

PROVIDENCE HOUSING AUTHORITY

Section 8 Project-Based Housing Voucher Program

Request for Proposals

Release Date: June 28, 2023

Submission Date: August 15, 2023 at 3:00pm

The Providence Housing Authority issues this Request for Proposals (RFP) to seek proposals from partners, owners, and/or developers interested in applying for Project Based Vouchers (PBV) to be used in existing vacant units or new construction/substantial rehabilitation of multi-family affordable housing rental project(s) in the City of Providence that serve very low-income and extremely low-income households. The PHA is looking for experienced partners capable of delivering high quality affordable housing and services for voucher recipients. Applicants must apply for a minimum of 5 vouchers per project, a total of 50 are currently available with up to 25 of those coming from the Mainstream Voucher Program. Criteria may vary based on voucher type (listed within "Section 8 Project Based Assistance").

A pre-proposal conference will be held on Friday, July 21 at 11:00 am. Participation in this conference, although not mandatory, is strongly encouraged. Registration is required ([click here for link](#)) and a recording of the conference will be posted at provhousing.org/2023PBVs by July 25.

As a result of this RFP, PHA will award vouchers to either a single or multiple projects depending on available resources.

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 2,700 units under the Housing Choice Voucher Program and related rental assistance programs. 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/PHAStratPlan>.

Section 8 Project-Based Voucher Assistance

With the approval of the Department of Housing and Urban Development (HUD), the project-based voucher (PBV) program allows Public Housing Authorities to project-base up to 30% of its authorized units and attach the funding to specific units of a development rather than 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 for up to 20 years (defined as households earning 50% of Area Median Income or lower). The HAP contract may cover either all or a portion of the units in a development, subject to specific limits explained in the HUD regulations.

The PHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing. Upon award of new construction or substantial rehab, the housing authority and property owner enter into an Agreement to enter into a Housing Assistance Payments (AHAP) Contract prior to the start construction. Upon award of PBVs for existing housing, parties will enter directly into a Housing Assistance Payment (HAP) contract.

Unlike the tenant-based voucher programs within Section 8, the subsidy of a project-based program is attached to the housing unit. The provisions that differ between programs are listed within 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://provhousing.org/about-pha/plans-reports-policies/>.

Voucher Types

A total of 50 project-based vouchers are available and up to 25 may be designated as Mainstream Housing Vouchers. They are defined by the following:

Project-Based Voucher- Administered through the Housing Choice Voucher Program (HCV, also known as Section 8), in partnership between HUD and the Providence Housing Authority. Financial assistance is attached to a specific unit and be leased to eligible tenants earning less than 50% of Area Median Income. Generally at least three-quarters of participants will be households with income less than 30% of AML.

Mainstream Housing Voucher - This voucher type within the HCV program is designed to serve non-elderly tenants with disabilities live independently in the community. The PHA grants priority to mainstream applicants transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless, or who are formerly homeless and participating in a rapid rehousing or permanent supportive housing project. While non-disabled and elderly persons, as well as children, may be part of a household, eligibility for a Mainstream Voucher requires that the household have at least one adult with a disability (ages of 18- 61) at the time of program admission. Income eligibility is the same as the regular voucher program.

***Please note tenant selection criteria related to credit (other than debt to landlords or utilities) and criminal history beyond five years may be adjusted for an accessible admissions process.**

PBV Limitations and Exceptions

Eligible proposals request assistance for up to 25 units or 25% of the number of dwelling units (assisted or unassisted) in the project, whichever is greater [24 CFR 983.56].

Exceptions to this eligibility range of under 25% include [PIH Notice 2017-21]:

- The proposed units are exclusively for elderly families (not applicable to Mainstream)
- The proposed units are for households eligible for supportive services and 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

Projects with any of the conditions above are allowed to request up to 40% of units total or 25 units, whichever is higher.

