FAIRFAX COUNTY DEPARTMENT OF HOUSING

Application for

PROJECT-BASED VOUCHERS

Application Period
November 15, 2011 to January 17, 2012

PROJECT-BASED VOUCHERS

Currently the Fairfax County Redevelopment & Housing Authority (FCRHA) administers 3,384 tenant-based Housing Choice-Vouchers (HCV) (formerly called the Section 8 program). Under the tenant-based program eligible households are issued a HCV, which the participants use to find privately owned housing. The tenant-based vouchers move with the family when the family moves to another unit.

FCRHA has approved contracting with private owners to use up to 20 percent of the HCV budget authority in specific buildings (this is known as "project-basing").

FCRHA will use "project-basing" as a tool to promote voucher utilization and expand housing opportunities to very low and extremely low income households in the County of Fairfax. Consequently, the Fairfax County Redevelopment & Housing Authority (FCRHA) as part of the current announcement is seeking proposals from owners interested in obtaining assistance under the project-based Housing Choice Voucher program.

FCRHA will enter into a Housing Assistance Payments (HAP) contract with the owner to attach HCV assistance to units approved in the project, i.e. the subsidy will be attached to the unit. Whoever moves into the particular unit receives the subsidy even if the tenant subsequently decides to move from the unit.

1. SELECTION OF PROJECT BASED VOUCHER PROPOSALS

The Fairfax County Redevelopment and Housing Authority (FCRHA) will select Project Based Voucher (PBV) proposals by either of the following two methods.

1. Request by Public Notice PBV proposals from interested owners. The FCRHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.
2. Select proposals for housing assisted under a Federal, State, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals. Such proposals must have been selected in accordance with that program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.

2. ELIGIBLE APPLICANTS

Non-profit and for-profit property owners actively involved in the development and maintenance of affordable housing are eligible and are encouraged to apply by the deadline mentioned in the current public announcement, January 17, 2012.

Proposals should be consistent with the FCRHA's initiatives and meet at least one of the following FCRHA priorities:

1.) Support the acquisition of new housing units for families who meet the federal McKinney-Vento definition of being homeless or are at risk of being homeless within 7 days, with supportive services in place. The current definition includes people living in places not meant for human habitation (the streets, abandoned buildings, etc.) living in an emergency shelter or transitional housing facility, and—although not specifically described in the McKinney-Vento statute—facing the loss of housing within the next seven days with no other place to go and no resources or support networks to obtain housing.

2.) Provide new housing opportunities to serve the homeless population as described above, i.e. the designated unit(s) is/are not already serving homeless families.

Consideration for additional points may be provided to those applicants who:

1.) Housing for persons with disabilities that is fully accessible according to Uniform Federal Accessibility Standards (UFAS) and integrated with units for persons without disabilities;
2.) Other special needs populations, including domestic violence victims or the elderly;
3.) Housing for extremely low income families (defined as incomes at or below 30% of Area Median Income);
4.) Provide housing with universal design features;
5.) Proposals that utilize the Fairfax County Redevelopment and Housing Authority's waiting lists to fill vacancies;
6.) Housing that preserves affordable rental housing for a minimum of 30 years; or
7.) Non-profit organizations purchasing scattered site or a multi-family development where financial resources and/or community services are leveraged.

3. INELIGIBLE APPLICANTS

Project Based Voucher (PBV) applications will **not be approved** for units that don't meet Housing Quality Standards (HQS), applicants who are not eligible to enter into contracts with the Fairfax County Purchasing Department **nor** will the following types of units will be approved:

1.) Shared Housing;
2.) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
3.) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, Project Based Voucher assistance may be attached for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
4.) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
5.) Manufactured homes;
6.) Cooperative housing;
7.) Transitional housing;
8.) Owner occupied housing (homeownership);

9.) High rise elevator housing for families with children unless the FCRHA initially determines there are no practical alternatives, and HUD approves the initial determination;
10.) Units occupied by a family ineligible to participate in the Project Based Voucher program; and,
11.) Units in subsidized housing.

4. FUNDING LEVELS

- No more than one-third of the annual Project Based Voucher (PBV) budget authority will be awarded to one individual project.

- No more than 25 percent of the units in a "building" may receive project-based voucher assistance unless the assisted units are made available to elderly or disabled families receiving supportive services. Single-family dwellings (a building with up to four units) also are exempt from the 25 percent limit.

- Properties in the following higher poverty census tract, as defined in the 2000 United States Census will not be approved unless an exception to these criteria is approved by the FCRHA and HUD. This data will be updated with each decennial Census. The census tract is:

Census Tract #	General Area	Poverty Rate
4215	Hybla Valley	21.8%

  - An exception may be approved if the proposal meets a special unmet need for affordable housing in the community.

