

**REQUEST FOR PROPOSALS TO USE PROJECT BASED VOUCHERS (PBVs) TO ASSIST
WITH THE CREATION OF AFFORDABLE HOUSING WITHIN THE CITY OF SAN
BUENAVENTURA.**

**The Housing Authority of the City of San Buenaventura is accepting proposals for Project Based Vouchers from
owners, developers, for profit and nonprofit organizations.**

**All proposals submitted in response to this solicitation must conform to all the requirements and
specifications outlined within this document and any designated attachments in their entirety.**

All Proposals must be submitted electronically in PDF format to
pbvrfp@hacityventura.org **AND** a copy in a flash drive mailed to:

Housing Authority of the City of San Buenaventura,
11122 Snapdragon Street Suite 100,
Ventura, CA 93004.
Attention: Diane V. Lopez

Paper copies or faxed submissions will not be considered.

**Due Date: Thursday, April 6, 2023, no later than 4 p.m. Pacific Standard Time in accordance with the submission
instructions included within this Request for Proposals.**

**RFP packages can be obtained online at www.hacityventura.org or
requested via email to dlopez@hacityventura.org**

Introduction

The Housing Authority of the City of San Buenaventura (HACSB) operates the HACSB Housing Choice Voucher Program (HCV), funded by the US Department of Housing and Urban Development (HUD). The purpose of the HCV program is to provide rental assistance to homeless, chronically homeless and/or those at risk of homelessness as well as to extremely low and very low-income households enabling them to rent decent, safe, and affordable housing.

The HACSB HCV program receives roughly \$18.5 million dollars in funding on an annual basis through HUD and has an allocation of 1897 Housing Choice Vouchers (HCV).

PURPOSE AND ELIGIBLE ACTIVITIES

This RFP solicits the participation of owners who request Project Based Voucher assistance for either existing housing or rehabilitated housing developed under and in accordance with an Agreement. The Housing Authority of the City of San Buenaventura (HACSB) is making available up to 31 PROJECT BASED VOUCHERS. In contrast to the tenant-based voucher, a Project Based Voucher remains connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract. Project-Based Vouchers may be awarded to multiple applicants up to the maximum number available.

HACSB reserves the right to award all, a portion, or none of the vouchers for which an application is submitted. All projects must be within the city limits of Ventura.

This RFP is specifically for projects dedicated to permanent supportive housing for people who meet the definition of "homeless" as defined below. PBV awards will be contingent upon the project receiving the funding the applicant had identified in the application materials as necessary to place the project in service.

The Project

HACSB is committed to housing homeless families and individuals and connecting them to services designed to help them stabilize their housing. This Request for Proposals (RFP) targets the creation of housing for homeless families or individuals, through either "existing housing" or "rehabilitated housing" as both those terms are defined under 24 CFR 983.3 (b). HACSB will prioritize submitted applications that will be for HOMELESS individuals, as defined below, by applicants with a demonstrated relationship with service providers and a coordination plan for the provision of case management and other supportive services. A signed letter from the service provider or proof of self-sustaining services at the property are a required part of the application seeking priority.

Proposed projects must meet all the criteria outlined in the HACSB Section 8 Administrative Plan; the plan is available upon request or at this link.¹

The definition of "homeless" is as follows:

- 1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter, or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- 2) Individuals and families who will imminently lose their primary nighttime residence; or
- 3) Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

¹ https://hacityventura.org/housing/section_8_voucher/index.php

The existing housing or rehabilitation project must be on one site, not located at scattered sites.

Applying organizations should be aware of the following conditions:

1. All required land use approvals must be obtained prior to award. Any award of vouchers is contingent upon receiving all required land use approvals.
2. The Project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations and notices.

For more information see 24 CFR Part 983; see also the link below.²

3. If a project is anticipated to utilize other public sources of financial support, it may be subject to a HUD subsidy layering review in accordance with HUD subsidy layering regulations (24 CFR 4.13) to prevent excess subsidy. **Applicants whose proposed financing includes application for Low Income Housing Tax Credits will be expected to request SLR determinations from the Tax Credit Allocating Committee on HACSB's behalf if awarded.**
4. The housing project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
5. Rehabilitation may involve application of the Federal Davis-Bacon construction wage guidelines. Rehabilitation costs may be higher if Davis-Bacon applies. Applicant is solely responsible for complying with Davis-Bacon and is advised to seek guidance on this subject prior to commencement of any rehabilitation efforts.
6. **An Environmental Review and/or Assessment will be required in accordance with HUD regulations at 24 C.F.R. Part 58.** If an Assessment is required, the HACSB will select an appropriate contractor to complete the review at the expense of the applicant.
7. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of Rehabilitation.
8. **Execution of an Agreement to enter a Housing Assistance Payments Contract (AHAP) is contingent upon completion of the above requirements, particularly Subsidy Layering Review and Part 58 Environmental Clearance.**
9. **If a project is requesting assistance for more than 25 percent of the number of dwelling units (assisted or unassisted) in the project, applicants must describe how these units meet the definition of "excepted units" in accordance with 24 C.F.R. 983.56.**

² https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project

ELIGIBLE APPLICANTS

Owners, Developers, for Profit, or Non-profit 501(c) (3) housing development organizations that currently either a) operate “existing housing” units or b) are planning to supply “rehabilitated housing”³, either of which that will serve homeless families and individuals with permanent housing with ongoing supportive services within the city limits of the City of San Buenaventura, California.

