

Oxnard Housing Department  
435 South D Street  
Oxnard, CA 93030  
(805) 385-1884



October 12, 2020

To: Owners/ Developers wishing to apply for Section 8 Project-Based Vouchers (PBV) via the Oxnard Housing Authority (OHA) October 2020 Request for Proposals (RFP)

From: Elsa Brown, Affordable Housing Program Manager

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.

Everything you will need to complete your proposal is enclosed and can also be found on our website at: <https://www.oxnard.org/city-department/housing/>

If you have any questions throughout the proposal process please contact me at via email or (805) 385- 7404. Proposals are due by **5:00 P.M. PDT on October 26, 2020.**

I look forward to working with you.

Sincerely,

Elsa Brown

**OXNARD HOUSING AUTHORITY**

**SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV) OCTOBER 2020**

**PROPOSAL PACKAGE**

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

**PROPOSALS DUE **October 26, 2020, 5:00 PM PDT****

Submit one Original, One copy, and an Electronic Copy via a flash drive to:

Oxnard Housing Authority

435 South D Street Oxnard, CA 93030

Contact Person: Elsa Brown

[elsa.brown@oxnard.org](mailto:elsa.brown@oxnard.org) or (805) 385-7404

## TABLE OF CONTENTS

	Page
1) Introduction	5
2) Program Overview and Requirements	5
a) Purpose	
b) Funding	
c) Number of PBV Units Available	
d) PBV Units in a 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	
3) Proposal Submittal and Processing	15
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	
4) Owner/Developer Proposal	19
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: Project Financing, Revenue, and Expenses

Section 6: Factors for Scoring and Ranking Proposal (New Construction)

5) Required Attachments to Proposal Checklist and Documents 44

# OXNARD HOUSING AUTHORITY

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

October 2020

### 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 56 vouchers under this RFP. Applications will only 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 must be leased to individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11301) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3. In order to qualify for a PBV Program Voucher families and individuals must have an annual income at or below 50% of area median income (AMI), as adjusted for family size.

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 this RFP is to make PBVs available for projects that create designated rental units for individuals and families that meet the definition of homeless as defined under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11301) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3. Designated rental units that receive PBVs will provide decent, safe and sanitary housing for homeless individuals and 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 fifty-six (56) PBVs available for new construction projects that will serve the individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11301) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.

## **d) PBV Units in a Project**

To be eligible for this RFP units must qualify as permanent supportive housing units (PSH) and at least one household member in each PBV assisted unit must be offered at least one qualifying supportive service on-site.

For the purpose of this RFP qualifying families or individuals is defined as individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11301) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.

To be eligible to apply to this RFP units **MUST** be in a multi-family project and **MUST** be made available to qualifying homeless families or individuals, as defined above, receiving PBV assistance. Qualifying families or individuals **MUST** also receive on-site supportive services tailored to the population being served and approved by the OHA with a permanent lease term of no less than one year.

OHA is required to monitor an excepted family's continued receipt of supportive services and to take appropriate action if those services are not being provided.

## **e) Definition of Homeless, Permanent Housing, and Permanent Supportive Housing**

For purposes of this RFP, a "homeless" household means a household whose head, spouse, or sole member is a person that meets the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11301) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3 as defined below:

*Homeless means:*

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
  - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
    - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
    - b. No subsequent residence has been identified; and
    - c. The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
  3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
    - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
    - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
    - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of

applying for homeless assistance; and

- d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
    - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
    - b. Has no other residence; and
    - c. Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

For purposes of this RFP, "permanent housing" means community-based housing without a designated length of stay. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

For purposes of this RFP, "permanent supportive housing" means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

#### **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 and individuals occupy the units. An eligible family or individual's income must not exceed the HUD-established extremely low-income limit (50% AMI), adjusted for family size. A family or individual 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 or individual 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 20 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:

1. An amount determined by OHA, not to exceed the established payment standard as approved by the Oxnard Housing Authority (or any HUD-approved exception payment standard) for the unit bedroom size ("OHA Payment Standards") minus any utility allowance;

2. The reasonable rent; or
3. The rent requested by the owner.

Certain LIHTC Units

1. 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:
  - a. The contract unit receives a LIHTC under the Internal Revenue Code of 1986;
  - b. The contract unit is not located in a qualified census tract (QCT).
  - c. 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
  - d. The LIHTC rent exceeds 110 percent of the fair market rent or any approved exception Payment Standard.
2. For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:
  - a. The LIHTC rent minus any utility allowance;
  - b. The reasonable rent; or
  - c. The rent requested by the owner.

