

**SONOMA COUNTY COMMUNITY DEVELOPMENT  
COMMISSION**

**Request for Proposals (RFP)  
for  
GENERAL PROJECT BASED VOUCHERS**

**A. *Introduction***

The Sonoma County Housing Authority (Housing Authority), a division of the Sonoma County Community Development Commission (Commission), operates the Sonoma County Housing Choice Voucher Program, funded by the US Department of Housing and Urban Development. The purpose of the program is to provide rental assistance to very low-income families enabling them to rent decent, safe and affordable housing. The Housing Authority administers the Housing Choice Voucher program for all of Sonoma County, excluding the incorporated city of Santa Rosa. The program receives roughly \$40 million dollars in funding on an annual basis through the US Department of Housing and Urban Development (HUD) and has an allocation of 2,910 Housing Choice Vouchers (HCV).

The shortage of available affordable rental units in the area has resulted in many low-income people being unable to obtain affordable housing. Because of this, the Commission is issuing this Request for Proposals (RFP) seeking proposals from owners and/or developers for Project-Based Vouchers (PBV) available under the Department of Housing and Urban Development Housing Choice Voucher program. Substantial rehabilitation projects and new construction projects are eligible for consideration.

The Commission is issuing this Request for Proposals (RFP) seeking proposals from owners and/or developers for Project-Based Vouchers (PBV) available under the Department of Housing and Urban Development Housing Choice Voucher program. Up to 100 Project Based Vouchers are available under this RFP. Proposed units must be within the jurisdiction of the Sonoma County Housing Authority *or* be new-construction, homeless-dedicated units within the City limits of Santa Rosa. The Commission intends to award Project Based Vouchers to more than one Respondent.

For units *outside* the City Limits of Santa Rosa substantial rehabilitation projects, and new construction projects are all eligible for consideration.

For units *within* the City Limits of Santa Rosa, only new construction, homeless-dedicated housing units are eligible for consideration.

Only applications for studio, one-bedroom, and two-bedroom units will be considered under this RFP. Additional points will be provided to projects that propose to make 10% or more of requested PBVs homeless-dedicated, receiving referrals from the Sonoma County Coordinated Entry System.

Only applications for studio, one-bedroom, and two-bedroom units will be considered under this RFP.

Through this RFP, the Commission will offer an allocation of Project Based Vouchers to be committed for designated rental units. Successful Respondents will be offered a contract with an initial term of up to twenty (20) years and an automatic renewal term of 20 years.

This request for proposals (RFP) is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations Project Based Voucher program Final Rule published in the Federal Register on October 13, 2003, Changes to the Section 8 Project-Based Voucher Programs Final Rule published on June 25, 2014, and the Housing Opportunities Through Modernization Act of 2016.

All proposals submitted in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments in its entirety.

Proposals must be received no later than 5:00 p.m. September 29, 2023, in accordance with the submission instructions included within this Request for Proposals.

### ***B. Project Description***

The U.S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 20% of its Section 8 Housing Choice Voucher program funding to specific housing units by project-basing vouchers. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

The Commission is making 100 Project-Based Vouchers available to property owners and developers through a competitive process in accordance with the requirements included within this Request for Proposals (RFP). This RFP solicits the participation of owners who request Project Based Voucher assistance for either rehabilitated or newly constructed units. The Commission intends to select multiple projects under this RFP so long as the total number of vouchers committed does not exceed 100. If the number of units requested through this application exceeds 100, applicants may be given an opportunity to request PBVs for Permanent Supportive Housing (PSH) units should PSH PBVs be available.

Extra point consideration will apply to proposals that include homeless-dedicated housing units for applicants referred by the Sonoma County Coordinated Entry System.

A one-time administrative fee of \$1,000 per contracted voucher will be payable to the Sonoma County Community Development Commission at the closing of construction financing or signing of the PBV Housing Assistance Payment Agreement, whichever comes first.

All costs associated with environmental review will be billed back to the developer. Costs will be billed at actual cost for consultants, Community Development Commission (Commission) staff time, and any other associated incidental costs incurred by the Commission.

