



# **PROVIDENCE HOUSING AUTHORITY**

## **Department of Leased Housing**

### **Section 8 Project-Based Voucher Assistance**

#### **Introduction**

The Providence Housing Authority ("PHA" or the "Authority") was established in 1939, for the purpose of engaging in the development, acquisition and administrative activities of the Low-Income Housing Program and other programs with similar objectives. The United States Department of Housing and Urban Development ("HUD") has direct responsibility for administering LIPH under the United States Housing Act of 1937, as amended. HUD is authorized to enter into contracts with local housing authorities to make grants to assist the local housing authorities in financing the acquisition, construction and/or leasing of housing units and to make annual contributions (subsidies) to the local housing authorities for the purpose of maintaining the low rent character of the local housing program.

The Providence Housing Authority is the largest housing authority in the state of Rhode Island. A quasi-governmental organization with over 75 years of experience, the Providence Housing Authority is committed to developing and maintaining decent, safe and sanitary housing to address the economic and social needs of Providence residents.

The Authority currently owns and manages over 2,600 units of low income public housing. The PHA also administers over 2,700 units under the Housing Choice Voucher Program. The Authority expended over \$48.1 Million in direct support of Public Housing and Section 8 operations, independent of capital projects, for the benefit of low-income households residing in the City in FY 2017. The Authority is a major provider of much needed housing, housing services and social programs.

In May 2018, the PHA evaluated national best practices and Project Based Voucher housing trends and engaged our community partners and stakeholders in order to develop and adopt policies for Project Basing units using the Housing Choice Voucher Program.

#### **Section 8 Project-Based Voucher Assistance**

The project-based voucher (PBV) program allows Public Housing Authorities that already administer a tenant-based voucher program under an annual contributions contract (ACC) with the Department of Housing and Urban Development (HUD) to take up to 30 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. Under the PBV program, a housing authority enters into a Housing Assistance Payments ("HAP") Contract with a property owner to pay rental subsidy on behalf of eligible tenants (defined as households earning 50% of Area Median Income or lower). The subsidy is subject to all applicable HUD regulations. The HAP contract may cover either all or a portion of the units in a development.

The PHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a housing assistance payments contract that was executed prior to the start of construction. A

housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of PHA selection, the units substantially comply with HQS. Units for which new construction or rehabilitation began after the owner's proposal submission but prior to the execution of the HAP do not subsequently qualify as existing housing [24 CFR 983.52].

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the PHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2. Partners with units selected under this RFP will be required to follow the PHA's Approved Administrative Plan policies for all units under the HAP Contract.

### **PBV Limitations and Exceptions**

In general, the PHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than the greater of 25 units or 25 percent of the number of dwelling units (assisted or unassisted) in the project. [24 CFR 983.56]

Exceptions are allowed and PBV units are not counted against the 25 percent or 25-unit per project cap if [FR Notice 1/18/17]:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- The project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates
  - For these projects, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

## General Guidelines

The Providence Housing Authority will award Section 8 Project-Based Vouchers to eligible applicants based on the guidelines and ranking criteria as listed below.

To determine eligibility for the program, please carefully read the following information. There will be no exceptions or waivers granted.

### **Eligible and Ineligible Properties**

- Newly constructed and existing structures of various types may be appropriate for attaching assistance to the units, including single-family and multi-family structures.
- A housing authority may not attach assistance to units in the following types of housing:
  - ✓ Housing for which the new construction is started before an Agreement to Enter into Housing Assistance Payments is executed;
  - ✓ Housing for which the rehabilitation is started before an Agreement to Enter into Housing Assistance Payments is executed;
  - ✓ 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;
  - ✓ Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
  - ✓ Manufactured homes;
  - ✓ Transitional housing; and
  - ✓ Units occupied by ineligible families.
- Assistance may not be attached to a unit that is occupied by an owner.
- In no event may any occupant of a unit with project-based assistance receive the benefit of any of the following:
  - ✓ Any other form of Section 8 assistance
  - ✓ Rent supplement
  - ✓ Section 23 housing assistance
  - ✓ Section 236 "deep subsidy" rental assistance payments.

In addition, the PHA may not enter into a HAP contract for any project unless it meets the HUD required Site and Neighborhood Standards for existing and rehabilitated housing (24 CFR 983.57[d]) or for new construction (24 CFR 983.57[e]), depending on which standards apply to the project.

### **Construction and Rehabilitation**

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The

HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates [24 CFR 983.154(b)].

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.