OHA Payment Standards (updated annually)

Effective Date 10/1/2019	0-Br	1-Br	2-Br	3-Br	4-Br
Oxnard	\$1269	\$1519	\$1923	\$2690	\$3189

**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, Deconcentrating 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:

1. Shared housing units;
2. Units on the grounds of a penal reformatory, medical, mental, or similar public or private institution;
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities);
4. Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
5. Manufactured homes;
6. Cooperative housing; or

## 7. 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.

### Ineligible Subsidized Housing (24 CFR 983.54)

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

1. A public housing unit;
2. A unit subsidized with any other form of Section 8 assistance;
3. A unit subsidized with any governmental rent subsidy;
4. A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
5. 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)
6. A Section 202 project for non-elderly households with disabilities;
7. Section 811 project-based supportive housing for persons with disabilities;
8. Section 202 supportive housing for the elderly;
9. A Section 101 rent supplement project;
10. A unit subsidized with any form of tenant-based rental assistance; or
11. 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:

1. A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
2. 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;
3. A census tract that is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
4. A census tract where new market rate units are being developed;
5. A census tract where there has been an overall decline in the poverty rate within the past five years; or
6. 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:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
2. The site must have adequate utilities and streets available to service the site;
3. 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;
4. 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;
5. 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;
6. The neighborhood must not be one that is seriously detrimental to family life

or in which substandard dwellings or other undesirable conditions predominate;

7. 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
8. 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: <https://www.hud.gov/sites/documents/983.PDF>

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 SUBMITTL 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 the following: Part 4 (Owner/Developer Proposal) inclusive of Applicant Statement/Certification and Notary, Part 4 Sections 1 - 6, and Part 5 (Required Attachments to Proposal) including the Required Attachments to Proposal Documents Checklist. Ensure to include all attachments and documents identified in the Required Attachments to Proposal Documents Checklist.

#### **b) Submittal Deadline**

Proposals are due by **5:00 P.M. PDT on October 26, 2020**. Submit an original, one copy, and an electronic copy via a flash drive to :

Oxnard Housing Authority 435 South D Street Oxnard, CA 93030

Contact Person: Elsa Brown [elsa.brown@oxnard.org](mailto:elsa.brown@oxnard.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.

#### 4) OWNER / DEVELOPER PROPOSAL

##### **Applicant Statement, Certification 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, (1) copy, and an electronic copy via flash drive 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.

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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.

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

Signature	
Print Name	
Title	
Date	

ACKNOWLEDGEMENT

STATE OF CALIFORNIA

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

October 2020

SECTION 8 PROJECT-BASED VOUCHER PROGRAM (PBV)

**SECTION 1: GENERAL AND SUMMARY INFORMATION**

**Basic Proposal**

Number of PBVs requested: \_\_\_ PBVs

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

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

Indicate the term you prefer for the Housing Assistance (HAP) contract if you get funded: \_\_\_\_\_ years

**Project Location**

Project Name:	
Site Address:	
City:	
County:	
Zip Code:	
Census Tract:	
Assessor's Parcel Number(s):	
Is Project in a Qualified Census Tract:	

## **SECTION 2: APPLICANT INFORMATION**

### 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

### **Applicant Contact Information:**

Applicant Name:	
Street Address:	
Phone:	
Email:	

### Legal Status of Applicant:

--

### **General Partner(s) Information**

General Partner name:	
Street Address:	
Contact Person:	
Phone:	
Email:	
Nonprofit or For Profit:	

General Partner name:	
Street Address:	
Contact Person:	
Phone:	
Email:	
Nonprofit or For Profit:	

General Partner(s) or Principal Owner(s) Type:

--

**Status of Ownership Entity:**

--

Contact Person During Application Process

Company Name:	
Street Address:	
Phone:	
Email:	
Participatory Role:	

### SECTION 3: PROJECT INFORMATION

#### 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
- Exclusive Negotiating Agreement (ENA)

Other (Describe): \_\_\_\_\_

#### Purchase Information, if applicable

Name of Seller:	
Phone:	
Purchase Price:	
Date of Purchase Contract or Option:	
Did You Purchased from Affiliate:	
If yes, broker fee amount to affiliate:	
Expiration Date of Option:	
Special Assessments:	
Holding Costs per Month:	
Real Estate Tax Rate:	

Historic Site:	
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### Building Information

Total Number of Buildings:	
Residential Buildings:	
Community Buildings:	
Commercial/Retail Space:	
If Commercial/Retail Space, explain (include use, size, location, and purpose):	

### Site Information

Current Land Use Designation	
Proposed Zoning and Maximum Density	
Does this site have Inclusionary Zoning or occupancy restrictions?	
Is site in a locally designated redevelopment project area, HUD-designed Enterprise Zone, Economic Community, or Renewal Community?	

