



# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

1500 HUGHES WAY STE A-150 • LONG BEACH, CALIFORNIA 90802 • (562) 570-6985 • FAX: (562) 499-1052

October 11, 2022

HONORABLE HOUSING AUTHORITY COMMISSION  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the Executive Director, or designee, to release a Request for Proposals (RFP) advertising the availability of Project-Based Vouchers (PBV) and solicit participation in the program from interested property owners of affordable units; and, authorize the Executive Director, or designee, to negotiate and execute agreement(s) to enter into Housing Assistance Payment contract(s) for PBV assistance in accordance with Housing and Urban Development (HUD) guidelines for qualified proposals submitted in response to this RFP and approved by HUD. (Citywide)

## DISCUSSION

Chapter 17 of the Housing Authority of the City of Long Beach (HACLB) Administrative Plan regarding Project-Based Voucher Rental Assistance was established and approved by the Housing Authority Commission on October 1, 2018.

The PBV Program in Long Beach has been designed to meet affordable housing needs in opportunity areas within the city as the statute required. To date the housing authority has project based 885 units and has committed an additional 142 units within the next two years. These developments ensure that affordable housing opportunities will exist for decades to come.

This new RFP is designed to further deconcentrate poverty and expand housing economic opportunities for low-income families. This monumental task takes the collaboration of many entities to provide appropriate housing alternatives. Therefore, the HACLB is looking for property owners seeking to preserve affordability or interested in constructing new housing units, or control of site to construct affordable units as a partner with the HACLB.

The selected development(s) will have up to 250 affordable units of permanent housing. To begin construction and/or rehab of the development(s), the HACLB and the owner(s) must execute an Agreement to enter a Housing Assistance Payment Contract (AHAP). The AHAP between the HACLB and the owner(s) establishes the initial rents for the units and describes the responsibilities of the HACLB and the owner(s). Once work is completed, the HACLB and the owner(s) will execute a Contract (HAP) for a 20-year term. After the initial 20 years term, future contracts may be renewed subject to availability of continued HUD funding and the developers good standing with the HACLB.

HONORABLE HOUSING AUTHORITY COMMISSION

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This matter was reviewed by Principal Deputy City Attorney Richard F. Anthony on September 21, 2022 and by Budget Analysis Officer Greg Sorensen on September 22, 2022.

TIMING CONSIDERATIONS

Housing Authority Commission action is requested on October 11, 2022 meeting, to allow staff to move forward with the release of an RFP.

FISCAL IMPACT

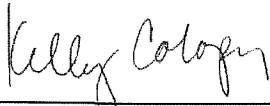
HUD approval of the selected PBV development(s) would provide for additional grant funding for 20 years for up to 250 rental units, including administrative funding to administer the contract. Sufficient appropriations are currently budgeted in the Housing Authority Fund Group in the Health and Human Services Department, offset by HUD grant revenues. Existing staff will administer the program and no additional staffing will be required. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

APPROVED:



KELLY COLOPY  
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:



THOMAS B. MODICA  
EXECUTIVE DIRECTOR

# **HOUSING AUTHORITY OF THE CITY OF LONG BEACH**

## **REQUEST FOR PROPOSALS (RFP)**

### **For**

## **PROJECT BASED VOUCHERS**



## **INTRODUCTION**

The Housing Authority of the City of Long Beach (Housing Authority), funded by the U.S. Department of Housing and Urban Development, provides rental assistance to very low-income families enabling them to rent decent, safe, and affordable housing. The Housing Authority administers the Housing Choice Voucher Program, commonly known as Section 8 for the City of Long Beach. The program receives roughly \$98 million dollars in funding on an annual basis through the U.S. Department of Housing and Urban Development (HUD) and has an allocation of approximately 7,500 vouchers.

