



Fairfax County Redevelopment and Housing Authority

Owner/Developer Application

Project Based Voucher Program

Section 1: Applicant Information

Name: _____

Address: _____

Project Name: _____

Tax Map Number: _____

Magisterial District: _____

Number of Vouchers Requested: _____

Section 2: Project Summary (5 points)

Complete information below.

Project Name: _____

Project Address: _____

Total New Construction Units: _____

Total New Construction Units Proposed for PBV Assistance: _____

Total Excepted Units Proposed: _____

Number of Buildings in Project: _____

Building Description (multi family, low rise, townhomes, single family home, combination):

Developer Name: _____

Developer Address: _____

Management Company Name: _____

Management Company Address: _____

Proposed Term of HAP Contract (Initial Term up to twenty (20) years):_____

Proposed In Service Date:_____

Section 3: Project and Property Description (35 Points)

In a separate attachment (Attachment A), include:

- 1) Scope, purpose and need for the project;
- 2) Why the project needs project based vouchers;
- 3) General population the project will assist including the income level, household composition and any special needs;
- 4) Table with total number of units planned by bedroom size with rents, comparable unit market rents, amenities, and tenant income range, and identify how many subsidized units are proposed by bedroom size;
- 5) Utility and appliance responsibilities including fuel source;
- 6) Description of amenities provided to all residents on site;
- 7) Any non-residential use planned for the property (i.e. commercial office space, etc); and
- 8) Neighborhood amenities including accessibility to social, recreational, educational, commercial and health facilities and services

Section 4: Applicant Qualifications and Experience (30 Points)

In a separate Attachment (Attachment B), include:

- 1) Description of the organization and its mission/purpose;
- 2) An organizational chart, with total number of employees including full time, part time, and volunteers;
- 3) Experience of key personnel;
- 4) Experience in affordable housing, including years owning and managing affordable housing and programs (PBV, PBRA, CDBG, etc.) including number of units;
- 5) Experience constructing new housing, and include a description and list of all residential new construction projects completed within the past five years with total project cost including number of units; and
- 6) Experience constructing, rehabilitating or operating affordable housing in Fairfax County including number of units.

Section 5: Project Feasibility (20 Points)

In a separate Attachment (Attachment C), include:

- 1) Describe form of ownership;
- 2) Detailed financing plan with sources and uses, and attach evidence of any tentative or firm financing commitments and, if financing is uncommitted, please provide status;
- 3) Identify liens on the property, other than those above;
- 4) Evidence of site control, or when site control is anticipated;
- 5) Property appraisal, if available;
- 6) Architectural plans and site plans for project, if available;
- 7) Indicate any rezoning or special use permit required to accommodate proposed use and the status of those actions; and
- 8) Operating pro forma, projected over the course of the proposed HAP Contract term.

6.0 Supportive Services (10 Points)

In a separate Attachment (Attachment D), provide a detailed description of any services that will be available at the property. Describe the services available and the target population, the planned service provider, and the frequency of the service. If the owner is not providing the services, please provide a form of agreement of understanding between the owner and the service provider. Describe how the availability of services relates to any proposed excepted units (as identified in *2.0 Project Summary* above).

Preference Points – Optional

Please answer the questions below, and provide supporting documentation in Attachment E. Each preference question is valued at 10 points.

1. Does the project plan to use FCRHA bond financing? _____
2. Does the project plan to use non-Fairfax County affordable housing funds (does not include LIHTC)? _____
3. How many assisted units are designated for elderly or disabled residents? _____
4. How many units are planned at the project, both assisted with PBV and unassisted? _____
5. How many units at the project, both assisted and unassisted, are replacement housing? _____
6. How many accessible units are at the property? _____

Certifications

The Applicant (Owner/Developer) certifies that:

- The information and attachments provided in this Application and its Attachments are true, correct and complete,
- The developer, 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,
- The developer, owner and other project principles are not barred from participation in HUD Programs, and
- The project and units are eligible for PBV assistance as outlined in 24 CFR 983, and *Section 2: Project Requirements* of this RFP.

Signature

Date

Name (Printed)

Title

Name of Organization