### ***C. Application Requirements***

The Commission will review all applications for Project Based Vouchers (PBV) submitted by the deadline. Before selecting projects, the Commission will determine that each application is responsive to the selection criteria and procedures included in this RFP and Chapter 21 of the Sonoma County Housing Authority Administrative Plan, and in compliance with HUD program regulations at 24 CFR §983. Applications that do not meet minimum accessibility requirements for units and project areas will not be considered.

All applications must include the following items:

1. Evidence of site control. If site control is pending, please provide an explanation as to why and the expected timing for obtaining control of the property.
2. Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
3. A statement that the property meets applicable eligibility requirements under Section 983 and HUD environmental regulations as per 24 CFR parts 50 and 58. (Does not apply for existing housing projects).
4. Certification that no rehabilitation or construction has commenced prior to the execution of the Agreement to Enter into a HAP Contract (AHAP), as evidenced by Housing Authority inspection.
5. The proposed number of units to be project-based. The proposed number of project-based units should not exceed 25% of the total units in the project, except in the case of housing projects for seniors or Homeless-Dedicated Permanent Supportive Housing units. In these instances, up to 100% of the units in such projects may be proposed for PBV assistance.
6. Documentation of the poverty rate in which the site/project is located. The Commission will prioritize proposals located in a census tract with a poverty rate of not more than 20%. Projects located in areas with higher poverty rates may also be considered, but the Respondent must submit justification for the need to project-base units in such an area.
7. A detailed description of the housing project including:
  - a. The number of buildings in the project, and identification, by building, of the number of units by size (square footage), bedroom count and bathroom count. Identify the number and anticipated locations of all accessible units.
  - b. A listing of all features of accessible units
  - c. A listing of amenities and services provided on site.
  - d. A detailed description of the supportive services provided (or to be provided) for the residents. Include information on the type of services, the frequency the services are offered, whether the services are provided on-site and whether there is a fee charged.
  - e. A description of the area in which the project is located, including a list of all employment centers, schools or colleges, public transportation, health facilities, and parks and recreational areas that are in the general area of the site/project and the distance of each from the site.
  - f. The estimated dates for the commencement and completion of construction. (Does not apply for existing housing projects.)
  - g. Architectural schematic level drawings of the proposed project including elevations, unit plans, and the site plan. (Does not apply for existing housing projects.)
8. For rehabilitation, the description must describe the property as is and must also describe the proposed rehabilitation.

9. Evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project. (Does not apply to existing housing projects.)
10. The current (does not apply to new construction) and proposed contract rent per unit, including units to be project-based, including an indication of which utilities, services, and equipment are included in the rent and which are not included. For those utilities that are not included in the rent, an estimate of the average monthly cost of each unit type for the first year of occupancy.
11. A statement identifying:
  - a. A list of the persons (families or businesses) occupying the property on the date of the submission of the application. If families, include their address, unit size, family size, current rent and approximate annual income. (Does not apply to new construction.)
  - b. The number of persons to be displaced, temporarily relocated or moved permanently within the building or complex; (Applies only to rehabilitation projects.)
  - c. The estimated cost of relocation payments and services, and the sources of funding; (Does not apply for existing housing or new construction projects)
  - d. The organization(s) that will carry out the relocation activities (Does not apply to existing housing or new construction); and
12. Information regarding the owner and other project principals, including:
  - a. The identity of the owner and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest.
  - b. A disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the HAP contract; and
  - c. Information on the qualifications and experience of the principal participants.
  - d. Information concerning any participant who is not known at the time of the owner's submission must be provided to the Housing Authority as soon as the participant is known.
13. The owner's plan for managing and maintaining the units and identification of the proposed property management agent.
14. A Project Financing Plan with evidence of financing or lender interest and the proposed terms of financing. (Does not apply for existing housing projects.). Financing Plan should include all sources and amounts of funding anticipated to be used to develop and operate the Project, including any local funding requests from the Commission/County.
15. Basic project financing schedules to include the following:
  - a. A sources and uses of funds table to include the required estimate of construction costs.
  - b. A detailed estimate of anticipated project construction costs prepared by either a general construction contractor deemed reasonably qualified to construct the project or a professional cost estimating firm.
  - c. A twenty (20) year operating period pro forma cash flow analysis presenting anticipated initial contract rents for all units, both assisted and unassisted through PBV. (Does not apply to existing housing.)
16. The proposed term of the HAP contract; and
17. Documentation showing whether the sponsor has all required entitlements and approvals in hand and the project's readiness to proceed and begin construction.

