

**Housing Authority of the County of Santa Cruz
Project Based Voucher Application
FY 2023-2024**

Applicant Information	
Legal Name of Organization	
TAX ID Number of Organization	
Organization Mailing Address	
Name of Contact Person for this Application	
Title	
Telephone	
Email	
Organization Website Address	

Project Summary	
Project Name	
Project Address	
Does Census Tract Have a Poverty Rate of 20% or less? Use the PBV Census Tract Lookup Tool at https://www.huduser.gov/portal/maps/hcv/home.html	
Total units in this Project:	
Total Project Based Vouchers Requested:	
Percent of units to be Project-Based:	

This application is to request project-based vouchers (PBVs) from the Housing Authority of the County of Santa Cruz. The Standard Project Cap for the number of PBVs in any development is the greater of 40 units or 40% of units in the total project. Applicants may apply for an amount of PBVs above the Standard Project Cap, however, the applicant must demonstrate substantial construction readiness and substantial financial feasibility.

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

1. The owner and its agents will adhere to the most current published HUD Project Based Voucher regulations and understands that owners and developers are responsible to confirm the accuracy and applicability of the federal regulations, HUD guidelines, or state laws before taking any action that could be in violation of such regulations governing the Project Based Voucher program.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. The owner and its agents will comply with the Housing Authority of County of Santa Cruz Administrative Plan and

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Project Based Voucher Program Rules and Regulations.

4. The applicant acknowledges that any material changes to the project not disclosed to and approved by the HACSC after submittal of this application may result in a denial or termination of the AHAP or HAP contract. Material changes include but are not limited to: changes in the project design, amenities, number, size and AMI level of units; changes in the eligibility criteria of populations to be served, including establishment of site-based waiting lists, residency preferences, or any other preferences, changes to the ownership entity or key staff identified in this application or changes to other application items.

Authorized Signature	
Printed Name of Signator	
Title of Signator	
Date	

I. PROJECT and APPLICANT INFORMATION

PBV Project Name	
Property Address	
Assessor Parcel Number(s)	
Structure Type (e.g., Low-Rise or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family)	
Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:	
Type of organization (corporation, partnership, etc.)	
Tax-Exempt organization?	
Will rents in the property remain affordable after the expiration of the HAP contract?	
Has the project received funding through any competitive process by any government entity?	
Requested HAP Contract Term	
Is this a Low Income Housing Tax Credit (LIHTC) property?	
If Intent to Apply for Low Income Housing Tax Credits (LIHTC), Indicate When	
If Yes or Intent to Apply, is property located in a CTCAC Qualified Census Tract?	
Is the property accessible for persons with disabilities?	
Are there any non-residential units (e.g., commercial, office) on this property?	
If yes, please describe the non-residential units:	
If the proposal is for existing units, include information regarding whether there is already a waiting list; and if so, how many names are on it and how many units turn over in a year.	
If the proposal is for existing units that are occupied, include current tenant's annual income and monthly rent for each existing unit, as well as their projected rent in the project-based voucher program. Provide as Attachment if Necessary.	
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Property Management.

Property Management Agent Name:	
Address of Property Management Agent:	
Property Management Agent website:	
Address and description of other properties managed: Provide as Attachment if Necessary.	
Qualifications, including management of properties for persons with special needs (if applicable): Provide as Attachment if Necessary.	
Personnel plan for the proposed project:	
Number of Office Staff	
Working Days/Hours of Office Staff	
Number of Maintenance Staff	
Working Days/Hours of Maintenance Staff	
Is there a Resident Manager in addition to the above staff for after-hours emergencies?	

Property Configuration and Proposed Unit Mix. Complete the following table with number of units.

