

Yolo County Housing

PROJECT-BASED VOUCHER PROGRAM (HUD-VASH)

REQUEST FOR PROPOSALS (RFP)

ISSUED MARCH 12, 2014

SUBMITTAL DEADLINE: FRIDAY APRIL 10, 2014

Yolo County Housing

Project-Based HUD-VASH Voucher Program
REQUEST FOR PROPOSALS (RFP)
INSTRUCTIONS

1. INTRODUCTION

The Yolo County Housing (YCH), a Public Housing Agency, invites property owners with eligible units in the County of Yolo to submit a written proposal demonstrating their project eligibility, qualifications and interest in securing Project Based Vouchers (PBV) that will serve homeless Veterans. On February 4, 2014 HUD issued a Notice of Funding Availability (NOFA) to competitively award project-based Veterans Affairs Supportive Housing (VASH) vouchers to Public Housing Agencies who administer the VASH program in partnership with their local VA Medical Center. PBV assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program. Project Based VASH vouchers are designated specifically for homeless Veterans to access affordable housing with an array of supportive services. In this RFP, YCH seeks proposals from owners/developers who will commit at least 10 and not more than 25 units of housing that will receive assistance through project based VASH vouchers.

Conditioned upon and subject to the YCH's successful award of project based VASH funding, pursuant to the NOFA (due to HUD on May 5, 2014), the YCH will offer owners of selected quality affordable housing an allocation of vouchers that can be attached to designated units of their rental housing. Owners will gain the benefit of a multi-year contract with YCH ensuring a Section 8 approved rent for their properties for an extended period. Eligible veterans and their families who are extremely low-income (households at 50% Area Median Income or below) will gain the benefit of quality affordable housing combined with VA sponsored supportive services.

The Project-Based Voucher (PBV) Program regulations are set forth in the Code of Federal Regulations, Title 24, Part 983. A copy of these regulations is available via the following website at www.ecfr.gov.

PLEASE REVIEW THESE INSTRUCTIONS AND REVIEW AND COMPLETE THE APPLICATION FORM. If you have any questions about the PBV Program or this Request for Proposals (RFP), please contact Marianne Krager, Director of Operations at (530) 669-2247 or email your request to mkrager@ych.ca.gov.

2. HOUSING AUTHORITY PROFILE

Yolo County Housing (YCH) - Est. 1950

YCH has provided high quality, stable and sustainable housing and supportive services to people in need for over 60 years. Governed by a Board of seven Commissioners, including two Tenant Commissioners and under the direction of Lisa A. Baker, the YCH is the first PHA to be listed in the National Climate Registry and focuses on green and sustainable operations. YCH and its allied organizations provide assistance to approximately 5,712 low and moderate income persons, not including families served through agricultural housing.

- 1,727 Housing Assistance Vouchers (ACC)
- 440 YCH Owned Units (431 LIPH)
- 47 Non-Profit Owned Units (New Hope CDC)
- 52 Non-Profit Instrumentality Tax Credit Partner Units
- 60 Tax Credit Partner Units
- 239 Agricultural Units
- 48 HUD multi-family units with a federal project-based Section 8 contract
- 96 Units of off-campus Student Oriented Cooperative Living

For more information on YCH and its rental assistance programs, please visit the Housing Authority website at www.ych.ca.gov

3. VASH PROJECT BASED VOUCHER PROGRAM OVERVIEW

A. Purpose

The purpose of the VASH PBV Program is to encourage property owners to attach PBV assistance to rental properties in order to preserve and increase the number of housing units serving homeless veterans who are low-income.

B. Funding

Funding for this PBV assistance comes from a set-aside from the Consolidated and Further Continuing Appropriations Act, 2013 (Public Law 113-6) enacted March 26, 2013 that provided \$75 million dollars of funding for HUD-VASH vouchers as authorized under section 8 (o)(19) of the United States Housing Act of 1937.

