

# Oxnard Housing Authority



435 South D Street, Oxnard, CA 93030

[www.oxnardhousing.us](http://www.oxnardhousing.us) • Voice: (805) 385-8041 • Fax (805) 385-7969

February 24, 2014

To: Owners/ Developers wishing to apply for Section 8 Project-Based Vouchers (PBV) via the Oxnard Housing Authority (OHA) February 2014 Request for Proposals (RFP)

From: Ruth Johnson Hopkins, Management Analyst

Dear Proposer(s):

Thank you for your interest in participating in OHA's Project-Based Voucher program.

Before beginning work on your proposal, please contact me to inform me about the project for which you are applying, if you haven't already done so. We are interested in knowing approximately how many applications to expect as well as confirm that your project is eligible for the program.

In effort to streamline the process and provide answers to your questions, the OHA will be conducting a **MANDATORY Pre-Proposal Meeting** on Wednesday, March 5, 2014 at 11:00am. The meeting will be held at the OHA Administration Offices located at 435 South D Street, Oxnard, CA 93030. Please call to register for the meeting by calling Ruth Johnson Hopkins (805) 385-7404.

Everything you will need to complete your proposal is enclosed and can also be found on the "Contractors" page of our website at [www.oxnardhousing.us](http://www.oxnardhousing.us). If you have any questions throughout the proposal process please contact me at [rjohnson@oxnardhousing.org](mailto:rjohnson@oxnardhousing.org) or (805) 385-7404. Proposals are due by **4:45 p.m. PDT on Monday, March 17, 2014.**

I look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ruth Johnson Hopkins".

Ruth Johnson Hopkins  
Management Analyst  
[rjohnson@oxnardhousing.org](mailto:rjohnson@oxnardhousing.org)  
(805) 385-7404 tel  
(805) 385-7969 fax



**OXNARD HOUSING AUTHORITY  
SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)  
FEBRUARY 2014**

**PROPOSAL PACKAGE**

**PROGRAM DESCRIPTION, PROPOSAL FORMS, ATTACHMENTS, CHECKLIST  
AND SCORING FACTORS FOR OWNER/DEVELOPER SUBMISSION OF PBV  
PROPOSALS**

**PROPOSALS DUE MONDAY, MARCH 17, 2014, 4:45 PM PDT**

Submit one original and three copies to:

Oxnard Housing Authority  
435 South D Street  
Oxnard, CA 93030

Contact Person: Ruth Johnson Hopkins  
[rjohnson@oxnardhousing.org](mailto:rjohnson@oxnardhousing.org) or (805) 385-7404



# TABLE OF CONTENTS

	<u>PAGE</u>
<b>1. Introduction</b>	<b>3</b>
<b>2. Program Overview and Requirements</b>	<b>3</b>
A. Purpose	
B. Funding	
C. Number of PBV Units Available	
D. Cap on Number of PBV Units in Project	
E. Definition of Families with Supportive Services	
F. PBV Program Contact Assistance and Term	
G. Occupancy and Vacant PBV Units	
H. Rent Limits	
I. Threshold Project Eligibility	
J. Ineligible Projects	
K. Site Inspection and Site Selection Standards	
L. Federal Requirements	
M. Federal Program Regulations and OHA Program Policies	
<b>3. Proposal Submittal and Processing</b>	<b>9</b>
A. Organization of Submitted Materials	
B. Submittal Deadline	
C. Proposal Review and Selection	
D. Incomplete and Non-Responsive /Non-Compliant Proposals	
E. Withdrawal of Proposal	
F. Proposal Cost	
G. Affirmative Action	
H. Post Award Conditions	
I. Post Award Costs	
<b>4. Owner/Developer Proposal</b>	<b>14</b>
Proposal Section A: Applicant Statement, Certifications, and Notary	
Section 1: General and Summary Information	
Section 2: Applicant Information	
Section 3: Project Information	
Section 4: Required Local Approvals & Development Timetable	
Section 5: Construction Financing	
Section 6: Permanent Financing	
Section 7: Project Revenue	
<b>5. Factors for Scoring and Ranking Proposals (New Construction)</b>	<b>41</b>
<b>6. Required Attachments to Proposal (Documents Checklist)</b>	<b>51</b>
Attachments	<b>53</b>

**OXNARD HOUSING AUTHORITY  
SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)  
FEBRUARY 2014**

**REQUEST FOR PROPOSALS (RFP)**

**1. INTRODUCTION**

The Oxnard Housing Authority(OHA) is inviting owners and developers of rental projects within the city of Oxnard to submit proposals for participation in the Section 8 Project Based Voucher Program (PBV). **PBV assistance is available for a minimum of 200 and up to 270 units under this RFP.** Applications will be accepted for projects with new construction units.

A housing unit will be considered a *new construction unit* if construction has not started at the time of OHA selection. All financing of project costs and operating expenses will be the responsibility of the owner.

The new construction units will be leased to eligible families referred by OHA. All families must have an annual income at or below 50% of area median income (AMI), as adjusted for family size, in order to qualify for a PBV Program voucher.

Rents for PBV units cannot exceed the maximum allowable Payment Standard as established by OHA for the PBV Program. In addition, to meet HUD's requirements for "rent reasonableness," rents must be comparable to those for similar rental units in the area in which the project is located. Rent reasonableness determinations will be made in accordance with HUD regulations.

**2. PROGRAM OVERVIEW AND REQUIREMENTS**

**A. Purpose**

The primary purpose of the PBV Program is to create designated rental units that are decent, safe and sanitary for families earning no more than 50% AMI. Units are "created" by attaching PBV assistance to identified rental units.

**B. Funding**

HUD does not allocate separate or additional funding for PBV units. Instead, funding comes from funds already obligated by HUD to OHA's Housing Choice Voucher Program Annual Contributions Contract (ACC). OHA may use a limited number of its voucher allocation for a PBV program.

**C. Number of PBV Units Available**

OHA will make no less than 200 and up to 270 units available for new construction projects that will serve the family population.

**D. Cap on Number of PBV Units in a Project**

OHA may not select a proposal to provide PBV assistance for units or enter into an AHAP (Agreement to Enter into a Housing Assistance Payments) contract or a HAP (Housing Assistance Payments) contract to provide PBV assistance for units if the total number of

dwelling units that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the project.

Exceptions are allowed and PBV units can be up to 100% of a project's units if:

- The units are in a single-family building (one to four units); or
- The units are in a multifamily building and are specifically made available only for elderly or disabled families or families receiving supportive services (see definitions in next section).

For a project to qualify for the supportive services exception, the project must offer services tailored to the population being served. It is not necessary that the services be provided at or by the project, if they are approved services.

For the project to qualify as an exception project, at least one family member in each excepted unit must receive at least one qualifying service. Families must sign a "statement of responsibility" with OHA that includes all the family's obligations including participation in a service program.

OHA is required to monitor an excepted family's continued receipt of supportive services and to take appropriate action regarding those families that fail, without good cause, to complete their supportive services requirement.

For more information on this subject, please see Chapter 17-II.F. of OHA's Administrative Plan, found at [www.oxnardhousing.us](http://www.oxnardhousing.us).

#### **E. Definition of Disabled and Elderly Households and Families with Supportive Services**

For purposes of this RFP, a "disabled" household means a household whose head, spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403)

For purposes of this RFP, an "elderly" household means a family whose head, spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

For purposes of this RFP, a family in need of "supportive services" means a family receiving any type of supportive services that OHA specifies as qualifying services in the OHA Administrative plan and listed in Section 3.F. of the Owner/Developer Proposal. A family is deemed to be receiving supportive services if it has at least one family member receiving at least one qualifying supportive service. (24 CFR 983.56)

#### **F. PBV Program Contract Assistance and Term**

##### **New Construction Housing Term**

Selected projects may not begin new construction until all post-selection requirements (see Section 3.H. below) are met and OHA and the owner have executed an AHAP. **HUD regulations do not allow any exception to this "no-start" rule.**

Upon satisfactory compliance with all post-selection requirements, satisfactory compliance with provisions of the AHAP, completion of new construction and a successful HQS inspection, the HAP contract will be executed between OHA and the owner for specified units, for an initial term of up to 15 years.