## **Environmental Review and Unit Inspections**

The owner must be willing to allow the PHA to perform a Housing Quality Standards (HQS) or UPCS-V inspection on assisted units. Once proposed units have passed the inspection, the PHA will move forward in the award process.

In addition to the unit inspection, PHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The Responsible Entity (RE) is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.). The PHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

## **Handicap Accessibility**

Housing must comply with accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8 [24 CFR 983.102]. The PHA commits to making accessible units available in a sufficient range of sizes and amenities.

HUD's Section 504 regulations define an accessible dwelling unit as a unit that is located on an accessible route and can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 C.F.R. 8.32 is accessible. In addition, the Section 504 regulations impose specific accessibility requirements for new construction and alteration of housing and non-housing facilities in HUD assisted programs. Section 8.32 of the regulations states that compliance with the appropriate technical criteria in the Uniform Federal Accessibility Standards (UFAS) or HUD's Deeming Notice, or a standard that is equivalent to or stricter than the UFAS, is an acceptable means of meeting the technical accessibility requirements in Sections 8.21, 8.22, 8.23 and 8.25 of the Section 504 regulations. However, most units are covered by multiple federal accessibility laws and multiple federal accessibility standards. Compliance with all applicable accessibility laws is necessary.

For this RFP, PHA will only consider proposals that include at least one accessible dwelling unit being proposed for a project based voucher. This requirement applies to existing as well as new housing proposals.

## **Displacement and Relocation**

An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by the PHA is considered an "in-place family." These families are afforded protection from

displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on the PHA's waiting list. Once the family's continued eligibility is determined (the PHA may deny assistance to an in-place family for the grounds specified in 24 CFR 982.552 and 982.553), the family must be given an absolute selection preference and the PHA must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements [24 CFR 983.251 (b)]. This regulatory protection from displacement does not apply to families that are not eligible to participate in the program on the proposal selection date.

**Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.**

### **Tenant Selection and Wait List**

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list [24 CFR 983.251 (c)]. All current PHA wait listed families must be given the first opportunity to apply for available units and the PBV wait list before all other families, except for in-place families. The housing authority establishes applicant eligibility for the PBV program; however the owner determines the suitability of the applicant according to the screening criteria indicated on their tenant selection plan. If approved, the applicant may enter into a lease with the owner. The household pays 30 percent of its adjusted income towards rent and the housing authority pays the Owner the difference between the family's portion and the gross rent of the unit.

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low income families (earning at or below 30% of area median income). The income targeting requirement applies to the total of admissions to both programs [24 CFR 983.251 (c)(6)].

See "A Guide to Tenant Selection Plans" for an outline of required information, attached.

### **Defining Supportive Services**

The PHA may consider exceptions to the per-project unit cap for projects that offer Supportive Services to all residents. In addition, points will be given under this RFP for developments offering Supportive Services based on the quality and level of services being offered, the alignment of those services to the needs of the population being served, and the experience of the owner, management company or partner providing the services. The PHA considers following types of services as supportive services:

- **Developments offering Comprehensive Life Skill Training and Support** such as Housekeeping/homemaking, nutrition, budgeting, parenting skills, active case management, referrals to local community agencies that offer additional services need by the participating resident/household.

- **Developments that offer Care to Elderly and/or Disabled Individuals** such as mental health services and/or case management along with supervised taking of medications and transportation.
- **Developments that offer On-Site Treatment and Case Management for Drug and/or Alcohol Rehabilitation** for current abusers
- **Developments that offer Educational and Job Training Opportunities** such as on-site childcare, GED or ESL classes, assistance with obtaining citizenship or citizenship classes, computer classes/training, work skills development and job training, college level or similar classes.
- **Developments that offer Self-Sufficiency and Homeownership Programs** to their residents.

For each of the above, services and trainings must be provided by the development or a partner with a signed Memorandum of Understanding.

### **Terms and Conditions**

Through the PBV program, the PHA will enter into a housing assistance payment (HAP) contract with select property owner(s) for an initial term of no less than one year and no more than 20 years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis. Any time before expiration of the HAP contract, the PHA may extend the term of the contract for an additional term of up to 20 years if the PHA determines an extension is appropriate and sufficient funding is available.

For each unit type and size, the proposed contract rent must be provided as well as a breakdown of the utilities to be paid by the tenant and by the owner.

The rent to owner including utility allowances must not exceed the lowest of:

- 110% of the HUD Published Fair Market Rents (FMR);
- The reasonable rent (set by the PHA); or
- The rent requested by the owner.

