

Project Based Voucher Checklist - January 31, 2008 Submission Deadline

Project Based Voucher Proposal from \_\_\_\_\_  
Date of Proposal \_\_\_\_\_

Applicant is in Census Tract 4215-Hybla Valley Yes \_\_\_\_\_ No \_\_\_\_\_ \*If yes, at this point the application should not be approved, unless an exception has been granted. Applicant has requested an exception... See the Score Sheet

**FUNDING LEVELS**

- No more than 91 units in an individual project may be awarded subsidies, or the total number of project-based vouchers may not exceed 278. –
  - ✓ \_\_\_\_\_ has \_\_\_\_\_ units
    - 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.***
- \* Properties in higher poverty census tract, #4215-Hybla Valley, as defined by the Council of Government (COG), **will not be approved: unless** an exception to these criteria is approved by the FCRHA.
  - An exception may be approved if the proposal meets a special unmet need for affordable housing in the community.
  - \_\_\_\_\_ is located in Census Tract # \_\_\_\_\_
- Applications for projects in areas of lower rates of utilization of tenant based vouchers will receive higher points in the application process.
- Attachment A. Copy of project location map (Required for all)
- Attachment B. Project Purpose (See Section III of the Application / Scoring Sheet re Consistency with FCRHA’s initiatives) (Required for all)
- Attachment C. Documentation required in Section IV of the applications. (Required for all)
  - Description of owner;
  - 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 plans (Required for Substantial Rehabilitation, as applicable)
- Attachment F – Appraisal –(Required for rehabilitation, as applicable)
- Attachment G – Environmental reports – See Feasibility of the Project Score Sheet Notes (Required for all).
- Attachment H & H-1– Spreadsheet listing unit types/proposed rents/occupancy. (Required for all)
- Attachment I – Relocation Plan (Required for rehabilitation)
- Attachment J – Tenant Selection Criteria and Administrative Plan (Required for all)
- Attachment K– Development costs (See Feasibility of the Project Score Sheet Notes) (Required for rehabilitation)
- Attachment L – Copy of most recent financial statements. (Required for all)
- Attachment M – Evidence of financing commitments –(See Feasibility of the Project Score Sheet Notes) (Required for rehabilitation).
- Attachment N - Description of status of any uncommitted financing (Required for rehabilitation).
- Attachment O - Management Plan (Required for all)

**FOR OFFICE USE ONLY**

Date Proposal Received \_\_\_\_\_ Total Proposal Points \_\_\_\_\_

Date Notified of Determination \_\_\_\_\_ Proposal Selected Yes \_\_\_\_\_ No \_\_\_\_\_

**Fairfax County Redevelopment and Housing Authority**

Scoring Guide for Project-Based Voucher Proposals

Property Name/Address: \_\_\_\_\_

Owner/Sponsor: \_\_\_\_\_

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

Maximum Points Available: 100

Required Minimum Score: 70

**1.0 Site and Community Amenities (Maximum Points-20)**

1.1	Surrounding Census Tract has:	0-4% HCV Utilization	12 points
		5-6% HCV Utilization	8 points
		7-8% HCV Utilization	4 points
		9-10% HCV Utilization	2 points
		>10% HCV Utilization	0 points

- 1.2 Property has infrastructure for high-speed internet cable, DSL, or wireless internet service 1 point
- Earthcraft Certification 1 point

- 1.3 Proximity to Services (on Page 11) 0-4 points

For properties for persons with mobility impairments, points will be awarded as follows:

Property's Accessibility	Meets UFAS	2 points
	Adaptable but not fully accessible	1 point
	Neither accessible nor adaptable	0 points

**Score** \_\_\_\_\_

**2.0 Housing Quality Standards (Maximum Points-5)**

Unit has exceptional amenities and exceeds quality of most units in HCV program 5 points

Unit has somewhat higher than average amenities and is above standard condition 3 points