- Projects must meet all PBV program requirements and income limits. See chart below.
Projects applying for Project Based Vouchers: Program beneficiaries’ referrals must be made directly from an agency that will provide ongoing supportive services.

| Ventura County Income Limits 2022 | Number of Person in Household: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----------------------------------|--------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Extremely Low Income (30% AMI) | 26350 | 30100 | 33850 | 37600 | 40650 | 43650 | 46650 | 49650 |
| | Very Low Income (50% AMI) | 43900 | 50200 | 56450 | 62700 | 67750 | 72750 | 77750 | 82800 |

The following housing types are not eligible for PBV awards under this RFP:

- (a) Shared housing;
- (b) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- (c) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, PBV assistance may be provided 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;
- (d) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- (e) Manufactured homes;
- (f) Cooperative housing;
- (g) Transitional Housing;
- (h) High-rise elevator project for families with children.
- (i) Units occupied by an owner of the housing.
- (j) Units occupied by a family ineligible for participation in the PBV program.

In addition, PBV assistance will not be provided to:

- (a) A public housing dwelling unit;
- (b) A unit subsidized with any other form of Section 8 assistance (tenant-based or project-based);
- (c) A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent);
- (d) A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- (e) A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1).
- (f) A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program).
- (g) A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
- (h) Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
- (i) Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- (j) A Section 101 rent supplement project (12 U.S.C. 1701s);
- (k) A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (e.g., a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 et seq.);
- (l) A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by the HACSB in accordance with HUD requirements. For this purpose, “housing subsidy” does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).

³ See 24 CFR 983.3(b) for definitions

REQUIREMENTS FOR ORGANIZATIONS RECEIVING PROJECT-BASED VOUCHERS FROM HACSB AND HUD

The organization must be incorporated in California. Non-profit organizations must have received a 501(c) (3) tax-exempt organization determination.

1. The organization **must have a board of directors** (or a similar oversight body) that hires the executive director or equivalent and sets policy and financial guidelines.
2. The organization **must have policies and procedures** including admission policies, rules for resident behavior, procedures for involuntary discharge and a grievance procedure.
3. The organization must be **annually audited by a certified public accounting firm** and the results must be provided to the HACSB. **The most recent audit must be part of a submission to this RFP.**
4. The **organization must have in place the following insurance which shall be written by companies authorized to do business in the State of California and acceptable to the HACSB.** Binders will be required before completion of contract:
 - a. Comprehensive general liability insurance at limits not less than one million dollars (\$1,000,000.00) combined single limits
 - b. Commercial general liability insurance including contractual liability coverages in the amount not less than one million dollars (\$1,000,000.00) combined single limits
 - c. Employees dishonesty bond at limits not less than one million dollars (\$1,000,000.00)
 - d. Workers Compensation Insurance
5. The organization must comply with all the laws and regulations of the State of California, including but not limited to laws involving the use, maintenance, and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance.
6. The organization must not be involved in any current litigation or contractual dispute.
7. The organization must designate a point of contact for HACSB.
8. The organization must provide HACSB, HUD, and their agents reports, financial and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations.
9. The organization must provide full and clear recognition of the HACSB's contribution in its publications, fund raising documents and other materials that are used to seek funding or promote the organization.
10. **Organizations must be able to enter into an Agreement for Housing Assistance Payment (AHAP) contract and start the project for which PBV's have been requested no later than 12 months after the announcement of award of PBV's or HACSB reserves the right withdraw the award.**

PROPOSAL INSTRUCTIONS

All proposals must include:

- All requirements under the five tabs as described in "Format of Proposal Response"
- A minimum of two (2) years of financial statements
- A Copy of the most recent audit.
- Completed HACSB PBV Application Cover Sheet

Respondents must submit their proposal **by Thursday, April 6, 2023 no later than 4:00 P.M. Pacific Standard Time.**

All Proposals must be submitted electronically in PDF format to pbvrfp@hacityventura.org AND a copy in a flash drive mailed to:

Housing Authority of the City of San Buenaventura,
11122 Snapdragon Street Suite 100,
Ventura, CA 93004

Attention: Diane V. Lopez, Deputy Director, Assisted Housing

Paper Copies or faxed proposals will neither be accepted nor considered. It is the respondent's responsibility to ensure that they can transmit the file. HACSB will not be responsible for late submissions due to file size and/or connectivity issues.

PLEASE NOTE THE FOLLOWING:

* The HACSB's office is closed on Fridays *

Format of Proposal Response

Tab 1 – Owner Experience (Pass/Fail)

HACSB will evaluate the relevant previous experience and qualifications of the Owner in owning/developing multifamily real estate. The proposed Owner (individual, corporation, or in the case of a limited partnership, the general partner(s) of the Ownership entity) must demonstrate prior ownership experience in multi-family rental housing projects.

