

**Loudoun County Dept. of Housing & Community Development  
 Project-Based Voucher (PBV) Proposal Review Criteria and  
 Submittal Instructions 2022**

**Proposal Review Panel**

The Loudoun County Department of Housing & Community Development (DHCD) Executive Director will appoint a selection panel to review, evaluate, rank, and select proposals. All proposals will be reviewed. Before selecting units, the selection panel will determine that each proposal is complete based on the proposal requirements. The selection panel will apply the following review criteria in evaluating proposals and awarding Project-Based Vouchers (PBV).

**Scoring Criteria for the Review of Proposals for Project-Based Vouchers**

<b>Criteria</b>	<b>Maximum Points Available</b>
Contract Term	10
Project Location	10
Proposed Number of fully accessible* and 504 compliant units	20
Proposed Number of Studio units	15
Proposed Number of One Bedroom units	15
Amenities	10
On-site Support Services	20
Public Purpose	20
Management Experience	15
Owner Experience	15
Type of housing	10
Targeted population	20
De-concentration of poverty	10
Furthering Fair housing and limiting minority population concentration	10
	<b>200</b>

\*Fully accessible is defined as features such as entrances with an accessible route that connects to all accessible spaces; accessible parking spaces, mailboxes, doors, door handles and locks; accessible controls, light switches, alarm pulls, thermostats, outlets, receptacles and other operable parts; audible and visual alarm systems; accessible sinks, washers and dryers, and kitchen work surfaces; grab bars for bathroom fixtures; firm, stable and slip resistant ground and floor surfaces with smooth transitions between materials, clear floor area and turning space, etc.

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**Proposal Submittal Instructions and Deadlines**

**Proposals are due by close of business (5:00 p.m.) on Monday, January 23, 2023.**

**Proposals will be accepted on a first come, first served basis beginning December 8, 2022.**

**Proposals must be submitted electronically by emailing to [hcv@loudoun.gov](mailto:hcv@loudoun.gov).**

The DHCD may reject proposals at any time due to misinformation, errors, omissions of any kind, at any time during the review process. The DHCD reserves the right to reject or not consider any proposal that does not meet the requirements, including but not limited to incomplete proposals, and/or proposals offering alternate or non-requested services. The DHCD shall have no obligation to compensate any applicant for any costs incurred in responding to the request for proposals.