	Studio	1 Br	2 Br	3 Br	4 Br	Total
Total units including non-PBV						
Total fully accessible units including non-PBV units						
Total PBV units						
Total of fully accessible PBV units						
Tax Credit Rents, if applicable						

Itemization of Proposed Units

Bedroom Size	# Bathrooms	Unit Size in Square Feet	Number of Units	Targeted Income Level (%AMI)	Proposed Rent

Utilities. Complete the utility table below for the proposed PBV units. (1) Indicate tenant-paid or owner-paid for all utilities. (2 for Heating, Cooking and Water: Indicate Natural Gas, Electric or Propane,

Utility/Service	Tenant-Paid	Owner-Paid	Natural Gas	Electric	Propane
Heating (Specify Energy Type)					
Cooking (Specify Energy Type)					
Water Heating (Specify Energy Type)					
General Utilities (lights, etc)					
Tenant Owns Range					
Tenant Owns Refrigerator					
Water					
Sewer					
Garbage					

Project Description - Narrative

II. APPLICATION ELEMENTS TO BE SCORED

1. Project Type

New Affordable Housing Construction	
Existing Housing – Retains currently affordable housing at imminent risk of losing affordability requirements.	
Provide justification for being at “imminent risk” of losing affordability requirement	
Substantial Improvements	
Provide justification for substantial improvements, explaining why they cannot be accomplished without PBVs.	

2. **The Extent to Which the Project Creates Housing Opportunities for Top Applicants on the Housing Authority’s Existing Housing Choice Voucher (HCV) Waiting List.** *Indicate the number of units proposed for top applicants on the HCV waiting list, and any other special populations for which you plan to provide units. Units that are dedicated to referral-based special purpose vouchers will be substituted 1:1 for units that are dedicated to top applicants on the HCV Waiting List, subject to voucher availability to project-base and with a letter of support from the referring agency.*

	Number of Proposed PBV Units	Percentage of Total PBV Units Proposed
PBV Units for Households Meeting the Following Descriptions		
For Top Applicants on the Housing Authority’s Existing Housing Choice Voucher (HCV) Waiting List		
For Seniors 62+		
For Households Eligible for Supportive Services*		
For Other Special Population * (please specify below)		
<i>Specify Other Special Population Type</i>		
Total PBV Request		
<p>*Projects requesting units for Households Eligible for Supportive Services or Other Special Populations must complete an additional Supplement for Supportive Services (available on HACSC website) responsive to questions relating to the experience of the Supportive Services team, the quality of the proposed Supportive Services Plan, and anticipated referral and waitlist processes. The Supplement will not be scored but is used to ensure program compliance and voucher availability.</p>		

3. **Deconcentration of Poverty.** *Provide census tract number and poverty rate.*

HUD Census Tract Lookup	HUD Census Tract Lookup Results
Use HUD Census Tract Lookup to determine if poverty rate is less than 20%: https://www.huduser.gov/portal/maps/hcv/home.html <i>Paste results of lookup into the box at right:</i>	
REQUIRED: Attach Census Report from https://data.census.gov/cedsci	
<p>If the project is located in a census tract where the poverty rate is 20 percent or greater, provide a narrative here addressing the factors described in Section 3 of the Evaluation Criteria “Deconcentration of Poverty.” <i>If additional space is needed, please provide an attachment and indicate here that such attachment is provided.</i></p>	

4. Location Amenities. Indicate yes/no answers.

Project is in a Location with a Walk Score of 85% or Higher	
Project with 2+ bedroom units for families is located within ½ mile of a public elementary, middle school, or high school.	
Project with 2+ bedroom units for families includes a playground, toddler play area, childcare facility, or similar child-focused space(s).	
Project includes space/programs to enhance health and wellness of residents such as Fitness/Sports/Recreation facilities or there is a partnership with local fitness center(s) where residents get discounted monthly gym fees, yoga/classes, etc.	
Project integrates space and programming to enhance living skills or job readiness skills of residents of the project or community residents (e.g. a computer room, resident-run café or other social entrepreneur business).	
Provides Public-Use Amenity: Project provides the neighborhood with public-use amenity (e.g. a public easement onto open space or community garden, a pocket park, public plaza, etc.).	
Transit: The proposed project is located with a public transit corridor, or the project is using a van or dial-a-ride service. If located within a public transit corridor, the project site must be within ¼ mile of a bus stop with at least hourly service as demonstrated by a Metro bus schedule for the route.	
Groceries: The proposed project is located within ½ mile of groceries and other essential shopping needs. Grocery is defined as a full-service store or market that provides fresh food staples: fresh meats, poultry, dairy products, and produce. <i>Convenience stores and mini marts are not considered full-service stores or markets.</i>	
Health and Social Services/ Schools: The project is located within one mile of a health or social service facility that is operated to serve the target population(s); or the proposed project is a family project and is located within one mile of the services above, or within ½ mile of a public elementary, middle school, or high school.	
Recreation: The proposed project is located within ¼ mile of a park, library, recreational facility, or a community center accessible to the general public and appropriate for the targeted population(s).	