## Request for Proposals

The Providence Housing Authority issues this Request for Proposals (RFP) to seek proposals from partners, owners, and/or developers interested in applying for up to 50 Project Based Vouchers (PBV) to be used in existing housing or new construction/substantial rehabilitation of multi-family affordable housing rental project(s) in the city of Providence that serve very low-income and extremely low income households. The PHA is looking for experienced partners capable of delivering high quality affordable housing.

As a result of this RFP, awards will be funded to either a single or multiple projects depending on available resources. The PHA reserves the right as the result of our review to determine the best mix of resources for a proposed project.

### **Instructions**

Proposers must submit six (6) copies of the proposal in hard copy and one (1) copy electronically by the due date. Brevity is strongly encouraged. Respond only to items listed and include only relevant information. Hard copies can either be mailed or hand delivered to:

Providence Housing Authority  
Attention: Peter Asen  
100 Broad Street  
Providence, Rhode Island 02903

Electronic copy should be emailed to Peter Asen, Director of Strategy and Development at [petera@pha-providence.com](mailto:petera@pha-providence.com) with the subject: RFP for Project Based Vouchers. All hard copy proposals and electronic copies must be received by 4:00pm on Friday, December 7, 2018.

The proposals must be typed. To be considered responsive, each submittal should:

- a) Be presented in an 8.5" X 11" format, either vertical or horizontal; and
- b) Be typed with a font size no smaller than 11 points.
- c) Have no more than 20 pages of narrative and non-required attachments.

All information submitted by respondents may be public record and subject to disclosure pursuant to Rhode Island and Federal Law, except such portions of the Proposal for which respondent requests exception from disclosure consistent with Rhode Island and Federal Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure.

PHA may request additional information to evaluate the viability of the project sponsor and/or the project. This may include but is not limited to; previous audits, certified financial statements and additional project information.

## **Threshold Criteria**

Projects must meet the following criteria to be considered:

- A complete application.
- Project may not be an ineligible property.
- Project must be ready for occupancy as of the date of the HAP Contract (for new construction, an AHAP must be signed within 30 days of the completion of Environmental Review and Subsidy Layering Review, and a HAP contract must be signed within 18 months of the AHAP execution.
- Project must be located in Providence.
- Must demonstrate financial sustainability of units.
- Application must contain valid relocation plan, if property is occupied and any construction that would require relocation is proposed.
- At least one accessible dwelling unit must be proposed for a PBV (see page 4).
- Site and Neighborhood must meet applicable HUD standards at 24 CFR 983.57
- Unit located in a neighborhood with a poverty rate less than 25% or in a “neighborhood of opportunity” [(24 CFR 983.57(b)(1))] such as:
  - A HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
  - A census tract where the concentration of assisted units will or has decreased as a result of public housing demolition;
  - A census tract in which the proposed development will be located in undergoing significant revitalization;
  - An area where state, local or federal dollars have been invested to assist in the achievement of deconcentrating poverty and expanding housing opportunities.
  - A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
  - A census tract where there has been an overall decline in poverty rate within the past five years; or
  - A census tract where there are meaningful opportunities for educational and economic advancement.

## **Ranking Preferences**

- The Providence Housing Authority established ranking preferences for units seeking project-based assistance (See Ranking Preference sheet) that will guide reviewers in the ranking and selection of eligible projects. In case of applications that receive the same ranking, the review team will select those applications that best serve the ranking preferences, as well as other requirements outlined in this package.



## **Questions**

Proposal documents can be viewed and downloaded from the PHA website ([www.pha-providence.com](http://www.pha-providence.com)). Proposers are responsible for checking the PHA website for any addendums or updates to the Frequently Asked Questions (FAQ) before submitting their proposals.

**Questions concerning the program requirements or application should be submitted in writing and be received no later than November 8, 2018 at 4:00pm.** Anyone who submits an email address with their question or sends an email asking for notification will be notified when answers to all questions are posted on the PHA website. Please direct inquiries to:

**Providence Housing Authority, 100 Broad Street, Providence, RI 02903  
Attn: Peter Asen, Director of Strategy and Development  
Or via email at [PeterA@pha-providence.com](mailto:PeterA@pha-providence.com).**



## Ranking Preference

Federal regulations require housing authorities to establish policies for the selection of units for Section 8 Project Based Assistance. The PHA's Department of Leased Housing establishes this policy in its Department of Leased Housing Administrative Plan.

