

Proposal Review Panel

The Loudoun County Department of Family Services Public Housing Authority (PHA) Executive Director will appoint a selection panel to review, evaluate, rank, and select proposals.

All proposals will be reviewed. Before selecting units, the PHA will determine that each proposal is complete based on the proposal requirements.

Units must be inspected by the PHA before scoring can occur.

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

Criteria	Maximum Points Available
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
	200

*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.

Proposal Submittal Instructions and Deadlines

Proposals will be accepted by the Loudoun County Department of Family Services as follows:

C/o Sahar Behboudifar, HCD Administrative Assistant
102 Heritage Way, NE Suite 103
PO Box 7400
Leesburg, VA 20177

Five (5) copies of the proposal must be submitted in the requested format. Proposals will be accepted on a first come first served basis.

The PHA may reject proposals at any time due to misinformation, errors, omissions, of any kind, at any time during the review process. The PHA 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 PHA shall have no obligation to compensate any applicant for any costs incurred in responding to the request for proposals.