



REQUEST FOR APPLICATIONS (RFA) Proposal 2

PROJECT BASED VOUCHER PROGRAM (PBV)

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.

The Department of Public Housing and Community Development (PHCD) does not discriminate based on race, sex, color, religion, marital status, national origin, disability, ancestry, sexual orientation, age, pregnancy or familial status in the access to, admissions to, or employment in, housing programs or activities. If you need a sign language interpreter or materials in accessible format for this event, call 786-469-2155 at least five days in advance. TDD/TTY users may contact the Florida Relay Service at 800-955-8771.

March 24, 2015
Miami-Dade County
Public Housing and Community Development (PHCD)
701 NW 1st Court, 16th Floor – Miami, FL 33136



ATTENTION OWNERS/DEVELOPERS
REQUEST FOR APPLICATIONS

Miami-Dade Public Housing and Community Development (PHCD) is inviting Owners and Developers of rental property within the City and County of Miami-Dade to submit applications for participation in the Section 8 Project Based Voucher Program (PBV).

The primary purpose of the RFA is to create and/or rehabilitate rental units that are safe, decent, and sanitary for rental to low-income families, which will allow the agency to assist additional families with greater housing opportunities within the **boundaries of Miami-Dade County within NW 163rd Street & NW 30th Avenue & NW 135th Street & NW 10th Avenue**. Owners/Developers are encouraged to provide affordable housing opportunities to veterans and veterans with families. Preference will be given to Owners/Developers that intend to attach project-based assistance to larger units, i.e., units with three (3) bedrooms or more. Rehabilitated and/or newly constructed and existing units will be leased to eligible low-income families referred by PHCD or to eligible tenants currently occupying the unit. Rental assistance may be available for up to one-hundred (100) units.

All Owners/Developers submitting proposals to create and/or rehabilitate rental units and that are subsequently selected for award on any resultant agreements shall commence construction work within a six (6) month timeframe upon notification by the County; a total project completion should occur within twelve (12) months from the notification. Proposals that meet this requirement may receive higher points under the 'Project Readiness' scoring criterion. All awarded Owners/Developers shall submit, at a minimum, monthly progress reports to the County. An extension for the commencement/completion of the construction work may be granted for good cause, at the discretion of the County.

The PHCD will submit all new construction proposals determined by the PHCD to be eligible to the HUD field office for the site and neighborhood review component. The application(s) will be submitted to HUD with a certification stating that the unit(s) was (were) selected in accordance with the PHCD's approved unit selection policy.

OTHER REQUIREMENTS

1. Before executing an Agreement with any selected owner, PHCD will:
 - a. Establish rents in accordance with §983.12. For any PHCD-owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
 - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
 - c. Obtain environmental clearance in accordance with §983.58.

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- d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the PHCD's approved unit selection policy.
2. The HUD field office will conduct subsidy layering contract rent reviews.
3. Before an Agreement is executed for new construction units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards..

Note: Participation in the PBV Program requires compliance with Fair Housing and Equal Opportunity Requirements and Federal Labor Standards may be applicable to eligible projects.

Application forms and information packages can be obtained by visiting the PHCD website at:

www.miamidade.gov/housing

APPLICATION SUBMISSION DEADLINE:

Applications with supporting documentation will be received for rehabilitated and/or newly constructed and existing units located within the City and County of Miami-Dade from **March 24, 2015 until 2:00 PM Eastern Standard Time (EST) on May 1, 2015.**

Sealed Proposals for the RFA will be received for and on behalf of Miami-Dade County by **PUBLIC HOUSING AND COMMUNITY DEVELOPMENT, ADMINISTRATIVE SERVICES DIVISION - PROCUREMENT UNIT, 701 NW 1ST COURT, 16TH FLOOR, FRONT DESK, MIAMI, FLORIDA, 33136** UNTIL 2:00 PM EST on May 1, 2015. Proposals will be opened promptly thereafter.

All proposals received and time stamped by the County prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped after the proposal submittal deadline will be evaluated by PHCD in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Owner/Developer. The County will in no way be responsible for delays caused by any mail, package or courier service, including the U.S. Mail, technical difficulty, or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Owner/Developer (s).

