

**CITY OF COVINGTON  
HOUSING DEVELOPMENT DEPARTMENT  
PROJECT-BASED SECTION 8 PROGRAM  
SELECTION CRITERIA – July 2015**

The City of Covington's Section 8 Housing Choice Voucher Program is soliciting proposals from developers who are committed to housing projects devoted to helping end the cycle of poverty and transforming the community by empowering families and youth to achieve life-long self-sufficiency.

It is anticipated that part of the financing for the proposed community transformation will be the utilization of project-based Section 8 Vouchers. The following weighted factors will be used to rank and select applications. A minimum of 60 points is required for consideration.

- 1) A description of the housing to be constructed or rehabilitated, including the number of units by size (square footage), bedroom count, bathroom count, sketches of the proposed new construction or rehabilitation, unit plans, listing of amenities and services, and estimated date of completion. For rehabilitation, the description must describe the property as is, and must also describe the proposed rehabilitation *(10 Points)*;
- 2) Evidence of site control, and for new construction identification and description of the proposed site, site plan and neighborhood *(10 Points)*;
- 3) Evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations or evidence to indicate that the needed rezoning is likely and will not delay the project *(10 Points)*;
- 4) 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, an estimate of the average monthly cost for each unit type for the first year of occupancy *(10 Points)*;
- 5) A statement identifying:
  - (i) The number of persons (families, individuals, businesses and nonprofit organizations) occupying the property on the date of the submission of the application, if any;
  - (ii) The number of persons to be displaced temporarily relocated or moved permanently within the building or complex, if any;
  - (iii) The estimated cost of relocation payments and services, and sources of funding, if any;
  - (iv) The organization(s) that will carry out the relocation activities, if any;
  - (v) 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 HA as soon as the participant is known;

(vi) The owner's plan for managing and maintaining the units;

(vii) Evidence of financing or lender interest and the proposed terms of financing;

(viii) The proposed term of the HAP contract (20 points total for #5);

6) Describe how this project is part of a strategy that will result in a housing projects devoted to helping end the cycle of poverty and transforming the community by empowering families and youth to succeed in education and achieve life-long self-sufficiency (20 Points);

7) Evidence of experience with historic mitigation designs and plans and specifications for preservation treatments (5 Points);

8) Evidence of experience with developing mixed income communities (10 Points);

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The above criteria should be addressed through a combination of narrative, development proformas and fifteen year cash flows, criteria for site and tenant selection, brochures, annual reports, and financial statements. Projected cash flows and developed proformas should balance, be easily readable and have all assumptions footnoted.

The submission should also detail if and how you will operate the program if the number of vouchers allocated is less than the number requested.

The City of Covington Housing Development Department estimates that no more than sixty (60) units will be assisted under the funding that the Section 8 Program is making available for this purpose. Only applications submitted in response to the advertisement will be considered.

The total submission should be no more that fifteen pages in length (letter size, 12 point type) with a clearly identified contact person. Fax submissions will not be accepted.

Four copies of the submission are due in the offices of the Section 8 Housing Choice Voucher Program, 2300 Madison Avenue; Covington, KY 41014 by 4:00pm on Friday, September 18, 2015.

The City of Covington reserves the right to reject any or all applications.

For information contact:

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