General Guidelines

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

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

Eligible and Ineligible Properties

- Newly constructed and existing structures of various types may be appropriate for attaching assistance to the units, including single-family and multi-family structures.
- A housing authority may **not** attach assistance to units in the following types of housing (24 CFR 983.53):
 - ✓ New housing units for which construction is started before a Subsidy Layering Review is completed by HUD and Agreement to Enter into Housing Assistance Payments is executed;
 - ✓ Existing housing units for which the rehabilitation project has started after an application is submitted but 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 PBV 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 AHAP 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 verify the developer’s 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), the project 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 or activity or in an undue financial burden; or
- (c) The structure of the housing to be substantially rehabilitated makes installation of broadband infrastructure infeasible.

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

Environmental Review and Subsidy Layering Reviews

For construction projects, including new construction and substantial rehabilitation of an existing housing units, a Subsidy Layering Review must be conducted by HUD before an AHAP contract

can 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. 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.).

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 Subsidy Layering Review is completed, and an AHAP contracted is executed. Owners of new construction or substantial rehabilitation projects will be required to attend an SLR workshop hosted by the PHA in preparation of this HUD requirement.**

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. For this RFP, PHA will only consider proposals that include **at least one** accessible dwelling unit being proposed for a project-based voucher.

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.

This minimum requirement applies to existing as well as new housing proposals. While not all disabled participants in the Mainstream voucher program will need an accessible unit, PHA will consider whether any PBV proposal has sufficient accessible units to meet the needs of the Mainstream voucher population.

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. All costs related to relocation will be carried by owner.

Tenant Selection and Wait List

Applicants who will occupy units with PBV Program assistance are selected from the PHA's voucher waiting list. The housing authority establishes applicant eligibility in accordance with federal regulations; however, the owner determines the suitability of the applicant according to the screening criteria indicated in their PHA approved Tenant Selection Plan. **Tenant Selection Plans submitted by proposers cannot include an applicant preference or priority for a population with a specific type of disability (for example, a preference for households who are visually impaired).** Preferences for people with disabilities in general, or other preferences may be included – but the PHA will have to consider whether any preferences are allowable under the Fair Housing Act and voucher program regulations.

If approved for a voucher, the applicant may enter into a lease with the owner where the household pays 30% of its adjusted income toward rent and the housing authority pays the difference towards 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, selection points will be granted to proposals offering Supportive Services based on the quality and level of services being offered (i.e. alignment of those services to population needs and the experience of the owner or partner providing the services).

Qualifying households referred for vouchers may not require permanent support services, but the housing authority believes such programs are crucial to the population. 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 abusers.

- **Developments that Offer Educational and Job Training Opportunities** such as on-site childcare, GED or ESL classes, assistance with obtaining citizenship or citizenship classes, computer classes/training, work skills development and job training, college level or similar classes.
- **Developments that Offer Self-Sufficiency and Homeownership Programs** to their residents.

For each of the above, services and trainings must be provided by the development or by a partner with a signed Memorandum of Understanding included as an attachment to a submitted with PBV proposal.

Terms and Conditions

The owner of existing units must be willing to allow the PHA to perform a Housing Quality Standards (HQS) site inspection of proposed units prior to the award of project-based assistance. Once proposed units have passed the inspection and are approved for an award of PBV assistance, the PHA will move forward towards the execution of a HAP Contract. After the execution of a HAP contract, PHA will conduct an annual inspection of PBV units, as well as inspections at turnover and to address any tenant complaints made to PHA.

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).

Note that PHA currently utilizes a separate payment standard based on Small Area Fair Market Rents (SAFMR) for the 02903 and 02906 zip codes, and is willing to consider rent requests based on the SAFMR that are otherwise reasonable (compared to similar units in the area).

See Appendix 3: PHA Payment Standards (inclusive of utilities)

See Appendix 4: PHA Utility Allowance Schedule

Submission of Proposals

Proposers must submit three copies of the proposal in hard copy and one (1) copy electronically by the Submission 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.