C. Description of PBV Program

Under this PBV Program, YCH will provide assistance to an existing, rehabilitated or new construction housing development (as defined by HUD pursuant to the PBV program regulations in 24 CFR Part 983) willing to designate a portion of their units to homeless veterans. For the purpose of this PBV program HUD will award points for the following types of PBV eligible housing developments as follows:

1. Existing housing that will be ready for occupancy within 60 days of selection date for PBV's under the HUD published notice on February 4, 2014. To qualify as existing housing under this category projects must be ready for occupancy by October 2, 2014. HUD will award the maximum amount of points under the "project readiness" category to projects that meet this timeline.
2. Newly constructed or rehabilitated units that will execute an agreement to enter into housing assistance payments and start construction within 6 months of selection date for PBVs under the HUD published notice. Construction must begin by February 3, 2015. HUD will award 50% of the points under the "project readiness" category to projects that meet this timeline.
3. Newly constructed or rehabilitated units that will execute an agreement to enter into housing assistance payments and start construction within 12 months of selection date for PBVs under the HUD published notice. Construction must begin by August 3, 2015. HUD will award 5 out of 30 points under the "project readiness" category to projects that meet this timeline.

HUD-established Housing Quality Standards (HQS) specifications are described in the Code of Federal Regulations, Chapter 24, Section 982.401. All PBV assisted units must meet HQS and other requirements before rental assistance can commence.

Upon satisfactory completion of a successful Housing Quality Standards inspection, YCH and the property owner will enter into a Housing Assistance Payments (HAP) contract for specified units, for a term of 10 years. The HAP contract establishes the initial rents for the units and describes the responsibilities of YCH and the property owner. Rental assistance (which is based on each household's income) is provided while the units are occupied by eligible homeless veterans referred to YCH by the Mather VA and McClellan Clinic. HAP contract renewal after the initial term may occur at the sole option of the YCH for such period (not exceeding 10 years) as the YCH determines appropriate to expand housing opportunities and to achieve long-term affordability of the assisted housing. All HAP contracts and subsequent renewals are contingent upon the future availability of appropriated HUD Funds for the VASH Program.

D. Occupancy and Vacancy of PBV Units

Project-based units must be leased to families eligible for Section 8 assistance for HUD-VASH for the term of the HAP contract. Vacancies will be filled using direct referrals from the VA.

The property owner and tenant of a PBV unit must notify YCH immediately if a tenant will be moving from a PBV unit. The YCH will notify the VA of the vacancy and the VA will refer appropriately-sized households at the top of the HUD-VASH waiting list. Once a tenant is approved by the property owner, the property owner must refer the family back to YCH for final voucher eligibility. A veteran who resides in a PBV unit for a least one year may move with continued rental assistance with a HUD-VASH tenant-based voucher, if one is available. The PBV unit the family occupies must then be rented to a new eligible veteran.

E. Ineligible Units

Certain special housing types are NOT eligible for PBV assistance. These include transitional housing, owner-occupied units, shared housing, public housing, Section 202 Housing, Section 236 housing (exception made for units subsidized with Section 236 interest reduction payments) and units occupied by families who are not eligible for participation in the HUD-VASH PBV program. **Please see 24 CFR 983.53 and 24 CFR 983.54 for a complete list of ineligible properties.**

F. Rent Limits

The gross rent (including utility allowance) may not exceed 110% of Fair Market Rent (FMR) for both initial rent and annual adjustments and must be rent reasonable in relation to rents charged in the private market for comparable unassisted units.

Current Yolo County 2013 Fair Market Rents and Payment Standards for determining rents are:

Unit Size (Number of Bedrooms)	HUD's 2011 Fair Market Rent for Yolo County	YCH's Payment Standard Effective December 1, 2013
0	757	682
1	817	736
2	1104	994
3	1627	1465
4	1898	1709

Projects utilizing Low Income Housing Tax Credits (LIHTC) have additional requirements for calculating rent amounts; however, projects eligible under the RFP must comply with conditions that allow the rent to be calculated in accordance with the paragraph above.

G. Federal Requirements

Certain other Federal requirements also apply to PBV assistance, including, but not limited to:

1. Fair Housing. Nondiscrimination and equal opportunity. See 24 CFR 5.105(a), 24 CFR 983.8 and section 504 of the Rehabilitation Act.
2. Environmental Review. See 24 CFR parts 50 and 58 and 24 CFR Section 983.58
3. Debarment. Prohibition on use of debarred, suspended, or ineligible contractors. See 24 CFR 5.105(c) and 2 CFR Part 2424.
4. Labor Standards. Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 29 CFR part 5, and other federal laws and regulations pertaining to labor standards applicable to an Agreement to enter into HAP contract covering nine or more assisted units.

