



## **Housing Authority of the County of Santa Barbara**

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### **Selection Policy for Approving Applications for Project-Based Assistance**

This policy defines the conditions under which the Housing Authority may approve an Owner/Developer, and the Project thereof, to qualify for Section 8 project-based assistance, using funds provided to the Housing Authority for its Section 8 Housing Choice Voucher Program. All applicants must meet the **General Conditions** to be considered for this program. Applicants will be ranked according to **Specific Conditions** to meet appropriate suitability for the Housing Authority's needs, and to provide a basis for selecting among or between applicants. All applications are subject to the funding available for project-basing at the time the applications are approved. Applicants are compared competitively against one another during the current application period, and participation will be limited to the highest qualified Owners/Developers, for which adequate funding is available.

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The owner/developer's application to the Housing Authority must contain:

- A description of the housing to be project-based, including the number of units by size (square footage), bedroom count, bathroom count, unit plans, and listing of amenities and services.
- The proposed contract rent per unit, 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, provide an estimate of the typical average cost for each unit type.
- A statement identifying:
  1. The number of persons (families, individuals, businesses, and nonprofit organizations) occupying the property on the date of submission of the application;
  2. The number of persons, if any, to be displaced, temporarily relocated, or moved permanently within the building or complex;
  3. The identity of the Owner and other project principals and the names of officers and principal members, shareholders, investors, and other parties having a substantial interest; certification showing that the above-mentioned parties are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs; 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 information on the qualifications and experience of the principal participants. 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;
  4. A Developer's plan for managing and maintaining units; and
  5. The proposed term of the HAP contract.

## GENERAL CONDITIONS

The applicant property must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964.

The housing may not be any of the following types of housing:

- Shared housing, nursing homes, and facilities providing continual psychiatric, medical, nursing services, board and care or intermediate care;
- Units within the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- Housing located in the Coastal barrier Resource System designated under the Coastal Barrier Resources Act;
- Housing located in an area that has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards; or
- A public housing or Indian housing unit.

Assistance may not be attached to a unit that is occupied by an owner; however, cooperatives may be considered for this purpose.

Occupants of the units to be project-based may not receive benefits of any of the following:

1. Any other form of Section 8 assistance;
2. Rent supplement;
3. Section 23 housing assistance; or
4. Section 236 “deep subsidy” rental assistance.

## Specific Conditions

The following qualifying criteria will be used as a basis for ranking and selecting Owners/Developers for project-basing assistance. Each area will be scored by the Housing Authority, using a point system as indicated in the Ranking Selection Criteria sheet, with a maximum of 100 points.

- I. Professional Qualifications
  - Technical competence of the Owner, Developer.
  
- II. Experience
  - Depth of experience of the Owner, Developer, in managing residential property.
  - Previous experience with affordable housing and/or partnering/contracting with the Housing Authority.
  
- III. Organization
  - The Owner, Developer has the financial and other capacity to maintain the property to HQS standards.
  - Demonstration of successful, quality management and maintenance.

### Project detail

#### Location:

Proposed units must be located within the County of Santa Barbara, except for the City of Santa Barbara, on property where the Owner/Developer has site control (evidence to be submitted with application)

#### Description:

Up to 50 units of rental housing on a single parcel to be dedicated to low-income persons. At least one 2 bedroom unit for management purposes, if required.

#### Services:

Accessible to social, recreational, educational, commercial and health facilities. Reasonable proximity to public transportation. The absence of such amenities may be compensated by on-site social services and transportation provisions.

- IV. Housing Quality Standards (HQS)
  - Statement that the assisted units will meet the Housing Authority's physical inspection requirements.