Electronic copy must be emailed to Michelle Booth, Strategic Initiatives Manager, at mbooth@provhousing.org with the subject: RFP for Project Based Voucher Program. 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.

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 and PHA determines it can redact 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, pursuant to State and Federal Law.

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: a presentation to PHA, provision of previous audits, certified financial statements and additional project information.

Threshold Criteria

Projects must meet the following criteria to be considered:

- A complete application.
- Property must meet all eligibility requirements related to Environmental & HUD regulations
- 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 for PBV units on the basis of credit, or who rejects applicants based on criminal convictions that are more than five years old, with the exception of HUD mandated exclusions.** An applicant who does not have an updated Tenant Selection Plan with these criteria may indicate in its application that if selected, it

is willing to establish a plan with criteria that meet PHA's requirements, at least for PBV units.

- Project must be ready for occupancy as of the date of the HAP Contract (for new construction, an AHAP must be signed within 30 days of the completion of Environmental Review and Subsidy Layering Review).
- Project must be located in Providence.
- Proposed lease may not include supplemental charges of more than \$25 each for parking, use of laundry machines that are not coin operated, etc.
- Applicant must demonstrate financial sustainability of units.
- Application must contain valid relocation plan, if property is occupied and any construction that would require relocation is proposed, with costs carried by owner
- At least **one** accessible dwelling units must be proposed for a PBV (see page 4).
- Site and Neighborhood must meet applicable HUD standards at 24 CFR 983.57
- Unit is 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.

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 using the following rating systems (Housing Choice Voucher OR Mainstream Voucher).

RANKING PREFERENCE: HOUSING CHOICE VOUCHERS

The following table applies to all applications for HCV vouchers- dedicated to eligible tenants (50% AMI)

Rating Item	Rating Points
<p>Supportive Services – -What is the quality and level of supportive services being proposed? -Services are appropriate and well-aligned to the needs of low-income families, and families who are formerly homeless or at risk for homelessness -Applicant and/or partner experienced in delivering services outlined -Evidence ability to deliver services</p>	25
<p>Experience of Management – -What level of experience does the proposed management company have with providing low income housing and working with HCVP programs? -Successful work with low-income housing programs -Successful work with HCV programs -Successful work with PHA HCV programs -Letter(s) of reference regarding management experience in regards to PBV programs provided</p>	15
<p>Deconcentration of Poverty -Is the development in a census tract with a poverty level below 20%? This includes tracts 15, 21.01, 23, 24 32, 33, 34, 35</p>	15
<p>Low Affordable Housing Area -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? -Areas are defined by the Map on pg B-3 of the city's housing plan and the data is on pg B-33 in City of Providence: Housing Strategy Report -Includes “Greater East Side,” “Elmhurst/Mt Pleasant,” “Silver Lake” and “Greater Roger Williams Park”</p>	20
<i>Projects will be scored as “New Development” OR “Preservation”.</i>	
<p>New Development Only – -Will the development provide the City with new units of affordable housing (newly constructed, previously foreclosed, vacant, abandoned, blighted)? -Is the project financing feasible to be secured within 12 months of award?</p>	25
<p>For Existing Housing/Preservation Only -Will project based vouchers assist in ensuring the extension of long-term affordability of existing units by enabling refinancing or by extending the length of time units would be restricted as affordable by at least 10 years?</p>	10

RANKING PREFERENCE: MAINSTREAM VOUCHERS

The following table applies to all applications for Mainstream vouchers to eligible tenants (non-elderly, disabled)