APPLICATION FORMAT:

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

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS:

Owners/Developers shall furnish all labor, materials, supplies, equipment, and services necessary to design, permit, and construct/rehabilitate the units.

If PHCD 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.

PHCD reserves the right to cancel the RFA for convenience or to reject incomplete applications, to include: errors or omissions of any kind, regardless of the stage in the process that has been achieved. This is not a Request For Proposals (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 within the City and County of Miami-Dade
- 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

Miami-Dade Public Housing And Community Development
Project-Based Voucher Program (RFA)

MIAMI-DADE PUBLIC HOUSING AGENCY
701 NW 1st Ct., 16th Floor
Miami, Florida 33136

PROJECT-BASED VOUCHER PROGRAM
DESCRIPTION AND REQUIREMENTS

The Miami-Dade Public Housing and Community Development (PHCD) requests proposals from property owners and developers under the Project-Based Voucher (PBV) Program. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on June 25, 2014 as per 24 CFR Part 983.

DESCRIPTION OF PBV PROGRAM

Through the PBV program, PHCD will enter into housing assistance payment contracts with qualified property owners to provide project-based voucher assistance in compliance with the PHCD PHA Plan and consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities for designated rental units for a term of up to ten years subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet program standards. PHCD will refer families from its tenant-based Housing Choice Voucher program waiting list to the project owner in order to fill vacant units. PHCD's published subsidy standards will determine the appropriate unit size for the family size and composition.

PHCD may authorize PBV assistance for both existing housing units that comply with Housing Quality Standards and rehabilitated or newly constructed housing units (units rehabilitated or developed pursuant to an agreement for use in the PBV program).

Under the PBV regulations, Project-Based Vouchers can be attached to PHCD-owned units, including units owned by PHCD; however, all proposals submitted for PHCD units must be approved by HUD, or an independent entity selected by HUD.

Certain types of housing units and/or developments are not eligible for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care. However, PHCD may approve assistance for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing;

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- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- High-rise elevator projects for families with children;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract; subsidized housing unit types determined ineligible in accordance with HUD regulations. These include, but are not limited to, public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or PHCD. Prohibition against assistance for owner-occupied unit. The PHA may not attach or pay PBV assistance for a unit occupied by an owner of the housing. (d) Prohibition against selecting unit occupied by an ineligible family. Before a PHA selects a specific unit to which assistance is to be attached, the PHA must determine whether the unit is occupied and, if occupied, whether the unit's occupants are eligible for assistance. The PHA must not select or enter into an agreement or HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

The number of PBV assisted units in the building cannot generally exceed 25 percent (25%) of the total number of dwelling units in the building, except as provided by regulation. Notwithstanding this provision, exceptions to the 25% cap include units in a building that are specifically made available for “qualifying families” that are elderly or disabled, or that are receiving specific supportive services, or single family housing (defined as 1-4 units).

Sites selected for PBV assistance must be:

- Consistent with the goal of deconcentrating of poverty and expanding housing and economic opportunities, consistent with the PHCD's PHA Plan and Administrative Plan. Specific factors are discussed at 24 CFR 983.57;
- In full compliance with the applicable laws regarding non discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and

Must meet HUD regulations for site and neighborhood standards.

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For existing and rehabilitated housing, the site selected must: a) be adequate in size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; c) be accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents; d) be located within reasonable travel times and cost via public transportation or private auto to places of employment. For new construction units, site and neighborhood standards are detailed at 24 CFR 983.57(e); e) whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community; f) whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition; g) whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization; h) whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement; i) whether 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; j) If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate; and, k) whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When rehabilitated or newly constructed housing sites are selected for PBV assistance; the owner must agree to develop the contract units to comply with HQS. PHCD may elect to establish additional requirements for quality, architecture, or design of PBV housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

PHCD will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance. PHCD will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

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The owner is responsible for screening and selection of the family referred by PHCD from PHCD's waiting list to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by PHCD, not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Current local Fair Market Rents for determining rents are:

Unit Size (Number of Bedrooms)	HUD's 2014 Fair Market Rent for Miami-Dade	PHCD's Payment Standard Effective October 2014
0	745	738
1	907	835
2	1162	1049
3	1594	1440
4	1863	1682

PHCD's utility allowances are attached as an exhibit to this RFP.