### 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							
Totals							

**Supportive Services / Service Amenities**

In a separate attachment describe all the support services/amenities the project will provide. Indicate if the service will be located at the project or, if not, the address where it will be located. Indicate if the service is committed and its funding source.

**Site Amenities**

Identify all proximate amenities available.

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
Health facility (e.g., medical clinic or hospital; not a private doctor's office)		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Bus stop or station or rail station		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Grocery store, supermarket or convenience store		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile

Pharmacy		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Public park or community center accessible to the general public		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Public Library		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Elementary, middle, or high school		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Senior center or facility offering daily services to seniors		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile
Facility that operates to serve the population living in the development		on site $\frac{1}{2}$ mile or less more than $\frac{1}{2}$ mile

### Utilities

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

Heating	Owner	Tenant
Cooking	Owner	Tenant
Hot Water	Owner	Tenant
Air Conditioning	Owner	Tenant
Other Electric	Owner	Tenant
Refrigerator (indicate if tenant supplied)	Owner	Tenant
Stove	Owner	Tenant
Sewer / Water	Owner	Tenant

Garbage	Owner	Tenant
---------	-------	--------

Monthly Resident Utility Allowance:

	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.*

**Local Approvals Required**

*Local Approval Date (month/year)*

CEQA	Proposed Submittal	Estimated Approval / Final
NEPA	Proposed Submittal	Estimated Approval / Final
Article 34 of State Constitution	Proposed Submittal	Estimated Approval / Final
Site Plan	Proposed Submittal	Estimated Approval / Final
Design Review	Proposed Submittal	Estimated Approval / Final
Conditional Use Permit	Proposed Submittal	Estimated Approval / Final
Variance	Proposed Submittal	Estimated Approval / Final
Subdivision Map	Proposed Submittal	Estimated Approval / Final
General Plan Amendment	Proposed Submittal	Estimated Approval / Final
Rezoning	Proposed Submittal	Estimated Approval / Final

<b>Building Permits</b>	<b>Proposed Submittal</b>	<b>Estimated Approval / Final</b>
<b>Construction Start</b>	<b>Proposed Submittal</b>	<b>Estimated Approval / Final</b>
<b>Construction End</b>	<b>Proposed Submittal</b>	<b>Estimated Approval / Final</b>

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

### 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: PROJECT FINANCING, REVENUE, AND EXPENSES**

Submit a unit mix schedule and all proposed rents.

Submit a complete 30-year operating proforma schedule, Construction Sources and Uses Budget, and Permanent Sources and Uses Budget.

## **SECTION 6: FACTORS FOR SCORING AND RANKING PROPOSAL**

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  $\frac{1}{2}$  mile of the following, which must be in existence at the time of PBV proposal submission:

Health facility (e.g., medical clinic or hospital; not a private doctor's office)

Bus stop or station or rail station

Grocery store, supermarket or convenience store

Pharmacy

Public park or community center accessible to the general public

Public library

Elementary, middle or high school (if the project is a family project)

Senior center or a facility offering daily services to seniors

Facility that operates to serve the population living in the development

Indicate how many of the listed amenities are within  $\frac{1}{2}$  mile of the project and enter the total points received in the box below (select one):

Project is within  $\frac{1}{2}$  mile of six or more of the listed amenities 20 Points

Project is within  $\frac{1}{2}$  mile of four or five of the listed amenities 15 Points

Project is within  $\frac{1}{2}$  mile of two or three of the listed amenities 10 Points

Project is within  $\frac{1}{2}$  mile of one of the listed amenities 5 Points

Project is within  $\frac{1}{2}$  mile of none 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  $\frac{1}{2}$  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.

TOTAL POINTS FOR SITE

**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):

Seven or more projects in service over three years 30 Points

Seven or more projects in service under three years 25 Points

Three to six projects in service over three years 20 Points

Three to six projects in service under three years 15 Points

One to two projects in service over three years 10 Points

One to two projects in service under three years 5 Points

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 Part 5. **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.

