

Housing Authority of the County of Santa Cruz

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

**Q. Is the Standard Project Cap the greater of 25 vouchers or 40% of the total project units?**

A. Yes.

**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.

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

A. Proposals are accepted and scored on a rolling basis. You may apply at any time while the RFP is open. Please also note that the RFP may close at any time without prior notice.

**Q. Is my proposal scored against other proposals?**

A. No, proposals are scored on a rolling basis against the Scoring Criteria to determine ***eligibility*** for a conditional award of PBVs. The Housing Authority reserves the right to award fewer PBVs than requested, or no PBVs at all, even if a proposal meets the threshold score.

**Q. How many PBVs are available under this RFP?**

A. There is no set number of vouchers available under this RFP. The Housing Authority may issue PBVs to qualified projects continually, subject to requirements, funding, and established priorities of the Board of Commissioners.

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

A. The Housing Authority will aim to provide a response within sixty (60) days of submission.

**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.

**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.

**Q. I am applying for PBVs for an existing housing project. Do I need to complete the HACSC Underwriting Tool?**

A. Yes, please complete the *Operating Assumptions* and *Operating Standards Test* tabs. You do not need to complete the *Development Assumptions* tabs.