An independent reasonable rent study will be prepared to determine the rent.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by PHCD in accordance with the contract with the owner. PHCD determines the tenant rent in accordance with HUD requirements.

APPLICATION REVIEW PANEL

PHCD's Director will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein.

In the event that PHCD units are recommended for project basing, applications and the recommendation of the panel will be forwarded to the HUD field office for review.

APPLICATION REVIEW

The PHCD will review all applications. If there are PHCD owned or controlled units being considered, the PHCD will forward applications to HUD for review and approval. Before selecting units, the PHCD will determine that each application is responsive to and in compliance with the PHCD's written selection criteria and procedures, and in conformity with HUD program regulations and requirements, including the following items:

- Evidence of site control.
- Existing housing units must, at the time of PHCD's selection, substantially comply with Housing Quality Standards. Units for which new construction or rehabilitation was started in accordance with Subpart D of the PBV Final Rule will not qualify as existing housing.
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents must not exceed 110% of the applicable Fair Market Rent including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and PHCD- owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).
- Property will be constructed with other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
- No construction has begun, as evidenced by PHCD inspection.
- For rehabilitation or new construction projects of four or more units, the PHCD will determine whether any work items necessary to meet the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988 will be completed.
- Not more than 25 percent of units per building are eligible for PBV assistance, except to the extent such buildings are in a senior housing project or housing project for persons with disabilities meeting any applicable federal standards pursuant to the Civil Rights Act and the federal Fair Housing Amendments Act, in which case up to 100 percent of the units in such buildings are eligible for PBV assistance.

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If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor.

Proposals that meet the requirements will be evaluated and ranked by the PHCD panel. An PHCD ranking list will be prepared according to the points awarded to each proposal. The PHCD may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted.

The PHCD reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the PHCD to be in its best interests. The PHCD reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

The PHCD reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBVs. The PHCD shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

ADDITIONAL REVIEW FOR NEW CONSTRUCTION PROJECTS

The PHCD will submit all new construction proposals determined by the PHCD to be eligible to the HUD field office for the site and neighborhood review component. The application(s) will be submitted to HUD with a certification stating that the unit(s) was (were) selected in accordance with the PHCD's approved unit selection policy.

OTHER REQUIREMENTS

1. Before executing an Agreement with any selected owner, PHCD will:
 - a. Establish rents in accordance with §983.12. For any PHCD-owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for final approval.
 - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable.
 - c. Obtain environmental clearance in accordance with §983.58.
 - d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the PHCD's approved unit selection policy.
2. The HUD field office will conduct subsidy layering contract rent reviews.
3. Before an Agreement is executed for new construction units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.

RANKING AND SELECTION CRITERIA

The PHCD will use the following to rank and select applications for the PBV Program.

Scoring Criteria For Existing Units:

Units must be inspected by PHCD (or an outside party if the unit is owned by PHCD) before scoring can occur. If the application is for more than 20 units, a representative sample of each unit size will be inspected before selection. If an existing HQS or equal inspection has been done within the last 12 months that inspection report can be used to satisfy this requirement.

PHCD's Evaluation Panel will review and score each proposal based on the following criteria. Note that PHCD has established separate criteria for existing and rehabilitated or new construction units.

