**TAB 2**

**UMHA Application for**

**Project-Based Voucher Assistance**

**1. Owner/Proposer Quick Contact Information**

Date of Submission:

Proposer Name:

Address:

Contact Person:

Phone Number:

Email Address:

Attach: organizational chart and information sufficient to determine all ownership interests.

**2. General Project Information**

Proposed PBV Project Name:

Total Units Proposed for PBV Assistance: # Currently Occupied:

Legal Name of Project Owner:

Proposed PBV Project Address:

Proposed Management Company/Agent:

Project Type (New Construction or Significant Rehab) (no existing housing):

Number of Buildings in Project: Total Acreage of Project Site:

**3. Accessibility Requirements**

**HUD Requirement**: 24 CFR 8.27 requires that at least 5% proposed PBV units (or one unit, whichever is greater) meet UFAS standards for persons with mobility impairment and at least 2% of proposed PBV units (or one unit, whichever is greater) be accessible for persons with hearing or vision impairments. If the percentage is a fraction, round up to the next whole number.

Complete the bedroom distribution chart below for the overall project and for the requested PBV contract units.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **OBR** | **IBR** | **2BR** | **3BR** | **4BR** | **5BR** | **Total** |
| **All** Units in Project |  |  |  |  |  |  |  |
| **Total** Proposed PBV Contract Units |  |  |  |  |  |  |  |
| # of Proposed PBV Units that are ADA handicapped accessible |  |  |  |  |  |  |  |
| # of Proposed PBV Units that are equipped for sensory impaired |  |  |  |  |  |  |  |

**4. Resident Population**

Who is the intended target population for the proposed PBV units? Check All That Apply:

* Single Persons
* Families
* Elderly (a least one person over 62 years)
* Disabled
* Homeless
* General Low Income population

**5. Tenant Selection Plan and Lease**

Attach a copy of the proposed tenant selection plan to occupy PBV units and the lease to be entered into between owner and tenant.

UMHA’s tenant selection procedures for its tenant-based voucher program apply for units assisted under the PBV Program. All applicants indicating interest in the PBV units will be referred by UMHA to the project after screening for Section 8 Project Based Voucher (PBV) eligibility from the UMHA’s applicable choice voucher waiting list waiting list.

The tenant selection plan must include a statement that applicants for the PBV units will be selected in accordance with all applicable HUD requirements and regulations. If participation in a supportive services program is required, incorporate detailed information on the requirements and how the program will be monitored. At a minimum, the plan must address the following:

* Screening policies and criteria to be used. If credit checks are used, describe acceptability criteria.
* Screening for credit and other factors must be consistent with the screening criteria used for non-assisted tenants
* Security deposit policies
* Procedures for accepting applications and selecting from the waiting list
* Unit transfer policies
* Compliance with Section 504 of the Rehabilitation Act of 1973, Fair Housing Act and relevant civil rights laws & statutes

**6. Requested Contract Term**

The initial HAP contract term can be for a maximum term of 20 years.

Indicate the length of initial HAP contract term requested by owner:

**7. Other Project Based Assistance and Affordability Restrictions**

Are the proposed PBV units assisted or to be assisted through the Low Income Housing Tax Credit program?

* Yes
* No

Do any units within the proposed PBV project currently have another form of rental or other government assistance? Refer to 24 CFR 983.54 for further information.

* Yes
* No

If Yes, describe type of assistance and units that are impacted with respect to the number/breakout of proposed PBV Units.

Will there be a recorded housing affordability restriction other than LIHTC?

If Yes, describe

* the housing program requiring the restriction and the date of expiration.
* The type of assistance and units that are impacted.