- Applications for projects in areas of lower rates of utilization of tenant based HCV will receive higher points in the application process. Points will be awarded in the following manner:

HCV Utilization	**Points Awarded**
0-4%	10
5-6%	8
7-8%	4
9-10%	2
Over 10%	0

- Assistance may be attached to:
  1) existing housing requiring less than $1,000 per unit in repairs to bring the housing up to compliance with HUD's Housing Quality Standards (including exterior and common property rehabilitation); or
  2) properties requiring more than $1,000 per unit rehabilitation.

  Note: Applications from projects will not be considered until properties are in compliance with HQS.

5. RENT REQUIREMENTS

- Approved rents must not exceed the lowest of:
  1.) the 2012 Fair Market Rent for the unit bedroom size minus any utility allowance, as shown below effective January 1, 2012;
  2.) reasonable rent; or
  3.) the rent requested by the owner.

Br. Size	0 Br.	1 Br.	2 Br.	3 Br.	4 Br.	5 Br.
FMR	$1,166	$1,328	$1,506	$1,943	$2,522	$2,900

- The rent to the owner for properties that receive low income tax credit will be determined in accordance with the following:
  1.) the unit(s) qualify under the Internal Revenue Code of 1986;
  2.) if the contract unit(s) is/are not located in a qualified census tract where at least 50% of the households have an income of less than 60% of the area median gross income or where the poverty rate is at least 25% and where the census tract is designated as a qualified census tract by HUD;
  3.) if there are comparable tax credit units in the same building as the contract unit and the comparable unit(s) do not have any form of rental assistance other than the tax credit; and,
  4.) the tax credit rent exceeds the applicable fair market rent (or any exception payment standard).

  The rent to owner must not exceed the lowest of:
  1.) the tax credit rent minus any utility allowance;
  2.) the reasonable rent; or,
  3.) the rent requested by the owner.

- The rent to owner for other tax credit units, those not described in the preceding section, may not exceed the lowest of:
    1.) an amount determined by the FCRHA, not to exceed 110 percent of the applicable fair market rent (or any exception payment standard approved by HUD) for the unit bedroom size minus any utility allowance;
    2.) the reasonable rent; or
    3.) the rent requested by the owner.

- Tenants will be required to pay at least 30% of their adjusted income or 10% of their gross income or the $50 minimum towards rent.

6. POINTS TO BE USED FOR SELECTION

Category	Criteria	Weight
Site and Community Amenities/ Supportive Services	Points will be awarded based on an inverse of the HCV utilization rates in the census tracts in which property is located. Properties in census tracts with lower rates of HCV utilization will receive higher point awards. Points will also be awarded for supportive, services, UFAS, proximity to job centers, transportation, medical and shopping centers.	25 Points
Experience & Management (see Pg. 17, Paragraph VIII & Pg. 19-Attachment L)	Experience of developer/owner with development, rehabilitation, or management of multifamily units or similar properties and experience with assisted housing programs, or plans to use a management company with a record of such experience managing projects similar to the proposal. No compliance issues with federal, state, or local standards. Preference for applicants that affirmatively further fair housing through: 1. an increase in the availability of affordable housing for persons who are generally less likely to secure housing in the unit location to include any protected class of persons; 2. contribute to diversifying the geographic location of affordable housing: and 3. market subsidized units to income-eligible persons. Including persons with disabilities and persons with limited English proficiency. Management and staffing plan and occupancy status of properties or rehab schedules and status reports will be awarded points.	35 Points
Consistency with FCRHA's initiatives (see–Pages 3-4 Paragraph III & Pg. 19-Attachment B)	FCRHA's Initiatives: Primary focus of this competition is for homeless families or those at risk of homelessness as defined by the McKinney-Vento Act and/or persons with disabilities, especially those eligible for CSB services, with Wrap-Around Supportive Services for homeless families and persons with disabilities. Additional points will be awarded for additionally meeting the following: ❑ Housing for extremely low income families (income at or below 30% AMI) ❑ Preservation of affordable rental housing for a minimum of 30 years; ❑ Specialized fully accessible (Uniform Federal Accessibility Standards) housing for persons with disabilities integrated with units for persons without disabilities	20 Points
Feasibility of the Project (see – Pg. 6 for payment standard; Pages 13-16; Paragraphs V, VI and VII)	Feasibility of the project – able to demonstrate financial backing and commitment to be able to rent units within current HUD approved payment standard or within approved exception rent limits as evidenced by project's proforma operating budget. Strong record with public funding. Preference for projects that leverage federal funding with public or private resources. Time required to build or to rehab must be reasonable, and rent must be reasonable.	20 Points
Total Points		100
	Minimum Points Considered for Selection	70