List and briefly describe 3 projects within the last 10 years that exhibit the Owner’s experience in multi-family real estate, focusing on the experience most relevant to this RFP. For each project, provide the following information:

1. Project Name and location
2. Brief description of the project (include all financing sources and amounts)
3. Owner Entity or Developer Team members
4. Dates during which services were performed
5. Describe the services performed and your firm’s role
6. Brief description of community
 - a. Population type and income levels served
 - b. Type of local/state/federal funding or rental assistance (if applicable)
 - c. Physical description (number of units, number of buildings/stories, square footage, site acreage)

Also provide the following:

- Identify the Respondent’s ownership status as a for-profit or nonprofit Owner. Provide a complete disclosure of all entities and individuals comprising the Owner.
- Provide complete organizational charts that clearly show all principals of the Owner. (Any change to the Respondent’s Owner status after the submission of the Project Proposal must be provided to the HACSB prior to award and after any award; inaccurate organizational charts will be cause to terminate an award.
- Provide a summary list of the Owner’s current portfolio of properties.
- Indicate whether the Owner has ever experienced a foreclosure or bankruptcy.
- If the Owner or Management Team has previous experience with the low-income housing tax credit program, or HUD or other federal or state programs, submit past two years audits and describe any unresolved audit findings.

The minimum qualifications to receive a passing evaluation are:

- A complete disclosure of ownership status and organizational structure.
- Owner has demonstrated at least three continuous years of prior ownership experience in at least three multi-family rental housing projects of similar size (number of dwelling units) to the proposed project.
- Owner has not experienced a foreclosure or bankruptcy in the last three years.
- Owner or Management Team does not have any unresolved compliance agency audit findings.

TAB 2 - Management Team (Pass/Fail)

Respondent must demonstrate the experience and capabilities of the Management Team in managing affordable multi-family rental properties. List and briefly describe 3 projects within the last 5 years that exhibit the Management Team’s experience in multi-family real estate. Prior extensive experience of the applicant in developing and managing similar residential housing with project-based voucher subsidies and demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal.

Submit a proposed management plan that will be evaluated on the basis of its completeness, sound policies and procedures, demonstration of coordination with the Service Provider and Owner, and demonstration that the proposed Housing Units will be managed in accordance with professional standards and approaches.

The minimum qualifications to receive a passing evaluation are:

- The proposed Management Team must demonstrate prior experience in the management of at least three affordable multi-family rental housing properties of similar size (number of dwelling units) and scope to the proposed project over the last five years.
- Have a complete management plan that demonstrates sound policies and procedures and demonstrates that the Existing Housing Units will be managed in accordance with professional standards and approaches recognized in the industry.

TAB 3 – Site Requirements (Pass/Fail)

Respondent must provide the following:

- Evidence of site control including option agreements, sales contracts or proof of current ownership.
- Documentation of zoning status.
- All Land Use approvals
- If applicable, a letter of intent to enter into an intergovernmental agreement from another housing authority who may be willing to project base their vouchers within the HACSB’s Jurisdiction.

The minimum qualifications to receive a passing evaluation are:

- Project Proposal must have at least 20 proposed PBV units.
- Property must meet Housing Quality Standards (HQS) Inspection Standards
- Evidence of site control (e.g., option agreements, sales contract, deed, etc.). Contracts must be executed prior to execution of this Agreement, including the legal description of the property and must provide legal control of the site to the proposed General Partner or proposed limited partnership. Site control must be in place through the term of the Agreement.
- All Land Use approvals
- Documentation establishing that the property is appropriately zoned or in the process of being rezoned for the intended use (include expected timing of rezoning completion).
- If applicable, letter of intent to enter an intergovernmental agreement.

TAB 4 - Financial Feasibility (Pass/Fail)

HACSB will conduct a financial review to ensure that the proposed PBV units have appropriate financing.

Respondent must provide the following:

- A 2-year operating budget and pro forma for the operation of the proposed PBV units covered by the Project Proposal
- Proof of funding sources (e.g. letters of interest or commitments) for all proposed funding sources for at least 2 years.

The minimum qualifications for a passing evaluation are:

- A determination that the Project Based Vouchers are needed and the proposed PBV units would not be receiving more subsidy than is needed to ensure feasibility
- Confirmation that the costs funded do not exceed the maximum per unit limits
- The projected cash flows provide reasonable assumptions given current economic conditions

Note: If sources and uses change prior to closing, HACSB shall perform a final review. In the event financial feasibility analysis changes throughout the commitment and is not deemed satisfactory to HACSB’s underwriting requirements, HACSB may cancel the commitment.

Tab 5 – All other certifications, completed HACSB PBV cover sheet and documentation required by this RFP

Execution of the Agreement to Enter into a Housing Assistance Contract (AHAP)

In order to finalize commitment of HACSB PBV assistance, awarded projects must submit the information needed for a Subsidy Layering Review (which includes an environmental review) to HUD, once approved the HACSB can execute an Agreement to Enter into a Housing Assistance Payment Contract (AHAP). **The AHAP must be executed before the commencement of any rehabilitation** (Construction commences when excavation or site preparation, including clearing of the land, begins for the housing). **A HUD approved HERA Section 2835 Subsidy Layering Certification from the California Tax Credit Allocation Committee; approval directly by HUD is also acceptable.**

Subsidy Layering Review Checklist for Low-Income Housing Tax Credit Projects using Section 8 Project Based Voucher (PBV)

Project Name, Location: _____

Housing Authority: _____

Narrative Description of Project, including:

- Total number of units
- Type of unit, bedroom distribution
- Portion and type of units receiving assistance, compliance with partial assistance requirements

Sources of Funds:

- Each Source Listed Separately with Details
- Principle
- Interest Rate
- Amortization Term

Uses of Funds:

- Detailed Breakdown of Project Costs, including hard and soft cost items

Commitment Letters From All Sources of Financing Disclosing Significant Terms

Tax Credit Allocation Commitment Letter from State Housing Finance Agency

- Number of Credits Reserved, or
- IRS Form 8609

Historic Tax Credits (as applicable)

- Amount of Credit

Equity Investment Commitment Letter

- Amount of Investment
- Equity Contribution Schedule showing amount and timing

Bridge Loan Details (as applicable)

Appraisal Report establishing the “as is” value of the property before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based assistance.