5. Uniform Relocation Act. A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and rental Property Acquisition Policies Act of 1970 (URA) Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24. See 24 CFR Section 983.7.
6. See 24 CFR Section 983.4 for a comprehensive list of applicable Federal requirements.

4. OFFER OF PROJECT BASED VOUCHERS

A. Number of PBV Units Available

If YCH is awarded VASH PBV vouchers through the competitive selection process as outlined in PIH Notice 2014-03, YCH will provide the maximum number of vouchers awarded to YCH to the owner/developer selected in outcome of this RFP. Owner/developers responding to this RFP must apply for a minimum of 10 PBV vouchers and a maximum of 25 PBV.

B. Definition of “Homeless Veterans”

For purpose of this RFP a homeless veteran household means a homeless individual who is a U.S. military veteran or a homeless family who is headed by a U.S. military veteran and is referred to YCH by the Mather VA and McClellan Clinic.

C. Project Eligibility

In order to be considered under this RFP, all projects submitted must meet the conditions stated below:

1. Proposed project must be located in the County of Yolo.
2. Proposed project must request between 10 to 25 units.
3. Proposed project must be an existing project, a planned new construction project or an existing project in need of major rehabilitation (see definitions in sections 3.C, VASH Project Based Voucher Program Overview of this RFP).
4. Proposed existing projects must be ready for occupancy by October 2, 2014.
5. Construction or rehabilitation for the proposed project must not have started at a time of selection for PBV (and cannot start until all post-award conditions are met and an Agreement to enter into a HAP contract is signed).
6. Proposed project must be located in a census tract with a poverty rate of no more than 20%. An exception to this requirement is possible if certain other conditions exist, i.e., there has been an overall decline in poverty rate over the past five years; the area is undergoing significant revitalization; new market rate units are being developed that would positively impact the poverty rate; and other conditions. Poverty rate, minority

concentration and other characteristics of the neighborhood and census tract where the project is/will be located may apply. (See 24 CFR Section 983.57 Site Selection Standards.)

7. Applicant must have site control or evidence to indicate that the needed approval/documentation for site control is likely to be obtained and will not delay the project.
8. Applicant must provide 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.
9. Owner/developer will dedicate all units awarded PBV under this RFP to serving homeless veteran populations (see definitions of "homeless veteran" households in Section 4.B., above).
10. Applicant must have completed and submitted to Marianne Krager at the address listed in Section 5.C below a proposal conforming to the PBV application attached hereto as "Exhibit "B" and incorporated herein by this reference.

OTHER REQUIREMENTS

1. Before executing an Agreement with any selected owner, YCH will:
 - a. Establish rents in accordance with §983.12. For any YCH- owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
 - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
 - c. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the YCH's approved unit selection policy.

APPLICATION CONTENT

Applications submitted must have the following:

- 1) Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. The cover letter should state the number of PBV units requested; the total number of units in the development along with number of buildings and the type of resident population.

- 2) A cover sheet that outlines the following:
 - Name of organization
 - Mailing address
 - Telephone numbers, fax numbers and e-mail addresses
 - Principal contact person
 - Executive Officer
 - DBE/MBE/WBE designation if applicable
 - Number of years in business
 - Number of years of ownership of the development

- 3) Copies of most recent single audit, audited 990's or financial statements of the organization

- 4) Project application. Applications for PBV assistance must provide information on the following topics:
 - Owner name
 - Number of buildings
 - Number and size of units
 - Quality and location of units
 - Other forms of assistance received
 - Requested contract term
 - Handicapped accessibility features
 - Owner experience with rental housing
 - Unit and neighborhood amenities
 - Intended resident population
 - Tenant selection criteria and plan
 - Rent and occupancy status
 - Affordability restrictions
 - Need for PBV assistance
 - Management and maintenance information
 - Service providers, if applicable

5. APPLICATION PROCESSING

A. Limit on Number of Projects

Applicants are not limited on the number of projects they may submit for consideration under this RFP. However, each application must be for a single project. For each project submitted, the applicant must provide the number of PBV units requested and breakdown of unit size, including the breakdown of any accessible units by size. The YCH may only submit one project application to HUD.