TOTAL POINTS FOR OWNER AND GENERAL PARTNERS

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):

Eleven or more projects in service over three years 30 Points

Eleven or more projects in service under three years 25 Points

Agent with certification from a CTCAC-approved tax credit compliance entity 20 Points

Six to ten projects in service over three years 20 Points

Six to ten projects in service under three years 15 Points

Two to five projects in service over three years 10 Points

Two to five projects in service under three years 5 Points

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 Part 5. **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.

TOTAL POINTS FOR MANAGEMENT COMPANY

#### 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):

Census tract has a poverty rate of 10.0% or less 15 Points

Census tract has a poverty rate of 10.1% to 20.0% 10 Points

Census tract has a poverty rate of more than 20.0% and you believe it qualifies for the exception 5 points

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 Part 5 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.

TOTAL POINTS FOR DECONCENTRATION OF POVERTY AND  
EXPANDING HOUSING

**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):

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

Owner has demonstrated ability to obtain financing 7 Points

Owner has identified financing commitments not supported with documentation 0 Points

To receive points in this section, you must provide documentation of financing commitments or ability to obtain financing for which you are claiming points as part of Part 5. 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):

Owner has obtained 10% to 20% of the necessary funding commitments from local government. 15 Points

Owner has obtained 21% to 49% of the necessary funding commitments from local government. 7 Points

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 Part 5. 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.

TOTAL POINTS FOR PROJECT FUNDING AND PUBLIC AGENCY

*F. Supportive Services/Service Amenities*    *Maximum 20 Points*

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

Transportation assistance and services

Youth development

Alcohol or drug abuse services

General healthcare and services

Leadership development

Financial literacy

Childcare

Parenting classes

Employment training and counseling

Legal services

HIV/AIDS related services

Life skills classes

Mental health services

General education classes (including computer classes)

Economic self-sufficiency

Obtaining and retaining government, financial, and medical benefits

Behavior assessments

English as a Second Language (ESL) classes

Postsecondary education

Family counseling

Nutrition

Government and community resources

### 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):

Project provides at least four of the listed services 20 Points

Project provides three of the listed services 15 Points

Project provides two of the listed services 10 Points

Project provides one of the listed services 5 Points

Project provides none 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.

TOTAL POINTS FOR SUPPORTIVE SERVICES

### 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:

Leadership in Energy & Environmental Design (LEED for Homes) 8 Points

Green Communities 8 Points

GreenPoint Rated Multifamily Guidelines 8 Points

OR

Select from the following features:

A new construction or adaptive reuse project that exceeds Title 24 energy standards by at least 10%. 4 Points

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

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). 2 Point

Use of at least one High Efficiency Toilet (1.3 gallons per flush or less) or dual-flush toilet per unit. 1 point

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

Use of no-VOC interior paint (5 grams per liter or less). 1 Point

Use of CRI Green-label low-VOC carpeting and pad and low-VOC adhesives. 1 Point

Use of bathroom fans that exhaust to the outdoors and are equipped with a humidistat sensor or timer in all bathrooms. 2 Points

Use of formaldehyde-free insulation. 1 Point

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). 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

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

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. Nonsmoking sections must consist of at least half the units within the building, and those units must be contiguous. 1 Point

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 Part 5. REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST).

TOTAL POINTS FOR SUSTAINABLE BUILDING

#### 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 Part 5. 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>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>	

## **5) REQUIRED ATTACHMENTS TO PROPOSAL (DOCUMENTS CHECKLIST)**

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

### **THRESHOLD PROJECT ELIGIBILITY**

- 1.** Census Tract Certification (Attachment A)
- 2.** Evidence of Site Control (Attachment B)
- 3.** Evidence of Zoning (Refer to Part 4, Section 4 Required Local Approvals and Development Timetable)
- 4.** Project Financing and Local Government Support
  - a.** 30-year proforma with all revenue and expense projections (Refer to Part 4, Section 5 Project Financing, Revenue, and Expenses)
  - b.** Permanent Sources and Uses Budget (Refer to Part 4, Section 5 Project Financing, Revenue, and Expenses)
  - c.** Evidence of tentative or firm financing commitments including all local government funding
  - d.** Evidence of fee waivers
  - e.** Evidence of donated or leased land by a public entity
  - f.** Evidence of donated land as part of a local inclusionary housing ordinance
  - g.** Design Architect's Certification of Cost Estimate (Attachment C)
- 5.** Site Amenities
  - a.** Scaled for distance map of site amenities (Refer to Part 4, Section 3 Project Information)
- 6.** Owner / General Partner / Management Company Experience
  - a.** Current financial statement (Attachment D)
  - b.** Certification Regarding Debarment and Suspension (link provided in Attachment E)