### **Contract Assistance**

Rental assistance is provided while eligible families occupy the units. An eligible family's income must not exceed the HUD-established very low income limit (50% AMI), adjusted for family size. A family who resides in a PBV unit for at least one year may move with continued rental assistance under the tenant-based Section 8 Program if assistance is available. The PBV unit the family occupied must then be rented to an eligible family from OHA's wait list. PBV units must be leased to eligible families for the full term of the HAP contract.

The HAP contract establishes the initial rents for the units and describes the responsibilities of OHA and the owner. HAP contract renewal may occur at the sole option of OHA for such period (not exceeding 15 years for each renewal) as OHA determines appropriate to expand housing opportunities and to achieve long-term affordability of the assisted housing. All HAP contract renewals are contingent upon the future availability of appropriated HUD funds for the Housing Choice Voucher Program.

### **G. Occupancy and Vacant PBV Units**

Initial vacancies for any project as well as all ongoing vacancies will be filled using OHA's wait list. Owners may refer applicants to OHA's waiting list during periodic openings of the list. Both the owner and the tenant of a PBV assisted unit must notify OHA if the tenant will be moving from the PBV unit. OHA will notify appropriately-sized households at the top of its wait list that a unit is available. Once a tenant is approved by the owner, the owner must refer the family back to OHA for final eligibility.

### **H. Rent Limits**

Except for certain Low Income Housing Tax Credit (LIHTC) units (discussed below), the rent to owner must not exceed the lowest of the following:

- An amount determined by OHA, not to exceed 100 percent for studio and one-bedroom units; and 95% for two-bedroom units and above, of the applicable HUD Fair Market Rent (FMR) (or any HUD-approved exception payment standard) for the unit bedroom size ("OHA Payment Standards") minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

#### Certain LIHTC Units

For certain LIHTC units, the rent limits are determined differently than for other PBV units. These different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a LIHTC under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract (QCT). A QCT is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of 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 QCT by HUD.

- There are comparable LIHTC units of the same bedroom size as the contract unit in the same building, and the comparable LIHTC units do not have any form of rental assistance other than the LIHTC; and
- The LIHTC rent exceeds the OHA Payment Standards.

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- The LIHTC rent minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

#### **OHA Payment Standards**

	Effective Date	0-Br	1-Br	2-Br	3-Br	4-Br
<b>Oxnard</b>	10/1/2013	\$922	\$1,102	\$1,479	\$2,043	\$2,364

#### **I. Threshold Project Eligibility**

In order to be considered under this RFP, a project must meet all of the following:

1. Proposed project must be located in OHA's jurisdiction within the city of Oxnard.
2. Construction for the proposed project must *not* have started at the time of selection for PBV (and cannot start until all post-award conditions are met and an AHAP is signed). Before selecting a new construction project and before an AHAP is signed OHA will make a site inspection to verify this condition.
3. Proposed project must be ready to start construction within three years of selection for PBV.
4. Proposed project must be located in a census tract with a poverty rate no higher than 20%. An exception to this requirement is possible if certain other conditions exist, i.e., there has been an overall decline in the 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. (See Section K, Deconcentration of Poverty).
5. Applicant must have site control or submit evidence to indicate that the needed approval/documentation for site control is likely to be obtained and will not delay the project.
6. Applicant must submit evidence that the proposed new construction is permitted by current zoning ordinances or regulations, or submit evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project.
7. Proposed project must be financially feasible.
8. All PBV units must be on a single contiguous property, but can be constructed in multiple phases.

#### **J. Ineligible Projects**

##### Ineligible Housing Types (24 CFR 983.53)

OHA may not attach PBV assistance to:

- Shared housing units;
- Units on the grounds of a penal reformatory, medical, mental, or similar public or private institution;

- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities);
- Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- Manufactured homes;
- Cooperative housing; or
- Transitional housing.

In addition, OHA may not attach PBV assistance to a unit occupied by an owner and OHA may not select or enter into an AHAP or HAP contract for a unit occupied by a family ineligible for participation in the PBV program. Also, OHA will not assist high-rise elevator projects for families with children.

#### Ineligible Subsidized Housing (24 CFR 983.54)

OHA may not attach PBV assistance to any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that OHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly households with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance; or
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or OHA in accordance with HUD requirements.

### **K. Site Inspection and Site Selection Standards**

#### Deconcentration of Poverty

OHA may not select a proposal for new construction PBV housing on a site or enter into an AHAP or HAP contract for units on the site unless OHA has determined that PBV assistance for housing at the selected site is consistent with its goal of deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal OHA will limit approval of sites for PBV housing to census tracts that have poverty concentrations of 20 percent or less.

OHA will consider exceptions to the 20 percent standard where it determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities such as activities located in:

- A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;



- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A census tract that is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement.

Under no circumstances will OHA approve PBV assistance in a census tract with a concentration factor greater than 75 percent of the community-wide poverty rate.

Site and Neighborhood Standards for New Construction (24 CFR 983.57(e))

In order to be selected for PBV assistance, a site for new construction must meet the following HUD-required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless OHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area;
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

**L. 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) and Section 504 of the Rehabilitation Act.
2. Environmental Review: See 24 CFR parts 50 and 58 and 24 CFR part 983.58.

3. 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 AHAP covering nine or more assisted units.
4. Debarment: Prohibition on use of debarred, suspended, or ineligible contractors. See CFR 5.105© and 24 CFR part 24.
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 Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.

#### **M. Federal Program Regulations and OHA Program Policies**

The information contained in this RFP is a summary overview of the PBV Program. OHA does not warrant that it is exhaustive and bears no responsibility for its accuracy or completeness. All persons submitting proposals are encouraged to read the HUD regulations on the PBV Program for a full description of the Program's requirements. The regulations can be found at: 24 CFR part 983. It is available online at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv/project](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/project).

For a complete copy of OHA's PBV program policies, please see Chapter 17 of OHA's Administrative Plan. The plan is located on OHA's website.

### **3. PROPOSAL SUBMITTAL AND PROCESSING**

#### **A. Organization of Submitted Materials**

All proposals must be legibly typed and neatly organized and presented. Use the forms provided; do not use your own except where the form instructions permit you to do so. **Submit section 4 (Owner/Developer Proposal), section 5 (Factors for Scoring and Ranking Proposals – New Construction and section 6 (Document Checklist and Required Attachments) of this Proposal Package.** Attach all attachments in the order shown in section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENT CHECKLIST).

#### **B. Submittal Deadline**

Proposals are due by **4:45 p.m. PDT on Monday, March 17, 2014**. Submit an original and three copies to:

Oxnard Housing Authority  
435 South D Street  
Oxnard, CA 93030  
Contact Person: Ruth Johnson Hopkins  
[rjohnson@oxnardhousing.org](mailto:rjohnson@oxnardhousing.org) or (805) 385-7404

Only proposals submitted in response to this RFP will be accepted for consideration. Proposals must respond to all requirements as outlined in the RFP. OHA will date and time stamp all proposals upon receipt. Proposals submitted after the deadline will not be accepted. Proposals will not be accepted via a facsimile machine or based on mail postmark. Delays in mail service or other methods of delivery will not excuse late proposal delivery.

### **C. Proposal Review and Selection**

OHA will review, evaluate, rank, and select the proposals according to this RFP. If an OHA-affiliated project is selected for PBV, the local HUD field office must review and approve the selection procedures.

Prior to selecting units, OHA will determine that each proposal is responsive to and in compliance with OHA's written selection criteria as stated in this RFP, and in conformity with HUD program regulations and requirements at 24 CFR part 983 as promulgated by Federal Register Notice FR-4633-F-02, dated October 13, 2005.

