FAIRFAX COUNTY DEPARTMENT OF HOUSING

Application for
PROJECT-BASED VETERANS AFFAIRS SUPPORTED HOUSING VOUCHERS

Application Period
November 8, 2010 to December 7, 2010
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. The Fairfax County Redevelopment & Housing Authority (FCRHA) is seeking proposals from owners interested in obtaining assistance, as part of a separate funding set-aside from the U.S. Department of Housing and Urban Development, for Veterans Affairs Supportive Housing (VASH) project-based Housing Choice Voucher program to enable veterans to access affordable housing with an array of supportive services. The veteran applicants will be referred from the U.S. Veterans Affairs Administration among those seeking medical treatment from the DC Veterans Medical Assistance Center.

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. Whichever referred veteran moves into the particular unit receives the subsidy even if the veteran subsequently decides to move from the unit.

1. SELECTION OF PROJECT BASED VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) VOUCHER PROPOSALS

The Fairfax County Redevelopment and Housing Authority (FCRHA) will select VASH-Project Based Voucher (PBV) proposals by request by Public Notice VASH-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. 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, December 7, 2010.
Proposals should be consistent with the FCRHA’s initiatives and meet the following FCRHA priority:

Serve the target population of veterans and their families who are referred by the local Veterans Affairs Medical Center (VAMC)

Consideration for additional points may be provided to those applicants that demonstrate Owner/Developer experience in the management/development of supportive housing for veterans, homeless, elderly and/or disabled families. Additional points may also be provided for existing housing that is ready for occupancy within 30 days of HUD selection announcement.

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
Properties in the following higher poverty census tract, as defined in the 2000 United States Census will receive fewer points on their proposal, in accordance with HUD’s scoring criteria. The census tract is:

<table>
<thead>
<tr>
<th>Census Tract #</th>
<th>General Area</th>
<th>Poverty Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4215</td>
<td>Hybla Valley</td>
<td>21.8%</td>
</tr>
</tbody>
</table>

Applications for projects in areas of lower rates of utilization of tenant based HCV will receive higher points in the application process or must otherwise meet the goal of expanding housing opportunities and de-concentrating poverty. Points will be awarded in the following manner:

<table>
<thead>
<tr>
<th>HCV Utilization</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4%</td>
<td>10</td>
</tr>
<tr>
<td>5-6%</td>
<td>8</td>
</tr>
<tr>
<td>7-8%</td>
<td>4</td>
</tr>
<tr>
<td>9-10%</td>
<td>2</td>
</tr>
<tr>
<td>Over 10%</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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 Fair Market Rent (Payment Standard) for the unit bedroom size minus any utility allowance, as shown below;
2.) reasonable rent; or
3.) the rent requested by the owner.

<table>
<thead>
<tr>
<th>Br. Size</th>
<th>0 Br.</th>
<th>1 Br.</th>
<th>2 Br.</th>
<th>3 Br.</th>
<th>4 Br.</th>
<th>5 Br.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMR</td>
<td>$1,156</td>
<td>$1,318</td>
<td>$1,494</td>
<td>$1,927</td>
<td>$2,522</td>
<td>$2,900</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Readiness</td>
<td>Applicants must submit a program schedule indicating when project units will be ready for occupancy. Maximum points will be awarded for existing housing that is ready for occupancy within 30 days of HUD award selection.</td>
<td>25 Points</td>
</tr>
<tr>
<td>Experience &amp; Management</td>
<td>Experience of developer/owner in the management/development of supportive housing for veterans, homeless, elderly and/or disabled families. No compliance issues with federal, state, or local standards. Maximum points will be awarded to developer/owner who has experience in management/development of supportive housing for veterans.</td>
<td>15 Points</td>
</tr>
<tr>
<td>Supportive Services</td>
<td>Applicant must describe the supportive services available from Veterans Affairs (VA) and other sources to the residents of the project, in addition to the VA case management services provided with the voucher. Supportive services should include fair housing counseling to advise veterans on their fair housing rights to file a housing discrimination complaint should they be faced with discrimination. Supportive services must also reflect the needs of the target population, including a description of on-site as well as off-site services, what these services include, length of time services will be available to each client, and how these services will be monitored by the VA or other responsible party.</td>
<td>25 Points</td>
</tr>
<tr>
<td>Feasibility of the Project</td>
<td>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 rehab must be reasonable and rent must be reasonable.</td>
<td>20 Points</td>
</tr>
<tr>
<td>Poverty Rates</td>
<td>Applicant must provide the poverty rate of the census tract in which the project is located. Maximum points will be awarded for projects located in census tracts with a poverty rate of 20 percent or less as of the 2000 census.</td>
<td>15 Points</td>
</tr>
</tbody>
</table>

**Total** 100

Minimum Points Considered for Selection 70
Fairfax County Redevelopment and Housing Authority
Project-Based Vouchers
Application Form (dated November 5, 2010)

Project Name __________________________________________________

Number of Vouchers requested for:

➢ __________ Rehabilitated units
➢ __________ Existing units

I. 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: _______
Census Tract: _______ Poverty rate as of 2000 Census: _______

III. Project Description

Provide a description (on a separate page as Attachment B) of the proximity of community facilities and resources for veterans living at the project, such as grocery stores, libraries, medical services, educational opportunities, potential employment opportunities, etc., and the modes of transportation available if the facilities and resources are not easily accessible for the veterans.

