



PROVIDENCE HOUSING AUTHORITY
Section 8 Project-Based
Housing Choice Voucher (HCV) and Veterans Affairs
Supportive Housing Voucher (VASH) Program
Request for Proposals
September 12, 2022

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).

As many as 25 of the PBVs awarded through this RFP will be provided through the HUD-Veterans Affairs Supportive Housing (VASH) program to be used in new construction/substantial rehabilitation of multi-family affordable housing rental project(s) that serve low-income, very low-income and extremely low income households eligible for the VASH Program. For the VASH PBVs, the PHA is looking for experienced partners capable of delivering high quality affordable housing and services for veterans and their families.

For traditional PBVs, experience providing affordable housing is important but recipients do not necessarily have to have experience serving veterans to be awarded non-VASH vouchers. Traditional PBVs will be awarded this round only for units developed through new construction or substantial rehabilitation, and not for other existing units.

A pre-bidders conference will be held via Zoom on Wednesday, September 21 at 10 am. Participation in this conference, although not mandatory, is strongly encouraged. Registration is required and can be done at <https://tinyurl.com/ProvPBV2022>.

As a result of this RFP, PHA will award vouchers to either a single or multiple projects depending on available resources. The PHA reserves the right as the result of its review to determine the best mix of resources for a proposed project. **For this RFP only, PBV will only award for new construction, or for substantial rehabilitation where the units will be vacant at the time of contract.**

Introduction

The Providence Housing Authority is the largest housing authority in the state of Rhode Island. The Authority currently owns and manages over 2,600 units of low income public housing. The PHA also administers over 2,800 units of project-based and tenant based rental assistance under Section 8 of the Housing Act of 1937. A quasi-governmental organization with over 80 years of experience, the Providence Housing Authority is committed to providing and developing quality and safe affordable housing opportunities and services to meet the needs of Rhode Island residents. PHA, working with its residents, strives to be a best-in-class leader in creating safe, vibrant communities that promote pathways to opportunities and will be a place

where people are proud to live and work. For more information about the PHA and its current 5-Year Strategic Plan, please visit <https://tinyurl.com/PHAstrategicPlan>.

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 project-base 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). For VASH vouchers, participants may have incomes up to 80% of the Area Median Income, though historically most participants in both programs have incomes below 30% of AML. 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 (AHAP) 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]. PHA will award PBVs for this round only for units developed through new construction or substantial rehabilitation

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. For more information about these policies, please visit <https://tinyurl.com/PHA-Admin-Plan>.

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.

HUD-Veterans Affairs Supportive Housing Program (VASH)

HUD-VASH is a special purpose voucher program administered through a partnership between HUD and the U.S. Department of Veterans Affairs (VA). The program pairs HUD rental assistance with VA case management and supportive services for homeless veterans. These services are designed to help homeless veterans and their families find and sustain permanent housing and access the health care, mental health treatment, substance use counseling, and other supports necessary to help them in their recovery process and with their ability to maintain housing in the community. VASH vouchers were first awarded to PHAs in 2008; Providence Housing Authority is proud to be among 688 housing authorities across the nation administering this important program.

General Guidelines

The Providence Housing Authority will award Section 8 Project-Based VASH 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, Unit Inspections, and Subsidy Layering Reviews

PHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The City of Providence performs the federal environmental review or

environmental analysis 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 (AHAP) contract for construction of units nor enter into a HAP contract for existing units until it has complied with the environmental review or environmental analysis requirements.

For awarded projects, a Subsidy Layering Review will must be conducted by HUD before an AHAP contract can be be executed. Subsidy Layering Reviews ensure that excessive public assistance is not used when combining Housing Assistance Payments (HAP) from project-based vouchers with other forms of public assistance from federal, state, or local agencies including through tax assistance or credits. Please note that proposers awarded PBVs for construction projects will be required to submit the documentation identified in Appendix 1: *Check List for Subsidy Layering Reviews*. Construction or site preparation work cannot commence before the Environmental Review or Analysis is completed, the Subsidy Layering Review completed, and an AHAP contracted is executed.