Proposals that meet the Project Thresholds outlined in Section 2.I above will be evaluated and ranked according to the factors described in Section 6 of this RFP. A Ranking List will be prepared according to points awarded to each proposal. In order to be considered for award, a proposal for New Construction must score at least 90 points.

The proposals scoring the highest points in Section 2.C will be awarded project-based vouchers up to the amount requested and in accordance with the specified limits. After awarding the highest scoring proposals, OHA will award the next highest ranking proposals up to the amount requested and in accordance with the specified limits until all vouchers advertised in the RFP have been assigned. If OHA determines that a proposal is eligible for PBV funding but cannot be fully funded at the amount requested by the applicant, the owner will be given the opportunity to accept partial funding.

In the case of a tie score between two or more proposals and not enough units available to fully award each tied proposal, OHA will first discuss with the tied proposers whether they would accept fewer PBVs. If an acceptable agreement cannot be reached, OHA may conduct a lottery or employ some other equitable method of selection.

OHA may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted. OHA reserves the right to postpone or cancel the final award of the proposals at OHA's convenience.

OHA will promptly notify the selected owner(s) in writing of their selection for the PBV program. OHA will also publish a notice in newspapers of general circulation to provide public notice of such selection.

Documents regarding OHA's basis of selection for PBV proposals will be made available for public inspection, excluding sensitive owner information such as financial statements and similar information about the owner.

### **D. Incomplete and Non-Responsive/Non-Compliant Proposals**

If OHA determines that a proposal is non-responsive or non-compliant with this RFP, written selection criteria and procedures or HUD program regulations, the proposal will be rejected and returned to the applicant with notification stating the reason for rejection. In cases where the proposal meets the minimum information requirements but is defective through typographical or minor calculation errors the proposal will be processed.

OHA reserves the right to reject a proposal at any time for misinformation, errors or omissions of any kind, no matter how far such proposal has been processed.

### **E. Withdrawal of Proposal**

Applicants may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to OHA.

### **F. Proposal Cost**

All costs incurred in the preparation of the proposal are the responsibility of the applicant. All documents submitted as part of the proposal will become property of OHA. Any material submitted that is confidential must be clearly marked as such.

### **G. Affirmative Action**

OHA 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.

OHA encourages Minority, Small, Women- and/or Disabled-owned Business Enterprises to respond to this solicitation.

### **H. Post Award Conditions**

#### New Construction Units

HUD regulations require that new construction units complete the following items before OHA and the owner/developer can execute an AHAP:

1. *Subsidy Layering Review (SLR)*: PBV projects that utilize LIHTCs or other governmental housing assistance from federal, state or local agencies are subject to a SLR (see 24 CFR 983.55) to prevent excessive public assistance for the project. Applicants will be required to submit a list of documents to OHA that will then be submitted to HUD for the SLR approval.
2. *Environmental Review*: PBV activities are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The owner must obtain documentation of environmental clearance from the Responsible Entity (i.e., the city or county) that conducted or approved the environmental review (see 24 CFR 983.58).
3. *Determination of Initial Contract Rent*: OHA will determine the estimated and actual amount of initial rent to the owner according to 24 CFR 983.301. The AHAP states the estimated amount of the initial rent to owner; the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

In the case of new construction units, the following items must be completed before OHA and the owner/developer can execute a HAP contract:

1. OHA has inspected each contract unit in accordance with 24 CFR 983.103(b) and has determined that the unit fully complies with HQS.
2. The owner has provided evidence that certifies that the units have been completed in accordance with the AHAP. Completion of the units by the owner and acceptance of units by OHA are subject to the provisions of the AHAP (see 24 CFR 983.155 and 24 CFR 983.156).

**I. Post Award Costs**

All costs for the SLR, environmental review, appraisal (if required for establishment of rent), Davis Bacon monitoring and any and all other costs that may be associated with processing and approval of the proposal are the responsibility of the owner and shall not be paid by OHA.

**Oxnard Housing Authority  
February 2014**

**SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)**

**4. OWNER/DEVELOPER PROPOSAL**

**PROPOSAL SECTION A: APPLICANT STATEMENT, CERTIFICATIONS AND NOTARY**

**APPLICANT:**

--

**PROJECT NAME:**

--

The undersigned applicant hereby submits this proposal to the Oxnard Housing Authority (OHA) for a reservation of

\_\_\_\_\_ Section 8 Project-Based Vouchers (PBV).

I understand that OHA's entering into the Housing Assistance Payments (HAP) contract is contingent on my providing all required documents and compliance with the U.S. Department of Housing and Urban Development (HUD) project-based regulations at 24 CFR part 983.

I agree it is my responsibility to provide OHA with an original and three (3) copies of a complete proposal. I agree that it is also my responsibility to provide such other information as OHA requests as necessary to evaluate my proposal. I represent that if an award is made as a result of this proposal, I will furnish promptly such other supporting information and documents as may be requested. I understand that OHA may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate my proposal. I recognize that I have an affirmative duty to inform OHA when any information in the proposal or supplemental materials is no longer true and to supply OHA with the latest and accurate information.

I acknowledge that the determination of completeness, compliance with all thresholds, and the point total of the proposal shall be based entirely on the documents contained in the proposal as of the date of submission. No additional documents in support of the basic thresholds or points shall be accepted beyond the proposal filing deadline, unless the Executive Director, at his or her sole discretion, determines that the deficiency is a clear reproduction or application assembly error, an obviously transposed number, or other minor error. In such cases, applicants shall be given up to five (5) business days from the date of receipt of staff notification to submit said documents.

I acknowledge that all materials and requirements are subject to change by enactment of federal legislation or promulgation of regulations.

I acknowledge that the information submitted to OHA in this proposal or supplemental thereto, other than financial statements, may be subject to the Public Records Act or other disclosure. I understand that OHA may make such information public.

In carrying out the development and operation of my project, I agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all applicable PBV Program requirements, rules, and regulations.

I agree that OHA in no way warrants the feasibility or viability of the project to anyone for any purpose.

I certify that I believe that the project can be completed within the development budget and the development timetable set forth and can be operated in the manner proposed within the operating budget set forth.

I acknowledge that if I obtain a PBV award, I will be required to enter into a HAP contract, which will contain, among other things, all the conditions under which the rental subsidy payments will be made.

I acknowledge that if a Subsidy Layering Review (SLR) is required that such SLR is performed by HUD, not OHA, and that OHA has no control over the amount of time HUD takes to perform such SLR.

I agree to hold OHA, its commissioners, members, officers, agents, and employees harmless from any matters arising out of or related to the PBV Program.

I declare under penalty of perjury that the information contained in my proposal, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of my knowledge and belief. I understand that misrepresentation may result in cancellation of my PBV award.

Signature of  
Owner/Developer \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014 at

\_\_\_\_\_, California

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### ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
personally appeared \_\_\_\_\_

\_\_\_\_\_ who proved to me on the basis of satisfactory evidence)  
to be the person(s) whose name(s) is/are subjected to the within instrument and acknowledged to me that  
he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s)  
on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is  
true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

*(Notary may substitute its own form of Acknowledgement as long as such Acknowledgement contains the language  
above)*

**OXNARD HOUSING AUTHORITY**  
**February 2014**

**SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)**

**SECTION 1: GENERAL AND SUMMARY INFORMATION**

**A. Basic Proposal**

1. Number of PBVs requested:

\_\_\_\_\_ PBVs

2. If there are insufficient PBVs to fill your request are you willing to accept fewer?

☐ Yes   ☐ No   If YES, how many? \_\_\_\_\_ PBVs

3. Indicate the term you prefer for the Housing Assistance (HAP) contract if you get funded:

\_\_\_\_\_ years

**B. Project Location**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

If address is not established, enter detailed description (i.e. NW corner of 26<sup>th</sup> and Elm):

\_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Census Tract: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Project is located in a Qualified Census Tract:   ☐ Yes   ☐ No



## SECTION 2: APPLICANT INFORMATION

### A. Identify Applicant

- ☐ Applicant is the current owner and will retain ownership
- ☐ Applicant will be or is a general partner in the to be formed or formed final ownership entity
- ☐ Applicant is the project developer and will be part of the final ownership entity for the project
- ☐ Applicant is the project developer and will not be part of the final ownership entity for the project

### B. Applicant Contact Information

Applicant Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### C.