Rating Item	Rating Points
<p>Supportive Services</p> <ul style="list-style-type: none"> -What is the quality and level of supportive services being proposed? -Services are appropriate and well-aligned to needs of low-income families with a member with a disability and families who are formerly homeless or at risk for homelessness -Applicant and/or partner experienced in delivering services outlined -Evidence ability to deliver services 	30
<p>Experience of Management</p> <ul style="list-style-type: none"> -What level of experience does the proposed management company have with providing low-income housing and working with HCVP programs? -Successful work with low-income housing programs -Successful work with HCV programs -Successful work with PHA HCV programs -Letter(s) of reference regarding management experience in regard to PBV programs provided 	15
<p>Deconcentration of Poverty</p> <p>Is the development in a census tract with a poverty level below 20%? This includes tracts 15, 21.01, 23, 24 32, 33, 34, 35</p>	15
<p>Low Affordable Housing Area</p> <ul style="list-style-type: none"> -Is the development in one of the four areas with 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 in City of Providence: Housing Strategy Report -Includes "Greater East Side," "Elmhurst/Mt Pleasant," "Silver Lake" and "Greater Roger Williams Park" 	20
<i>Projects will be scored as "New Development" OR "Preservation".</i>	
<p>New Development Only –</p> <ul style="list-style-type: none"> -Will the development provide the City with new units of affordable housing (newly constructed, previously foreclosed, vacant, abandoned, blighted)? --Is the project financing viable to be secured within 12 months of award? 	10
<p>For Existing Housing/Preservation Only</p> <ul style="list-style-type: none"> -Will project based vouchers assist in ensuring the extension of long-term affordability of existing units by enabling refinancing or by extending the length of time units would be restricted as affordable by at least 10 years? -Project is eligible for 20 points if the number of units with extended affordability will be at least twice as many as vouchers requested. Otherwise, project is eligible for 15 points. 	20

Proposal Inquiries

Proposal documents can be viewed and downloaded from the PHA website at provhousing.org/PBVs2023. PHA will accept inquiries about this RFP until 4:30 p.m. on July 26.

Updates and responses to questions related to this RFP will be posted to the PHA website and sent to registrants of the webinar (optional). Please direct 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 or 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.

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 within project: _____ Proposed Term of Assistance: _____ yrs.
Proposed # of HCV PBV units: _____ Proposed # of Mainstream PBV units: _____ (NOTE:
Projects proposed for Mainstream Vouchers may also be considered for regular Project
Based Vouchers by the PHA)
Total of Proposed Units/Vouchers: _____

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 (SF)	# Bedrooms	# Bathrooms	Handicap Accessible?	Proposed Contract Rent

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

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

Are utilities included in the contract rent? ____ Yes ____ No

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner. If units proposed for PBV have different utility payment arrangements and appliances, please complete and submit a separate version of the chart below for each unit..¹

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

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

Using additional pages as necessary, please describe the supportive services that will be provided.

¹ See Appendix 5: Utility Designation Chart

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

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

Timeline

Please project key milestones for your units in the table below. If an item will not apply, please enter N/A. Milestones 1-6 do not apply to existing units unless rehabilitation is proposed.

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

Occupancy & Relocation of Existing Tenants (if applicable)

How many households currently occupy the property? _____

How many currently earn less than 50% AMI? _____

How many currently include an adult (18-61) with a disability? _____

Are there units vacant for use by Mainstream project-based vouchers? __Yes __ No

Are you planning to relocate existing families to make vacant units available for project-basing? __ Yes __ No

What is the estimated cost of relocation? _____

What is the source of your relocation funding? _____

Who will oversee relocation services? _____

Property Management

Name of Property Management Company: _____

Describe property management company's experience managing PBV or like programs. Please include any supportive services and names of affiliated partners:

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

TAB 2: Property Management

- Copy of the proposed Tenant Selection Plan
- Copy of proposed lease
- Evidence of supportive services (Requirement for Mainstream, required also to receive any services points for HCV vouchers)
- Physical Need Assessments/Plan or Capital Needs Assessment (existing units only)
- Maintenance Plan and/or narrative on how the owner will address physical needs of property over the life of the PBV contract

Tab 3: Projects Involving Development Activities (new construction or rehab)