18. Compliance with applicable General Plan policies and Development Code guidelines of the jurisdiction in which the PBV units are or will be located.
19. A statement that the proposed project meets requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 and that the developer affirms continued implementation of all requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988.

In addition to the above stated questions, applications for rehabilitation projects must include responses to the items below:

20. For substantial rehabilitation housing, current tenants must be low-income and meet income eligibility requirements for the Section 8 Voucher Program. The Housing Authority may not select a unit, or enter into an Agreement with respect to a unit, if the unit is occupied by persons who are not eligible for participation in the program.
21. The application must list ineligible properties, properties which are occupied by ineligible families, and certify that properties awarded PBV meet the property requirements as indicated in HUD regulations and as pertaining to each type of housing (new construction or rehabilitation), including the site and neighborhood standards, zoning requirements, per unit minimum cost factor (rehab only), and other Federal Requirements.

Proposed projects must be able to meet all HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to evidence of site control, applicable environmental review, prevailing wage requirements and subsidy layering review. Respondents will be expected to communicate with the Commission regarding these requirements and supply any additional information requested by the Commission to complete the application process.

*Identity of Interest:* If one of the Respondents presents an Identity of Interest related to the purchase, rehabilitation or financing of the property, the Respondent must submit a signed statement fully describing any identity of interest relationships. The proposal in question and the signed statement will be forwarded to the HUD field office or HUD-approved independent entity for review.

*HUD Waivers:* If a project that requires a waiver from HUD does not receive a waiver, that project will not receive funding unless the Respondent revises their proposal to meet HUD requirements. If the revisions impact the scoring of the application, the Commission will re-score and rank the proposal.

#### **D. *Respondent Questions and Responsibilities***

It is the responsibility of the Respondent to address all communications pertaining to this RFP **in writing** to Martha Cheever ([martha.cheever@sonoma-county.org](mailto:martha.cheever@sonoma-county.org)), the Agency Contact, only. Any party responding to this RFP or a party representing a Respondent shall not influence or attempt to influence any member of the selection committee, any member of the Board of Commissioners, or any employee of the Sonoma County Community Development Commission or the County of Sonoma, with regard to the acceptance of a response to this RFP. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their response.

Written questions must be submitted **via e-mail** to Martha Cheever at [martha.cheever@sonoma-county.org](mailto:martha.cheever@sonoma-county.org) by the due date included within the schedule below. E-mails should include “RFP for General Project Based Vouchers” in the subject line. Questions will not be accepted via telephone. Written responses to all questions received will be posted on the Commission’s website at <http://sonomacounty.ca.gov/Community-Development-Commission/cdc> in accordance with the schedule below.

E. ***Proposal Submission Requirements***

1. **Form:**

Respondents must do **all** of the following:

- Upload an electronic copy of their completed application/proposal as one document clearly labeled with the project name to this link: <https://share.sonoma-county.org/link/GrC6qX1iHYY/>. Note: The link will state “There are no files in this directory” click on the button that says “Click here to Upload” and then select “Browse for files” you may then select files and click upload. Confirmation of successful upload will **not** be received by respondent after upload is complete; and
- Submit one (1) signed original to the address below. Proposals must be enclosed in a sealed envelope or package and clearly marked **GENERAL PROJECT BASED VOUCHER PROPOSAL**. Proposals shall be submitted to:

Martha Cheever  
Sonoma County Community Development Commission  
1440 Guerneville Road  
Santa Rosa, CA 95403

2. **Due Date:** Proposals must be received no later than **5:00 p.m. on September 29, 2023**. The proposal due date is subject to change. If the proposal due date is changed, all known recipients of the original RFP will be notified of the new date. The amendment modifying the due date will also be posted on the Commission’s website.