Operating Proforma showing projected project income, expenses and cash flow

Housing Authority Approval of PBV Assistance for Project

Standard Disclosure and Perjury Statement, Identity of Interest Statement

__Form HUD-2880

Initial Contract Rents

__Housing Authority letter confirming gross contract rents with applicable tenant utility allowances

__Form HUD-92273

Failure to execute an **AHAP within 12 months** of award, may result in HACSB may rescinding the award this commitment.

EVALUATION CRITERIA

The independent entity will evaluate and score each proposal that is submitted as a complete response. Responses may receive a maximum score of one hundred thirty(130) points subdivided as follows:

| | |
|---|---------------------------------|
| <p>TERM OF HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT REQUESTED: 20-year term HAP contract will be scored higher.</p> | <p>Maximum 15 points</p> |
| <p>SITE LOCATION: HACSB site selection criteria include sites with good access to community amenities such as parks, schools, and stores, and to transportation and employment center. Projects located East of Victoria Ave. will be scored higher.</p> | <p>Maximum 15 points</p> |
| <p>OWNER EXPERIENCE/MANAGEMENT EXPERIENCE DEVELOPMENT EXPERIENCE: Owners/developers who have finished similar projects and can show a high likelihood that the project will be completed successfully, and they have prior extensive experience in developing and managing similar residential housing with project-based voucher subsidies and demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal will be scored higher. Managers who have managed mixed financed projects successfully will be scored higher.</p> | <p>Maximum 25 points</p> |
| <p>PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION: Evidence of readiness to proceed will be considered. Renderings, floor plans, schematic site plans, scope of work or other documentation all should be submitted. Evidence that financing is in place to complete the project will also be considered in this criteria item, as will demonstration of an established strategy to meet project schedules.</p> | <p>Maximum 25 points</p> |
| <p>DESIGN/UNIT AMENITIES/PUBLIC PURPOSE: Innovative housing design, especially utilizing “green” building principles will be scored higher. Also, HACSB’s public purpose emphasizes a need for Studios and 1 bedroom.</p> | <p>Maximum 25 points</p> |
| <p>BONUS POINTS</p> | <p>Maximum 25 points</p> |
| <p>Submitted Request for Proposals (RFP) that target housing for homeless families or individuals, through either "existing housing" or “rehabilitated housing” as both those terms are defined under 24 CFR 983.3 (b). and a demonstrated relationship with the Ventura County Continuum of Care with a coordination plan for the provision of ongoing case management and other supportive services. Category of Section III involvement per pages 19-20 below.</p> | |

Upon award under this RFP but prior to initiation of new construction or substantial rehabilitation work, the HACSB shall enter into an Agreement to Enter into a Housing Assistance Payment (AHAP) with the owner. Upon completion of construction and issuance of an occupancy permit, and provided that all other requirements under

this RFP and the subsequent AHAP have been met, HACSB will enter into a Housing Assistance Payments (HAP) contract with the owner for the site selected and approved for PBV assistance. HACSB will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term.

HACSB has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by HACSB to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size. No families shall be approved whose income exceeds fifty percent (50%) of the median income for this area as determined by HUD and as adjusted by family size.

HACSB may not attach or pay PBV assistance for units for which rehabilitation has commenced after proposal submission and prior to execution of an AHAP. Rehabilitation begins with the physical commencement of rehabilitation activity on the housing.

RENT LIMITS: The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units. The gross rent (contract rent plus utility allowance) charged may not exceed the HACSB's Voucher Payment Standard as published in the HACSB Administrative Plan at the time the unit is placed in service or HUD's Fair Market Rent at that time, whichever is higher. In addition, rents must meet rent reasonableness and be reasonable in relation to rents charged in the private market for comparable unassisted units.

The following are the current Fair Market Rents effective 10-01-2022; however, these amounts are subject to change by HUD prior to the effective date of the HAP agreement. In no event will the rents exceed 110% of HUD Fair Market Rents, less utility allowances.

| HUD Published Fair Market Rents by Bedroom Size | |
|---|---|
| Bedroom Size | Fair Market Rent for Oxnard-Thousand Oaks-Ventura, CA MSA |
| 0 BR (efficiency or studio) | \$1703 |
| 1 BR | \$2001 |

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2022

Locality: **Housing Authority of the City of San Buenaventura, CA** Unit Type: **Energy Efficient Multi-Family (Apartment)**

Utility or Service: **City of Ventura**

| | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
|--|------|------|------|------|------|------|
|--|------|------|------|------|------|------|