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

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. Applicants who will occupy units with VASH PBV assistance are referred to the PHA exclusively from the VA. For both regular and VASH PBV admissions, the housing authority establishes applicant eligibility in accordance with applicable regulations; 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. If a tenant is required to pay for utilities, the PHA applies its utility allowance schedule and pays a utility allowance directly to the tenant.

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 Appendix 2: A Guide to Tenant Selection Plans for an outline of required information.

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. For the VASH program in particular, applicants should understand that while the VA does provide Case management to VASH participants, it is looking for project based owners who will do substantial work in meeting the service needs of their tenants – either directly or through on site partners. The PHA considers the 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 users.
- **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 or similar agreement included as an attachment to a submitted with PBV proposal.

Terms and Conditions

Through the PBV program, the PHA will enter into a Housing Assistance Payments (HAP) Contract with selected 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 in the proposal 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).

See Appendix 3: PHA Utility Allowance Schedule

HUD has recently published 2023 Fair Market Rents. Given the time that it will take for these projects to move forward, applicants may utilize 2023 FMRs as the basis of proposed rents. Note that FMRs assume utilities are included; and owners may reasonably expect that Utility allowances could increase by the time of any project given inflation – the current schedule is for calendar year 2022.

Instructions

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

Providence Housing Authority
Attention: Michelle Booth
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.

The electronic copy should be emailed to Michelle Booth at mbooth@provhousing.org with the subject: 2022 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 Wednesday, October 26, 2022.

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.
- An AHAP must be signed within 30 days of the completion by HUD of Environmental Review and Subsidy Layering Review.
- Project must be located in Providence for non-VASH proposals. For VASH proposals, project may be located in Providence or Pawtucket – and any final award in Pawtucket will be subject to approval of the Pawtucket Housing Authority.
- The project must be completed within two years of the award of PBVs.
- 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/pbvs2022).

Questions concerning the program requirements or application must be submitted in writing, directed to Michelle Booth, and be received no later than Tuesday, September 27 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 Monday, October 3, 2022. Please direct all inquiries to:

Providence Housing Authority, 100 Broad Street, Providence, RI 02903
Attn: Michelle Booth, Office of Strategy and Development
 or via email at mbooth@provhousing.org

Proposers may not make inquiry or communicate with any other PHA staff member of official pertaining to this RFP. Failure to abide by this requirement may be cause for the PHA to reject a proposal submittal from any proposer who has not abided by this directive.



Ranking Preference – VASH Proposals

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.

PHA reserves 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 **for VASH units** using the following rating system.

Rating Item	Rating Points	Score	Comments
<p style="text-align: center;">Development/Substantial Rehabilitation Experience</p> <p>For how long has the proposer been involved in successful development or substantial rehabilitation of housing for low-income populations?</p> <p>What experience does the proposer have in securing financing for projects of a similar size and scope?</p> <p>What experience does the proposer have in completing projects of a similar size/scope on schedule?</p>	20		
<p style="text-align: center;">Supportive Services –</p> <p>What is the quality and level of supportive services being proposed?</p> <p>How are these supportive services geared to previously homeless families and to the specific needs of veterans and their families?</p> <p>-Services are appropriate and well-aligned to needs of target population</p> <p>-Applicant and/or partner experienced in delivering services outlined to veterans and their families</p> <p>-Evidence ability to deliver services</p>	20		

<p>– Attach MOU or contract for services if provided by partner</p>			
<p>Experience of Management – Experience providing low income housing and related property management services -Successful work with HCV housing programs -Successful work with PHA's HCV programs - Quality of housing noted during HQS inspection -Letter(s) of reference regarding management experience in regards to PBV programs with other housing authorities, RI Housing or a state housing agency administering PBVs</p>	<p>10</p>		
<p>Experience with Veterans What experience does the proposer have providing housing programs and related services designed specifically for veterans and their families Does the proposer have experience working with the VASH Program</p>	<p>10</p>		
<p>Poverty Rate – The development in a census tract with a poverty level below 20%</p>	<p>5</p>		<p>This includes tracts 15, 21.01, 23, 24 32, 33, 34, 35</p>
<p>Low Affordable Housing Area The development is in one of the four areas with a smallest portion of income-controlled housing relative to its share of the city housing stock 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>5</p>		<p>This includes “Greater East Side,” “Elmhurst/Mt Pleasant,” “Silver Lake” and “Greater Roger Williams Park”</p>
<p>Accessible Units The proposer will provide 2 units of accessible housing for VASH project-based vouchers= 5 points The proposer will provide between 3 and 4 units of accessible housing for VASH project-based vouchers = 10 points The proposer will provide between 5 or more units of accessible housing for VASH project-based vouchers = 15 points</p>	<p>15</p>		
<p>Readiness to Proceed</p>	<p>15</p>		