3. **General Instructions:** To receive consideration, proposals shall be made in accordance with the following general instructions:

- a) The completed proposal shall be without alterations or erasures.
- b) No oral or telephonic proposals will be considered.
- c) The submission of a proposal shall be an indication that the Respondent has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the Commission, including all terms and conditions contained within this RFP.

4. **Format and Contents**

For ease of review and to facilitate evaluation, the Proposal for this project should be organized and presented in the following order:

- a) Signed Cover Sheet (Exhibit A)
- b) Completed and Signed Application for Project-Based Vouchers (Exhibit B)
- c) Specific information concerning the organization's experience in the development of affordable housing projects. If available, provide examples of your development of projects utilizing Project Based Vouchers.
- d) Responses to all items included in Section B of this RFP, Application Requirements. Where an item is not applicable, indicate such
- e) Debarment or Other Disqualification: Disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Describe the nature of the debarment/ disqualification, including where and how to find complete information on any such debarment or disqualification.

**F. *Schedule***

The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this Request for Proposals. Any amendment shall be posted on the Commission’s webpage.

<b>August 28, 2023</b>	Release Request for Proposals
<b>September 5, 2023</b>	Deadline for Respondents’ Questions
<b>September 12, 2023</b> <i>(subject to change without notice)</i>	Commission’s Responses to Questions Due
<b>September 29, 2023</b>	Proposals Due
<b>October 18, 2023</b> <i>(subject to change)</i>	Consideration of Staff Recommendation of PBV Awards at the Community Development Committee. <b>All Respondents who are being recommended for award are required to attend the meeting in-person</b>
<b>November 7, 2023</b> <i>(subject to change)</i>	Board of Commissioners to consider approval of Project Based Vouchers
<b>November 7 - 15, 2023</b> <i>(subject to change)</i>	Letters of Commitment Issued to selected proposers

**G. *Proposal Selection***

Complete proposals submitted to the Commission in the required format and including all required documentation will be reviewed, evaluated and ranked by a Project-Based Voucher Selection Committee. The Commission’s Board of Commissioners will make the final selection decisions.

The Project-Based Voucher Selection Committee will consider the content of each application, including but not limited to responsiveness to the requirements of this RFP, references, related experience, and the Respondent’s professional qualifications, using the evaluation criteria

identified in Exhibit C.

The Project-Based Voucher Selection Committee will use the Evaluation Criteria located in Exhibit C to rank applications. A minimum score of 90 points is required for a proposal to be considered.

If there are not enough vouchers to fully fund a proposal, the Respondent will be given the opportunity to accept a lesser number of vouchers than requested or decline all the vouchers. If Permanent Supportive Housing (PSH) PBVs are available, the Respondent will be given an opportunity to accept an allocation of PSH PBVs.

The Commission will make every effort to provide a written selection decision to all Respondents within 30 days of the close of this Request for Proposals. If selected, the Respondent will be expected to cooperate with the Commission in providing any additional information requested by the Commission or HUD in the final approval process.

#### H. ***Corrections and Addenda***

1. If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Respondent shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
2. If a Respondent fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the Respondent shall submit a proposal at their own risk, and if the Respondent is awarded project based vouchers, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
3. Addenda issued by the Commission interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The Respondent shall submit the addenda cover sheet with the proposal (or deliver them to the Commission in accordance with the submission instructions included in this RFP if the Respondent has previously submitted a proposal to the Agency). Any oral communication by the Commission's designated contact person or any other Commission staff member concerning this RFP is not binding on the Commission and shall in no way modify this RFP or any obligations arising hereunder.

#### I. ***Reservation of Rights***

The issuance of this RFP does not constitute an agreement by the Commission that any contract will actually be entered into by the Commission. The Commission expressly reserves the right at any time to:

1. Right to Reject, Waive, or Terminate the RFP. The Commission reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by the Commission to be



in its best interests. By submitting a proposal in response to this RFP, the Respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, the Commission's selection of a proposal, and the Commission's rejection of any and all submittals.