**Legal Status of Applicant:** \_\_\_\_\_

### D. General Partner(s) Information

General Partner name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nonprofit/For Profit: \_\_\_\_\_

General Partner name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nonprofit/For Profit: \_\_\_\_\_

### E. General Partner(s) or Principal Owner(s) Type

\_\_\_\_\_

### F. Status of Ownership Entity

☐ Exists    ☐ To be formed    If to be formed, enter date \_\_\_\_\_

### G. Contact Person During Application Process

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Participatory Role: \_\_\_\_\_

(e.g., General Partner, Consultant, etc.)

### SECTION 3 : PROJECT INFORMATION

#### A. Site Control

(Please check the appropriate response and attach one of the following documents as evidence of site control.)

- ☐ Title report (within last 90 days)      ☐ Contract of Sale      ☐ Option to Purchase  
☐ Development Agreement      ☐ Long-term Lease Agreement  
☐ Other (Describe): \_\_\_\_\_

#### B. Purchase Information, if applicable

Name of Seller: \_\_\_\_\_ Phone: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_ Date of Purchase Contract or Option: \_\_\_\_\_  
Purchased from Affiliate: ☐ Yes ☐ No      Expiration Date of Option: \_\_\_\_\_  
If yes, broker fee amount to affiliate? \_\_\_\_\_ Special Assessment(s): \_\_\_\_\_  
Holding costs per month: \_\_\_\_\_ Real Estate Tax Rate: \_\_\_\_\_  
Total Projected Holding Costs: \_\_\_\_\_ Historical Site: ☐ Yes ☐ No

#### C. Building Information

Total Number of Buildings: \_\_\_\_\_ Residential Buildings: \_\_\_\_\_  
Community Buildings: \_\_\_\_\_ Commercial/Retail Space: \_\_\_\_\_

If Commercial/Retail Space, explain (include use, size, location, and purpose):

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#### D. Site Information

Current Land Use Designation \_\_\_\_\_

Proposed Zoning and Maximum Density \_\_\_\_\_

Does this site have Inclusionary Zoning or occupancy restrictions that run with the land?

☐ Yes    ☐ No (If yes, please explain)

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**SECTION 3 : PROJECT INFORMATION (Continued)****D. Site Information (Continued)**

Is site in a locally designated redevelopment project area, HUD-designed Enterprise Zone, Economic Community, or Renewal Community?

☐ Yes    ☐ No (If yes, please specify)

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**E. Project Unit Number**

Size of Units in Project	Square Footage	Number of Units in Project	Number for which PBV Assistance is Sought	Target Population (e.g. Elderly, Disabled, Family, etc.)	Number of Accessible Units for which PBV Assistance is Sought	Type of Accessibility Features (e.g. Vision, Hearing, Mobility)	Number of Units Now Vacant (Existing/Rehab Only)
Studio							
1 BR							
2 BR							
3 BR							
4 BR							
<b>Totals</b>							

**F. Supportive Services / Service Amenities**

1. Check all the support services/amenities the project will provide. In the “service location” box indicate if the service will be located at the project or, if not, the address where it will be located.

<input type="checkbox"/> <b>Transportation assistance and services</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>Youth development</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Alcohol or drug abuse services</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>General healthcare and services</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>Leadership development</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Financial literacy</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Childcare</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>Parenting classes</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Employment training and counseling</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Legal services</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>HIV/AIDS related services</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Life skill classes</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Mental health services</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>General education classes (including computer classes)</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Economic self-sufficiency</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Obtaining and retaining government, financial and medical benefits</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?



**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>Behavior assessments</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>English as a Second Language (ESL) classes</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Postsecondary education</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

**SECTION 3 : PROJECT INFORMATION (Continued)****F. Support Services / Service Amenities (Continued)**

<input type="checkbox"/> <b>Family counseling</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Nutrition</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?
<input type="checkbox"/> <b>Government and community resources</b>	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

### SECTION 3 : PROJECT INFORMATION (Continued)

#### F. Support Services / Service Amenities (Continued)

<input type="checkbox"/> Case management	
Description:	
Service Provider Name:	Service Location:
Length of Service Contract:	What is the Financial Commitment?

## SECTION 3 : PROJECT INFORMATION (Continued)

### G. Site Amenities

Check all site amenities that apply. Indicate the name of the amenity and its distance from the project. The amenities must be appropriate to the population served and must be in place at the time of PBV proposal submission. If the project is located on scattered sites, complete one schedule below for each site.

Amenity	Name of Amenity (e.g., Safeway store, Union City BART)	Distance in miles from the project
<input type="checkbox"/> Health facility (e.g., medical clinic or hospital; not a private doctor's office)		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Bus stop or station or rail station		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Grocery store, supermarket or convenience store		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Pharmacy		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Public park or community center accessible to the general public		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Public Library		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Elementary, middle, or high school		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Senior center or facility offering daily services to seniors		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile
<input type="checkbox"/> Facility that operates to serve the population living in the development		<input type="checkbox"/> on site <input type="checkbox"/> ½ mile or less <input type="checkbox"/> more than ½ mile

## SECTION 3 : PROJECT INFORMATION (Continued)

### H. Utilities

1. Indicate those utilities that will be paid by the owner and those by the tenant.

<u>Utility</u>	<u>Type</u> (e.g. Gas or Electric)	<u>Paid By</u>	
Heating	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Cooking	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Hot Water	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Air Conditioning	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Other Electric	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Refrigerator (indicate if tenant supplied)	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Stove	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Sewer / Water	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Garbage	_____	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant

2. Monthly Resident Utility Allowance:

	SRO / Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating:						
Water Heating:						
Cooking:						
Lighting:						
Electricity:						
Other: (specify)						
<b>Total:</b>						

## SECTION 4: REQUIRED LOCAL APPROVALS & DEVELOPMENT TIMETABLE

*NEPA review required for all PBV projects.*

### A. Local Approvals Required

	<i>Local Approval Date (month/year)</i>	
	Proposed Submittal	Estimated Approval / Final
<b>CEQA</b>		
<b>NEPA*</b>		
<b>Article 34 of State Constitution</b>		
<b>Site Plan</b>		
<b>Design Review</b>		
<b>Conditional Use Permit</b>		
<b>Variance</b>		
<b>Subdivision Map</b>		
<b>General Plan Amendment</b>		
<b>Rezoning</b>		
<b>Building Permits</b>		
<b>Construction Start</b>		
<b>Construction End</b>		

*\*NEPA review required for all PBV projects.*

## SECTION 4: REQUIRED LOCAL APPROVALS & DEVELOPMENT TIMETABLE (Continued)

### B. PBV Timing

Describe when you will need the PBVs. Discuss phasing of PBVs, if any. OHA does not receive any extra vouchers for the PBV Program and has to accumulate them as current voucher holders leave the Section 8 program. It is important that we understand when you will need the vouchers, so please be as clear and specific as you can.