Monthly Dollar Allowances

| Heating | | | | | | |
|-----------------------|---------|---------|---------|---------|---------|---------|
| a. Natural Gas | \$12.00 | \$14.00 | \$16.00 | \$17.00 | \$18.00 | \$20.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$11.00 | \$13.00 | \$16.00 | \$19.00 | \$22.00 | \$25.00 |
| d. Electric Heat Pump | \$9.00 | \$11.00 | \$13.00 | \$15.00 | \$16.00 | \$18.00 |
| e. Oil | | | | | | |

| Cooking | | | | | | |
|-----------------------|--------|--------|--------|---------|---------|---------|
| a. Natural Gas | \$2.00 | \$3.00 | \$5.00 | \$6.00 | \$7.00 | \$9.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$5.00 | \$6.00 | \$9.00 | \$12.00 | \$15.00 | \$17.00 |

| Other Electric & Cooling | | | | | | |
|--------------------------------------|---------|---------|---------|---------|---------|---------|
| Other Electric (Lights & Appliances) | \$20.00 | \$23.00 | \$33.00 | \$42.00 | \$51.00 | \$62.00 |
| Air Conditioning | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 |

| Water Heating | | | | | | |
|-----------------------|---------|---------|---------|---------|---------|---------|
| a. Natural Gas | \$6.00 | \$7.00 | \$9.00 | \$12.00 | \$15.00 | \$18.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$12.00 | \$14.00 | \$18.00 | \$22.00 | \$26.00 | \$30.00 |
| d. Oil | | | | | | |

| Water, Sewer, Trash Collection | | | | | | |
|---------------------------------------|---------|---------|---------|---------|---------|---------|
| Water | \$32.00 | \$35.00 | \$43.00 | \$53.00 | \$63.00 | \$74.00 |
| Sewer | \$33.00 | \$37.00 | \$44.00 | \$52.00 | \$60.00 | \$67.00 |
| Trash Collection | \$30.00 | \$30.00 | \$33.00 | \$33.00 | \$33.00 | \$33.00 |

| Tenant-supplied Appliances | | | | | | |
|-----------------------------------|---------|---------|---------|---------|---------|---------|
| Range / Microwave Tenant-supplied | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Refrigerator Tenant-supplied | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |

| Other--specify: Monthly Charges | | | | | | |
|--|--------|--------|--------|--------|--------|--------|
| Electric Charge \$0.74 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Natural Gas Charge \$4.08 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 |

| Actual Family Allowances | | Utility or Service | per month cost |
|--|--|--------------------|----------------|
| To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family Address of Unit Number of Bedrooms | | Heating | \$ |
| | | Cooking | \$ |
| | | Other Electric | \$ |
| | | Air Conditioning | \$ |
| | | Water Heating | \$ |
| | | Water | \$ |
| | | Sewer | \$ |
| | | Trash Collection | \$ |
| | | Range / Microwave | \$ |
| | | Refrigerator | \$ |
| | | Other | \$ |
| | | Other | \$ |
| | | Total | \$ |



The Nelrod Company 3/2022 Update

adapted from form HUD-52867 (7/2019)

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2022

Locality: **Housing Authority of the City of San Buenaventura, CA** Unit Type: **Multi-Family (Apartment)**

| Utility or Service: | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
|--|---------|---------|---------|---------|---------|---------|
| Monthly Dollar Allowances | | | | | | |
| Heating | | | | | | |
| a. Natural Gas | \$15.00 | \$17.00 | \$19.00 | \$20.00 | \$23.00 | \$25.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$13.00 | \$15.00 | \$19.00 | \$23.00 | \$27.00 | \$31.00 |
| d. Electric Heat Pump | \$11.00 | \$13.00 | \$16.00 | \$18.00 | \$20.00 | \$22.00 |
| e. Oil | | | | | | |
| Cooking | | | | | | |
| a. Natural Gas | \$3.00 | \$3.00 | \$6.00 | \$7.00 | \$9.00 | \$10.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$6.00 | \$8.00 | \$11.00 | \$14.00 | \$18.00 | \$21.00 |
| Other Electric & Cooling | | | | | | |
| Other Electric (Lights & Appliances) | \$24.00 | \$29.00 | \$40.00 | \$51.00 | \$64.00 | \$78.00 |
| Air Conditioning | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Water Heating | | | | | | |
| a. Natural Gas | \$7.00 | \$8.00 | \$11.00 | \$15.00 | \$18.00 | \$23.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$15.00 | \$17.00 | \$22.00 | \$27.00 | \$32.00 | \$37.00 |
| d. Oil | | | | | | |
| Water, Sewer, Trash Collection | | | | | | |
| Water | \$35.00 | \$35.00 | \$44.00 | \$54.00 | \$65.00 | \$76.00 |
| Sewer | \$36.00 | \$37.00 | \$45.00 | \$53.00 | \$61.00 | \$69.00 |
| Trash Collection | \$30.00 | \$30.00 | \$33.00 | \$33.00 | \$33.00 | \$33.00 |
| Tenant-supplied Appliances | | | | | | |
| Range / Microwave Tenant-supplied | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Refrigerator Tenant-supplied | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Other--specify: Monthly Charges | | | | | | |
| Electric Charge \$0.74 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Natural Gas Charge \$4.08 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 |

| Actual Family Allowances | Utility or Service | per month cost |
|---|--------------------|----------------|
| To be used by the family to compute allowance. Complete below for the actual unit rented. | Heating | \$ |
| | Cooking | \$ |
| | Other Electric | \$ |
| | Air Conditioning | \$ |
| | Water Heating | \$ |
| | Name of Family | Water |
| Sewer | | \$ |
| Trash Collection | | \$ |
| Range / Microwave | | \$ |
| Refrigerator | | \$ |
| Other | | \$ |
| Address of Unit | Other | \$ |
| | Total | \$ |
| Number of Bedrooms | | |