2. Right to Not Award. The Commission reserves the right not to award project based vouchers pursuant to this RFP.
3. Right to Terminate. The Commission reserves the right to terminate an award of project based vouchers pursuant to this RFP, at any time for its convenience upon 5 business days written notice to the successful Respondent(s).
4. Right to Determine Financial Responsibility and Viability. The Commission reserves the right to require of Respondent information regarding financial responsibility and viability or such other information as the Commission determines is necessary to ascertain whether a proposal is in fact financially viable.
5. Right to Request Additional Information. The Commission may, during the evaluation process, request from any Respondent additional information which the Commission deems necessary to determine the Respondent's ability to construct and manage proposed units. If such information is requested, the Respondent shall be permitted three (3) working days to submit this information.
6. Right to Retain Written Proposals. The Commission reserves the right to retain all written proposals submitted to Commission by all Respondents in response to this RFP, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. The Commission may permit the withdrawal of proposals if requested in writing by the Respondent and such request is approved in writing by the Commission's Executive Director in her sole and absolute discretion.
7. Right to Negotiate Fees. The Commission reserves the right to negotiate any price or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of the Commission.
8. Right to Reject Any Proposal. The Commission reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. No Obligation to Compensate. The Commission shall not be liable for any pre-contractual expenses incurred by any Respondent. The Commission shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
10. Public Disclosure of Proposal Documents. To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act. In the event that a Respondent desires to claim portions of its submittal

exempt from disclosure, it is incumbent upon the Respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The Commission will consider a Respondent's request for exemption from disclosure; however, the Commission will make a decision based upon applicable laws. Assertions by a Respondent that the entire submittal or large portions are exempt from disclosure will not be honored. All responses to this RFP shall become the property of the Commission and will be retained or disposed of accordingly.

All Respondents submit their applications to the Commission with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Board of Commissioners.

For additional information on this RFP, please contact Martha Cheever, Housing Authority Manager, for the Sonoma County Housing Authority, at [martha.cheever@sonoma-county.org](mailto:martha.cheever@sonoma-county.org).

#### **J. *Protest Process***

Any and all protests must be in writing and must comply with the timelines and procedures set forth below. Any directly affected party who is aggrieved in connection with the solicitation or award of a contract may file a protest regarding the procurement action. Such protest must be filed in writing with:

Sonoma County Community Development Commission  
Executive Director/Purchasing Agent  
1440 Guerneville Road  
Santa Rosa, CA 95403

Protests must be filed within seven (7) calendar days from the date notice of intent to award is issued by the Commission. Failure to timely file a protest shall constitute a waiver of any right to protest. Untimely protests will not be accepted or considered. Any protest shall:

- State in detail each and every ground asserted for the protest, citing to the law, rule, local ordinance, procedure or bid provision on which the protest is based; and
- Identify the remedy sought.



**Sonoma County Community Development Commission · Sonoma County Housing Authority  
Project Based Vouchers Application  
COVER SHEET**

*Legal Name of Organization*

*Tax ID Number Organization*

*Mailing Address*

*Name of contact person for this application*

*Title*

*Telephone*

*Email Address*

*Organization website address*

Project Summary		
<i>Project Name</i>		
<i>Project Address</i>		
Project Type: <input type="checkbox"/> Existing Housing <input type="checkbox"/> Substantial Rehabilitation <input type="checkbox"/> New Construction	Estimated Date of Occupancy:	
Number of Project-Based Vouches Requested:	Total units in this Project:	ercent of units to be Project-Based:

By signing this application the following certifications are made by the applicant:

1. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

Application for Project Based Vouchers

**I. Description of Property**

1. PBV Project Name

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2. Property Address and Assessor Parcel Number(s)

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3. Application Category

- Existing
- Rehabilitation
- New Construction

4. Projected date of occupancy:

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5. Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family)

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6. Is this a Tax Credit property?