The shortage of available affordable rental units in the area has resulted in participants of the Housing Choice Voucher program being unable to utilize their voucher. In particular, studio, one-bedroom and two-bedroom units are needed. Because of this the Housing Authority is issuing this Request for Proposals (RFP) seeking proposals from owners and/or developers for Project-Based Vouchers (PBV) available under the Department of Housing and Urban Development Housing Choice Voucher program. Up to 200 Project Based Vouchers are available under this RFP. Proposed units must be within the jurisdiction of the Housing Authority of City of Long Beach. The Housing Authority intends to award Project Based Vouchers to more than one Respondent. Existing units, substantial rehabilitation projects, and new construction projects are all eligible for consideration but contracts for existing housing may not commence before May 2023. Applications for studio, one-bedroom and two-bedroom units which will be used as Permanent Supportive Housing units, those with city entitlements or an application submitted for city entitlements, and units located in areas of opportunity will be prioritized.

Through this RFP, the Housing Authority will offer an allocation of Project Based Vouchers to be committed for designated rental units. Successful Respondents will be offered a contract with an initial term of up to twenty (20) years and an automatic renewal term of 20 years.

This request for proposals (RFP) is established pursuant to Title 24, Chapter IX, Part 983 of the Code of Federal Regulations Project Based Voucher Program Final Rule published in the Federal Register on October 13, 2003, Changes to the Section 8 Project Based Voucher Programs Final Rule published on June 25, 2014, and the Housing Opportunities Through Modernization Act of 2016.

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

Proposals must be received no later than 4:30PM. November 18, 2022, in accordance with the submission instructions included within this Request for Proposals.

## **B. Project Description**

The U. S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 20% of its Section 8 Housing Choice Voucher program funding to specific housing units by project-basing vouchers. In contrast to the tenant-based voucher program, a housing subsidy will remain connected to the unit after a tenant moves out of the unit. The owner must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract.

The Housing Authority is making 200 Project-Based Vouchers available to property owners and developers through a competitive process in accordance with the requirements included within this Request for Proposals (RFP). The RFP solicits the participation of owners who request Project Based Vouchers assistance for either existing, rehabilitated, or new construction. For purposes of this program, a housing unit is existing if at the time of notice of selection, the unit requires less than \$1,000 per unit of rehabilitation in order to comply with HUD's HQS. The Housing Authority intends to select multiple projects under this RFP if the total number of vouchers committed does not exceed 250.

Each point consideration will apply to proposals for studio, one-bedroom and two-bedroom units which will be used as Permanent Supportive Housing units, those with city entitlements or an application submitted for city entitlements, and units located in areas of opportunity and units for which the proposer agrees to accept vacancy referrals from the Long Beach Coordinated Entry System if families are experiencing homelessness.

## **C. Application Requirements**

As part of the City's Consolidated Plan to 1) provide and expand affordable housing opportunities to moderate and low income families by promoting the development and rehabilitation of low-income housing throughout the City and 2) to deconcentrate poverty in the community, the Housing Authority will review all applications for Project Based Vouchers (PBV) submitted by the deadline. Before selecting projects, the Housing

Authority will determine that each application is responsive to the selection criteria and procedures included in this RFP and Chapter 17 of the Housing Authority of the City of Long Beach Administrative Plan, and in compliance with HUD program regulations at 24 CFR 983. Applications that do not meet minimum accessibility requirements for units and project areas will not be considered.

All applications must include the following items:

1. Evidence of site control. If site control is pending, please provide an explanation as to why and the expected timing for obtaining control of the property.
2. Statement that the project is not an annexation study area.
3. Certification that the owner and other project principles are not on the U. S. General Services Administration list of parties excluded from Federal procurement and non-procurement program.
4. A statement that the property meets applicable eligibility requirements under Section 983 and HUD environmental regulations as per CFR parts 50 and 58. (Does not apply to existing housing projects).
5. Certification that no rehabilitation or construction has commenced prior to the execution of the Agreement to Enter into a HAP Contract (AHAP), as evidenced by Housing Authority inspection. (Does not apply to existing housing projects).
6. The proposed number of units to be project-based. The proposed number of project-based units should not exceed 25% of the total units in the project, except in the case of housing projects for seniors or Homeless-Dedicated Permanent Supportive Housing units- In these instances, up to 100% of the units in such project may be proposed for PBV assistance.
7. Documentation of the poverty rate of the area in which the site/project is located. The Housing Authority will prioritize proposals located in a census tract with a poverty rate of not more than 20%. Projects located in areas with higher poverty rates may also be considered, but the Respondent must submit justification for the need to project-base units in such an area.
8. A detailed description of the housing project including:
  - a. The number of buildings in the project, and identification, by building, of the number of units by size (square footage), bedroom count and bathroom count. Identify the number and anticipated location of all accessible units.
  - b. A list of all accessible unit features for persons with a disability.
  - c. A listing of amenities and services which will be provided on site.
  - d. A detailed description of the supportive services provided (or to be provided) for the residents. Include information on the name of social service provider, type of services, number of years in business, number of full-time employees, organizational structure, one page resume of key staff members to be working on the proposed project, persons authorized to negotiate on behalf of the organization, experience in developing and managing similar social service programs, the frequency the services are

offered, whether the services are provided on-site and whether there is a fee charged.

- e. A description of the area in which the project is located, including a list of all employment centers, schools or colleges, public transportation, health facilities, and parks and recreational area that are in the general area of the site/project and the distance of each from the site.
  - f. The estimated dates for the commencement and completion of construction. (Does not apply for existing housing projects). For rehabilitation projects, the estimated date for completion of rehabilitation.
  - g. Architectural schematic level drawings of the proposed project including elevations, unit plans, and the site plan. (Does not apply for existing housing projects.)
9. For rehabilitation, the description must describe the property as is and must also describe the proposed rehabilitation.
10. Evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, or evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project. (Does not apply to existing housing projects.)
11. The current (does not apply to new construction) and proposed contract rent per unit, including units to be project-based, including an indication of which utilities, services and equipment are included in the rent and which are not included. For those utilities that are not included in the rent, an estimate of the average monthly cost of each unit type for the first year of occupancy.
12. For rehabilitation projects, a statement identifying:
- a. A list of persons (families or businesses) occupying the property on the date of the submission of the application. If families, include their address unit size, family size, current rent and approximate annual income. (Does not apply to new construction.)
  - b. The number of persons to be displaced, temporarily relocated or moved-permanently within the building or complex. (Applies only to rehabilitation projects.)
  - c. The estimated cost of relocation payments and services, and the source of funding; (Does not apply for existing housing or new construction projects.)
  - d. The organization(s) that will carry out the relocation activities (Does not apply to existing housing or new construction); and
13. Information regarding the owner and other project principals, including:
- a. The identity of the owner and other project principals and the names of officers and principal members, shareholders, investors, and other parties having substantial interest.
  - b. A disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the HAP contract; and

- c. Information on the qualifications and experience of the principal participants.
  - d. Information concerning any participant who is not known at the time of the owner's submission must be provided to the Housing Authority as soon as the participant is known.
- 14. The owner's plan for managing and maintaining the units and identification of the proposed property management agent.
- 15. A Project Financing Plan with evidence of financing or lender interest and the proposed terms of financing. (Does not apply for existing housing projects where proposer is the legal owner). Financing Plan should include all sources and amounts of funding anticipated to be used to develop and operate the Project, including any local funding requests from the City.
- 16. Basic project financing schedules to include the following:
  - a. A sources and uses of funds table to include the required estimate of acquisition and construction costs, if any. (Does not apply to existing housing.)
  - b. A detailed estimate of anticipated project construction costs prepared by either a general construction contractor deemed reasonably qualified to construct the project or a professional cost estimating firm. (Does not apply to existing housing.)
  - c. A twenty (20) year operating period pro forma cash flow analysis presenting anticipated initial contract rents for all units, both assisted and unassisted through PBV. (Does not apply to existing housing.)
  - d. For existing housing only: Operating proforma statement and current year operating budget including estimated Section 8 subsidy amount.
- 17. Compliance with applicable General Plan policies and Development Code guidelines of the jurisdiction in which the PBV units are or will be located.
- 18. A statement that the proposed project meets requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 and that the developer affirms continued implementation of all requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988.