- c. Owner / General Partner / Management Company Experience (Refer to Part 4, Section 2 Applicant Information)
  - d. Equal Opportunity Certification (Attachment F)
  - e. Disclosure of Lobbying Activities (link provided in Attachment G)
  - f. Certification of Payments to Influence Federal Transactions (link provided in Attachment H)
- 7. Supportive Services / Service Amenities
  - a. Supportive Services narrative (Refer to Part 4, Section 3 Project Information)
- 8. Sustainable Building Methods
  - a. Design Architect's or Engineer's certification of sustainable building methods included in the project's design and specifications
- 9. Continuity of Affordability
  - a. Documentation of project's existing housing subsidy
- 10. Tenant Relocation (if applicable)
  - a. Explanation of relocation requirements (Attachment I)
  - b. Relocation plan along with a budget and identification of the funding source (Attachment J)
  - c. Certification Regarding Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Attachment K)
- 11. Site and Project Information
  - a. Legal description (Attachment L)
  - b. Narrative description of the proposed use of the subject property
  - c. Narrative description of the current use of the property, adjacent land uses, surrounding neighborhood identification
  - d. Description of any unique features of the site, noting those that may increase project costs or require environmental mitigation

- e. Construction and design description
  - f. Site plan, building elevations, and unit floor plans, including square footages
  - g. Current Rent Roll (if applicable)
  - h. Design Architect's Certification of Building Code Compliance
12. Additional Certifications
- a. Applicant's Disclosure Questionnaire (Attachment M)

**ATTACHMENT A**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

**Census Tract**

Applicant Name:	
Project Name:	
Project Address:	

Please complete the items below. For assistance in determining the census tract and for assistance in determining the poverty rate, please visit:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Census Tract:	
Poverty Rate:	

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT B**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

**Evidence of Site Control**

Applicant Name:	
Project Name:	
Project Address:	

Please attach evidence of site control

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT C**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

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

Applicant Name:	
Project Name:	
Project Address:	

This is to certify that the total project development cost shown in the Permanent/Construction Sources and Uses Budget in Part 4 (Owner/Developer Proposal) , Section 5 ( Project Financing, Revenue, and Expenses) 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.

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT D**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

**Current Financial Statement**

Applicant Name:	
Project Name:	
Project Address:	

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.

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT E**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

***Certification Regarding Debarment and Suspension***

Applicant Name:	
Project Name:	
Project Address:	

*Please complete and attach HUD Form -2992. You can access this form at the following link:*

[https://www.oxnard.org/wp-content/uploads/2016/05/Form\\_HUD-2992-OHA\\_RFP\\_PBV\\_February\\_2014.pdf](https://www.oxnard.org/wp-content/uploads/2016/05/Form_HUD-2992-OHA_RFP_PBV_February_2014.pdf)

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT F**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

***Equal Opportunity Certification***

Applicant Name:	
Project Name:	
Project Address:	

I certify that, as the authorized owner for the project identified above 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 G**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

***Disclosure of Lobbying Activities***

Applicant Name:	
Project Name:	
Project Address:	

Please attach a completed copy of SF-LLL. The form can be found at

<https://files.hudexchange.info/resources/documents/HUD-Form-Sflll.pdf>

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT H**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

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

Applicant Name:	
Project Name:	
Project Address:	

Please attach a completed copy of HUD-50071. The form can be found at

<https://www.hud.gov/sites/documents/50071.PDF>

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT I**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

***Explanation of Relocation Requirements (if applicable)***

Applicant Name:	
Project Name:	
Project Address:	

Please attach an explanation of relocation requirements

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT J**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

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

Applicant Name:	
Project Name:	
Project Address:	

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.

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT K**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

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

Applicant Name:	
Project Name:	
Project Address:	

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.

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT L**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

***Legal Description***

Applicant Name:	
Project Name:	
Project Address:	

Please attach a legal description of the project

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

Signature	
Print Name	
Title	
Date	

**ATTACHMENT M**

**Oxnard Housing Authority  
2020 Developer Proposal for Section 8 Project Based Vouchers**

***Applicant's Disclosure Questionnaire***

Applicant Name:	
Project Name:	
Project Address:	

Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant is or has been a party and which might have a material impact on the financial viability of the project or the applicant. Such disclosures should include any parent, subsidiary, or affiliate of the applicant that is involved in the management, operation, or development of the project.

Disclose any civil, criminal, or regulatory action in which the applicant, 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.

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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.

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

Signature	
Print Name	
Title	
Date	