We reserve the right to select projects in part based on their timeline for needing vouchers, the total number of vouchers requested, as well as the total number of vouchers the PHA is able to make available for project basing (estimated 50-100 units).

The PHA reserves the right to cancel or reject any or all Proposals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the PHA's best interest. In no event shall the PHA have any liability for cancellation of any award.

The PHA will select units for Project-Based Voucher Assistance using the following rating system.

Rating Item	Rating Points	Score	Comments
<p style="text-align: center;"><b>Size of Units –</b></p> <p>Based on the percentage of units requested that are 2 bedrooms or larger.</p> <p style="text-align: center;">20-40% - 5 points 41-59% - 10 points 60-100% - 15 points</p>	<b>15</b>		
<p style="text-align: center;"><b>Supportive Services –</b></p> <p>What is the quality and level of supportive services being proposed?</p> <ul style="list-style-type: none"> <li>-Services are appropriate and well-aligned to needs of target population</li> <li>-Applicant and/or partner experienced in delivering services outlined</li> <li>-Evidence ability to deliver services</li> </ul>	<b>15</b>		
<p style="text-align: center;"><b>Screening Criteria –</b></p> <p>Are the owner's Selection Policies clearly outlined in their Tenant Selection Plan (TSP)?</p> <ul style="list-style-type: none"> <li>-TSP reduces barriers to housing access for low-income families</li> <li>-Owner's policy regarding criminal activity is clear and achieves a sensible and effective balance between allowing those with a criminal record to access subsidized housing and ensuring the safety of all residents within</li> </ul>	<b>15</b>		

<p>the development</p> <p>-Selection criteria allows for low income families with bad credit or no credit to access housing</p>			
<p><b>Experience of Management –</b></p> <p>What level of experience does the proposed management company have with providing low income housing and working with HCVP programs?</p> <p>-Successful work with low-income housing programs</p> <p>-Successful work with HCV programs</p> <p>-Successful work with PHA HCV programs</p> <p>-Letter(s) of reference regarding management experience in regards to PBV programs provided</p>	<b>15</b>		
<p><b>Poverty Rate –</b></p> <p>Is the development in a census tract with a poverty level below 20%?</p>	<b>10</b>		<b>This includes tracts 15, 21.01, 23, 24, 32, 33, 34, 35</b>
<p><b>New Creation –</b></p> <p>Will the development provide the City with new units of affordable housing (newly constructed, previously foreclosed, vacant, abandoned, blighted)?</p>	<b>10</b>		
<b>Total Points</b>	<b>80</b>		

# Application

## Applicant Information

Name of Applicant (owner): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant DUNS #: \_\_\_\_\_

## Property Details

Project Name: \_\_\_\_\_

Address(es) of Development (use an additional page if needed): \_\_\_\_\_  
\_\_\_\_\_

Census Tract: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Poverty Rate of the Census Tract: \_\_\_\_\_

If the project is located in a census tract with a poverty level above 25%, please explain how the units are in a "neighborhood of opportunity": \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total # of units: \_\_\_\_\_ Proposed #r of units for assistance: \_\_\_\_\_ Proposed Term of Assistance: \_\_\_\_\_ yrs.

Total # of buildings: \_\_\_\_\_ Proposed # of units for assistance in each building: \_\_\_\_\_

# of Units	Unit Size (sqft)	# Bedrooms	# Bathrooms	Handicap Accessible?	Proposed Contract Rent

Will any of the units qualify for an exception? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many? \_\_\_\_\_

If yes, which exemption would they qualify for? \_\_\_\_\_ Elderly \_\_\_\_\_ Supportive Services \_\_\_\_\_ Low Poverty Census Tract (40% of units allowed)

Are utilities included in the contract rent? \_\_\_\_ Yes                      \_\_\_\_ No

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

ITEM	FUEL TYPE					Paid By
Heating	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	
Cooking	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	
Water Heater	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	
Other Electric						
Water						
Sewer						
Trash Collection						
Air Conditioning						
Refrigerator						
Range / Microwave						
Other / Specify						

Aside from utilities, describe any other services, equipment or amenities included in the contract rent above (excluding supportive services): \_\_\_\_\_

\_\_\_\_\_

Using additional pages as necessary, please describe the supportive services that will be provided (required if proposing to attach assistance to more than 25 units or 25% of the project and recommended if proposing a smaller reservation of units):

\_\_\_\_\_

\_\_\_\_\_

Will the property be ( ) constructed or ( ) rehabilitated prior to occupancy? Yes      No

If yes to either option above, please describe the proposed property to be constructed and/or the existing conditions of the property and scope of work for the rehabilitation (use additional pages as necessary). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Timeline**

Please project key milestones for your units in the table below. If an item will not apply, please enter N/A.