In addition to the above-, applications for existing and rehabilitation projects must include responses to the items below:

- 19. For existing housing only: A statement acknowledging that the property meets the definition of "existing housing" for purposes of the PBV Program and that the units can be brought into HQS compliance within 45 days of proposal selection. The units must pass HQS before execution of the HAP contract.
- 20. For rehab and existing housing, current tenants must be low-income (50% or below of Area Median Income) and meet income eligibility requirements for the Section 8 Voucher Program. The Housing Authority may not select a unit or enter

into an Agreement with respect to a unit, if the unit is occupied by persons who are not eligible for participation in the program.

21. The application must list ineligible properties, properties which are occupied by ineligible families, and certify that properties awarded PBV meet the property requirements as indicated in HUD regulations and as pertaining to each type of housing (new construction, rehabilitation or existing), including the site and neighborhood standards, zoning requirements, per unit minimum cost factor (rehab only), and other Federal Requirements.

Proposed projects must be able to meet all HUD requirements of the Project-Based Voucher program available for review at 24 CFR 983, including but not limited to evidence of site control, applicable environmental review, prevailing wage requirements and subsidy layering review. Respondents will be expected to communicate with the Housing Authority regarding these requirements and supply any additional information requested by the Housing Authority to complete the application process.

*Identity of Interest:* If one of the Respondents presents an Identity of Interest related to the purchase, rehabilitation or financing of the property, the Respondent must submit a signed statement fully describing any identity of interest relationships. The proposal in question and the signed statement will be forwarded to the HUD field office or HUD-approved independent entity for review.

*HUD Waivers:* If a project that requires a waiver from HUD does not receive a waiver, that project will not receive funding unless the Respondent revises their proposal to meet HUD requirements. If the revisions impact the scoring of the application, the Housing Authority will re-score and rank the proposal.

## **D. Respondent Questions and Responsibilities**

It is the responsibility of the Respondent to address all communications pertaining to this RFP in writing to Silvia Medina ([silvia.medina@longbeach.gov](mailto:silvia.medina@longbeach.gov)). Any party responding to this RFP or a party representing a Respondent shall not influence or attempt to influence any member of the selection committee, any member of the Housing Authority Board of Commissions, or any city employee of the Housing Authority or Development Services, with regard to the acceptance of a response to this RFP. Any party attempting to influence the RFP process through ex parte contact may be subject to rejection of their response. Written questions must be submitted via e-mail to **Silvia Medina at [silvia.medina@longbeach.gov](mailto:silvia.medina@longbeach.gov)** by the due date included within the schedule below. E-mails should include "RFP for Project Based Vouchers" in the subject line. Questions will not be accepted via telephone. Written responses to all questions received will be posted on the Housing Authority's website at [www.haclb.org](http://www.haclb.org) in accordance with the schedule below.



## E. Proposal Submission Requirements

1. Form: Respondents must do all of the following:

- Submit one (1) signed original and digital copy on a thumb-drive to the address below. Proposal must be enclosed in a sealed envelope or package and clearly marked **PROJECT BASED VOUCHER PROPOSAL**. Proposals shall be submitted to:

Silvia Medina  
City of Long Beach Development Services  
411 W. Ocean Blvd., 3<sup>rd</sup> Floor  
Long Beach, CA 90802

2. Due Date: Proposal must be received no later than 4:30PM pm on November 18, 2022. The proposal due date is subject to change. If proposal due date is changed, all known recipients of the original RFP will be notified of the new date. The amendment modifying the due date will also be posted on the Housing Authority and Development Services website.

3. General Instructions: To receive consideration, proposals shall be made in accordance with the following general instructions:

- a) The completed proposal shall be without alterations or erasures.
- b) No oral or telephonic proposals will be considered.
- c) The submission of a proposal shall be an indication that the Respondent has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the Housing Authority, including all terms and conditions contained within this RFP.