**8. Amenities**

**Unit Amenities Community Amenities**

Check off any amenities that will be provided. Add others below if not included on this list.

|  |  |  |  |
| --- | --- | --- | --- |
| **Distance To:** | **Less than .5**  **Mile** | **Approx. 1 Mile** | **More Than**  **1 Mile** |
| Shopping, groceries, pharmacy, other  everyday needs |  |  |  |
| Employment Opportunities (i.e. organizations with 25 or more employees) |  |  |  |
| Public Transportation |  |  |  |
| Medical facilities |  |  |  |
| Public Schools |  |  |  |
| Parks, civic facilities |  |  |  |
| Community Based Outpatient Clinics (CBOC) |  |  |  |

* Features adapted/ adaptable for persons with disabilities
* Air conditioning
* Off street parking
* Laundry facilities
* Porches, decks, own backyard
* Children’s play areas
* Recreational facilities
* Common area function room(s)
* On-Site Management Office
* Energy Efficient Appliances
* Solar
* Other

**9. Deconcentration of Poverty and Expanding Housing and Economic Opportunities**

**HUD Requirement**: See 24 CFR 983.57(b)

**Census Tract of Proposed PBV Project: Poverty Rate\*:**

\*Census tracts and poverty rates can be based off most recent American Communities Survey (ACS) data. Attached ACS printout.

Applicants for PBV assistance must demonstrate that the proposed PBV project is consistent with HUD’s statutory goal of “deconcentrating poverty and expanding housing and economic opportunities”, regardless of the project’s poverty rate as defined by the most recent census data. Provide a brief, separate response to each of the criteria listed below. If necessary, attach additional documentation.

Describe any of the following that may apply to the project’s census tract:

1. **HUD Designated Zone** - HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
2. **Public Housing Demolition** – the concentration of assisted units will be or has decreased as a result of public housing demolition.
3. **Significant Revitalization** – Is the census tract in which the proposed PBV development will be located is undergoing significant revitalization. [address in #11]
4. **Public Investment** – Have state, local, or federal dollars been invested in the area that has assisted in the achievement of the statutory requirement. [address in #11]
5. **New Market Rate Units/Private Investment** - Have new market-rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market-rate units will positively impact the poverty rate in the area. [address in #11]
6. **Decline in Poverty Rate.** If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, demonstrative a decline in poverty over time using census data, if available.
7. **Education and Economic Opportunities** – [address in #10]

**10. Site and Neighborhood Standards**

**HUD Requirement**: See 24 CFR 983.57(d) and (e)(4) through (e)(7)

Provide a brief narrative indicating how the proposed project conforms to the required site and neighborhood standards for each item below. Attach any additional materials as needed, which may include a Market Study.

1. The site must be adequate in size, exposure and contour to accommodate the number and type of units proposed, and is there adequate utilities and available streets to service the site.
2. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
3. The site must be accessible to social, recreational, educational, commercial and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents;
4. Except for housing designed for elderly persons, the site must be located such that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower income workers is not excessive.

**11. Site and Neighborhood Standards: New Construction Projects**

**HUD Requirement** See 24 CFR 983.57(e)

Only proposals for PBV assistance in New Construction projects must complete this section. Applicants must provide a brief narrative indicating how the proposed project conforms to the required site and neighborhood standards for these housing types. For each of the seven criteria listed below, provide a brief narrative. Attach any additional materials as needed.

**Census Tract of Proposed PBV Project:**

**Use this tool to** determine if HUD considers the project census tract to be an “area of minority concentration.” Attach results to the application.

https://www.huduser.gov/portal/maps/rad/home.html

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site;
2. The site must not be located in a census tract that is an area of minority concentration, except as permitted under paragraph (3) below, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area. Use this HUD tool to determine if the project census tract is an area of minority concentration. https://www.huduser.gov/portal/maps/rad/home.html
3. If the project is located in an area of “minority concentration” pursuant to the tool above, the site is suitable only if it one of the two exceptions below:
   1. **Exception 1: Sufficient, comparable opportunities** exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration; or
      1. "Sufficient" does not require that there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the City's population.
      2. Units may be considered "comparable opportunities," as used in paragraph 3)(i) above, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
      3. Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
         1. A significant number of assisted housing units are available outside areas of minority concentration.
         2. There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population. (C) There are racially integrated neighborhoods in the locality.
         3. Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
         4. Minority families have benefited from local activities ( e.g. , acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
         5. A significant proportion of minority households has been successful in finding units in non- minority areas under the tenant-based assistance programs.
      4. Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
   2. **Exception 2: Overriding Housing Need (aka Project in a Revitalizing Area)**
      1. Demonstrate that the site is an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood or is in a census tract experiencing significant public or private investment that is demonstrably improving the economic character of the area (a "**revitalizing area**”) under the criteria in #9.
      2. Attach brief explanation of why the project site meets this exception using data from the same census tract only.
4. The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority or non-minority residents in the area.
5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

