

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

**Directions to Applicants**

Please provide a completed [HACSC Project Based Voucher Application](#) form with project information and proposal clearly addressing each of the scoring criteria listed below.

**Scoring Criteria**

HACSC will consider the following criteria. The scoring criteria includes 200 base points. Extra bonus points are possible. **The minimum threshold score for PBV consideration is 150 points.**

**Summary of Evaluation Factors and Maximum Points Available**

Evaluation Factor		Maximum Points
1	Project Type	50
2	Extent to Which Project Creates Housing Opportunities for Top Applicants on HACSC’s HCV Waiting List	30
3	Deconcentration of Poverty / Creation of Economic Opportunities	25
4	Location Amenities	25
5	Management and Owner Experience	25
6	Leveraging of Other Sources of Funding	10
7	Design Features	10
8	Project Feasibility and Readiness	25
<b>Total Base Points</b>		<b>200</b>
9	Bonus Points	15
<b>Total Possible Points</b>		<b>215</b>

1. **Project Type.** The Housing Authority prioritizes first those proposals which would create new affordable housing opportunities where no such affordable housing currently exists, second those which would retain currently affordable housing that was at imminent risk of losing its affordability requirements, and last those which would result in substantial improvements to existing housing.

Project Type	Points
New affordable housing	50
Retains currently affordable housing at imminent risk of losing affordability requirements: Applicants must document how the property is at imminent risk of losing affordability requirements and how PBVs are critical in retaining the affordability of the units.	30
Substantial improvements to existing housing*: Applicants must document what substantial improvements are needed, and how PBVs are critical in funding or financing such improvements.	15
<i>*“Substantial improvement” means any reconstruction, rehabilitation, addition or other improvement to a structure, the total cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.</i>	

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

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.** The Housing Authority prioritizes projects which create new housing opportunities available to top applicants on the Housing Authority’s existing Housing Choice Voucher waiting list based on their date of placement or lottery number, without additional eligibility requirements.

<b>The Extent to Which the Project Creates Housing Opportunities for Top Applicants on the Housing Authority’s Existing HCV Waiting List</b>	<b>Points</b>
100% of PBV Units for top applicants on HCV Waiting List. These projects will not include units excepted from the project cap.	30
Less than 100% PBV units for top HCV waiting list applicants receives a percentage of maximum points equivalent to the percentage of PBV units for top applicants on HCV Waiting List, i.e. 80% for HCV = 80% of maximum points = 24 20% for HCV = 20% of maximum points = 6 0% for HCV = 0 points	0-29

3. **Deconcentration of poverty.** Project-basing assistance for housing must be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities for lower income households. Include copies of census data.

<b>Deconcentration of Poverty</b>	<b>Points</b>
Located in census tract where the poverty rate is less than 20%	25
Located in census tract where the poverty rate is 20 percent or greater, include a narrative addressing the following regarding the location: <ul style="list-style-type: none"> <li>• Whether it is undergoing significant revitalization</li> <li>• Whether it had state, local or federal dollars invested that has assisted in the achievement of deconcentrating poverty and expanding opportunity</li> <li>• Whether new market rate units are being developed and the likelihood that such market rate units will positively impact the poverty rate</li> <li>• If the poverty rate is greater than 20%, whether there has been an overall decline in the poverty rate in the past five years</li> <li>• Whether there is meaningful opportunity for education and economic advancement. Include the percentages of poverty in the census tract, city, and county.</li> </ul>	0 to 15

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

**4. Location Amenities.**

<b>Location Amenities</b>	<b>Points</b>
Project is in a Location with a Walk Score of 85% or Higher	2.5
Project with 2+ bedroom units for families includes a playground, toddler play area, childcare facility, or similar child-focused space(s).	2.5
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.	2.5
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).	2.5
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.).	2.5
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.	2.5
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. [Convenience stores and mini marts are not considered full-service stores or markets.]	2.5
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.	2.5
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).	2.5
Project incorporates outdoor sculpture, murals, or other special architectural features that enhance the neighborhood aesthetic.	2.5