## SECTION 5: CONSTRUCTION FINANCING

### A. List Below All Projected Sources Required to Complete Construction

1. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

2. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

3. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

4. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

5. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

6. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				



## SECTION 5: CONSTRUCTION FINANCING (Continued)

### A. List Below All Projected Sources Required to Complete Construction (Continued)

7. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

8. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

9. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

10. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

11. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

12. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Total Funds for Construction:			
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## SECTION 6: PERMANENT FINANCING

### B. List Below All Projected Permanent Sources

1. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
2. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
3. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
4. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
5. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
6. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		

## SECTION 6: PERMANENT FINANCING (Continued)

### B. List Below All Projected Permanent Sources (Continued)

7. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
8. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
9. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
10. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
11. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
12. Name of Lender/Source		Contact Name	Phone Number	Amount of Funds
Is Lender /Source Committed?	Type of Financing	Terms (months)	Interest Rate	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Residual Receipts / Deferred Payments		Annual Debt Service		
<b>Total Permanent Funds:</b>				

## SECTION 6: PERMANENT FINANCING (Continued)

### C. Low Income Housing Tax Credits (LIHTC)

Project ☐ will ☐ will not use LIHTC

If yes, complete the following:

Name of Investor: \_\_\_\_\_

Investor Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Projected LIHTC Equity: \_\_\_\_\_ LIHTC Factor: \_\_\_\_\_

Projected Pay-in Schedule

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### D. Sources and Uses Budget

Complete the Permanent Sources and Uses Budget (double-click on icon to open worksheet):



Permanent Sources  
and Uses Budget

## SECTION 7: PROJECT REVENUE

### A. Affordable Units

List all affordable units and their proposed rents. Put an asterisk (\*) next to the PBV units and show them on a separate line.

[illegible]

**SECTION 7: PROJECT REVENUE (Continued)****B. Manager Units**

(a) Bedroom Type(s)	(b) Number of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly rents (b x c)
Total # of Units:		Total:	

**C. Market Rate Units**

(a) Bedroom Type(s)	(b) Number of Units	(c) Proposed Monthly Rent (Less Utilities)	(d) Total Monthly rents (b x c)
Total # of Units:		Total:	

**D.**

Rental Subsidy Income/Operating Subsidy (not PBV)	
Number of Units Receiving Assistance:	
Length of Contract (years):	
Expiration Date of Contract:	
Total Annual Rental Subsidy:	

**E.**

Miscellaneous Income	
Annual Income from Laundry Facilities:	
Annual Income from Vending Machines:	
Annual Interest Income:	
Other Annual Income:	
Total Miscellaneous Income:	
TOTAL ANNUAL RESIDENTIAL GROSS INCOME:	

**SECTION 7: PROJECT REVENUE (Continued)****F.**

Commercial Income	
Annual Income from Professional Space:	
Annual Income from Commerical/Retail Space:	
Annual Interest Income:	
<b>Total Annual Commercial/Retail Income:</b>	

**G. Annual Residential Operating Expenses**

Administrative	
Advertising:	
Legal:	
Accounting/Audit:	
Security:	
Other: (specify)	
<b>Total Administrative:</b>	

Management	
<b>Total Management:</b>	

Utilities	
Fuel:	
Gas:	
Electricity:	
Water/Sewer:	
<b>Total Utilities:</b>	

Payroll / Payroll Taxes	
On-site Manager:	
Maintenance Personnel:	
Other: (specify)	
<b>Total Payroll / Payroll Taxes:</b>	
<b>Total Insurance:</b>	

Maintenance	
Painting:	
Repairs:	
Trash Removal:	
Exterminating:	
Grounds:	
Elevator:	
Other: (specify)	
<b>Total Maintenance:</b>	

**SECTION 7: PROJECT REVENUE (Continued)****G. Annual Residential Operating Expenses (Continued)**

Other Expenses		
Other: (specify)		
Other: (specify)		
Other: (specify)		
Other: (specify)		
Other: (specify)		
Total Other Expenses:		

**H. Total Annual Expenses**

Total Residential Operating Expenses: \_\_\_\_\_

Total Number of Units in the Project: \_\_\_\_\_

Total Operating Expenses Per Unit: \_\_\_\_\_

Total Operating Reserve: \_\_\_\_\_

Total Service Amenities Budget: \_\_\_\_\_

Annual Per Unit Reserve for Replacement: \_\_\_\_\_

Total Real Estate Taxes: \_\_\_\_\_

Total Commercial/Retail Space Expenses: \_\_\_\_\_

Total Commercial/Retail Debt Service: \_\_\_\_\_



## **5. FACTORS FOR SCORING AND RANKING PROPOSALS (NEW CONSTRUCTION)**

For each category, please check the box next to the number of points for which the project qualifies and attach any verification requested. Any inaccurate information will result in reduced points.

Total Possible Points: 178, Minimum Points Required: 90

Do not submit a proposal if you do not have the minimum points required.

### **A. Site Amenities**

### **Maximum 20 Points**

The project is within ½ mile of the following, which must be in existence at the time of PBV proposal submission:

1. Health facility (e.g., medical clinic or hospital; not a private doctor's office)
2. Bus stop or station or rail station
3. Grocery store, supermarket or convenience store
4. Pharmacy
5. Public park or community center accessible to the general public
6. Public library
7. Elementary, middle or high school (if the project is a family project)
8. Senior center or a facility offering daily services to seniors
9. Facility that operates to serve the population living in the development

Indicate how many of the listed amenities are within ½ mile of the project and enter the total points received in the box below (select one):

- |                          |   |           |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Project is within ½ mile of <u>six or more</u> of the listed amenities  | 20 Points |
| <input type="checkbox"/> | Project is within ½ mile of <u>four or five</u> of the listed amenities | 15 Points |
| <input type="checkbox"/> | Project is within ½ mile of <u>two or three</u> of the listed amenities | 10 Points |
| <input type="checkbox"/> | Project is within ½ mile of <u>one</u> of the listed amenities          | 5 Points  |
| <input type="checkbox"/> | Project is within ½ mile of <u>none</u> of the listed amenities         | 0 Points  |

To receive points in this section, the amenities you claim in section 3.G. Site Amenities of the proposal that are within ½ of the project will be used to calculate your score. Submit a scaled for distance map showing all site amenities; a single map made be submitted. A proposal for a project located on scattered sites shall be scored proportionately in the site amenities based upon (i) each site's score, and (ii) the percentage of units represented by each site. Additionally, the amenities must be appropriate to the tenant population served and must be in place at the time of PBV proposal submission.

<b>Total Points for Site Amenities:</b>	
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**B. Owner / General Partner Experience****Maximum 30 Points**

Has received prior approval in CTCAC's library of General Partner Characteristics: ☐ Yes

Indicate the level of the Owner / General Partner's successful previous experience in affordable rental project development and enter the total points received in the box below (select one):

- |  |           |
|--|-----------|
| <input type="checkbox"/> Seven or more projects in service over three years  | 30 Points |
| <input type="checkbox"/> Seven or more projects in service under three years | 25 Points |
| <input type="checkbox"/> Three to six projects in service over three years   | 20 Points |
| <input type="checkbox"/> Three to six projects in service under three years  | 15 Points |
| <input type="checkbox"/> One to two projects in service over three years     | 10 Points |
| <input type="checkbox"/> One to two projects in service under three years    | 5 Points  |
| <input type="checkbox"/> No projects in service                              | 0 Points  |

To receive points in this section, you must provide documentation of your experience for the projects for which you are claiming points as part of section 6. **REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)**. Owner / General Partner experience points may be given based on the experience of the principals involved (or on the experience of nonprofit entities that have experience but have formed single-asset entities for each project), notwithstanding that the entity itself would not otherwise be eligible for such points.