Scoring Criteria for Existing Units:

CRITERIA	MAX. POINTS AVAILABLE
1. Gross rent within 110% of the PHCD payment standard	5
2. Number of bedrooms, Units, and Development Amenities, and inspection certification *applicable to existing and rehabilitated units)*	20
3. Ownership Experience	20
4. Management Experience	15
5. Suitability of the site within expanded area	20
6. Appropriateness of the Relocation Plan of participants (if applicable)	15
7. Project Feasibility/Project Readiness	5
TOTAL POINTS AVAILABLE	100

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Scoring Criteria For Rehabilitated And New Construction Units:

CRITERIA	MAX. POINTS AVAILABLE
1. Gross rent within 110% of the PHCD payment standard	5
2. Number of bedrooms, Units, and Development Amenities, and inspection certification *applicable to existing and rehabilitated units)*	5
3. Ownership Experience	20
4. Design	15
5. Suitability of site within expanded area	20
6. Management Experience	15
7. Project Feasibility/Readiness to begin Construction	20
TOTAL	100

APPLICATION REQUIREMENTS

Applications will be reviewed and ranked and will be subject to the selection criteria described above. The following procedures will be followed by the PHCD in accepting and screening owner applications submitted for the PBV Program.

APPLICATION SUBMISSION DEADLINE

Owner applications will be accepted at the PHCD office located at: 701 NW 1 Court 16th Floor, Procurement Division, Miami, Florida 33136

Applications and supporting documentation will be accepted on an ongoing basis for existing, rehabilitated or new construction units until 2:00PM on May 1, 2015 p.m.

APPLICATION FORMAT

Five (5) copies of owner applications must be submitted on the form or in the format provided by PHCD.

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If the PHCD determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. PHCD will

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give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

The PHCD reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.

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
- 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

File # _____

**OWNER/DEVELOPER APPLICATION
for the
PROJECT BASED VOUCHER PROGRAM**

INSTRUCTIONS:

Please fill out the attached form completely. If you fail to give complete information or documentation as required, your application will not be considered.

All information on each application will be kept confidential. Please submit one form for each property you wish to construct or rehabilitate.

If you have any questions, or need assistance in completing the form, please call the undersigned at (786) 469-4237

Please submit **five (5) copies** of the fully completed applications by May 1, 2015, **2:00 P.M** to the following address:

Miami-Dade Public Housing Agency
701 NW 1st Ct., 16th Floor
Administrative Services Division
Procurement Unit – Front Desk

A. IDENTITY OF APPLICANT

1. Name and Address of Applicant:

Name

Street Address

Telephone: _____
Home

City State Zip Code

Work or Message

2. Name and Address of owner of property, if different from above:

Note: Property must be located within the target area to be considered for this application.

Name

Street Address

City State Zip Code

Home Phone Work/Message Phone

B. DESCRIPTION OF PROPERTY

1. Address of Property to be rehabilitated/constructed or Existing:

Street Address No. of Stories

Zip Code Elevator? ___ Yes ___ No

2. What is the unit type for this property? (e.g., single family, duplex, triplex, fourplex, etc.)

3. Complete the following for the building in which the units you propose to construct/rehabilitate or attach assistance to are located.

<u>Size of Units</u>	<u>Total Number of Units</u>	<u>Total Number of Units Now Vacant</u>
SRO	_____	_____
0 Bdrm	_____	_____
1 Bdrm	_____	_____
2 Bdrm	_____	_____
3 Bdrm	_____	_____
4 Bdrm	_____	_____

Please indicate the number of units and bedroom size for which subsidies are being sought.

BR Size	# of Units
_____	_____
_____	_____
_____	_____
_____	_____

4. Are there any non-residential units (e.g., commercial office space) in this property that you propose to construct or rehabilitate? _____ Yes _____ No

If yes, describe:

5. Has this property been under any federally assisted housing program at any time during the last 12 months - excluding the Section 8 Existing Program?

_____ Yes _____ No

6. Which utilities will be paid for by the tenant directly? (Check any which apply and estimate the monthly cost)

Cooking	___	\$	_____	Lights or Other Electric	___	\$	_____
Water	___	\$	_____	Gas	___	\$	_____
Garbage	___	\$	_____	Hot Water	___	\$	_____

7. Which utilities will be paid by the owner?

Electricity	_____
Gas	_____
Hot Water	_____
Water	_____
Garbage	_____

8. For the utilities paid by the tenant, fill in "G" for Gas or "E" for Electricity below:

Heating _____ Cooking _____ Hot Water Heating _____

9. Approximately how old is the building you plan to rehabilitate or attach assistance to?

10. What units, if any, are currently under Section 8 in the building you plan to rehabilitate or attach assistance to? (Please show the address of each Section 8 unit.)