<p>Proposer can show substantial amount of funding for the project either in hand or with applications pending, with a likelihood of success. Proposer must be deemed likely to be able to break ground on the project within 1 year of PBV award – those projects that are likely to break ground within six months can get full points</p>			
Total Points	100		

Ranking Preference – PBV proposals other than VASH

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 **for proposals other than VASH** using the following rating system.

Rating Item	Rating Points	Score	Comments
<p style="text-align: center;">Development/Substantial Rehabilitation Experience</p> <p>For how long has the proposer been involved in successful development or substantial rehabilitation of housing for low-income populations?</p> <p>What experience does the proposer have in securing financing for projects of a similar size and scope?</p> <p>What experience does the proposer have in completing projects of a similar size/scope on schedule?</p>	20		
<p style="text-align: center;">Supportive Services –</p> <p>What is the quality and level of supportive services being proposed?</p> <p>-Services are appropriate and well-aligned to needs of target population</p> <p>-Applicant and/or partner experienced in delivering services outlined</p> <p>-Evidence ability to deliver services</p>	20		
<p style="text-align: center;">Experience of Management –</p> <p>What level of experience does the proposed management company have with providing low income housing and working with HCVP programs?</p>	15		

<ul style="list-style-type: none"> -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 style="text-align: center;">Poverty Rate –</p> <p>Is the development in a census tract with a poverty level below 20%?</p>	10		This includes tracts 15, 21.01, 23, 24 32, 33, 34, 35
<p style="text-align: center;">Low Affordable Housing Area</p> <p>Is the development in one of the four areas 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>	10		This includes “Greater East Side,” “Elmhurst/Mt Pleasant,” “Silver Lake” and “Greater Roger Williams Park”
<p style="text-align: center;">Accessible Units</p> <p>The proposer will provide 2 units of accessible housing for project-based vouchers= 3 points</p> <p>The proposer will provide between 3 and 5 units of accessible housing for project-based vouchers =6 points</p> <p>The proposer will provide between more than 5 units of accessible housing for project-based vouchers = 10 points</p>	10		
<p style="text-align: center;">Readiness to Proceed</p> <p>Proposer can show substantial amount of funding for the project either in hand or with applications pending, with a likelihood of success.</p> <p>Proposer must be deemed likely to be able to break ground on the project within 1 year of PBV award – those projects that are likely to break ground within six months can get full points</p>	15		
Total Points			

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 and units proposed for PBV (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).

Unit Address and #	Unit Size (sqft)	# Bedrooms	# Bathrooms	Handicap Accessible?	Proposed Contract Rent

Are you requesting that this proposal be considered for VASH PBVs? (Note: if you mark yes, you may still be considered for regular PBVs if VASH are not available. Applicants should not mark yes unless you intend for the units to be dedicated to formerly homeless veterans and have experience and services for this population)

_____ Yes _____ No

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

Using the chart in Appendix 4 (Utility Designation Chart), the owner shall indicate which utilities and appliances are provided or paid for the the owner and which by the tenant. If units proposed for PBV have different utility payment arrangements and/or appliances, please complete and submit a separate version of the Utility Designation Chart for each group of units with the same utility arrangements.

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.

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.