4. Format and Contents: For ease of review and to facilitate evaluation, the Proposal for this project should be organized and presented in the following order:

- a) Signed Cover Sheet (Exhibit A)
- b) Completed and Signed Application for Project-Based Vouchers (Exhibit B)
- c) Specific information concerning the organization's experience in the development of affordable housing projects. If available, provide examples of your development of projects utilizing Project Based Vouchers.
- d) Responses to all items included in Section B of this RFP, Application Requirements. Where an item is not applicable, indicate such
- e) Debarment or Other Disqualification: Disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Describe the nature of the debarment/ disqualification, including where and how to find complete information on any such debarment or disqualification.

## F. Schedule

The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this Request for Proposals. Any amendment shall be posted on the Housing Authority's webpage.

<u>Date</u>	<u>Event</u>
<a href="#">October 12, 2022</a>	Release Request for Proposals
<a href="#">October 28, 2022</a>	Deadline for Respondents' Questions
<a href="#">November 7, 2022</a>	Responses to Questions Due
<a href="#">November 18, 2022</a>	Proposals Due
<a href="#">December 9, 2022</a>	Letters of Commitment Issued to selected proposers

## G. Proposal Selection

The Project-Based Voucher Selection Committee will consider the content of each application, including but not limited to responsiveness to the requirements of this RFP, references, related experience, and the Respondent's professional qualifications, using the evaluation criteria identified in Exhibit C.

The Project-Based Voucher Selection Committee will use the Evaluation Criteria located in Exhibit C to rank applications. A minimum score of 55 points is required for a proposal to be considered.

If there are not enough vouchers to fully fund a proposal, the Respondent will be given the opportunity to accept a lesser number of vouchers than requested or decline all the vouchers.

The Housing Authority will make every effort to provide a written selection decision to all Respondents within 30 days of the close of this Request for Proposals. If selected, the Respondent will be expected to cooperate with the Housing Authority in providing any additional information requested by the Housing Authority or HUD in the final approval process.

## **H. Corrections and Addenda**

1. If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Respondent shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
2. If a Respondent fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the Respondent shall submit a proposal at their own risk, and if the Respondent is awarded project-based vouchers, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
3. Addenda issued by the Housing Authority interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The Respondent shall submit the addenda cover sheet with the proposal (or deliver them to Silvia Medina in accordance with the submission instructions included in this RFP if the Respondent has previously submitted a proposal to the Agency). Any oral communication by the Housing Authority's designated contact person or any other city staff member concerning this RFP is not binding on the Housing Authority and shall in no way modify this RFP or any obligations arising hereunder.

## **I. Reservation of Rights**

The issuance of this RFP does not constitute an agreement by the Housing Authority that any contract will actually be entered into by the Housing Authority. The Housing Authority expressly reserves the right at any time to:

1. Right to Reject, Waive, or Terminate the RFP. The Housing Authority reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by the Housing Authority to be in its best interests. By submitting a proposal in response to this RFP, the Respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, the Housing Authority's selection of a proposal, and the Housing Authority's rejection of all submittals.
2. Right to Not Award. The Housing Authority reserves the right not to award project-based vouchers pursuant to this RFP.
3. Right to Terminate. The Housing Authority reserves the right to terminate an award of project-based vouchers pursuant to this RFP, at any time for its convenience upon 5 business days written notice to the successful Respondent(s).

4. Right to Determine Financial Responsibility and Viability. The Housing Authority reserves the right to require of Respondent information regarding financial responsibility and viability or such other information as the Housing Authority determines is necessary to ascertain whether a proposal is in fact financially viable.

5. Right to Request Additional Information. The Housing Authority may, during the evaluation process, request from any Respondent additional information which the Housing Authority deems necessary to determine the Respondent's ability to construct and manage proposed units. If such information is requested, the Respondent shall be permitted three (3) working days to submit this information.