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 supportive services that reflect the needs of the target population (veterans). Supportive services should include fair housing counseling to advise veterans on their fair housing rights to file a housing discrimination complaint should they be faced with discrimination. Also include; a description of on-site as well as off-site services, what these services include, who provides the services, the length of time these services will be available to each client, and how these services will be monitored by the VA or other responsible party.
Minimum Requirements, to determine the required documents:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have site control? (submit evidence as Attachment D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the property require rezoning/special use permit to accommodate proposed use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Yes, has approval been received or list the date it is anticipated</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Are adequate utilities available at the site?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has an appraisal been completed on the project? (submit one copy as Attachment E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Yes, what is the appraised value of the property?</td>
<td>$____</td>
<td></td>
</tr>
</tbody>
</table>

An environmental review is required and will be performed by the FCRHA before entering into a contract with the applicant.

IV. Current Occupancy and rent schedules for existing projects
Provide, as Attachment F, a spreadsheet detailing the total number of units by bedroom size; total number of buildings; number and bedroom size of VASH-PBV units; number of VASH-PBV units per building, and target population of any non VASH-PBV units. Also, provide current occupancy/vacancy rate. If the unit is occupied, indicate how many comparable units are available and the likelihood of availability in the next 60 days. Submit Relocation Plan, if applicable, as Attachment H.

Note: While any size unit may be considered for the VASH vouchers, all the current tenant-based VASH vouchers are being utilized in one-bedroom units as most of the veterans are single or couples.

The following chart reflects the income limits, by household size, for all applicants to the HCV program.

**Income Limits (effective 5/14/2010)**

<table>
<thead>
<tr>
<th>Program</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 8 30% MSA</td>
<td>$21,750</td>
<td>$24,850</td>
<td>$27,950</td>
<td>$31,050</td>
<td>$33,550</td>
<td>$36,050</td>
<td>$38,550</td>
<td>41,000</td>
</tr>
<tr>
<td>Section 8 Very Low Income (50% MSA)</td>
<td>$36,250</td>
<td>$41,400</td>
<td>$46,600</td>
<td>$51,750</td>
<td>$55,900</td>
<td>$60,050</td>
<td>$64,200</td>
<td>$68,350</td>
</tr>
</tbody>
</table>
Current and future referred veterans must meet the income eligibility requirements of the HCV program. 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 G, a program schedule indicating when project units will be ready for occupancy, a list of the unit addresses you propose to assist with project-base VASH vouchers, 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.

**V. Project Costs and Financing (For rehabilitation only)**

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

### Development Costs:

<table>
<thead>
<tr>
<th>Costs</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Costs (Based upon categories in Virginia Housing Development Authority (VHDA) Project Budget)</td>
<td></td>
</tr>
<tr>
<td>1. Contractor Costs</td>
<td>$________</td>
</tr>
<tr>
<td>2. Owner Costs</td>
<td>$________</td>
</tr>
<tr>
<td>3. Developer’s Fees</td>
<td>$________</td>
</tr>
<tr>
<td>4. Owner’s Acquisition Costs</td>
<td>$________</td>
</tr>
<tr>
<td>Total Development Costs</td>
<td>$________</td>
</tr>
</tbody>
</table>

### Project Financing:

<table>
<thead>
<tr>
<th>Total Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predevelopment Program Fund</td>
</tr>
<tr>
<td>Affordable Housing Funds</td>
</tr>
<tr>
<td>Federal, State, or Local Tax Credit</td>
</tr>
</tbody>
</table>

Or Tax Concessions

**Equity**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount: $________</th>
<th>Committed (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Loans**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount: $________</th>
<th>Committed (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Financing Sources $________________
➢ Provide a copy of relocation plan for rehabilitation projects only (Attachment H).

➢ Describe the status of any uncommitted financing listed above (Attachment J).

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

➢ VI. Management: Describe your management plan for the project in Attachment K), including the following information:

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

  Is the applicant actively involved in the rehabilitation or management of supportive housing for veterans, homeless, elderly and/or disabled families? 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 supportive housing as mentioned above.

  ➢ 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)

  ➢ Provide names and experience of senior management, board members, and project partners.
Attachments List

Please indicate by a ✓ check 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 III of the Application:
  - Description of ownership.
  - Physical description of project and, if applicable, rehabilitation.
  - Describe amenities and support services .
- **Attachment D.** Evidence of site control (Required for all)
- **Attachment E.** Appraisal (Required for New Construction or Rehabilitation, as applicable)
- **Attachment F.** Documentation required in Section IV. (Required for all)
- **Attachment G.** Program Schedule indicating when project units will be ready for occupancy, a list of unit addresses you propose to assist with Project Base VASH vouchers, the proposed rent, what utilities are included in rent and those not included but the responsibility of the tenant.– (Required for all).
- **Attachment H.** Relocation plan (Required for rehabilitation)
- **Attachment I.** Spreadsheet showing development costs; complete financing sources & funds on Page 2, requested, if not completed in Section VII. (Required for rehabilitation)
- **Attachment J.** Description of status of any uncommitted financing (Required for new construction and/or rehabilitation)
- **Attachment K.** Management Plan (Required for all).
Attachment H  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. 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