B. Organization of Submitted Materials

One original and one copy of owner applications must be submitted in the format designated by YCH. Where possible, copies should be submitted as two-sided copies in order to conserve paper. The application packet must substantially conform to the PBV application attached hereto as "Exhibit B".

C. Submittal Deadline

YCH must receive proposals by 5pm, Thursday, April 10th, 2014. Proposals may be submitted by mail or hand delivered to: Marianne Krager, Director of Operations, **Yolo County Housing, 147 W. Main Street, Woodland, CA 95695**. YCH will date and time stamp all applications upon receipt.

Proposals submitted after the deadline indicated above will not be accepted. Delays in mail service or other methods of delivery will not excuse a late proposal delivery.

D. Proposal Review

The PBV Selection Panel appointed by YCH's Chief Executive Officer will review, evaluate, rank, and select the applications according to the scoring criteria outlined in the RFP, YCH policy, and program regulations.

E. PBV Voucher Award

Proposals that meet the program requirements outlined in section 4C will be evaluated and ranked according to the rating & selection factors described in section 6 of this RFP. A ranking list will be prepared according to points awarded to each proposal. The application scoring the highest points will be conditionally awarded project-based vouchers up to the amount requested and in accordance with the specified limits. (Final notification of award is contingent upon and subject to HUD notification that YCH was selected to receive an allocation of VASH PBV vouchers pursuant to PIH Notice 2014-03.)

YCH may, at its discretion, select none of the proposals submitted. YCH reserves the right to postpone or cancel the final award of the proposals at its convenience.

F. Post Award Conditions

For the selected project(s), the following items must be completed before YCH and the property owner can execute an Agreement to enter into Housing Assistance Payments (HAP) or Housing Assistance Payments (HAP) contracts.

1. **Site and Neighborhood Review.** Before entering into a HAP contract, YCH will conduct an inspection of the proposed PBV site and units pursuant to 24 CFR Section 983.103. Site selection standards include but are not limited to, 1) An assessment of the physical attributes and appropriateness of the site for the proposed units; and 2) An assessment of whether the project is consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities as stated in YCH's Administrative Plan. Owners/developers may be asked to submit additional information to help facilitate this site review.
2. **Environmental Review.** PBV activities are subject to HUD environmental regulations in 24 CFR parts 50 and 58. YCH must obtain documentation of environmental clearance from the Responsible Entity who conducted or approved the environmental review (24 CFR Section 983.58).
3. **Determination of initial contract rent.** YCH will determine the amount of initial rent to owner according to 24 CFR Section 983.303, paragraph (c). If the project is an YCH- affiliated property, the rent will be determined by an independent agency.
4. **Subsidy layering review.** New construction PBV projects or existing PBV projects in need of rehabilitation that utilize tax credits or other governmental housing assistance from federal, state, or local agencies are subject to a subsidy layering review (24 CFR Section 983.55) to prevent excessive public assistance for the project. Owners/developers will be required to submit a list of documents to YCH which will then be submitted to HUD or CTCAC for the review. It is the sole responsibility of the applicant to ensure that they are in compliance with any subsidy layering requirements imposed upon the project from previous funding sources.
5. All other reviews required pursuant to PBV regulations set forth in 24 CFR Part 983.

G. Incomplete and Non-Responsive/Non-Compliant Applications

Supportive Documents: By signing the PBV application attached hereto as Exhibit "B", the applicant is adhering that they agree to provide any documentation requested by the YCH upon notification of awards of PBVs to ensure compliance with HUD requirements. Applicants may be asked to submit additional information to help facilitate the proposal review.

If YCH finds that an application is found to be non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD PBV program regulations, it will be rejected and returned to the applicant with notification stating the reason for rejection. YCH reserves the right to reject applicants at any time for misinformation, errors, or omissions of any kind, no matter how far they have been processed.