- Yes
- No
- Intent to Apply

7. If Yes or Intent to Apply, is property located in a Qualified Census Tract<sup>1</sup>?

- Yes
- No

8. Census Tract of property

9. Poverty rate in Census Tract:

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10. Is the project for seniors, people with disabilities or “qualifying”<sup>2</sup> households receiving supportive services? (check any or all that apply):

- Seniors
- People with disabilities
- People receiving supportive services

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<sup>1</sup> See <http://www.huduser.org/DATASETS/qct.html>

<sup>2</sup> Please see 24 CFR §983.56(b)(B).

Application for Project Based Vouchers

11. The Sonoma County Housing Authority’s Agency Plan and Public Housing Authority Administrative Plan state that the number of units to be project-based may not exceed 25% of the total units in each project, except in the case of a housing project for seniors, single-family dwellings (4 units or less), or for households that are receiving supportive services. In which case up to 100% of the units in such buildings may be proposed for PBV assistance.

Does the proposed project exceed the 25% PBV limit criteria or meet one of the exceptions:

- Yes
- No

12. Property Configuration

	1 Br	2 Br	3 Br	4 Br	5 Br	Total
Total units including non-PBV						
Total fully accessible units including non-PBV units						
Total PBV units						
Total of fully accessible PBV units						
PBV rents (Gross Rent)						
Contract Rent						
PHA Utility Allowance						
Fair Market Rents (FMR)						
110% FMR						
Tax Credit Rent, if applicable						

13. Complete the utility table below for the proposed PBV units.

Utility/Service	Owner or Tenant Paid	Natural Gas	Electric
Heating (Specify Type)			
Cooking (Specify Type)			
Water Heating (Specify Type)			
Other Electric			
Water			
Sewer			
Trash Collection			
Other (Specify)			

Application for Project Based Vouchers

14. Is the property accessible for persons with disabilities?

- Yes, all units and common areas
- No, no accessibility features
- Some units (indicate number of units and identify accessible common areas)

15. Are there any non-residential units (e.g., commercial, office) on this property?

- Yes
- No

If yes, please describe:

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16. List the distance (in miles) from the property to the nearest:

Distance in miles	Service	Name or description of facility
	Supermarket	
	Shopping district	
	Public transportation	
	Health services	
	Educational institution	
	Significant employers	
	Other neighborhood service	

17. Does the Project achieve any state and/or local policy objectives, including climate initiatives, transit access, social equity through affirmative marketing, and deployment of cost-effective construction?

If yes, please describe. Use additional sheets as necessary.

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18. Site information:

Does applicant have site control? (Attach Evidence)	
Current Land Use Designation	
Proposed Land Use Designation	

Application for Project Based Vouchers

Proposed Density (units/acre)		No. of acres	
Water/Sewer availability and location			
Is property subject to specific area plan?			
Is relocation of occupants necessary?			
Purchase price			
Appraised value			

19. Environmental considerations Reports/Studies completed (if the reports/studies have been started please indicate where in the process the project is). Documentation must be provided

\_\_\_\_\_

Proximity to flood plain

\_\_\_\_\_

Indicate presence of wetlands, vernal pools, endangered plant or animal species

\_\_\_\_\_

Other known environmental constraints

\_\_\_\_\_

20. Affordability

Total number of units to be built: \_\_\_\_\_

Number of affordable rental units: \_\_\_\_\_

Number of affordable ownership units: \_\_\_\_\_

Number of unit dedicated for:				
30% AMI	31-50% AMI	51-80% AM	80%+ AM	Non-Restricted

Itemization of Proposed Units:					
Bedroom Size	Sq. Ft.	No. of Units	Targeted Income Level	Proposed Rent	Comment

Application for Project Based Vouchers




Application for Project Based Vouchers

**II. Management Plan**

Please describe the management plan for the property. Use additional sheets as necessary and/or attach relevant documentation, identifying attachments in the spaces below:

1. Property Management Agent Name:

\_\_\_\_\_

2. Address of Property Management Agent:

\_\_\_\_\_

3. Property Management Agent website:

\_\_\_\_\_

4. Qualifications, including management of properties for persons with special needs (if applicable):

\_\_\_\_\_

5. Address and description of other properties managed:

\_\_\_\_\_

6. Personnel plan for the proposed project:

	No. of Staff	Working Days/Hours
Office Staff:	_____	_____
Maintenance Staff:	_____	_____

Is there a Resident Manager in addition to the above staff for after-hours emergencies?