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

**5. Management and owner experience.**

<b>Property Development Experience: Track Record of Successful Affordable Housing Developments</b>	<b>Points</b>
Broad experience (5+ affordable developments)	9
Some experience (3-4 affordable developments)	5
Minimal experience (1-2 affordable developments)	2
No prior experience	0
<b>Property Management Experience: Number of Affordable Units Managed in Prior 5 Years</b>	<b>Points</b>
Broad experience (201+ affordable rental units)	8
Good experience (101-200 affordable rental units)	5
Fair experience (51-100 affordable rental units)	2
Minimal experience (Under 50 affordable rental units)	0
<b>Project Based Voucher Experience: Number of PBV Units Managed in Prior 5 Years</b>	<b>Points</b>
Broad experience (201+ PBV rental units)	8
Good experience (151-200 PBV rental units)	5
Fair experience (50 to 150 PBV rental units)	2
Minimal experience (Under 50 PBV rental units)	0

6. **Leveraging of Other Sources of Funding.** The Housing Authority prioritizes projects which leverage other sources of funding and awards points based on the extent to which project-basing the units leverages those other sources of funding. Secured sources of funding will receive full points; anticipated sources of funding will receive half points.

<b>Percent of Permanent Sources from Other than PBV</b>	<b>Points</b>
More than 90 percent	10
81-90 percent	8
71-80 percent	6
61-70 percent	4
51-60 percent	2
50 percent or less	0

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

**7. Design Features**

<b>Design Feature</b>	<b>Points</b>
The applicant certifies that the project will be developed in accordance with the minimum requirements of any one 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.	10

**8. Project feasibility and readiness.**

<b>Project Feasibility and Readiness</b>	<b>Points</b>
Jurisdictional approval for the project / full entitlement along with site control.	25
Documented site control demonstrated by a deed or lease	20
Documented future site control demonstrated by a sale agreement.	15
No documentation demonstrating present or future site control	0

**9. Bonus Points.**

<b>Bonus Points</b>	<b>Points</b>
<ol style="list-style-type: none"> <li>1. Mainstream Vouchers</li> <li>2. FUP Youth Vouchers</li> <li>3. Projects with five (5) or more 2+ Bedroom units which include a proposal for at least five units of the any of the following voucher types: <ul style="list-style-type: none"> <li>• Family Unification Program</li> <li>• Homeless Families with Minor Children</li> </ul> </li> </ol> <p>Subject to HUD notification of new Special purpose vouchers, applicants may request to project base those vouchers on a case-by-case basis.</p> <p><i>These Bonus Points are subject to the availability of the vouchers.</i></p> <p>The Housing Authority reserves the right to award additional Bonus Points, at their sole discretion, for projects which will utilize otherwise underutilized or unawarded vouchers at risk of loss to HUD (10 Bonus points)</p>	5

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

<b>Bonus Points (Continued)</b>	<b>Points</b>
Project completion will achieve local policy objectives as demonstrated by reference to specific local Housing Elements or Strategic Initiatives <i>and</i> there is a unique, limited federal, State or local funding initiative opportunity associated with this application (i.e. Homekey, No Place Like Home, etc.)	10

**Proposals may be submitted at any time. All proposals will be scored according to the evaluation criteria listed above.** While the Housing Authority will consider applications for PBVs on an ongoing basis, there is no guarantee that any proposal will be selected as a result of the RFP. The Housing Authority reserves the right to change scoring criteria and issue a new RFP at any time. Conditional award of project-based vouchers will be subject to availability of vouchers and funding.

Before officially selecting any project-based voucher proposal, the HACSC will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project-based vouchers, that the proposal complies with the cap on the percentage or number of project-based units per project, and that the proposal meets HUD’s site selection standards.

**Outcome and Notification**

HACSC will notify all parties in writing within two months of proposal submission. When a proposal is selected, the Housing Authority will post this on the Housing Authority website in the next update of the Administrative Plan. The Housing Authority will make documentation available regarding the basis for the selection of any project-based voucher proposal to any interested persons.

For additional information, please contact the HACSC’s Principal Management Analyst at (831) 454-9455 Ext 258.

**Changes After Conditional Approval of an Award:**

If the Housing Authority conditionally approves an award of Project Based Vouchers based upon an application received and scored, then any significant changes to the proposal, including but not limited to changes in financial structure, ownership, unit mix, or population, will nullify the conditional approval and the applicant must submit an amended proposal.

