

Housing Authority of the County of Santa Cruz

Project-Based Voucher Request for Proposals - Frequently Asked Questions (FAQs)

Q. How many PBVs can I apply for?

A. The maximum number of vouchers any project can apply for is the greater of 15 vouchers or 40% of the total project units (Project Cap).

Q. Are there any circumstances where I can exceed the Project Cap and request more PBVs?

A. No.

Q. I already have a conditional award of PBVs. If I want more PBVs, what do I need to submit under this RFP?

A. If you already have a conditional award of PBVs from a prior RFP and you want more PBVs, ***you must submit a new proposal under the new RFP for the new total of PBV units being requested for the project.*** If your new application is unsuccessful, you will still retain your original award under the prior RFP. If you are successful under the new RFP, your new award will supersede your prior award. We will not mix/stack PBV conditional awards from different RFPs. If you already have a conditional award of PBVs and your award exceeds the current Project Cap as described above, you are not eligible to apply for additional vouchers.

Q. Is there a specific deadline by which I need to submit my proposal?

A. Yes, the current RFP will close at 11:59PM Pacific Standard Time on November 18, 2024. All applications must be submitted by that time. Late submissions will be rejected without being scored.

Q. Is my proposal scored against other proposals?

A. Yes. All proposals will be scored and ranked by score from highest to lowest. The project with the highest score will be considered for PBVs first and projects with lower scores will then be considered iteratively from next highest to lowest, until all PBVs have been awarded or until there are no more projects to consider. Projects that do not meet the minimum threshold score will not be considered.

Q. How many PBVs are available under this RFP?

A. Up to 105 total PBVs are available under this RFP:

- Up to 90 vouchers are available as standard or special purpose HCVs, meaning that the owner can apply for standard HCVs, a special purpose HCV (ex. Family Unification Program, DMV), or a combination of both (ex. 10 standard HCVs, 10 Family Unification Program vouchers).
- Up to 15 Veterans Affairs Supportive Housing (VASH) vouchers, which are available to homeless veterans and their families referred by the Department of Veterans Affairs

Q. When can I expect to hear a response for my application?

A. The Housing Authority will provide a response by February 3, 2025.

Q. Can I layer additional eligibility criteria on units that are set aside for “top applicants on the Housing Choice Voucher Waiting List”?

A. No. PBV units that are proposed for “top applicants on the Housing Choice Voucher Waiting List” may not have any additional eligibility criteria whatsoever. If you decide to layer additional criteria, you must specify that in the proposal so that it can be evaluated appropriately. Doing so may impact your score – please review the Scoring Criteria.

Q. What AMI level can I use for my PBV units?

A. The Housing Authority does not generally require PBV units to be set aside for a specific AMI level. Typically, the units must simply be set aside for PBV-eligible families under that voucher type. Generally, families under 50% are eligible, with families up to 80% being eligible in certain situations. Please see the Housing Authority’s HCV Administrative Plan for more information.

Q. Do I need to apply for tax credits to be eligible for PBVs?

A. No.

Q. Can I apply for PBVs as a “to-be-formed” entity?

A. No. Applicants for PBVs must currently exist and applicants may be required to submit their organization’s formation documents. However, HACSC may permit the transfer of a conditional award of PBVs to a different organization upon its formation, provided that the original awardee is a member of the new organization.

Q. Does my project need to be 100% affordable housing?

A. No. Please see the Scoring Criteria for more information on how such projects may score.

Q. I need more space to provide information, what do I do?

A. If you need additional space, simply include attachments as part of the application package.

Q. What does “full entitlement” mean?

A. “Full entitlement” means that the appropriate jurisdiction has approved the project for construction, which is typically demonstrated through zoning permits or similar documents.

Q. Do I need to provide my full project proforma?

A. Yes, the Housing Authority requires 1) a complete project proforma and 2) a completed HACSC Underwriting Tool. Proposals that do not include the full proforma and/or completed HACSC Underwriting Tool will not be accepted.