The Nelrod Company 3/2022 Update

adapted from form HUD-52887 (7/2019)

Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy): 06/01/2022

Locality: **Housing Authority of the City of San Buenaventura, CA**

Unit Type: **Single-Family (Detached House)**

| Utility or Service: | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
|---|--------------------|----------------|---------|---------|----------|----------|
| Monthly Dollar Allowances | | | | | | |
| Heating | | | | | | |
| a. Natural Gas | \$20.00 | \$25.00 | \$27.00 | \$30.00 | \$33.00 | \$35.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$27.00 | \$32.00 | \$36.00 | \$40.00 | \$44.00 | \$49.00 |
| d. Electric Heat Pump | \$16.00 | \$19.00 | \$23.00 | \$25.00 | \$28.00 | \$31.00 |
| e. Oil | | | | | | |
| Cooking | | | | | | |
| a. Natural Gas | \$3.00 | \$3.00 | \$6.00 | \$7.00 | \$9.00 | \$10.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$6.00 | \$8.00 | \$11.00 | \$14.00 | \$18.00 | \$21.00 |
| Other Electric & Cooling | | | | | | |
| Other Electric (Lights & Appliances) | \$36.00 | \$42.00 | \$59.00 | \$80.00 | \$101.00 | \$122.00 |
| Air Conditioning | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Water Heating | | | | | | |
| a. Natural Gas | \$8.00 | \$10.00 | \$15.00 | \$19.00 | \$24.00 | \$27.00 |
| b. Bottle Gas/Propane | | | | | | |
| c. Electric | \$18.00 | \$22.00 | \$28.00 | \$34.00 | \$40.00 | \$46.00 |
| d. Oil | | | | | | |
| Water, Sewer, Trash Collection | | | | | | |
| Water | \$35.00 | \$35.00 | \$44.00 | \$54.00 | \$65.00 | \$76.00 |
| Sewer | \$36.00 | \$37.00 | \$45.00 | \$53.00 | \$61.00 | \$69.00 |
| Trash Collection | \$30.00 | \$30.00 | \$33.00 | \$33.00 | \$33.00 | \$33.00 |
| Tenant-supplied Appliances | | | | | | |
| Range / Microwave Tenant-supplied | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Refrigerator Tenant-supplied | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Other--specify: Monthly Charges | | | | | | |
| Electric Charge \$0.74 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Natural Gas Charge \$4.08 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 |
| Actual Family Allowances | | | | | | |
| To be used by the family to compute allowance. Complete below for the actual unit rented. | Utility or Service | per month cost | | | | |
| | Heating | \$ | | | | |
| Name of Family | Cooking | \$ | | | | |
| | Other Electric | \$ | | | | |
| Address of Unit | Air Conditioning | \$ | | | | |
| | Water Heating | \$ | | | | |
| | Water | \$ | | | | |
| | Sewer | \$ | | | | |
| | Trash Collection | \$ | | | | |
| | Range / Microwave | \$ | | | | |
| | Refrigerator | \$ | | | | |
| Number of Bedrooms | Other | \$ | | | | |
| | Other | \$ | | | | |
| | Total | \$ | | | | |



The Nelrod Company 3/2022 Update

adapted from form HUD-52067
(7/2019)

An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by HACSB in accordance with the HAP contract.

RFP ADMINISTRATIVE TERMS AND CONDITIONS

Ownership of Documents

All documents and information generated, prepared, assembled and provided to HACSB pursuant to this RFP become the property of HACSB upon receipt. Respondents shall not copyright, or cause to be copyrighted, any portion of any document submitted to HACSB as a result of this RFP.

Public Access to Procurement Records

The laws of the State of California, including the California Public Records Act, require certain public records be made available for public inspection. Even though information (financial or other information) submitted by a Respondent may be marked as "confidential", "proprietary", etc., HACSB will make its own determination regarding what information may or may not be withheld from disclosure.

Withdrawal of Proposals

Proposals may be withdrawn by written notice received any time before contract award. Proposals may be withdrawn in person by Respondent or its authorized representative if the identity of such representative is established and a signed receipt of the withdrawn proposal is received by HACSB prior to the contract award.

Advertising

Respondent agrees not to use the fact of or the results from submission of a proposal as a part of any commercial advertising. HACSB does not permit the use of HACSB's relationship with an entity for purposes of marketing efforts, unless HACSB specifically agrees otherwise.

Funding Limitations

This procurement may be funded, in whole or in part, by grant funds provided by the U. S. Department of Housing and Urban Development ("HUD"). HACSB will not be bound to any contract if funding has been disallowed by HUD.

HACSB Authorized Procurement Authority

In accordance with HACSB's Statement of Procurement Policy, contracts shall be subject to approval by HACSB's Board of Commissioners prior to award and contract execution.