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

11. List the distance (in blocks or miles) from this property to the nearest:

_____	Supermarket	_____
_____	Shopping District	_____
_____	Public Transportation	_____
_____	Hospital	_____

12. (a) Is the property currently handicapped accessible?

_____ Yes
 _____ Partly, _____ units
 _____ No

(b) Are any modifications for handicapped access planned as part of the work?

_____ Yes _____ No

If so, describe:

C. REHABILITATION/NEW CONSTRUCTION EXPERIENCE

List all residential rehabilitation or new construction projects completed by you within the past five years (use additional sheets as necessary):

Project Address:	_____	_____
Total Project cost:	_____	_____
Financing:		
Source 1	_____	_____
Amount 1	_____	_____
Source 2	_____	_____
Amount 2	_____	_____

Date Financing Closed: _____

Contractor's Name: _____

Date Construction Completed: _____

D. FINANCIAL INFORMATION

1. Type of ownership of property (Check one):

_____ Mortgage
 _____ Option
 _____ Lease

_____ Own free and clear
 _____ Other (please explain):

2. What is the total amount of rent you have actually received on the units in the building over the last 18 months?

<u>Size of Units</u>	<u>Number of Units</u>	<u>Total Rent Received</u>
Studio	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 Bedroom	_____	_____
4 Bedroom	_____	_____
5 Bedroom	_____	_____

2a. If any unit was vacant for over two (2) months, indicate on a separate sheet the size of the unit(s), the number of unit(s), and the total number of months the unit(s) were vacant.

2b. Indicate the monthly contract rent expected under the Project-Based Program.

NOTE: Proposed contract rents must not exceed 110% of the established Fair Market Rents as published by HUD, including any area wide exception Payment Standard if applicable.

3. How do you plan to finance the new construction or rehabilitation work? (check one or more)

_____ Lending Institution	Amount
_____ Savings/Own Capital	\$ _____
_____ Other(Explain): _____	\$ _____

TOTAL:\$ _____

4. If you have arranged financing already, attach any evidence of tentative or firm commitment to finance.
5. Describe your experience, if any, with HUD/FHA housing programs.

HUD PROGRAM

Number of units owned/managed

_____	_____
_____	_____
_____	_____
_____	_____

6. Purchase price of your property: \$_____

7. Amount originally financed on property at time of purchase:

8. Date of Purchase: _____
Month Year

9. Property Loan(s):

Amount of each loan on property: _____

Interest Rate of loan (%): _____

Term of Loan (Years): _____

Date Borrowed (Month/Year): _____

Current Outstanding Balance: _____

Current Monthly Principal & Interest Payment: _____

10. List any other liens on the property other than those above:

11. If you have made capital improvements on the property (as defined by the Internal Revenue Service), what was the nature, cost, and financing for these improvements?*

Kinds of improvements: _____

Cost of improvements: _____

Date improvements were made: _____

How were these improvements paid for? _____

* Generally, this includes anything which contributes to the value of the property, exclusive of routine maintenance.

12. Estimate your annual insurance, real estate taxes, and other operating costs on the property after the proposed new construction/rehabilitation has been completed.

Real Estate Taxes \$_____ (Attach copies of last two(2) receipts)

Insurance \$_____ (Attach proof of current annual premium)

Maintenance \$_____

Management \$_____

Utilities \$_____

13. Attach evidence of ownership or site control (e.g., grant deed, option, deposit receipt, lease).

E. NEW CONSTRUCTION OR REHABILITATION PROPOSED

1. Describe the work you propose to do. Show the total cost for all improvements you plan to make.

Description	Cost
a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____
d. _____	\$ _____
e. _____	\$ _____
f. _____	\$ _____

(If you have a contractor's bid or estimate, please attach it)

2. Estimate the length of time it will take to complete the proposed new construction/rehabilitation from the date of application.