- Yes
- No

Application for Project Based Vouchers

**III. Financial Information**

1. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

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2. Type of organization (corporation, partnership, etc.)

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3. Tax Exempt organization

- Yes
- No

4. Will rents in the property remain affordable after the expiration of the HAP contract?

- Yes
- No

5. Has the project received funding through any competitive process by any government entity?

- Yes
- No

6. Requested HAP Contract Term:

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7. Does the Owner/Developer have Quality Development Project Experience? If yes, please describe.

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8. Project Cost and Financing

Project Costs					
Land Cost	Land Cost Per Acre	Predevelopment	Soft Costs	Hard Costs	Total Project Cost
					\$
				Cost Per Unit	\$

Application for Project Based Vouchers

Project Financing	
Anticipated funding from PBVs	
Additional Commission funding, if any	
Amount of other permanent financing	
Amount of cash or loans currently in project	
Amount of owner's equity in project	
Amount of Deferred Developer Fee	
Total	

What are the administrative costs of this project, and how will they be funded?

Please attach the following information to complete question 6:

- Existing or Committed Financing Sources*
- Interim/Construction Financing*
- Permanent Financing*

**IV. Existing Units Only**

1. If existing units, are any of the units currently occupied by households ineligible for assistance?

- Yes
- No

2. Identify the currently occupied units on the property.

Unit address	Bedrooms	No. of occupants	Unit address	Bedrooms	No. of occupants

Application for Project Based Vouchers

**V. CERTIFICATIONS**

The Applicant certifies that:

The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicants' knowledge;

The applicant acknowledges that any material changes to the project not disclosed to and approved by the Commission may result in a denial or termination of the AHAP or HAP contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units; changes to the development budget; changes to the proposed rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in this application or changes to other application items;

The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public;

The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based Voucher funding;

The applicant acknowledges that any in-place existing tenants must not be displaced in order to qualify their units for Project-Based Voucher funding;

The applicant agrees to abide by all federal, state and local Fair Housing laws; and,

The applicant agrees to abide by the Project-Based Voucher program regulations found at 24 CFR 983 and the Sonoma County Housing Authority Administrative Plan

**Applicant Representative(s)**

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**Exhibit C: Evaluation Criteria  
Informational Only**

	Sonoma County Community Development Commission Project-Based Voucher Proposal Evaluation Criteria August 2023		
<b>1.</b>	<b>Project Threshold Requirements</b> <i>Note:</i> Projects that do not meet the minimum thresholds will be ineligible for consideration		
1a.	Does project meet Section 504 minimum accessibility requirements for units and project common areas? Does project meet minimum accessibility requirements indicated in CA Building Code Chapters 11A and 11B?	Yes/No	
1b.	Project is located in an area where the poverty rate is less than 20%, or in an area where the overall poverty rate declined over the past five years (documentation demonstrating the reduction in poverty rate must be included).	Yes/No	
1c.	If the project is within the City Limits of Santa Rosa, is it new-construction, homeless-dedicated housing?	Yes/No/NA	
<b>2.</b>	<b>Project Design</b>	<b>40 points maximum</b>	
2a.	Project design incorporates site, unit and common area features and amenities that are responsive to the needs of the resident population.	15	
2b.	For New Construction and Adaptive Reuse Projects: The applicant certifies that the project will be developed in accordance with the minimum requirements of any one of the following programs: Leadership in Energy & Environmental Design (LEED); Green Communities; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or the GreenPoint Rated Program.  Or  For Rehabilitation Projects: The applicant certifies the project will be developed in accordance with the minimum requirements of any one of the following programs: Leadership in Energy & Environmental Design (LEED); GreenPoint Rated Existing Home Multifamily Program; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or 2015 Enterprise Green Communities, to the extent it can be applied to existing multifamily building.	20	