Cancellation of Solicitation

HACSB reserves the right to cancel a solicitation when it is determined to be in the best interest of HACSB to do so.

Notices

All notices, demands, requests, and claims pertaining to the award of the contract must be addressed in writing to:

**Denise M. Wise
Chief Executive Officer
11122 Snapdragon Street Suite 100
Ventura, CA 93004**

Any actual or prospective Contractor may protest the solicitation or award of a contract. All protests of the solicitation must be received five days prior to the proposal due date. All protests of the contract award must be

received within five days (i) after the basis of the protest is known or (ii) after the actual or prospective Contractor is notified of the award. All protests shall be in writing and submitted to the Contracting Officer (or designee), who shall issue a written decision on the matter. The Contracting Officer (or designee) may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

HACSB Reservation of Rights

The HACSB 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 HACSB to be in its best interests.

The HACSB reserves the right not to award a contract pursuant to this RFP.

The HACSB reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).

The HACSB reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

The HACSB 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 HACSB Contracting Officer (CO).

The HACSB reserves the right to negotiate the fees proposed by the proposed entity.

The HACSB 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.

The HACSB shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

The HACSB 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 and/or reject the Proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to PHAs, and reserves the right to reject the proposal of any firm who has previously failed to perform contracts properly.

Procurement Schedule (Note: There will not be a pre-proposal conference)

- Release/Advertisement of RFP – March 23, 2023
- Last day for Questions: - April 4, 2023, 5:00 PM
- Responses due by April 6, 2023, at 4:00 PM (**Pacific Standard Time**).
- Oral presentation may be required either in-person or by conference call.

Proposer's Responsibilities

It is the responsibility of the proposer to complete the RFP response in accordance with the terms and conditions as outlined for the response including all forms, certifications and affidavits.

It is the responsibility of the proposer to disclose any potential conflicts of interest, maintain and provide proof

of insurance and personal/business financial statements relevant to this contract.

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Contracting Officer (CO). Proposers must not make inquiry or communicate with any other HACSB staff member or official (including members of the Board of Commissioners) pertaining to this RFP, except where there is a documented relationship. Failure to abide by this requirement may be cause for the HACSB to not consider a proposal submittal received from any proposer who may has not abided by this directive.

Addenda

All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between the HACSB and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

All addenda to this solicitation will be posted on HACSB’s website. **It is the responsibility of the Respondent to monitor HACSB’s website for any addenda issued.**

Respondent is responsible for contacting their local city and county authorities (usually the Clerk of the Superior Court’s Office) and the State of California to ensure that Respondent has complied with all laws and is authorized and/or licensed to do business in California.

All applicable fees associated therewith are the responsibility of Respondent now or hereafter in effect during the contract.

Respondent and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to perform under the contract.

Cost of Proposals

All costs incurred, directly or indirectly, in response to this solicitation, including the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Respondent. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Respondent. HACSB will not provide reimbursement for such costs.

Section 3 Business (Optional Item):

If you are claiming a Section 3 preference please indicate same in your proposal and provide the Section 3 priority that you are claiming.

Priority I - Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended

Priority II - Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

Priority III - Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

Priority IV - Business concerns whose workforce include 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

Priority V - Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

Priority VI - Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

Priority VII - Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns

Housing Authority of the City of San Buenaventura (HACSB)

**Project Based Vouchers Application
COVER SHEET**

Legal Name of Organization

Tax ID Number Organization

Mailing Address

Name of contact person for this application

Title

Telephone

Email Address

Organization website address

Project Summary

Project Name

Project Address

Project Type:

Existing Housing

Substantial Rehabilitation

Estimated Date of Occupancy:

Number of Project-Based Vouchers
Requested:

Total units in
this Project:

Percent of units to be
Project-Based:

By signing this application, the following certifications are made by the applicant:

1. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105)(a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Authorized Signature: _____ **Date:** _____

Printed Name and Title: _____

I. Description of Property

1. PBV Project Name

2. Property Address and Assessor Parcel Number(s)

3. Application Category

- Existing
- Rehabilitation

4. Projected date of occupancy:

5. Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family)

6. Is this a Tax Credit property?

- Yes
- No
- Intent to Apply

7. If Yes or Intent to Apply, is property located in a Qualified Census Tract¹?

- Yes
- No

8. Census Tract of property

9. Poverty rate in Census Tract:

10. Is the project for seniors, people with disabilities or “qualifying”² households receiving supportive services? (check any or all that apply):

- Seniors
- People with disabilities
- People receiving supportive services

¹ See <http://www.huduser.org/DATASETS/qct.html>

² Please see 24 CFR §983.56(b)(B).

11. The HACSB Administrative Plan state that the number of units to be project-based may not exceed 25% of the total units in each project, except in the case of a housing project for seniors, single-family dwellings (4 units or less), or for households that are receiving supportive services. In which case up to 100% of the units in such buildings may be proposed for PBV assistance.