Fairfax County Redevelopment and Housing Authority
Project-Based Vouchers
Application Form (dated 10/31/2011)

Project Name _____

Number of Vouchers requested for:

- _____ New Acquisition units
- _____ Rehabilitated units
- _____ Existing units
- If Rehab or Existing units, number of units designated for homeless persons not previously used for homeless_____
  Please specify previous use of units_____

1. Applicant

Name: _____

Address: _____

City: _____ State: Virginia Zip Code: _____

Contact Person: _____ Telephone # _____

Contact Person's Title: _____

E-Mail Address: _____

Signature: _____ Date:_____
(Authorized Representative)

Title: _____

I. Applicant experience and qualification

Number of years in operation: Overall_____
In Fairfax County_____

Total number units: _____

Rehabilitated: _____

Owned: _____

Managed: _____

Number of employees: _____

Full time: _____

Part time: _____

Volunteers: _____

Briefly describe the duties and experience of these employees:

_____

_____

_____

_____

_____

II. Project Location: _____
(Enclose map-indicating location-Attachment A)

Tax Map Number:_____ Magisterial District:_____

III. Project Purpose: Briefly describe (on separate page as Attachment B) proposed use of Project-Based Housing Choice Vouchers, including beneficiaries and impact on the affordable housing stock of Fairfax County. Describe how your project is consistent with Fairfax County initiatives (10-15 Points will be awarded by fitting within one or more of the Fairfax County initiatives listed on pages 3 with additional points being awarded for proposals that meet criteria on page 4).

IV. Description of Proposed Development's Design

Number of units: Existing _____ # of Bldgs: Existing _____
Proposed _____ Proposed _____

Type of Project		Construction Type	
	_____	Multifamily	_____
Acquisition	_____	Townhouse	_____
Rehabilitation	_____	Single Family Detached	_____
Acquisition/Rehab	_____	Group Home/Institutional	____
		Other (described)	_____

Population to be served:	Commitment to lease to:
_____ Elderly/Disabled	_____ Persons aged 62 or older
_____ Congregate	_____ Physically disabled
_____ Families	_____ Special Needs (Describe)
_____ Homeless	_____ Other (Describe)

Project Summary (Attachment C)

- Describe the form of ownership.
- Provide brief description of development or site; if rehabilitation project, include brief description of work to be performed.
- Describe amenities and wrap-around support services.
- Describe how the lease commitments will be met if serving special population (elderly/disabled/handicapped). If you have a support services plan, describe how supportive services, if any, will be linked to population to be served in this proposal.

Minimum Requirements, to determine the required documents:

	Yes	No
Do you have site control? (submit evidence as Attachment D)		
Does the property require rezoning/special use permit to accommodate proposed use?		
If Yes, has approval been received or list the date it is anticipated		Date _____
Are adequate utilities available at the site?		
Do you have architectural plans and a site plan for the project? (submit one copy as Attachment E)		
Has an appraisal been completed on the project? (submit one copy as Attachment F)		
If Yes, what is the appraised value of the property?	$_____	
An environmental review is required before the FCRHA can enter into a contract with the applicant. Has an environmental study of the site been undertaken? (submit one copy as Attachment G) If answer is "No" when will this occur?		_____ _____ _____

V. Current Occupancy and rent schedules for existing projects
Provide, as Attachment H, a spreadsheet detailing the distribution of unit types; number of units of each type that are currently occupied; number of units of each type that are vacant; number of units of each type currently occupied by tenant households whose income falls within the limits for their household size on the income limit chart below. Also indicate the proposed rent, what utilities are included in the rent and which utilities are not included in the rent, but are the responsibility of the tenant. If the unit is occupied, indicate how many units have family compositions that exceed two (2) people per bedroom. (See sample of Attachment H, sample spreadsheet.) Submit Relocation Plan, if applicable, as Attachment I.

OR

VI. Proposed Occupancy and rent schedules for new projects
Provide as Attachment H a spreadsheet (see sample of Attachment H spreadsheet) detailing the distribution of unit types, indicating number of each type which are proposed to be assigned Housing Choice Vouchers and the proposed rent for each unit type (with and without tenant paid utilities). Indicate, using the following income chart, the proposed number of units of each type that will be leased to households whose income does not exceed 30% of MSA median and 50% of MSA median.