5. **Management and Owner Experience.** *Check the experience levels applicable to your team.*

Property Development Experience:	
Track Record of Successful Affordable Housing Developments	
Broad experience (5+ affordable developments)	
Some experience (3-4 affordable developments)	
Minimal experience (1-2 affordable developments)	
No prior experience	
Property Management Experience:	
Number of Affordable Units Managed in Prior 5 Years	
Broad experience (201+ affordable rental units)	
Good experience (101-200 affordable rental units)	
Fair experience (51-100 affordable rental units)	
Minimal experience (Under 50 affordable rental units)	
Resident Services Provision Experience:	
Number of Affordable Projects Managed for 12+ Months within the last 5 years	
Broad experience (5+ projects)	
Some experience (3-4 projects)	
Minimal experience (1-2 projects)	
No experience	
Project Based Voucher Experience:	
Number of PBV Units Managed in Prior 5 Years	
Broad experience (201+ PBV rental units)	
Good experience (151-200 PBV rental units)	
Fair experience (50 to 150 PBV rental units)	
Minimal experience (Under 50 PBV rental units)	

6. **Design Features.** *Indicate a yes/no answer.*

<p>The applicant certifies that the project will be developed in accordance with the minimum requirements of <i>any one</i> of the following programs: Leadership in Energy & Environmental Design (LEED); Green Communities; Passive House Institute US (PHIUS); Passive House; Living Building Challenge; National Green Building Standard ICC / ASRAE – 700 silver or higher rating; or the GreenPoint Rated Program.</p>	
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7. **Construction Readiness.** Indicate yes/no answers and attach requested document.

Does applicant have full entitlement, jurisdictional approval, and site control? Required: Attach proof of full entitlement and jurisdictional approval.	
Does applicant have site control? Required: Attach Deed or Lease.	
Does applicant anticipate site control? Required: Attach Sale Agreement.	
Is relocation of occupants necessary?	

8. **Financial Feasibility.** Complete the following table "Sources of Project Funding" table by indicating which sources you have secured or anticipate, and the amount.

Sources of Project Funding	Secured	Anticipated	Amount
LIHTC Equity			\$
Community Development Block Grant Program (CDBG)			\$
HOME			\$
Homekey			\$
Joe Serna Farmworker Housing			\$
Multifamily Housing Program (MHP)			\$
No Place Like Home (NPLH)			\$
Veterans Housing & Homelessness Prevention (VHHP)			\$
Other State Funding (please specify)			\$
Other Federal Funding (please specify)			\$
Local - City Funding (please specify)			\$
Local - County Funding (please specify)			\$
Other Funding (please specify)			\$
Other Funding (please specify)			\$

Project Financing and Funding	
Anticipated funding from PBVs during initial 12 months of occupancy	\$
Amount of permanent financing (indicate anticipated or committed)	\$
Amount of cash available for project commitment	\$
Amount of developer fee (indicate if deferred)	\$
REQUIRED: Attach Proforma that indicates at least the following:	
<ul style="list-style-type: none"> • Total development costs • Sources and uses of funds • Financing assumptions for all debt, including interest rates, term, amortization (if different from term) • Calculation of LIHTCs and LIHTC equity (if applicable) • Operating budget, including reserves, services, and any misc. fees *must trend at a fixed rate between 1% and 3% for the first five (5) years and 3% thereafter* • Cash flow for each year of the initial term of the HAP contract *may not exceed 10% of operating expenses* • PBV income for each year of the initial term of the HAP contract *do not combine PBV and non-PBV income* • Net operating income for each year of the initial term of the HAP contract • Debt-coverage ratio for each year of the initial term of the HAP contract *must be between 1.10 and 1.45* • Rent increases *must trend at a fixed rate between 2% and 3%* • Vacancy rates *may not exceed 7%* 	

9. Bonus Points.

Does the project leverage funding from a unique, time-limited federal, state, or local housing initiative? Please specify below.

Checklist of Required Attachments:

- Census Report from <https://data.census.gov/cedsci>
- Proforma that indicates all the items noted in the Financial Feasibility section
- Deed or Lease if you **have** site control.
- Sale Agreement if you **anticipate** site control.