6. Right to Retain Written Proposals. The Housing Authority reserves the right to retain all written proposals submitted to Housing Authority by all Respondents in response to this RFP, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. The Housing Authority may permit the withdrawal of proposals if requested in writing by the Respondent and such request is approved in writing by the Housing Authority's Executive Director in her sole and absolute discretion.

8. Right to Reject Any Proposal. The Housing Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.

9. No Obligation to Compensate. The Housing Authority shall not be liable for any pre-contractual expenses incurred by any Respondent. The Housing Authority shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

10. Public Disclosure of Proposal Documents. To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act. If a Respondent desires to claim portions of its submittal exempt from disclosure, it is incumbent upon the Respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The Housing Authority will consider a Respondent's request for exemption from disclosure; however, the Housing Authority will decide based upon applicable laws. Assertions by a Respondent that the entire submittal or large portions are exempt from disclosure will not be honored. All responses to this RFP shall become the property of the Housing Authority and will be retained or disposed of accordingly. All Respondents submit their applications to the Housing Authority with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Housing Authority. For additional information on this RFP, please contact Alison

King, Deputy Director of the Housing Authority of the City of Long Beach at [Alison.King@longbeach.gov](mailto:Alison.King@longbeach.gov)

## **J. Protest Process**

All protests must be in writing and must comply with the following timelines and procedures. Any directly affected party who is aggrieved in connection with the solicitation or award of a contract may file a protest regarding the procurement action. Such protest must be filed in writing with: Housing Authority of the City of Long Beach, Alison King, Deputy Executive Director, 1500 Hughes Way, A-150, Long Beach, CA 90810. Protests must be filed within seven (7) calendar days from the date notice of intent to award is issued by the Housing Authority. Failure to timely file a protest shall constitute a waiver of any right to protest. Untimely protests will not be accepted or considered. Any protest shall state in detail each and every ground asserted for the protest, citing to the law, rule, local ordinance, procedure or bid provision on which the protest is based; and identify the remedy sought.



# Housing Authority of the City of Long Beach

## Project Based Vouchers Application COVER SHEET

Legal Name of Organization

Tax ID Number Organization

Mailing Address

Name of contact person for this application

Title

Telephone

Email Address

Organization website address

Project Summary		
<p>Project Name</p> <p>Project Address</p>		
<p>Project Type:</p> <p><input type="checkbox"/> Existing Housing</p> <p><input type="checkbox"/> Substantial Rehabilitation</p> <p><input type="checkbox"/> New Construction</p>	<p>Estimated Date of Occupancy:</p>	
<p>Number of Project-Based Vouchers Requested:</p>	<p>Total units in this Project:</p>	<p>Percent of units to be Project-Based:</p>

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

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**I. Description of Property**

1. PBV Project Name

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2. Property Address and Assessor Parcel Number(s)

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3. Application Category

- ☐ Existing
- ☐ Rehabilitation
- ☐ New Construction

4. Projected date of occupancy:

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

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6. Is this a Tax Credit property?

- ☐ Yes
- ☐ No
- ☐ Intent to Apply

7. If Yes or Intent to Apply, is property located in a Qualified Census Tract<sup>1</sup>?

- ☐ Yes
- ☐ No

8. Census Tract of property

9. Poverty rate in Census Tract:

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

- ☐ Seniors
- ☐ People with disabilities
- ☐ People receiving supportive services

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

<sup>2</sup> Please see 24 CFR §983.56(b)(B).

Housing Authority of the City of Long Beach

Application for Project Based Vouchers

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

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

- ☐ Yes  
☐ No

12. Property Configuration

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

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

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



Housing Authority of the City of Long Beach

Application for Project Based Vouchers

14. Is the property accessible for persons with disabilities?

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

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

- ☐ Yes  
☐ No

If yes, please describe:

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

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

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

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

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18. Site information:

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

Housing Authority of the City of Long Beach

Application for Project Based Vouchers

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

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

Proximity to flood plain

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

Other known environmental constraints

20. Affordability

Total number of units to be built: \_\_\_\_\_

Number of affordable rental units: \_\_\_\_\_

Number of affordable ownership units: \_\_\_\_\_

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

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