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

**SUPPLEMENTAL SECTION FOR SUPPORTIVE SERVICES OR OTHER SPECIAL POPULATION UNITS**

Projects requesting units above the regular program cap (excepted units) for supportive services or other special populations must complete an additional [Supplementary Supportive Services Application](#) responsive to questions relating to the experience of the Supportive Services team, and the quality of the proposed Supportive Services Plan. The score of this section is not added to the score of the PBV Application. This section of the application is scored separately to determine if available excepted units for supportive services may be awarded.

**Supportive Services or Other Special Population Units**

Applicants for projects proposing supportive services excepted units, where Supportive Services will be provided at the project, must complete a **Supplementary Supportive Services Application** and will be scored in accordance with the following Supplementary Supportive Services criteria in the RFP selection process.

**Special Populations.** Special populations are defined as groups of individuals or households including vulnerable or at-risk populations. Special Needs Populations include frail and non-frail elderly; persons with physical, mental or behavioral disabilities; persons with HIV/AIDS; persons experiencing homelessness; farmworkers; and veterans. The Housing Authority may, at their sole discretion, consider other special population groups not listed herein, based on local needs, local priorities, or funding opportunities.

**Supportive Housing Unit.** When a project includes excepted Supportive Services Units, the supportive services must be available to all PBV-assisted households in the project, not just the excepted units exceeding the project cap. For these households, the provision of on-site and off-site supportive housing services such as case management, health services, independent living skills, or other such assistance is offered in order to help the household remain successfully housed. For households placed in supportive housing units, participation in supportive services and programs will be encouraged but shall be voluntary and the household shall not be required to receive supportive services as a condition of tenancy.

**Summary of Supplemental Supportive Services Evaluation Factors and Maximum Points Available**

<b>Evaluation Factor</b>		<b>Maximum Points</b>
1	Resident/Supportive Services Provision Experience	15
2	Quality of Proposed Resident/Supportive Services Plan	20
3	Conditional commitment letters from service providers have been obtained.	5
<b>Total Possible Points</b>		<b>40</b>

**A minimum threshold score of 30 is required for approval of a project requesting excepted Supportive Services units.**

**Housing Authority of the County of Santa Cruz  
Project Based Voucher Application Scoring Criteria**

**Services Experience.** The applicant or the applicant’s service provider must demonstrate experience successfully providing supportive services for affordable housing developments with similar populations as those being proposed. At a minimum, the applicant or applicant’s service provider must have successfully provided services, for a period of at least 24 months, for one affordable multifamily development containing at least 15 dwelling units.

<b>Resident/Supportive Services Provision Experience: Number of Affordable Projects Managed for 12+ Months within the last 5 years</b>	<b>Points</b>
Broad experience (5+ projects)	15
Some experience (3-4 projects)	10
Minimal experience (1-2 projects)	5
No experience	0

**Resident/Supportive Services – Proposed Services Plan**

For projects proposing units for special populations, HACSC is assessing the applicant’s approach to services provision. In addition to scoring the applicant on experience with provision of supportive services, the applicant will be rated on the overall quality of the supportive services plan and the extent to which conditional commitments or letters of intent for services provision have been obtained for the project.

<b>Resident Services / Supportive Services</b>	<b>Points</b>
<p>One-Page Narrative “<b>Proposed Resident/Supportive Services Plan</b>” Clearly Describes All of the Following:</p> <ol style="list-style-type: none"> <li>1. The target population(s) to be served and their anticipated service needs.</li> <li>2. Description of the supportive services and other services to be provided, enhancing resident well-being and increased opportunity.</li> <li>3. Description of how proposed services align with HACSC’s Administrative Plan.</li> <li>4. Description of proposed staffing model.</li> <li>5. Description of lead/significant service provider(s) and services to be provided by each.</li> <li>6. Communications plan between the service provider and property management regarding the status and needs of residents.</li> <li>7. Services Budget including income and expenses describing how services will be funded.</li> <li>8. Description of existing developments the developer and service provider(s) have collaborated on.</li> </ol>	20
Conditional commitments or letters of intent from lead/significant service provider(s) have been obtained for the project.	5