



**HOUSING AUTHORITY** OF THE CITY OF LOS ANGELES  
AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER  
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December 22, 2012

**SUBJECT: Project Based Voucher (“PBV”) Notice of Funding Availability (“NOFA”) No. 7557**

Ladies/Gentlemen:

This letter is **Addendum No. 1** to the subject PBV NOFA No. 7557 and is made a part of the solicitation. This addendum addresses questions raised by interested parties.

1. If proposer is a WBE/MBE, does the outreach apply and what is the required percentage of participation?  
**Answer:** Yes, proposer is required to comply with the Authority’s MBE/WBE policy by making sufficient “good-faith” efforts to help the Authority achieve the level of participation. There is no required number of participation in this RFQ.
2. Should the MBE/WBE certification and Affirmative Action compliance documents be included in the Statement of Qualifications?  
**Answer:** Yes, all forms should be included in your response to the PBV NOFA.
3. Is the management plan the same as the plan that LAHD is asking for?  
**Answer:** Yes, it is the same plan but HACLA will need a copy of the plan. Please upload as Attachment U (“AttU”).
4. Is the management plan the same as the supportive services plan?  
**Answer:** No. They are separate plans. The supportive Services plan should be uploaded as Attachment T (“AttT”).
5. Is it permitted to apply for Section 8 vouchers & not apply for funds from LAHD?  
**Answer:** This is permitted but the applicant must provide documentation/proof of funding.
6. Do all the partners in the project need to fill out a vendor application?  
**Answer:** The entity that is identified as the applicant is the only entity that must submit the vendor application.

7. For a project requesting PBVs with two general partners, must the PBV attachments be submitted for both partners?

**Answer:** The entity that is identified as the applicant is the only entity that must complete the Attachments.

8. Please clarify whether all of the PBV attachments must be signed and submitted at the application stage, or whether some (such as Attachments L and Q) are to be completed by projects awarded PBVs at start of construction.

**Answer:** Yes. All Attachments must be completed and returned by January 9<sup>th</sup>. If a permit is outstanding you may place a comment explaining the current status of the permit.

9. While the LAHD NOFA allows applications with other committed public or private sources, the HACLA NOFA seems to only accept projects that plan to apply for 9% credits with TCAC. Is this correct, or can projects apply with "other committed public or private sources"?

**Answer:** Projects can apply for HACLA PBVs with other committed public or private sources, which must be detailed in the proposal.

10. It is clear in the HACLA NOFA that projects may not have started construction prior to subsidy layering review and AHAP contract. In projects with an earlier/funding committed phase, would HACLA allow us to apply for the Phase II portion only?

**Answer: Yes.** HACLA will allow you to do so.

11. If the applicant already has a HACLA Vendor Number, must the Vendor Application (Attachment H) still be submitted?

**Answer:** You may call 213-252-5417 to confirm that your company was previously vetted. If your firm was properly vetted, a new vendor application is not required. Please place a comment letting HACLA know that you are already an active vendor.

12. Is there a specific contact person at HACLA to request a certification of public housing waiting list letter?

**Answer:** The HACLA contact to request this is Hattie Walker at (213) 252-4201, [hattie.walker@hacla.org](mailto:hattie.walker@hacla.org).

13. The HACLA Support Documents: Exhibit P Due Diligence Affidavit and Documentation asks for the original certificate of incorporation of the Company and all amendments. I wanted to clarify that HACLA is asking for a copy of the "Original Articles of Incorporation," not a wet stamped version of the "Original Articles of Incorporation." Please Clarify

**Answer:** That is correct. HACLA is looking for a copy of the Original documentation.

14. Attachment P (Due Diligence Affidavit) seems to require all of the same attachments that are already being uploaded in support of the LAHD NOFA. Is it necessary to attach them all again?

**Answer:** Yes.

15. Is there a worksheet or specific format required for the services plan and budget?

**Answer:** No.

16. How do you go about printing the application (AttH)? The only option I see is the print screen button on my browser, but that doesn't capture all the information in each field.

**Answer:** You may download a copy of the vendor application from the Authority's website <http://www.hacla.org/business/>.

17. Where do I upload the Supportive Service Plan and Management Plan?

**Answer:** You may upload the Supportive Services Plan as AttT and the Management Plan as AttU.

Except as indicated above, there are no other changes to this PBV NOFA. All other terms and conditions of the PBV NOFA remain unchanged. We look forward to receiving your proposal.

Sincerely,



Ken Simmons,  
Chief Operating Officer

**ACKNOWLEDGEMENT:** I have received and reviewed Addendum No. 1 to PBV NOFA 7557:

Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return a copy of signed addendum as part of the proposal.