



PROVIDENCE HOUSING AUTHORITY

Section 8 Project-Based Voucher Assistance

Request for Proposals

June 1, 2021

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.

An optional Zoom bidders workshop will be held on Monday, June 14th at 10am. Registration is required and can be done at www.tinyurl.com/PHAPBVs2021.

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.

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 LIHP 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 80 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.

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 (HAP) 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 (also known as an AHAP) 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 [PIH Notice 2017-21]:

- 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 [.

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 (24 CFR 983.53):
 - ✓ 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 (24 CFR 983.54):
 - ✓ 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)]. This requirement applies to both new construction and substantial rehabilitation and is based on the number of project based voucher units, not the total development size.

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.

Broadband: For newly constructed or substantially rehabilitated buildings with more than four rental units (regardless of the number of PBV units) must include installation of broadband infrastructure, as this term is also defined in [24 CFR 5.100](#), except where the owner determines and documents the determination that:

- (a) The location of the new construction or substantial rehabilitation makes installation of broadband infrastructure infeasible;
- (b) The cost of installing broadband infrastructure would result in a fundamental alteration in the nature of its [program](#) or activity or in an undue financial burden; or
- (c) The structure of the housing to be substantially rehabilitated makes installation of broadband infrastructure infeasible.

Equal opportunity Hiring: The owner must comply with federal equal employment opportunity requirements of Executive Orders 11246 as amended ([3 CFR](#), 1964-1965 Comp., p. 339), 11625 ([3 CFR](#), 1971-1975 Comp., p. 616), 12432 ([3 CFR](#), 1983 Comp., p. 198) and 12138 ([3 CFR](#), 1977 Comp., p. 393).

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 towards the execution of a HAP Contract.

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. For new construction projects, a subsidy layering review will also need to be performed.

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 has a project based voucher waiting list that is used across various PBV developments. 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. Pending agreement between PHA and an owner, the PHA may apply preferences in an owner's tenant selection plan to give priority to applicants from its waiting list, so long as those preferences are

not in violation of HUD fair housing regulations. A preference will be required to ensure that any handicap-accessible units are used to house families who need the accessible features.

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)].

Note: At this time, the PHA is not accepting new applications for this waitlist, but when the list is open applications may be submitted at waitlistcheck.com/RI1104

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 by a partner with a signed Memorandum of Understanding.

Terms and Conditions

Through the PBV program, the PHA will enter into a Housing Assistance Payments (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 requested plus utility allowances for any utilities paid by tenants must not exceed the lower of:

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

Instructions

Proposers must submit one copy 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

Hand deliveries can be dropped in the gray drop box outside the PHA Administrative Offices. The offices are currently closed to the public.

Electronic copy should be emailed to Peter Asen, Director of Strategy and Development at pasen@provhousing.org with the subject: RFP for Project Based Vouchers. If possible, electronic copies should be sent in a single file – and if they are too large to send in an email, a link to access the file in Drop Box, OneDrive or Google Drive may be used. **All hard copy proposals and electronic copies must be received by 3:00pm on Friday, July 16, 2021.**

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.
- Applicant must submit a Tenant Selection Plan which demonstrates a willingness to provide housing for hard to house families and individuals, including those with criminal histories and poor credit. PHA will not select any applicant who rejects applicants on the basis of credit, or who rejects applicants based on criminal convictions that are more than five years old, with the exception of HUD mandated exclusions. An applicant who does not have an updated Tenant Selection Plan with these criteria may indicate in its application that if selected, it is willing to establish a plan with criteria that meet PHA's requirements, at least for PBV units.
- 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).
- Project must be located in Providence.
- Proposed lease may not include supplemental charges of more than \$25 each for parking, use of laundry machines that are not coin operated, etc.
- Applicant 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 census tract with a poverty rate less than 30% 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.provhousing.org/pbvs2021).

Questions concerning the program requirements or application should be submitted in writing and be received no later than Monday, June 21, 2021 at 4:00pm. The PHA intends to notify anyone who submits an email address with their question, registers for the optional zoom webinar, or sends an email asking for notification when answers to all questions are posted on the PHA website. PHA intends to complete all updates to this page by Friday, June 25. 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 pasen@provhousing.org



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 as well as the appropriate balance between new and existing units based on budget availability.