F. TENANTS (REHABILITATION and EXISTING ONLY)

1. Fill out the chart below, showing the number of units occupied by more than two persons per bedroom.

<u>Unit Address</u>	<u>Number of Bedrooms</u>	<u>Number of Occupancy Males-Females</u>
---------------------	---------------------------	--

2. Will any tenant, presently living in these units, be temporarily displaced, or relocated, because of the proposed rehabilitation?

Yes _____ No _____

If yes, how long? _____

How many tenants? _____

3. To the best of your knowledge, _____ of the _____ tenants currently occupying the property have incomes at or below the following limits:

<u>Number of Persons in household</u>	<u>Annual Gross Income</u>
1	\$38,100
2	\$43,550
3	\$49,000
4	\$54,400
5	\$58,800
6	\$63,150
7	\$67,500

CERTIFICATIONS

The Owner/Applicant Certifies that:

- a. The owner has not required any tenant to move without cause during the 12 months prior to the date of application.
- b. The owner is willing to comply with all the temporary relocation requirements of the Agency and will compensate, as required, a temporarily relocated tenant for the costs of such relocation.
- c. The date and exhibits contained in this application and proposal are true, correct, and complete; and
- d. The owner will not require any tenant to move without cause during the period of time following submittal of this application until the date on which he/she signs an agreement to enter into a Housing Assistance Payments Contract whenever that may occur.

Owner Signature

Date: _____

All applications must include the following attachments:

- A. Management Plan (Program form)
- B. Financial Statement (Income and Expense Statement – Audited Financial Statement Preferred) for property's most recent operating year
- C. If applicable, copies of Code Enforcement Inspection Reports, and correspondence.
- D. Certificate(s) of Previous Participation (HUD form 2530) (The identity of the owner, developer, builder, architect, management agent (and other participants), the names of officers and principal members, shareholders, investors and other parties having a substantial interest; the previous participation of each in HUD Programs on the prescribed HUD Form No. 2530 and a disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract; and information on the qualifications and experience of the principle participants); (Add additional pages if necessary)
- E. Disclosure of Lobbying Activities
- F. Certification of Consistency with the Consolidated Plan
- G. Certification of Consistency with the RC/EZ/EC-ILs Strategic Plan
- H. Census Tract Certification
- I. Certification of Payments to Influence Federal Transactions
- J. Certification of Participation in the Low Income Housing Tax Credit Program
- K. Certification regarding compliance with the Uniform Relocation Act if relocation is required. If not required, confirm accordingly.
- L. Evidence of zoning
- M. Certification of owner's intention to comply with Title VI of the Civil Rights Act of 1966, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction or rehabilitation of the project; Except for Existing Housing Projects
- N. Design Architect's Certification if construction is completed. (New Construction Only).
- O. Preliminary Construction Drawings, preliminary estimate of construction cost and preliminary schedule.

P. Contractor Certification Regarding Debarment and Suspension

Q. Disclosure of Lead-Based Paint/Hazards

ATTACHMENT A

PLANS FOR MANAGING AND MAINTAINING UNITS AFTER NEW CONSTRUCTION/REHABILITATION

Owner or Management Agent

NAME _____ QUALIFICATIONS _____

ADDRESS OF OTHER PROPERTY _____
_____ OWNED _____ MANAGED HOW LONG HAVE YOU
MANAGED THE PROPERTY _____

ADDRESS: _____

PERSONNEL FOR PROPERTY MANAGEMENT:

	No. of Staff	Working Hours
OFFICE STAFF:	_____	_____
MAINTENANCE:	_____	_____

MAINTENANCE AND REPAIR PLAN

Method of handling following maintenance for the Property:

1. Routine Maintenance

2. Preventive Maintenance

3. Emergency Maintenance

Are any Maintenance Services contracted out?

If so,
what _____

Who should residents contact for service?

What is your garbage collection
schedule_____

Is this service contracted out? _____

How are your repainting, replacement of equipment and maintenance of grounds, if any,
scheduled?

Are any of these contracted out?_____

How often? _____

If any items are routine, what schedule is followed?

Note: If you have a written agreement with a Property Manager or Managing Agent,
attach a copy of that agreement to this proposal.