Milestone	Projected Completion
1, Zoning variances obtained	
2. Permitting for project	

3. All funding secured	
4. All Subsidy Layering Review Element documents are provided to PHA. It is estimated that HUD requires 60 – 90 days to complete a Subsidy Layering Review.	
5. Signing of AHAP	
6. Start of construction / renovation	
7. End of construction / renovation	
8. Signing of HAP	
9. Initial lease-up	
10. Full occupancy	
11. Expiration of HAP Contract (1-20 yrs)	

Occupancy & Relocation – Required for substantial rehabilitation if residents are to be displaced

How many households currently occupy the property? _____

Are you planning to temporarily relocate existing families for rehabilitation? __ Yes __ No

What is the estimated cost of relocation? _____

What is the source of your relocation funding? _____

Who will oversee relocation services? _____

If you have current tenants, do you have a plan to relocate any existing tenants who are ineligible for occupancy of a project based voucher unit? _____

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 and Required Attachments

Please submit materials in accordance with the Tabs identified below and clearly label all documents.

TAB 1: 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 tract and poverty rate.
- Photograph of development in which units are proposed as PBV units
- 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
- Listing of any affordable housing development projects completed in the past five years, including size of the development and total development cost
- Listing of any affordable housing development projects currently underway and estimated completion dates

TAB 2: Property Management

- Copy of the proposed Tenant Selection Plan
- Copy of proposed lease
- Evidence of supportive services
- Maintenance Plan and/or narrative on how the owner will address physical needs of property over the life of the PBV contract

Tab 3: 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)

Tab 4: Other

- Any other documents that you feel would help the PHA in their decision making
(Note: any additional documents may not exceed 10 pages. Pages in excess of this limit will not be reviewed.)

Appendices

- Appendix 1: Checklist for Subsidy Layering Reviews
- Appendix 2: A Guide to Tenant Selection Plans
- Appendix 3: 2022 PHA Utility Allowance Schedule
- Appendix 4: Utility Designation Chart



PROVIDENCE HOUSING AUTHORITY

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Leased Housing Department

APPENDIX 1 CHECKLIST FOR SUBSIDY LAYERING REVIEWS

#	Element Description	Completion Status
1	Clearly identify the PHA, the PHA number, the Field Office number, the project's name, the project's total number of units, and the number of PBV units requested.	PHA
2	Project Description: Short narrative identifying ownership, type of activity (rehabilitation or new construction), location (including county), total units, requested PBV units, PBV type (RAD, VASH, regular), utility allowances, bedroom distributions, supportive services (if applicable) and residential population (homeless, veteran, elderly, low-income families) The narrative should also identify any exceptions applicable to the project (e.g. number of PBV exceeding the Project Cap).	
3	Accounting Statement of Sources and Uses of Funds: Identifying each source and indicate type (loan, grant, syndication proceeds, contributed equity). Sources generally include only permanent financing and grants. If interim financing or a construction loan is proposed, provide details in project description. Separately identify detailed uses, avoiding broad categories such as "soft costs." Under acquisition costs, identify purchase price separately from related costs such as appraisal, survey, title, recording and legal fees. Include separate line items representing construction contract amount, builder's profit, builder's overhead and total project costs. [Complete HUD Form 50156]	
4	Description of Funding Sources: Loans including principal, interest rate, amortization, term, and any accrual, deferral, balloon or forgiveness provisions. Describe any lender, grantor, or syndicator requirements for reserves or escrows requirements. Describe if a lender receives a portion of the net cash-flow, either as additional debt service or in addition to debt service. Identify the amount of LIHTC and include IRS form 8609.	
5	Commitment Letters: Lenders and other funding sources evidence their commitment to provide funding and disclose significant terms. Signed loan agreements and grant agreements meet this requirement. However, proposal letters and letters of intent do not meet this requirement.	
6	Developer's Commitment Letter: Delineating any arrangements, contributions, donations, significant terms or transfer of funds from the developer and/or 18 participating partners such as deferred developer's fees, cash contributions, and equity investments.	
7	HOME Commitment Letter: (When applicable) Signed document clearly identifying requirements of the HOME designated units and intended rents.	
8	Supportive Service Commitment: (When applicable) A signed Memorandum of Understanding that describes the type of services to be provided, frequency, terms of service and resident eligibility.	

