywide
 - Have the ability to front all payments to the recipient's creditor's and invoice the URA on a reimbursable basis

Proposal Selection Criteria and Review

Exhibit E: - Proposal Scoring Criteria

*Not needed for
submission,
reference only

Program Name	HOF Housing Stabilization Program			
Applicant:	SAMPLE Non-profit			
HOF Assisted Households				10
Total Funding Request				\$ 5,000
Total Funding/Household				\$ 500
<u>Feasibility Criteria</u>				
1	Readiness to Proceed (maximum 25 points)			0
2	Organizational Experience (maximum 25 points)			0
3	Financial Capacity (maximum 25 points)			0
4	Approach to Providing Social Services (maximum 25 points)			0
<u>Feasibility Criteria Total</u>			out of 100 pt maximum	<u>0</u>

Proposal Review

- Proposals evaluated by HOF staff
 - Recommendations then made to HOF Advisory board
- After Advisory Board approval, URA Board of Directors must approve
- Intention to roll-out program in early spring 2019



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