<b>Total Points for Owner / General Partner Experience:</b>	<input type="text"/>
---	----------------------

### C. Management Company Experience

**Maximum 30 Points**

Has received prior approval in CTCAC's library of Management Co. Characteristics: ☐ Yes

Indicate the level of the Management Company's successful previous experience in project development and enter the total points received in the box below (select one):

- |  |           |
|--|-----------|
| <input type="checkbox"/> Eleven or more projects in service over three years                         | 30 Points |
| <input type="checkbox"/> Eleven or more projects in service under three years                        | 25 Points |
| <input type="checkbox"/> Agent with certification from a CTCAC-approved tax credit compliance entity | 20 Points |
| <input type="checkbox"/> Six to ten projects in service over three years                             | 20 Points |
| <input type="checkbox"/> Six to ten projects in service under three years                            | 15 Points |
| <input type="checkbox"/> Two to five projects in service over three years                            | 10 Points |
| <input type="checkbox"/> Two to five projects in service under three years                           | 5 Points  |
| <input type="checkbox"/> No projects in service  | 0 Points  |

To receive points in this section, you must provide documentation of your experience for the projects for which you are claiming points as part of section 6. **REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)**. Management Company experience points may be given based on the experience of the principals involved (or on the experience of nonprofit entities that have experience but have formed single-asset entities for each project), notwithstanding that the entity itself would not otherwise be eligible for such points. Alternatively, a management company may receive 20 points if it provides evidence that the management agent assigned to the project, either on-site or with management responsibilities for the site, has been certified, prior to the PBV proposal submission deadline, by a housing tax credit certification examination by a nationally recognized housing tax credit compliance entity and be on a list maintained by CTCAC. These points may substitute for other management company experience but will not be awarded in addition to such points.

<b>Total Points for Management Company Experience:</b>	<input type="text"/>
--	----------------------

**D. Extent to Which Project Furthers OHA's Goal of Deconcentrating Poverty and Expanding Housing Opportunities** **Maximum 15 Points**

Indicate the poverty concentration of the census tract that the project is located in and enter the total points received in the box below (select one):

- |  |           |
|--|-----------|
| <input type="checkbox"/> Census tract has a poverty rate of 10.0% or less  | 15 Points |
| <input type="checkbox"/> Census tract has a poverty rate of 10.1% to 20.0%   | 10 Points |
| <input type="checkbox"/> Census tract has a poverty rate of more than 20.0% and you believe it qualifies for the exception | 5 Points  |
| <input type="checkbox"/> Census tract has a poverty rate of more than 20.0% and does not qualify for the exception         | 0 Points  |

To receive points in this section, you must provide a completed Census Tract Certification indicating the poverty rate of the census tract in which the project is located for the points you are claiming as part of section 6. **REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)**. If you believe the project qualifies for an exception, the certification must include documentation of why it qualifies for the exception.

OHA will consider exceptions to the 20% standard where it determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities, such as sites in:

- A census tract in which the proposed PBV development will be located is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement.

<b>Total Points for Deconcentrating Poverty and Expanding Housing Opportunities:</b>
--

--

## **E. Project Financing and Local Government Support**

**Maximum 30 Points**

### **E(1) Commitment of Financing Required to Complete the Project**

Indicate the level of commitment for required project financing and enter the total points received in the box below (select one):

- |                          |   |           |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Owner has obtained at least 50% of the construction financing or 50% of the permanent financing of the proposed project's estimated total construction/permanent financing requirements | 15 Points |
| <input type="checkbox"/> | Owner has demonstrated ability to obtain financing  | 7 Points  |
| <input type="checkbox"/> | Owner has identified financing commitments not supported with documentation   | 0 Points  |

To receive points in this section, E(1), you must provide documentation of financing commitments or ability to obtain financing for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).

### **E(2) Demonstrated Local Government Support**

Indicate the commitment level of local government funding required to complete the project and enter the total points received in the box below (select one):

- |                          |  |           |
|--------------------------|--|-----------|
| <input type="checkbox"/> | Owner has obtained 10% to 20% of the necessary funding commitments from local government.  | 15 Points |
| <input type="checkbox"/> | Owner has obtained 21% to 49% of the necessary funding commitments from local government.  | 7 Points  |
| <input type="checkbox"/> | Owner has obtained 50% or more of the necessary funding commitments from local government. | 0 Points  |

To receive points in this section, E(2), you must provide documentation of funding commitments for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST). All loans must be "soft" or residual receipts loans and have terms for at least the first 15 years. In addition, if the principal balances of any prior publicly funded or subsidized loans are to be assumed, verification of the loan assumption or other required procedure by the agency or local government initially approving the subsidy to satisfy the commitment requirements must be provided.

<b>Total Points for Project Funding and Public Agency Support:</b>	
--	--

## F. Supportive Services/Service Amenities

**Maximum 20 Points**

The project provides one or more of the following supportive services appropriate to the project:

1. Transportation assistance and services
2. Youth development
3. Alcohol or drug abuse services
4. General healthcare and services
5. Leadership development
6. Financial literacy
7. Childcare
8. Parenting classes
9. Employment training and counseling
10. Legal services
11. HIV/AIDS related services
12. Life skills classes
13. Mental health services
14. General education classes (including computer classes)
15. Economic self-sufficiency
16. Obtaining and retaining government, financial, and medical benefits
17. Behavior assessments
18. English as a Second Language (ESL) classes
19. Postsecondary education
20. Family counseling
21. Nutrition
22. Government and community resources
23. Case management

Indicate the number of listed supportive services the project will provide and enter the total points received in the box below (select one):

- |   |           |
|---|-----------|
| <input type="checkbox"/> Project provides <u>at least four</u> of the listed services | 20 Points |
| <input type="checkbox"/> Project provides <u>three</u> of the listed services         | 15 Points |
| <input type="checkbox"/> Project provides <u>two</u> of the listed services           | 10 Points |
| <input type="checkbox"/> Project provides <u>one</u> of the listed services           | 5 Points  |
| <input type="checkbox"/> Project provides <u>none</u> of the listed services          | 0 Points  |

To receive points in this section, the listing of supportive services you claim in section 3.F. Supportive Services/Service Amenities of the PBV Proposal will be used to calculate your score. Attach a narrative describing the population to be served, the services you are providing, and how these services meet the identified needs of your target population. The supportive services must be appropriate to the tenant population served. The services may be located either at the project or off-site.

<b>Total Points for Supportive Services / Service Amenities:</b>	
--	--

## G. Sustainable Building Methods

**Maximum 8 Points**

Indicate the sustainable building methods you will incorporate and enter the total points received in the box below:

Develop and commit to certifying the project with any one of the following programs:

- |                          |  |          |
|--------------------------|--|----------|
| <input type="checkbox"/> | Leadership in Energy & Environmental Design (LEED for Homes) | 8 Points |
| <input type="checkbox"/> | Green Communities  | 8 Points |
| <input type="checkbox"/> | GreenPoint Rated Multifamily Guidelines                      | 8 Points |

OR

Select from the following features:

- |                          |  |          |
|--------------------------|--|----------|
| <input type="checkbox"/> | A new construction or adaptive reuse project that exceeds Title 24 energy standards by at least 10%.   | 4 Points |
| <input type="checkbox"/> | Use of Energy Star rated ceiling fans in all bedrooms and living rooms; or use of a whole house fan; or use of an economizer cycle on mechanically cooled HVAC systems.  | 2 Points |
| <input type="checkbox"/> | Use of water-saving fixtures or flow restrictors in the kitchen (2 gallons per minute or less) and bathrooms (1.5 gallons per minute or less).   | 1 Point  |
| <input type="checkbox"/> | Use of at least one High Efficiency Toilet (1.3 gallons per flush or less) or dual-flush toilet per unit.  | 2 Points |
| <input type="checkbox"/> | Use of material for all cabinets, countertops and shelving that is free of padded formaldehyde or fully sealed on all six sides by laminates and/or a low-VOC primer or sealant (150 grams per liter or less).   | 1 Point  |
| <input type="checkbox"/> | Use of no-VOC interior paint (5 grams per liter or less).  | 1 Point  |
| <input type="checkbox"/> | Use of CRI Green-label low-VOC carpeting and pad and low-VOC adhesives.  | 1 Point  |
| <input type="checkbox"/> | Use of bathroom fans that exhaust to the outdoors and are equipped with a humidistat sensor or timer in all bathrooms.   | 2 Points |
| <input type="checkbox"/> | Use of formaldehyde-free insulation.   | 1 Point  |
| <input type="checkbox"/> | Use of at least one of the following recycled materials at the designated levels; a) cast-in-place concrete (20% flash); b) carpet (25% recycled material); c) road base, fill or landscape amendments (30% recycled material).  | 1 Point  |
| <input type="checkbox"/> | Project is designed to retain, infiltrate and/or treat on-site the first one-half inch of rainfall in a 24-hour period.  | 1 Point  |
| <input type="checkbox"/> | Include in the project specifications a Construction Indoor Quality Management Plan that requires the following: a) protection of construction materials from water damage during construction; b) capping of ducts during construction; c) cleaning of ducts upon completion of construction; and d) for rehabilitation projects, implementation of a dust control plan that prevents particulates from migrating into occupied areas.  | 2 Points |
| <input type="checkbox"/> | Project design incorporates the principles of Universal Design in at least half of the project's units by including: accessible routes of travel to the dwelling units with accessible 34" minimum clear-opening-width entry and interior doors with lever hardware and 42" minimum width hallways; an accessible full bathroom on the primary floor with 30" X 60" clearance parallel to the entry to 60" wide accessible showers with grab bars, valves and lever faucet/shower handles, and reinforcement applied to walls around toilet for future grab bar installations; accessible kitchen with 30" X 48" clearance parallel to and centered on front of all major fixtures and appliances. | 1 Point  |