Income Limits (effective 2011)

	Number of persons							
Program	1	2	3	4	5	6	7	8
Section 8 30% MSA	$22,300	$25,500	$28,700	$31,850	$34,400	$36,950	$39,500	$42,050
Section 8 Very Low Income (50% MSA)	$37,150	$42,450	$47,750	$53,050	$57,300	$61,550	$65,800	$70,050

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Current and future occupants must meet the eligibility requirements of the FCRHA, which includes a criminal background check. Persons with drug related criminal activity or violent criminal activity histories may not be determined eligible. Persons who are sexual offenders and are subject to a lifetime registration requirement under a State's sex offenders' registration program will not be admitted.

Provide as Attachment H-1, a list of the unit addresses, along with relevant unit information, you propose to assist with project-base vouchers

VII Project Costs and Financing (For rehabilitation only)

Provide Attachment M - spreadsheet, which includes information on Development Costs; AND complete Project Financing on the following part of this page.

Development Costs/Uses:	**Costs**	**Per Unit**
Development Costs (Based upon categories in Virginia Housing Development Authority (VHDA) Project Budget)		
1. Contractor/Rehab Costs	$_____	$_____
2. Owner Costs	$_____	$_____
3. Developer's Fees	$_____	$_____
4. Owner's Acquisition Costs	$_____	$_____
Total Development Costs	$_____	$_____

Financing Sources:	**Total**	**Per Unit**
Predevelopment Program Fund	$_____	$_____
Grants	$_____	$_____
Federal, State, or Local Funds Or Tax Concessions	$_____	$_____

Equity Source	**Amount**	**Commitment or Letter of Intent? (Y/N)**
	$	
	$	
	$	
Loan Source	**Amount**	
	$	
	$	
	$	
	$	

Total Financing Sources $_____

Community Supportive Services for Homeless Households

Please describe the services that will be available at the property to assist homeless persons in moving toward better economic opportunities. In completing this section, the PBV applicant acknowledges that the resources will remain available to serve homeless families referred by the Fairfax County Office to Prevent and End Homelessness (OPEH) and/or the Fairfax County Department of Housing and Community Development.

Please indicate supportive services available and the frequency with which the services are provided. If not owner provided activities, please provide the Memorandum of Agreement or letter of intent from the organization providing services, funding, or in-kind donations or services in support of the activities provided at the property.

Empowerment Activity (please describe each activity as it relates to your project)	**Volunteer provided?** (Y/N)	**Paid/Professional staff provided?** (Y/N)	**Frequency of service?** (daily, weekly, monthly)
Employment readiness Program			
On-site day care			
Training/Education program			
Counseling program			
Credit counseling/repair			
Financial literacy			
Budget Counseling			
Ready to rent program			
Other (describe)			

- Provide a copy of relocation plan for rehabilitation projects only (Attachment I)

- Provide evidence of financing commitment (Attachment K).

- Describe the status of any uncommitted financing listed above (Attachment N).

- Do you expect to use FCRHA-issued tax-exempt bonds for any part of the financing? (Describe.)

- HUD or an approved entity must perform a subsidy layering review before the FCRHA may enter into a HAP contract.

VIII. Management Describe your management plan for the project in Attachment O), including the following information:

Type of organization: _____
(profit, non-profit, corporation, partnership, etc.)

Is the applicant actively involved in the development, rehabilitation or management of assisted housing programs? YES ____ No _____

- If YES, the applicant should attach a narrative and supporting documentation on its housing development or management efforts, i.e. attach a copy of its state incorporation letter or certificate, bylaws, articles of incorporation, or charter which states among its purposes the provision of decent affordable housing; its history of serving the Fairfax County community, its involvement in the community where the project is located and its housing and project related experience.

- If NO, do you plan to use a management company with a record of experience with assisted housing programs? Please explain the relationship between your organization and this management company and summarize its relevant experience.

- Provide a copy of the most recent audit report or financial statement of the organization and any other information the applicant wishes to submit to demonstrate its capacity to undertake the project-based program. (Required for all-Attachment L)

- Include a list of project team members (i.e. architects, engineers, developer, contractor, management agent).

- Provide names and experience of senior management, board members, and project partners.

Attachments List

Please indicate by checking the appropriate box(es) below and use the corresponding Attachment Alpha code provided to label each item submitted with this application.

Please refer to the following page for additional information for certain Attachments.