Unit has average amenities and meets HQS 1 points

**Score** \_\_\_\_\_

### 3.0 Owner Experience and Management (Maximum Points-35)

- 3.1 Owner and Management Company
  - 3.1.1 Have had previous experience in participating in the Housing Choice Voucher program, on-site management, and number of units participating in HCV program exceeds the number of proposed units in the application and has excellent references 6-10 points
  - 3.1.2 Have no experience in participating in Housing Choice Voucher Program and/or no on-site property management but is partnered with an organization that does have experience in one or more rental assistance programs AND references and documentation reflect support of capable management 1-5 points
  - 3.1.3 Have no experience with rental assistance management and/or references are neutral, negative, or non-existent 0 points
- 3.2 Owner's Management and Staffing Plan
  - 3.2.1. Is of exceptional quality. Plan addresses all aspects of operations in a comprehensive manner, lines of authority and responsibility are clear, resumes of key staff are superbly qualified. Company has excellent retention and training practices. Track record of providing supportive services in a "Housing First" or similar model, if applicable, is excellent. 8-10 points
  - 3.2.2 Is thorough and addresses major areas of operations. Resumes of key staff indicates decent capabilities, but does not have depth of experience or retention and training practices of those in more highly rated organizations. 5-7 points
  - 3.2.2. Has gaps or deficiencies. Staff turnover may be high, policies or practices somewhat out of the norm for the industry standards in this area and marketing, maintenance, or financial practices are not what HCD wants to see in its partners. No track record of providing supportive services in a "Housing First" or similar model, if applicable. 0-4 points
- 3.3 Occupancy Status/Practices for Properties (Scoring will only be based on either existing properties OR rehabbed units, only when there are existing properties.)
  - 3.3.1. Track record for existing property:
    - Can document >98% occupancy rate for the past 24 months or longer 10 points
    - Can document 95-97% occupancy rate for the past 24 months 7 points
    - Can document 85-94% occupancy rate for the past 24 months 4 points
    - Cannot document more than 84% occupancy rate for the past 24 months 0 points

- 3.3.2. For rehabbed properties:
- Rehab on schedule to be ready for occupancy in November, 2007  
readiness is indicated by appropriate zoning, a plan of development  
site plan approval (as applicable), and project/construction  
status reports are favorable 10 points
  - Ready for occupancy by December 2007. 5 points
  - Rehab not scheduled for completion in 2007. 0 points

3.4 Owner has substantial history working in Fairfax County and/or majority of units are based in Fairfax County

Number of Years in Fairfax County \_\_\_\_\_  
 Number of Units in Fairfax County \_\_\_\_\_  
 Total of Number of Units \_\_\_\_\_

- 3.4.1 Majority of units or at least 200 units and/or experience are based in Fairfax County 5 points
- 3.4.2 Some units, less than 200 units, are based in and/or some experience in Fairfax County 3 points
- 3.4.3 No units are based in and no experience in Fairfax County 0 points

**Score**\_\_\_\_\_

**4.0 Consistency with FCRHA Initiatives and Goals (Maximum Points-20)**

- 4.1 Proposal meets at least one of the following FCRHA priorities: 10-15 points
- Housing for persons with disabilities that is fully accessible according to Uniform Federal Accessibility Standards (UFAS) and integrated with units for persons without disabilities;
  - Housing First with Services;
  - Housing for very low income seniors (defined as incomes below 30% Area Median income for seniors age 62 and older); or
  - Housing that preserves affordable rental housing for a minimum of 30 years.
- 4.2 Additional points will be awarded for proposals meeting at least one of the following criteria: 3 points
- If serving elderly or disabled residents in an enriched services setting with service providers experienced in Fairfax County;
  - If a multi-family project, it contains some studios or four-bedroom units;
  - Housing for non-elderly and non-disabled persons targeted to households at or below 50% of Area Median Income;
  - Housing with universal design features; or,
  - Non-profit organizations purchasing condominiums for

Housing First where community resources and services are available and there is a developed and executable plan to provide such services.

- 4.3 Proposal applicant will utilize the FCRHA's waiting lists to fill vacancies. 2 points

Score \_\_\_\_\_

**5.0 Feasibility of the Project (Maximum Points-20)**

- 5.1 • Proposal has all financial commitments and funding. Proforma is complete (15 years) and accurate and demonstrates a positive cash flow after one year unless lease up is lengthy. All commitment letters are included with submission along with tax credit reservation, if applicable. Feasibility study and market study are favorable. 6-7 points

- Proposal may not have all commitments and/or limited array of funding sources and resources. Proforma, while accurate, may not completely detail all aspects of financial plan or demonstrates a positive cash flow after two years unless lease up is lengthy. 3-5 points

- Proposal lacks sufficient detail, has uncertain funding components and Proforma is incomplete. 1-2 points

- Proposal requires a subsidy layering review or an environmental review not completed by November 30, 2007. 0 points

5.2 Applicant Eligibility and Tenant Selection Criteria (6 points)

- 5.2.1 - Pre-screened applicants appear to meet minimum FCRHA eligibility requirements for Housing Choice Voucher program 3 points

- Pre-screened applicants do not meet minimum FCRHA eligibility requirements for Housing Choice Voucher program 0 points

- 5.2.2 - Administrative Plan and Resident Selection Criteria are in compliance with Federal, State, and local regulations 3 points

- Administrative Plan and Resident Selection Criteria are not in compliance with Federal, State, and local regulations 0 points

- 5.3 Provides housing and services to seniors 4 points

5.4 Rent Reasonableness (3 points)

- Requested rents are reasonable as compared to unassisted units as defined by HUD Rent Reasonableness methodology. 3 points

- Requested rents are not reasonable according to HUD methodology.  
0 points

**Score**\_\_\_\_\_

**TOTAL SCORE**\_\_\_\_\_