

Miami-Dade Public Housing and Community Development  
Project-Based HUD-VASH Voucher Program Application

**APPLICATION REQUIREMENTS**

Applications will be reviewed, ranked, and subject to the selection criteria described herein. The following procedures will be followed by MDPHCD in accepting and screening owner applications submitted for the Project Based HUD-VASH Voucher Program (PBV).

**APPLICATION SUBMISSION DEADLINE**

A sealed application from the owner will be accepted at the MDPHCD office located at:

Miami-Dade Public Housing and Community Development  
Contract Administration Division  
Attention: Crystal Coleman  
701 NW 1<sup>st</sup> Ct., 14<sup>th</sup> Floor  
Miami, FL 33136-3924

Applications and supporting documentation will be accepted for a 5 day period for rehabilitated, new construction, or existing housing units until 2:00PM on April 25, 2014.

**APPLICATION FORMAT**

Five (5) copies of owner applications must be submitted on the form or in the format provided by MDPHCD. It must be in a sealed envelope addressed to the office listed above with the name of the company/owner on the cover.

**NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS**

If MDPHCD determines that an application is non-responsive or non-compliant with the application requirements, written selection criteria and procedures, or HUD program regulations, the application will not be considered.

MDPHCD reserves the right to cancel the application request for convenience or to reject incomplete applications to include errors, omissions of any kind, regardless of the stage in the process that has been achieved. This is not a request for proposals and/or RFP.

**APPLICATION CONTENT**

Applications for PBV assistance must provide information on the following topics:

- Owner Name
- Number of Buildings
- Number and size of units
- Quality and location of units

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- Other forms of assistance received
- Requested Contract term
- Handicapped accessibility features
- Owner experience with rental housing
- Unit and neighborhood amenities
- Intended resident population
- Tenant selection criteria and plan
- Rent and Occupancy status
- Affordability restrictions
- Need for PBV assistance
- Management and Maintenance information
- Service providers, if applicable