Does the proposed project exceed the 25% PBV limit criteria or meet one of the exceptions:

- Yes
- No

12. Property Configuration

| | 1 Br | 2 Br | 3 Br | 4 Br | 5 Br | Total |
|--|------|------|------|------|------|-------|
| Total units including non-PBV | | | | | | |
| Total fully accessible units including non-PBV units | | | | | | |
| Total PBV units | | | | | | |
| Total of fully accessible PBV units | | | | | | |
| PBV rents (Gross Rent) | | | | | | |
| Contract Rent | | | | | | |
| PHA Utility Allowance | | | | | | |
| Fair Market Rents (FMR) | | | | | | |
| 110% FMR | | | | | | |
| Tax Credit Rent, if applicable | | | | | | |

13. Complete the utility table below for the proposed PBV units.

| Utility/Service | Owner or Tenant Paid | Natural Gas | Electric |
|------------------------------|----------------------|-------------|----------|
| Heating (Specify Type) | | | |
| Cooking (Specify Type) | | | |
| Water Heating (Specify Type) | | | |
| Other Electric | | | |
| Water | | | |
| Sewer | | | |
| Trash Collection | | | |
| Other (Specify) | | | |

14. Is the property accessible for persons with disabilities?

- Yes, all units and common areas
- No, no accessibility features
- Some units (indicate number of units and identify accessible common areas)

15. Are there any non-residential units (e.g., commercial, office) on this property?

- Yes
- No

If yes, please describe:

16. List the distance (in miles) from the property to the nearest:

| Distance in miles | Service | Name or description of facility |
|-------------------|----------------------------|---------------------------------|
| | Supermarket | |
| | Shopping district | |
| | Public transportation | |
| | Health services | |
| | Educational institution | |
| | Significant employers | |
| | Other neighborhood service | |

17. Does the Project achieve any state and/or local policy objectives, including climate initiatives, transit access, social equity through affirmative marketing, and deployment of cost-effective construction?

If yes, please describe. Use additional sheets as necessary.

18. Site information:

| | |
|--|--|
| Does applicant have site control? (Attach Evidence) | |
| Current Land Use Designation | |
| Proposed Land Use Designation | |

| | | | |
|--|--|--------------|--|
| Proposed Density (units/acre) | | No. of acres | |
| Water/Sewer availability and location | | | |
| Is property subject to specific area plan? | | | |
| Is relocation of occupants necessary? | | | |
| Purchase price | | | |
| Appraised value | | | |

19. Environmental considerations Reports/Studies completed (if the reports/studies have been started please indicate where in the process the project is). Documentation must be provided

Proximity to flood plain

Indicate presence of wetlands, vernal pools, endangered plant or animal species

Other known environmental constraints

20. Affordability

Total number of units to be built: _____

Number of affordable rental units: _____

Number of affordable ownership units: _____

| | | | | |
|--------------------------------|------------|------------|----------|----------------|
| Number of units dedicated for: | | | | |
| 30% AMI | 31-50% AMI | 51-80% AMI | 80%+ AMI | Non-Restricted |
| | | | | |

| Itemization of Proposed Units: | | | | | |
|--------------------------------|---------|--------------|-----------------------|---------------|---------|
| Bedroom Size | Sq. Ft. | No. of Units | Targeted Income Level | Proposed Rent | Comment |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

II. Management Plan

Please describe the management plan for the property. Use additional sheets as necessary and/or attach relevant documentation, identifying attachments in the spaces below:

1. Property Management Agent Name:

2. Address of Property Management Agent:

3. Property Management Agent website:

4. Qualifications, including management of properties for persons with special needs (if applicable):

5. Address and description of other properties managed:

6. Personnel plan for the proposed project:

| | No. of Staff | Working Days/Hours |
|--------------------|--------------|--------------------|
| Office Staff: | _____ | _____ |
| Maintenance Staff: | _____ | _____ |

Is there a Resident Manager in addition to the above staff for after-hours emergencies?

- Yes
- No

Financial Information

7. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

8. Type of organization (corporation, partnership, etc.)

9. Tax Exempt organization

- Yes
- No

10. Will rents in the property remain affordable after the expiration of the HAP contract?

- Yes
- No

11. Has the project received funding through any competitive process by any government entity?

- Yes
- No

12. Requested HAP Contract Term:

13. Does the Owner/Developer have Quality Development Project Experience? If yes, please describe.

14. Project Cost and Financing

| Project Costs | | | | | |
|---------------|--------------------|----------------|------------|---------------|--------------------|
| Land Cost | Land Cost Per Acre | Predevelopment | Soft Costs | Hard Costs | Total Project Cost |
| | | | | | \$ |
| | | | | Cost Per Unit | \$ |

IV. CERTIFICATIONS

The Applicant certifies that:

The information submitted in this application and any supporting materials is true, accurate and complete to the best of the applicants’ knowledge.

The applicant acknowledges that any material changes to the project not disclosed to and approved by the HACSB may result in a denial or termination of the AHAP or HAP contract. Material changes include but are not limited to: changes in the project design, amenities, number and size of units; changes to the development budget; changes to the proposed rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff identified in this application or changes to other application items;

The applicant acknowledges that the information submitted as part of this application, except material considered confidential, may be made available to the public;

The applicant acknowledges that submitting an application does not promise or guarantee that the project will receive Project-Based Voucher funding;

The applicant acknowledges that any in-place existing tenants must not be displaced in order to qualify their units for Project-Based Voucher funding;

The applicant agrees to abide by all federal, state and local Fair Housing laws; and,

The applicant agrees to abide by the Project-Based Voucher program regulations found at 24 CFR 983 and the Housing Authority of the City of San Buenaventura Administrative Plan.

Applicant Representative(s)

Name

Title Signature Date
