

Required Proposal Information for Project-Based Vouchers

A. Owner Information

- a. Full Legal Name of Owner (including title)
- b. Address of Owner (including email address)
- c. Tax Identification Number
- d. Full Legal Name and address of Building Managing Agent if different than owner
- e. Description of Owner and Managing Agent portfolio and multi-family housing experience

B. Building and Unit Information

- a. Number of vouchers requested
- b. Description of population to be served
- c. Address of each building and unit proposed for assistance under the Project Based Voucher program
- d. Census Tract in which units are located
- e. Bedroom size of each unit and approximate square footage
- f. Appliances supplied by owner for each unit
- g. Description of unit and building amenities and features
- h. Description of accessibility features and how the units implement Section 504 of the Rehabilitation Act of 1973 Part 8
- i. Current and proposed rent for each unit
- j. Owner supplied and tenant paid utilities for each unit
- k. Name of current occupants of unit
- l. Description of security deposit collected
- m. Description of the proposed use of the vouchers including the beneficiaries and the impact on the County's affordable housing stock.
- n. Description of project's compartment with the County's Housing Choice Voucher program objectives
- o. Brief description of the project and neighborhood, including:
 - a. Description of the size of the project and the types of units
 - b. Certification that adequate utilities and streets are available
 - c. Description of accessibility to social, recreational, educational, commercial and health facilities and services and other public facilities and services that are equivalent to those typically found in neighborhoods consisting of largely unassisted, standard housing of similar market rents
 - d. Description of accessibility to public transportation and demonstration that travel time and cost from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive
 - e. Description of the housing opportunities that the project provides
 - f. Completed W-9 Form

- g. Documentation of ownership
- h. Documentation that all taxes are current
- i. Documentation of the rent of at least three comparable unassisted units, including the unit address, size, amenities, and services offered.
- j. Proposed lease term
- k. Description of supportive services to be provided