<b>Milestone</b>	<b>Projected Completion</b>
Zoning variances obtained	
Permitting for project	
All funding secured	
Signing of AHAP	
Start of construction / renovation	
End of construction / renovation	
Signing of HAP	
Initial lease-up	
Full occupancy	
Expiration of HAP Contract (1-20 yrs.)	

**Occupancy & Relocation**

How many households currently occupy the property? \_\_\_\_\_

How many households will be displaced? \_\_\_\_\_

- o How many of those displaced will be temporarily relocated? \_\_\_\_\_
- o How many of those displaced will be moved permanently? \_\_\_\_\_

What is the estimated cost of relocation? \_\_\_\_\_

What is the source of your relocation funding? \_\_\_\_\_

Who will oversee relocation services? \_\_\_\_\_

Describe how your tenant selection plan allows you will be able to serve those who are hard to house, including site-specific selection criteria such as credit and criminal history. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Management**

Name of Property Management Company: \_\_\_\_\_

Describe property management company's experience managing PBV or like programs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Certification

The undersigned specifically agrees that the vouchers requested by this application will be secured by a Housing Assistance Payment contract on the property described herein and that Providence Housing Authority, its agents, successors and assigns make no representations or warranties, express or implied, to the Applicant regarding the property, the condition of the property or the value of the property.

Title 18, Section 1001 of the US Code states that a person who knowingly and willingly makes false and fraudulent statements to any department of the US Government including the Dept. Of Housing & Urban Development (HUD) , a public housing authority (PHA) and any owner (or employee of HUD, the PHA, or the owner) may be subject to penalties that include fines and/or imprisonment. I verify that the information in this application is true and correct. I understand that false statements herein are subject to the penalties of Rhode Island Law relating to unsworn falsification to authorities.

Organization Name: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
*Print or type name*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submission Checklist

### **General**

- Completed Application form
- Narrative responses that did not fit within the Application
- Unit plans and specs
- Evidence of site control
- Map of property in relation to neighborhood
- Map from <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx> identifying the census track, median income, and poverty level.
- List of project owner(s) and other project principals and the name of officers and principal members, shareholders, investors, and other parties having a substantial interest
- Evidence of qualifications and experience of the principal participants including but not limited to the owners, principals, and property management team

### **Property Management**

- Copy of the proposed Tenant Selection Plan
- Evidence of supportive services
- Letters of reference for property management (optional)
- Physical Need Assessment or Capital Needs Assessment
- Maintenance Plan and/or narrative on how the owner will address physical needs of property over the life of the PBV contract

### **Projects Involving Development Activities**

- Evidence of financing or lender interest and proposed terms of financing
- Sketches of proposed construction and/or rehabilitation
- Description of the scope of work
- Evidence of compliance with current zoning and timeline for re-zoning (if needed)
- Relocation plan (if needed)

### **Other**

- Any other documents that you feel would help the PHA in their decision making  
(note: any such documents, combined with your narrative, may not exceed 20 pages. Pages beyond 20 combined between narrative and non-required attachments will not be reviewed.)



## **A Guide to Tenant Selection Plans**

The following list notes all topics required in your Tenant Selection Plan.

1. Project-specific eligibility requirements and preferences, including how preferences will be applied
2. Income limits
3. Procedures for applicant screening:
  - Applicant screening criteria;
    - Including drug-related or criminal activity criteria, registration check in all states where applicant household members have resided or using a database that checks against all state registries, e.g., the Dru Sjodin National Sex Offender Database.
    - Other allowable screening criteria; and
  - Procedures for rejecting ineligible applicants.
4. Unit transfer policies, including selection of in-place residents versus applicants from the waiting list when vacancies occur.
5. Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes .
6. Policies for applying Violence Against Women Act (VAWA) protections.
7. Applicant notification.
8. Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations.
9. Policy for notifying applicants and potential applicants of changes in the tenant selection plan.
10. Procedures for assigning units with originally constructed design features for persons with physical disabilities.
11. Charges for facilities and services.
12. Security deposit requirements.
13. Unit inspections.
14. Annual recertification requirements.
15. Interim recertification reporting policies (if applicable).
16. House Rules and Implementation of House Rule changes.