**Exhibit C: Evaluation Criteria  
Informational Only**

2c.	Project demonstrates deployment of cost-effective construction methods for new construction or rehabilitation	5	
	<i>Total points awarded for category 2</i>		
<b>3.</b>	<b>Financial Feasibility of Project - Commitment to Providing Long-Term Affordable Housing</b>	<b>25 points maximum</b>	
3a.	Project demonstrates financial feasibility for the 20-year Housing Assistance Payments Contract period. Projects receiving the highest scores will document operating feasibility using generally accepted affordable housing finance assumptions and modeling, and will provide a detailed operating plan identifying all sources of funding.	20	
3b.	Project demonstrates maximum feasible affordability of rent restricted and market-rate units over the life of the HAP contract.	5	
	<i>Total points awarded for category 3</i>		
<b>4.</b>	<b>Experience with Similar Projects</b>	<b>25 points maximum</b>	
4a.	Owner/Manager demonstrates experience and ability to design and construct high quality affordable permanent supportive housing units utilizing project-based vouchers.  Or  Owner/Manager does not have experience with a project-based voucher program but is partnering with another entity with such experience.	15	
4b.	Owner/Manager has experience with effective property management	10	
	<i>Total points awarded for category 4</i>		
<b>5.</b>	<b>Project Readiness</b>	<b>35 points maximum</b>	
5a.	Project consists of newly constructed or substantially rehabilitated units that will be ready for occupancy within 18 months of signing the Agreement to Enter into a Housing Assistance Payments (AHAP) contract.	15	
5b.	Project consists of newly constructed or substantially rehabilitated units that will be ready for occupancy beyond 18 months of signing the Agreement to Enter into a Housing Assistance Payments (AHAP) contract.	5	
5c.	Project has completed all necessary National Environmental Policy Act (NEPA) requirements – Documentation has been submitted with proposal	10	
5d.	Project is fully entitled	10	

**Exhibit C: Evaluation Criteria  
Informational Only**

	<i>Total points awarded for category 5</i>		
<b>6.</b>	<b>Tenant Services &amp; Homeless Dedicated Units</b>	<b>25 points maximum</b>	
6a.	Project is proposing at least 10% of request PBVs to be homeless-dedicated, drawing referrals from the Sonoma County Coordinated Entry System.	10	
6b.	A supportive services provider has been identified and has provided a letter of intention to provide supportive services to tenants exiting homelessness	10	
6c.	Project has clearly identified a wide range of appropriate supportive services responsive to the needs of all residents of the PBV units at the subject property	5	
	<i>Total points awarded for category 6</i>		
<b>7.</b>	<b>Deconcentration and Proximity/Accessibility to Transportation and Services/Opportunities</b>	<b>15 points maximum</b>	
7a.	The project is located in an area where there are, within a reasonable traveling distance, meaningful opportunities for educational and economic advancement. Educational opportunity includes adult education, vocational school, state or community college. Economic advancement opportunities include retail and other businesses offering entry-level job opportunities.	5	
7b.	Project is adjacent to, or located within 1/2 mile of transit services	5	
7c.	Project demonstrates that it achieves social equity through affirmative marketing and furthers State and Federal Affirmatively Furthering Fair Housing goals	5	
	<i>Total points awarded for category 7</i>		
<b>8.</b>	<b>Unit Size Available</b>	<b>5 points Maximum</b>	
8a.	Units to be project-based include more than one unit type	5	
	<i>Total points awarded for category 8</i>		
<b>9.</b>	<b>Proposed Contract Rent</b>	<b>5 points maximum</b>	
9a.	Proposed contract rent is no greater than the HUD published Fair Market Rent for the area	5	
	<i>Total points awarded for category 9</i>		
	<b>Total points Awarded for all categories</b>	<b>175 Points Maximum</b>	