[application continues on the next page]

**12. Description of Proposed PBV Contract Units and Requested Rents**

Complete the chart below. Provide all other required information for each proposed PBV contract unit. Add rows as needed. For Existing projects, provide the required information on current occupants of any occupied units. Use the following legend to complete the “Bldg. Type” and “Tenant Paid Utilities” fields on the chart. Attach a chart if additional space is needed.

*In the PBV program, rents are not based on Rent Comparability Studies or straight Fair Market Rents. UMHA will review proposed rents and modify pursuant to the PBV rent setting standards.*

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| --- | --- | --- | --- |
| **Utilities:** | GH = Gas Heat | OH = Oil Heat | EH = Electric Heat |
|  | GW = Gas Water Heater  GC = Gas Cooking | OW = Oil Water Heater  EC = Electric Cooking | EW = Electric Water Heater  O = Other Electric (lights, etc.) |

O= Other - specify below:

R = Town House L = 3 or 4 Stories

S = Single Family D = Duplex

**Building Type:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit #** | **Address** | **Bldg Type** | **BR Size** | **# of Baths** | **Unit Size (sq. ft.)** | **Owner Supplied appliances** | **Tenant Paid Utilities** | **Owner Paid Utilities** | **Proposed PBV Rent** | **Occupied? (Yes or No)** |
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**13. Additional Project Information**

1. **Construction Schedule:** Complete the following schedule.

Finance Closing

Construction Start Date

Construction Completion Date

Occupancy Date

1. **Zoning and Other Approvals:** Have all zoning and other required approvals including historic and HUD environmental review as appropriate been received? Yes No

If No, provide a description of current status of required approvals including an estimate of when all required approvals will be secured.

1. **Site Control:** Does Owner have site control over the proposed site? Yes No

Provide a brief description of the nature of the owner’s site control. Attach documentation where needed, i.e. a copy of site control contract, etc.

Attach the Following;

1. Description of project work plans such as site/unit plans and elevations
2. Statement of Sources and Uses for Funds to develop the project
3. Operating pro forma
4. Documentation regarding compliance with Davis – Bacon Wage rates if nine (9) or more units are proposed for project based assistance.

**14. UMHA Participation**

Describe anticipated role for UMHA to have meaningful participation in the project, if any. Such participation could include co-developer, managing supportive services, ownership interest, and for LIHTC projects, a right of first refusal at the amount set in IRC 42(i)(7), as it may be amended. Attach supplemental information, charts, pro formas, etc. as needed to illustrative the proposal.

If UMHA is already in discussions with proposer, summarize the terms under discussion or an Executed Agreement.

**15. Applicant Certifications**

Provide the required information on a separate sheet of paper and attach to this application:

* 1. 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 in the project;
  2. A certification stating 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;
  3. A disclosure of any possible conflict of interest by any of these parties that would be a violation of the PBV Housing Assistance Payments (HAP) contract.

I, , attest and certify that all of the information herein contained is true and accurate to the best of my knowledge. I understand that by submitting this application for project- based assistance application there is no commitment from UMHA that my proposal will be accepted. I understand that in-place existing tenants must be certified as eligible to receive project-based assistance, and if they are not eligible, I may not displace them in order to qualify their unit for PBV. I understand and agree to abide by all applicable federal Section 8 requirements found at 24 CFR Part 983 and UMHA requirements found in its Administrative Plan.

Signature of Owner Title Date