H. Withdrawal of Proposal

Applicants may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to Marianne Krager to the address or email listed in section 5.C above for proposal submittal. Proposals can be re-submitted before the RFP submittal deadline but cannot be re-submitted after the deadline.

I. Tied Proposals

In the case of a tie score between two or more applications, the following factor will be considered to determine the application to be scored highest: The applicant with the greatest number of project based units.

J. Proposal Cost

All costs incurred in the preparation and presentation of the proposal shall be completely absorbed by the applicant. All documents submitted as part of the proposal will become property of YCH. Any material submitted that is confidential must be clearly marked as such.

K. Affirmative Action

YCH is an Equal Opportunity Business Enterprise which promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, disability, age or sexual orientation.

YCH encourages minority, small, women, or disabled-owned business enterprises to respond to this solicitation

L. Proposal Protest

Any prospective or actual proposer, who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. To be eligible to file a protest with the YCH pertaining to an RFP or contract, the alleged aggrieved protestant must have been involved in the RFP process in some manner as a prospective proposer (i.e. downloaded and received the RFP documents) when the alleged situation occurred. The alleged aggrieved protestant must file, in writing, to YCH the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by YCH or condition is being protested as inequitable, making, where appropriate specific reference to the RFP documents issued and including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve YCH from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. The YCH has no obligation to consider a protest filed by any party that does not meet these criteria. Any protest against a solicitation must be received before the due date for the receipt of proposals, and any protest against the award of a contract must be received within ten (10) days after the proposer receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals shall be marked as follows and sent to the address listed below:

**APPEAL OF REQUEST FOR PROPOSALS (RFP)
Project-Based HUD-VASH Voucher
Program Attn: Marianne Krager
147 W. Main Street
Woodland, CA 95695**

6. HACR'S RESERVATION OF RIGHTS

- 1.1 Right to Reject, Waive, or Terminate the RFP.** The YCH 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, if deemed by the YCH to be in its best interests. In no event shall YCH have any liability for a cancellation. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- 1.2 Right to Not Award.** The YCH reserves the right not to award a contract pursuant to this RFP.
- 1.3 Right to Terminate.** The YCH reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 5 days written notice to the successful proposer(s).
- 1.4 Right to Determine Financial Responsibility and Viability.** The YCH reserves the right to require of proposer information regarding financial responsibility and viability or such other information as the YCH determines is necessary to ascertain whether a proposal is in fact the most responsive and responsible proposal submitted.
- 1.5 Right to Retain Proposals.** The YCH reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the YCH Contracting Officer (CO).
- 1.6 Right to Add Terms and Conditions.** The YCH reserves the right to add terms and conditions to the RFP and Contract. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.
- 1.7 Right to Reject Any Proposal.** The YCH reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** The YCH shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 Right to Prohibit.** The YCH shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

7. SELECTION CRITERIA

The selection criteria set forth in Exhibit “A” to this document, incorporated herein by this reference, will be used by YCH to rank and select applications for this PBV Program RFP. Each criterion is comprised of several components with an associated point value. The total points awarded to an application will be the aggregate of the component subtotals for each factor. This selection provides both a summary and details of the factors and point values.

EXHIBIT “A”

Summary of Factors and Points

Criterion	Points
<p>Project Readiness-Projects will be evaluated based on the readiness for occupancy or construction start date as listed below: Existing housing that will be ready for occupancy on or before October 2, 2014 (30 points) Newly constructed or rehabilitated units that will execute an agreement to enter into housing assistance payments and start construction on or before February 3, 2015 (15 points) Newly constructed or rehabilitated units that will execute an agreement to enter into housing assistance payments and start construction on or before August 3, 2015 (5 points)</p>	20
<p>Enhanced Use Lease Program (EUL)-Projects will be evaluated based on utilization of the EUL program. Project is being developed in coordination with the EUL Program (25 points) The project is not associated with the EUL Program (0 points) Further information regarding the EUL program can be found via the following website: http://www.va.gov/assetmanagement/</p>	25
Term of Contract Requested	10
Unit and Development Amenities	10
Ownership/Management Experience	10
Public Purpose	10
<p>Application Completeness-Additional points will be awarded to applications that have answered questions five through seven on the application pertaining to the threshold requirements in the HUD published Notice of Funding Availability on February 4, 2014 Applicant answered all questions in their entirety (25 points) Applicant failed to answer all questions or failed to provide complete answers (0 points)</p>	15
Total points possible	100
Tie Breaker -In the event of a tie breaker the proposal selected will be the one with the greatest number of project based units.	