#	Element Description	Completion Status
9	Appraisal Report: Based on the “as is” value of the property, before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based voucher assistance. An appraisal establishing value after the property is built or rehabilitated is not acceptable unless it also includes an “as is” valuation. The date of the appraisal to be within six months of date of submission.	
10	Stabilized Operating Pro Forma: Including projected rental, commercial, and miscellaneous gross income, vacancy loss, operating expenses, debt service, reserve contributions, with cash-flow projections, and debt service ratios; income and expenses trended at a consistent percent. [Complete HUD Form 50156]	
11	Low-Income Tax Credit Allocation Letter: Issued by the authorized tax credit allocation agency, identifying the amount of LITCs reserved for this project.	
12	Historic Tax Credit Letter: Issued by an authorized historic credit agency, disclosing the estimated historic tax credit amount awarded to a project located in a designated historical area.	
13	Equity Contribution Schedule: If equity contributed to the project is paid in installments over time, provide a schedule showing the amount and timing of planned contributions.	
14	Bridge Loans: Providing details if the financing plan includes a bridge loan where equity contributions proceeds planned over an extended time can be paid upfront.	
15	Disclosure, perjury and identity of interest statement (Form HUD-2880) completed by the owner.	
16	PBV award letter: Identifying the housing authority’s approval of project-based voucher assistance for the project by number of units and bedroom distribution.	PHA
17	PHA rent certification letter: Documenting proposed contract rents, utility allowances, and gross rental amounts for assisted units. Include rent reasonableness documentation or comparability analysis as evidence of rent determination and certification.	PHA
18	Environmental Clearance: Completion of the environmental review and environmental approval is required before AHAP approval can be granted. At the time of initial submission of the SLR request, submit evidence that a request for a part 58 review is submitted to the responsible entity or a part 50 review is submitted to the Field Office.	PHA



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APPENDIX 2: 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 (<https://www.nsopw.gov/>).
 - Other allowable screening criteria; and
 - Procedures for rejecting ineligible applicants.
 - Policies for applicants to have an opportunity to dispute/appeal a rejection.
 - Unit transfer policies, including selection of in-place residents versus applicants from the waiting list when vacancies occur.
4. 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 .
5. Policies for applying Violence Against Women Act (VAWA) protections.
6. Applicant notification.
7. Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations.
8. Policy for notifying applicants and potential applicants of changes in the tenant selection plan.
9. Procedures for assigning units with originally constructed design features for persons with physical disabilities.
10. Charges for facilities and services.
11. Security deposit requirements.
12. Unit inspections.
13. Annual recertification requirements.
14. Interim recertification reporting policies (if applicable).
15. House Rules and Implementation of House Rule changes.
16. Policies to allow residents to appeal adverse decisions/findings.



Providence Housing Authority

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APPENDIX 3: UTILITY ALLOWANCE SCHEDULE

Number of Bedrooms in Unit _____

Voucher Size _____

Utility Allowance \$ _____

Bedroom Size		0	1	2	3	4	5	6
Heat	Gas	57	64	72	79	87	94	108
	Oil	65	76	88	99	111	122	140
	Electric	76	88	112	135	159	182	209
	Heat Pump	50	59	70	78	87	96	110
Cooking	Gas	4	5	7	9	11	13	15
	Electric	12	14	20	26	32	38	44
Hot Water	Gas	12	14	20	26	32	38	39
	Oil	18	21	31	40	50	59	68
	Electric	38	44	57	69	81	93	107
Electricity		56	66	92	117	143	169	194
Range		4	4	5	5	5	5	6
Refrigerator		4	4	4	5	5	5	6
Homeownership Only								
Water		28	30	43	62	82	101	116
Sewer		36	38	50	68	87	105	120

Effective: 1/1/2022 for All Moves, New Leases & Recerts



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APPENDIX 4: Utility Designation Chart

UTILITIES AVAILABLE IN THE CONTRACT UNITS, INCLUDING LISTING OF UTILITY SERVICES TO BE PAID BY THE OWNER (WITHOUT CHARGES IN ADDITION TO RENT TO OWNER) AND UTILITIES TO BE PAID BY THE TENANTS

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	Special Fuel Type					Provided by	Paid by
Heating	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Heat Pump 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	TYPE OF UTILITY TO BE DETERMINED						
Water							
Sewer							
Trash Collection							
Air Conditioning							
Refrigerator							
Range/Microwave							
Other/Specify						Internet	