- ❑ **Attachment A.** Copy of project location map (Required for all).
- ❑ **Attachment B.** Documentation required in Section III of the Application. (Required for all)
- ❑ **Attachment C.** Documentation required in Section IV of the Application: (Required for all)
  - ❑ Description of ownership.
  - ❑ Physical description of project and, if applicable, rehabilitation Describe amenities and support services.
  - ❑ Description of commitment to serve special needs (if applicable).
- ❑ **Attachment D.** Evidence of site control (Required for all)
- ❑ **Attachment E.** Architectural plans and site plan (Required for Substantial Rehabilitation, as applicable)
- ❑ **Attachment F.** Appraisal (Required for Acquisition or Rehabilitation, as applicable)
- ❑ **Attachment G.** Environmental reports (Required for all). For acquisition or rehabilitation; Federal Regulation, 24CFR Part 35, requires public housing authorities and landlords to take practical steps to control lead-based paint hazards in housing units receiving federal assistance. The regulation only affects housing units built before 1978 that have a child younger than six years of age residing in the unit. It requires a landlord to conduct paint stabilization repairs, clearance and risk assessment tests, prior to signing a new lease and, at annual re-examination.)
- ❑ **Attachment H & H-1.** Spreadsheet H listing unit types/proposed rents/occupancy/etc. Spreadsheet H-1 listing proposed units for project-base voucher, unit size, utilities. – (Required for all). See attached sample spreadsheets for Existing/Rehabilitation OR new construction, as applicable.
- ❑ **Attachment I.** Relocation plan (Required for rehabilitation)
- ❑ **Attachment J.** Tenant selection criteria and Administrative Plan (Required for all)
- ❑ **Attachment K.** Spreadsheet showing development costs; complete financing sources & funds on Page 2, requested, if not completed in Section VII. (Required for rehabilitation).
- ❑ **Attachment M.** Evidence of financing commitments. (Required for rehabilitation).
- ❑ **Attachment N.** Description of status of any uncommitted financing (Required for new construction and/or rehabilitation)
- ❑ **Attachment O.** Management Plan (Required for all).

Attachment B. Documentation required in Section III of the Application (continued)
Consistency with FCRHA Initiatives.
Applicants who apply for use of project based vouchers whose projects are consistent with the FCRHA`s strategic initiatives can receive up to 20 points in their overall project rating. A description of those initiatives follows:

- **Affordable Housing Partnership Program**- Consideration under this category would be given to projects that have which have been selected by the FCRHA to receive either Tier 1 or Tier 2 funding under the FCRHA Affordable Housing Partnership Program. If you are not currently participating in the program and would like more information please see the contract.
- **Preservation of modest rental apartment complexes**-Consideration would be given to projects that have rents that are able to serve those with incomes up to 70% of the median income.
- **Housing First initiatives**- Projects under this category serve households who need to be rapidly re-housed due to being homeless are at imminent risk of being homeless.
- **Specialized housing for physically and mentally disabled persons**-Projects which serve households with a requirement that the head or spouse is a person with a disability, and which provide supportive services intended to assist participants in maintaining as much independence as feasible.

Attachment H and H-1. Sample spreadsheets attached for:

- ❑ V. Current Occupancy and rent schedules for existing projects; OR
- ❑ VI Proposed Occupancy and Rent Schedules
- ❑ H-1-Relevant information pertaining to the units proposed to be assisted through project-based vouchers.

Attachment I. Relocation plan (Required for rehabilitation)
At a minimum, the Relocation Plan should contain the following:

1. Name, address and phone number of contact person for the owner/developer/management company
2. Scope of the work to be done, phasing of work, and project timetables.
3. Information on how the relocation assistance plan will be implemented, including use of in house staff, any person to be hired or contractual arrangements made.
4. Estimated number of persons to be permanently displaced.
5. Estimated number of persons to be temporarily displaced.
6. Information on relocation payments, advisory services and eligibility requirements for such payments and services.
7. Anticipated rents and new rental policies after the rehabilitation or change in use of the property.
8. Consideration to be given to minimize tenant disruptions should the rehabilitation be carried out with tenants in place.

Attachment K. Spreadsheet attached for Development Cost Worksheet; write totals on Page 11 under Development Costs.
Attachment O. Management Plan
At a minimum, the Management Plan should briefly address the following:

1. Relationship between the owner and management firm.
2. Management office/site
   a. Office hours/management coverage.
   b. Rent collection, policies/procedures.
   c. Lease enforcement, policies/procedures.
3. Staffing and personnel policies
   a. Staffing plan/organization chart
   b. Sample job descriptions
   c. Resume of key staff
   d. Personnel policy manual
   d. Indicate any arrangements with sub-contractors and show how they will be managed.
4. Marketing Plan
5. Fair housing policies
6. Tenant selection policies
7. Community relations; practices/policies
8. Maintenance Services
9. Financial Services