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>Supportive Services – What is the quality and level of supportive services being proposed? -Services are appropriate and well-aligned to needs of target population -Applicant and/or partner experienced in delivering services outlined -Evidence ability to deliver services</p>	25		
<p>Experience of Management – What level of experience does the proposed management company have with providing low income housing and working with HCVP programs? -Successful work with low-income housing programs -Successful work with HCV programs -Successful work with PHA HCV programs -Letter(s) of reference regarding management experience in regards to PBV programs provided</p>	15		
<p>Poverty Rate – Is the development in a census tract with a poverty level below 20%?</p>	15		This includes tracts 15, 21.01, 23, 24 32, 33, 34, 35
<p>Low Affordable Housing Area Is the development in one of the four areas</p>	20		This includes "Greater East Side," "Elmhurst/Mt

<p>with a smallest portion of income-controlled housing relative to its share of the city housing stock?</p> <p>Areas are defined by the Map on pg B-3 of the city's housing plan and the data is on pg B-33 https://www.providenceri.gov/wp-content/uploads/2021/03/Anti-Displacement-and-Comp.-Housing-Strategy-Report-02282021-2.pdf</p>			<p>Pleasant,” “Silver Lake” and “Greater Roger Williams Park”</p>
<p>New Creation –</p> <p>Will the development provide the City with new units of affordable housing (newly constructed, previously foreclosed, vacant, abandoned, blighted)?</p> <p>Ten of the 25 points for new creation would be awarded based on a demonstrated ability to complete construction of units before June 30, 2023</p>	<p>25</p>		
<p>Preservation</p> <p>Will project based vouchers assist in ensuring the extension of long term affordability of existing units by enabling refinancing or by extending the length of time units would be restricted as affordable by at least 10 years?</p> <p>Project is eligible for 10 points if the number of units with extended affordability will be at least twice as many as vouchers requested. Otherwise, project is eligible for 5 points.</p>	<p>10</p>		<p>Projects cannot be eligible for both “New Creation” and “Preservation” points</p>
<p>Total Points</p>			

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: _____
(Data is available at <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>)

If the project is located in a census tract with a poverty level above 30%, please explain how the units are in a "neighborhood of opportunity" (See 24 CFR 983.57(b) or Threshold Criteria above: _____

Total # of units: _____ Proposed # of units for assistance: _____ Proposed Term of Assistance: _____ yrs.

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

List the number of units for each type of unit, based on unit size and bedroom size (if various 2brs will have the same proposed rent but have a range of square footage, they can be listed below on a single line with the range of sq ft provided).

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

Will any of the units qualify for a HUD exception to the per project caps of 25 units or 25 percent of the project? ____ Yes ____ No

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
	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	
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. Milestones 1-6 do not apply to existing units unless rehabilitation is proposed. For existing units, you can use December 1, 2021 as a proposed HAP signing and initial lease-up date (this is an estimate and is subject to change).

Milestone	Projected Completion
1. Zoning variances obtained	
2. Permitting for project	
3. All funding secured	
4. Signing of AHAP	
5. Start of construction / renovation	
6. End of construction / renovation	
7. Signing of HAP	
8. Initial lease-up	
9. Full occupancy	
10. Expiration of HAP Contract (1-20 yrs)	

Occupancy & Relocation

How many households currently occupy the property? _____

How many households will be displaced? _____

- How many of those displaced will be temporarily relocated? _____
- How many of those displaced will be moved permanently? _____
- How many would be displaced only if you are awarded Mainstream Vouchers but not otherwise? (State "N/A" if not seeking Mainstream vouchers)

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 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:

Describe your approach to tenant selection and how it meets the PBV program goal of providing housing to very low income families. If you wish to propose any preferences for those selected from the PHA's project based waiting list for your PBV units, please state what those are: _____

If your tenant selection plan looks at credit (other than debt to past landlords or ability to turn on utilities if they are paid for by tenants) or criminal history beyond five years, please state if you are willing to adjust these provisions for PBV admissions: _____

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
- Evidence of site control
- Map from <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx> identifying the census track and poverty rate.
- 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, if applicable
- Physical Need Assessment or Capital Needs Assessment (existing units only)
- 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 (new construction or rehab)

- Evidence of financing or lender interest and proposed terms of financing
- Sketches of proposed construction and/or rehabilitation
- Unit plans and specs
- Description of the scope of work – broadband infrastructure must be included for buildings with four or more units unless an exception from 24 CFR 983.157 applies.
- 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 that should be included your Tenant Selection Plan. If an existing tenant selection plan for the development does not include all of these items, you may submit a supplemental narrative explaining how you would address any unexplained items.

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.
 - Policies for applicants to have an opportunity to dispute/appeal a rejection.
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.
17. Policies to allow residents to appeal adverse decisions/findings.