- ☐ Project will contain nonsmoking buildings or sections of buildings. 1 Point  
Nonsmoking sections must consist of at least half the units within the building, and those units must be contiguous

To receive points in this section, the PBV proposal must include an Architect's or Engineer's Certification as to the items that will be included in the project's design and specifications for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).

**Total Points for Sustainable Building Methods (Maximum 8 Points):**



## H. Continuity of Affordability

**Maximum 25 Points**

Indicate if the project is currently a subsidized project and one of the purposes of attaching PBV assistance is to continue to offer affordable housing opportunities.

- ☐ Existing project is currently subsidized 25 Points
- ☐ Existing project is not currently subsidized or is vacant land 0 Points

To receive points in this section, the PBV proposal must include documentation of the existing subsidy for which you are claiming points as part of section 6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).

**Total Points for Continuity of Affordability:**

## POINT SYSTEM SUMMARY

<b><u>FACTORS FOR SCORING AND RANKING PROPOSALS</u></b> <b><u>(NEW CONSTRUCTION)</u></b>	<b>Maximum Possible Points</b>	<b>Your Proposal Points</b>
A. Site Amenities	20	
B. Owner / General Partner Experience	30	
C. Management Company Experience	30	
D. Deconcentrates Poverty and Expands Housing Opportunities	15	
E. Project Financing and Local Government Support		
E(1) Commitment of Financing Required to Complete the Project	15	
E(2) Demonstrated Local Government Support	15	
F. Supportive Services/Service Amenities	20	
G. Sustainable Building Methods	8	
H. Continuity of Affordability	25	
<i>Total</i>	<b>178</b>	

## **6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)**

Please attach all Attachments in the order shown below and tab by categories A through M.

### **THRESHOLD PROJECT ELIGIBILITY**

- ☐ A. **Census Tract Certification** (form attached)
- ☐ B. **Evidence of Site Control** (form attached)
- ☐ C. **Certification and Evidence of Zoning** (form attached)
- ☐ D. **Project Financing and Local Government Support**
  - ☐ D-1. 15-year proforma with all revenue and expense projections
  - ☐ D-2. Permanent Sources and Uses Budget (form attached)
  - ☐ D-3. Evidence of tentative or firm financing commitments including all local government funding
  - ☐ D-4. Evidence of fee waivers
  - ☐ D-5. Evidence of donated or leased land by a public entity
  - ☐ D-6. Evidence of donated land as part of a local inclusionary housing ordinance
  - ☐ D-7. Design Architect's Certification of Cost Estimate (form attached)

### **OTHER PROJECT ELIGIBILITY**

- ☐ E. **Site Amenities**
  - ☐ E-1. Scaled for distance map of site amenities
- ☐ F. **Owner / General Partner / Management Company Experience**
  - ☐ F-1. Current financial statement (form attached)
  - ☐ F-2. Certification Regarding Debarment and Suspension (link provided)
  - ☐ F-3. Owner / General Partner Experience Form (attached)
  - ☐ F-4. Management Company Experience Form (attached)
  - ☐ F-5. Equal Opportunity Certification (form attached)
  - ☐ F-6. Disclosure of Lobbying Activities (link provided)
  - ☐ F-7. Certification of Payments to Influence Federal Transactions (link provided)

Continued on next page

**6. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)**  
**(Continued)**

- ☐ G. **Supportive Services / Service Amenities**
  - ☐ G-1. Supportive Services narrative
- ☐ H. **Sustainable Building Methods**
  - ☐ Design Architect's or Engineer's certification of sustainable building methods included in the project's design and specifications (form attached)
- ☐ I. **Continuity of Affordability**
  - ☐ Documentation of project's existing housing subsidy
- ☐ J. **Tenant Relocation (if applicable)**
  - ☐ J-1. Explanation of relocation requirements
  - ☐ J-2. Relocation plan along with a budget and identification of the funding source
  - ☐ J-3. Certification Regarding Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (form attached)
- ☐ K. **Site and Project Information**
  - ☐ K-1. Legal description
  - ☐ K-2. Narrative description of the proposed use of the subject property
  - ☐ K-3. Narrative description of the current use of the property, adjacent land uses, surrounding neighborhood identification
  - ☐ K-4. Description of any unique features of the site, noting those that may increase project costs or require environmental mitigation
  - ☐ K-5. Construction and design description
  - ☐ K-6. Site plan, building elevations, and unit floor plans, including square footages
  - ☐ K-7. Current Rent Roll (if applicable)
  - ☐ K-8. Design Architect's Certification of Building Code Compliance
- ☐ L. **Additional Certifications**
  - ☐ L-1. Equal Opportunity Certification (form attached)
  - ☐ L-2. Applicant's Disclosure Questionnaire (form attached)

# ATTACHMENT A

## Oxnard Housing Authority

### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Census Tract Certification*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please complete the items below. For assistance in determining the census tract and for assistance in determining the poverty rate, please visit <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

Census Tract: \_\_\_\_\_

Poverty Rate (Percent below  
poverty level for all  
individuals for whom poverty  
status is determined): \_\_\_\_\_

I certify that the information entered above is true, complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ATTACHMENT B

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Evidence of Site Control*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please check the appropriate document and attach as evidence of site control

- ☐ Title report (within last 90 days)      ☐ Contract of Sale      ☐ Option to Purchase
- ☐ Development Agreement      ☐ Long-term Lease Agreement
- ☐ Other (Describe): \_\_\_\_\_

## ATTACHMENT C

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Certification and Evidence of Zoning*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

I certify that the proposed New Construction/Rehabilitation project is permitted by current zoning ordinances and/or regulations. I further certify that should re-zoning be necessary for this proposed New Construction/Rehabilitation project, it is highly likely to occur and will not result in any material delay of the project.

---

Signature of Certifying Officer-Planning Dept.

---

Print Name

---

Title

---

Phone

---

Date

## **ATTACHMENT D-1**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### **Project Financing and Local Government Support**

*15 year Proforma with all revenue and expense projections*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach 15-year proforma with all revenue and expenses projections



## **ATTACHMENT D-2**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### **Project Financing and Local Government Support**

##### *Permanent Sources and Uses Budget*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Complete and attach Permanent Sources and Uses Budget (link in Section 6.D of the Owner / Developer Proposal)

## ATTACHMENT D-3

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### Project Financing and Local Government Support

*Evidence of tentative or firm financing commitments including all local government funding*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach evidence of tentative or firm financing commitments including all local government funding

## **ATTACHMENT D-4**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### **Project Financing and Local Government Support**

*Evidence of fee waivers*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach evidence of fee waivers

## **ATTACHMENT D-5**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### **Project Financing and Local Government Support**

*Evidence of donated or leased land by a public entity*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach evidence of donated or leased land by a public entity

## **ATTACHMENT D-6**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### **Project Financing and Local Government Support**

*Evidence of donated land as part of a local inclusionary housing ordinance*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach evidence of donated land as part of a local inclusionary housing ordinance

## ATTACHMENT D-7

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### Project Financing and Local Government Support

#### *Design Architect's Certification of Cost Estimate*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

This is to certify that the total project development cost shown in the Permanent Sources and Uses Budget in Section 6.D. of the Owner/Developer Proposal is an accurate estimate of the total project costs for this project. This total project cost estimate reflects construction costs at the projected time of construction.