EXHIBIT "A" (Continued)

**Please be advised that pursuant to the HUD published Notice of Funding Availability on February 4, 2014 a Relative Need category was established. Selected proposals will be rated by HUD and the VA based on an analysis of homeless veteran data, provided by local Continuums of Care and VA Medical Centers in the geographic area of the PBV project. Level of need will be determined by the number of homeless veterans, with an emphasis on chronically homeless veterans, in the project's geographic area and the number of permanent supportive housing resources in the area available to address the need. HUD and the VA will then divide the applications into three levels of need, very high need, high need and medium need.

EXHIBIT "B"

Yolo County Housing

Project Based Vouchers Application Form

This application is solely for applicants responding to the Yolo County Housing (YCH) published RFP on March 12, 2014. All questions within the application must be answered. If any questions are left blank the application will be considered deficient and ineligible to compete in the RFP process. One original and one copy of owner applications must be submitted in the format designated by YCH. Where possible, copies should be submitted as two-sided copies in order to conserve paper, no later than 5:00 p.m. on Thursday, April 10, 2014 to the following address:

Yolo County Housing
Attention: Marianne Krager
147 W. Main Street
Woodland, CA 95695

Questions may be answered on a separate sheet of paper as long as each question is numbered in consistency with the application.

1. Contact Information

Name of Owner:

Address:

Phone #:

E-mail

Contact Person:

- 2. Project Readiness (20 points)**-Use this section to indicate when the project will be ready for full utilization based on the number of VASH-Project Based Vouchers requested. Provide a detailed time-line that indicates all necessary actions for project to meet the readiness date.

3. **Enhanced Use Lease Program (25 points)**-If this project is being utilized for the EUL program applicant must submit certification from the Veteran's Service Provider verifying that project does qualify for the EUL program.
4. **Term of Contract Requested (10)** – If a contract for less than 10 years is requested 0 points will be awarded
5. **Unit and Development Amenities (10)**
6. **Ownership/Management Experience (10)**
7. **Public Purpose (10)**
8. **Application Completeness (15)**

An additional 25 points will be awarded for projects that answer the following questions in their entirety.

5. **Project Description**-Provide an in depth description of the project including the following information:
 - address of project or Assessor Parcel Number
 - location of project by census tract
 - the total number of buildings in community
 - total number of units by bedroom size in each building
 - number and bedroom sizes of HUD-VASH units in each building
 - new construction or rehabilitation, provide sketches of the proposed unit plans, and provide a detailed description including amenities and services. For Rehabilitation, the description must describe the property as is, and must also describe the proposed rehabilitation.
 - Owner/applicants experience in managing affordable housing units
 - Owner/applicants plan for managing and maintaining the units
 - for existing units the number of person's to be displaced, temporarily relocated or moved permanently within the building or complex, the estimated cost of relocation payments and services, and the organization(s) that will carry out the relocation activities
 - a description of any supportive services available to residents in the community
 - the proposed contract rent for each unit size
6. **Project Accessibility**-The application must include a statement indicating the project's accessibility to transit, the VA Medical Center or VA Community-Based Outpatient Clinic (CBOC), employment opportunities, and to key neighborhood assets (which must be identified), such as quality grocery stores, banks, libraries, and parks and recreational facilities. Applicant must include transit options for the immediate area, such as rails, bus, ride/bike share etc., and may include scoring indices for neighborhoods, such as Walk Score (<http://www.walkscore.com>).

- 7. Deconcentration of Poverty**-The applicant must include an explanation of how the project is consistent with the goal of deconcentrating poverty and expanding housing opportunities by explaining how the project area offers high quality housing, education and employment opportunities. All projects must be located in area where the poverty rate is less than 20%. If the poverty rate is not less than 20%, the applicant must demonstrate in the past five years there has been an overall decline in the poverty rate.