---

Signature

---

Print Name

---

Title

---

Date

## **ATTACHMENT E-1**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### **Site Amenities**

*Scaled for distance map of site amenities*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach a scaled for distance map of site amenities

## **ATTACHMENT F-1**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### *Current Financial Statement*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Include your most recent financial statements in a separate envelope. This information will not be included with any information that is made public unless it is already part of a document that has been distributed to the public.



## ATTACHMENT F-2

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Certification Regarding Debarment and Suspension*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

*Please complete and attach the enclosed HUD-2992*



Form HUD-2992

## ATTACHMENT F-3

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Owner/General Partner Experience*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

If the applicant Owner/General Partner is on the TCAC “Pre-Qualified General Partner” list, submit proof of being on said list and check here ☐ . Otherwise, complete the information below.

#### OWNER/GENERAL PARTNER (G.P.) EXPERIENCE

	Project Name & Address	Number of Units	Month & Year Project was Placed-In-Service	Month & Year G.P. Participation Began	Month & Year G.P. Participation Ended (if applicable)	Number of Full Years of G.P. Participation After Project Placed-In-Service*
1.						
2.						
3.						
4.						
5.						
6.						
7.						

\_\_\_\_\_  
Signature (general partner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\*NOTE: General Partner experience cannot start accumulating until after the project is placed-in-service. In addition, do NOT round up the amount of time/experience. For example, 2 years, 11 months of General Partner experience is only 2 full years of experience, not 3 years.

## ATTACHMENT F-4

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Management Company Experience*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

If the Management Company is on the TCAC “Pre-Qualified Management Company” list or has a TCAC-approved tax credit compliance entity certification submit proof of being on said list or certification and check here ☐ . Otherwise, complete the information below.

#### MANAGEMENT COMPANY EXPERIENCE

	Project Name & Address	Number of Units	Month & Year Project was Placed-In-Service	Month & Year Management Company Participation Began	Month & Year Management Company Participation Ended (if applicable)	Number of Full Years of Management Company Participation After Project Placed-In-Service*
1.						
2.						
3.						
4.						
5.						
6.						
7.						

---

Signature (Management Principal)

---

Date

---

Management Company

\*NOTE: Management Company experience cannot start accumulating until after the project is placed-in-service. In addition, do NOT round up the amount of time/experience. For example, 2 years, 11 months of Management Company experience is only 2 full years of experience, not 3 years.

## ATTACHMENT F-5

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Equal Opportunity Certification*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

I certify that I, \_\_\_\_\_, as the authorized owner for the project named \_\_\_\_\_

shall comply with the Title VI of the Civil Rights Act of 1996, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment, if applicable, of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction/rehabilitation of the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ATTACHMENT F-6

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Disclosure of Lobbying Activities*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach a completed copy of SF-LLL (07/1997). The form can be found at [www2.ed.gov/fund/grant/apply/appforms/sflll.doc](http://www2.ed.gov/fund/grant/apply/appforms/sflll.doc).

## **ATTACHMENT F-7**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

#### *Certification of Payments to Influence Federal Transactions*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach a completed copy of HUD-50071 (03/1998). The form can be found at  
<http://www.hud.gov/offices/adm/hudclips/forms/hud5.cfm>.

## ATTACHMENT G-1

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Supportive Services Narrative*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach a narrative describing the population to be served, the services to be provided, and how these services meet the identified needs of your target population.

## ATTACHMENT H

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

*Design Architect's or Engineer's Certification of Sustainable Building Methods  
Included in the Project's Design and Specifications*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

This is to certify that the sustainable building methods indicated in 5A.H of the Owner/Developer Proposal is an accurate record of the item(s) that will be included in this project's design and specifications.

---

Signature of Architect or Engineer

---

Print Name

---

Title

---

Date



# ATTACHMENT I

## Oxnard Housing Authority

### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Documentation of Project's Existing Housing Subsidy*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach documentation of project's existing housing subsidy.

## ATTACHMENT J-1

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

*Explanation of Relocation Requirements (if applicable)*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach an explanation of relocation requirements

## ATTACHMENT J-2

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

*Relocation Plan along with a budget and identification of the funding source*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach a relocation plan including a budget with an identified funding source.  
PBV units are subject to federal and state relocation laws and guidelines.

## ATTACHMENT J-3

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Certification Regarding Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

This is to certify that the above Applicant will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and its implementing regulations at 49 CFR, Part 24.

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Signature

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Print Name

---

Title

---

Date

## ATTACHMENT K-1

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Legal Description*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach a legal description of the project

## ATTACHMENT K-2

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Narrative description of the Proposed Use of the Subject Property*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach a narrative description of the proposed use of the subject property

## ATTACHMENT K-3

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

*Narrative description of the Current Use of the Property, Adjacent Land Uses,  
Surrounding Neighborhood Identification*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach a narrative description of the current use of the property, adjacent land uses, and surrounding neighborhood identification

## ATTACHMENT K-4

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

*Description of any unique features of the site, noting those that may increase project costs or require environmental mitigation*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach a description of any unique features of the site, noting those that may increase project costs or require environmental mitigation



## ATTACHMENT K-5

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Construction and Design Description*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach a description of the construction and design

## **ATTACHMENT K-6**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

*Site Plan, Building Elevations, and Unit Floor Plans, including square footages*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

Please attach the site plan, building elevations and unit floor plans, including the square footages

## **ATTACHMENT K-7**

### **Oxnard Housing Authority**

#### **2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program**

##### *Current Rent Roll*

<b>Applicant Name:</b>
<b>Project Name:</b>
<b>Project Address:</b>

Please attach Current Rent Roll (if applicable)

## ATTACHMENT K-8

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Design Architect's Certification of Building Code Compliance*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

This is to certify that, to the best of my knowledge, the Working Drawings and Specifications for this project comply with the applicable Local, State and Uniform Building codes.

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Signature of Architect

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Print Name

---

Title

---

Date

# ATTACHMENT L-1

## Oxnard Housing Authority

### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Equal Opportunity Certification*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

I certify that I, \_\_\_\_\_, as the authorized owner for the project named \_\_\_\_\_

shall comply with the Title VI of the Civil Rights Act of 1996, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment, if applicable, of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction/rehabilitation of the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ATTACHMENT L-2

### Oxnard Housing Authority

#### 2014 Owner/Developer Proposal for the Section 8 Project-Based Voucher (PBV) Program

#### *Applicant's Disclosure Questionnaire*

<b>Applicant Name:</b>

<b>Project Name:</b>

<b>Project Address:</b>

1. Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/project sponsor that is involved in the management, operation, or development of the project.
2. Disclose any civil, criminal, or regulatory action in which the applicant/project sponsor, or any current board members, partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past 10 years involving fraud or corruption, or matters involving health and safety where there are allegations of serious harm to employees, the public, or the environment.

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome. For a publicly-traded company, the relevant sections of the company's 10K, 8K, and 10Q most recently filed with the Securities and Exchange Commission may be attached in response to question #1. With respect to a response for question #2, previous 10K, 8K, and 10Q filings of the company may be attached if applicable.

☐ Nothing to Disclose

\_\_\_\_\_  
Signature (Applicant/Project Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Printed Title of Signatory