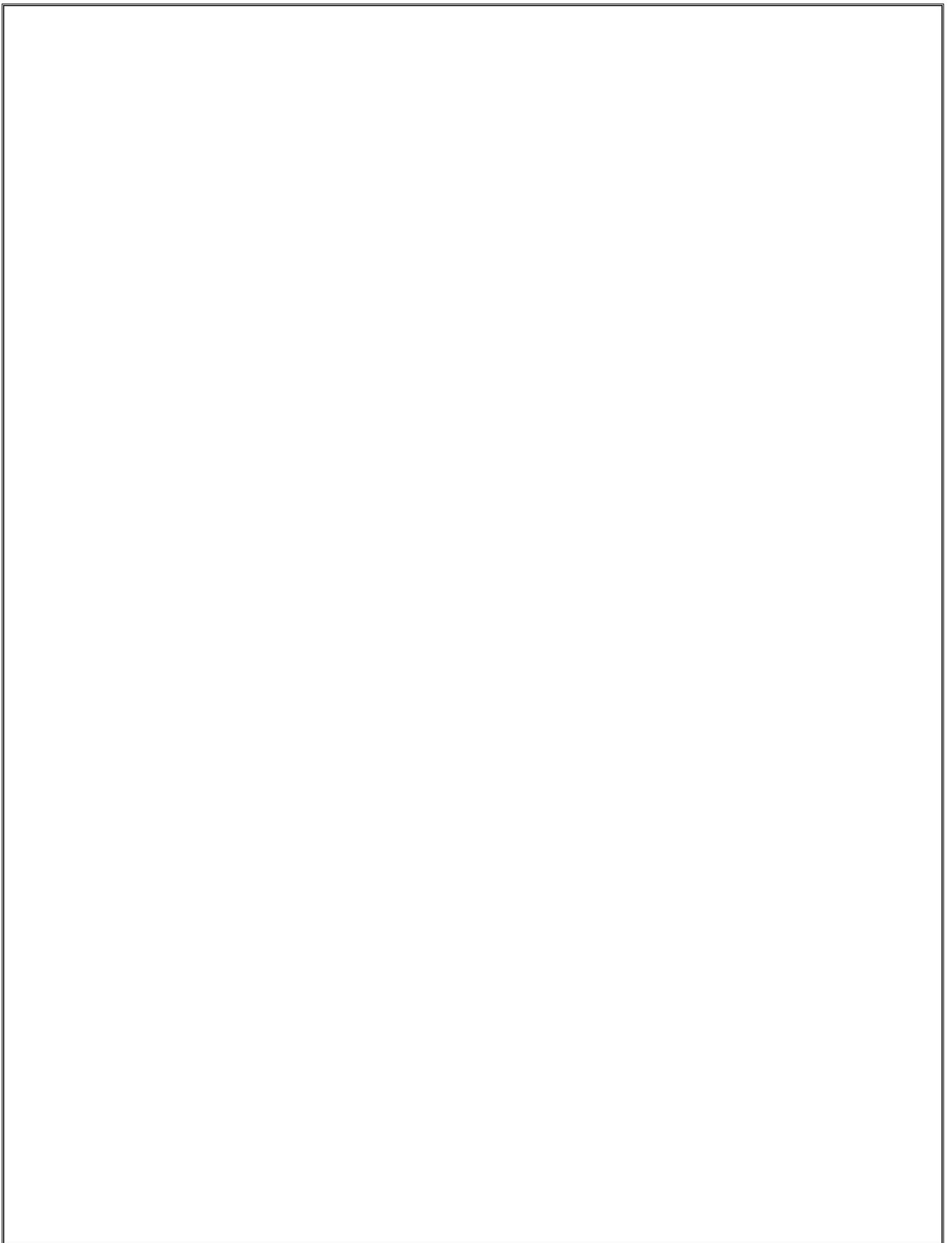
- Evidence of financing or lender interest and proposed terms of financing
- Sketches of proposed construction and/or rehabilitation
- Unit plans and specs
- Description of the scope of work – broadband infrastructure must be included for buildings with four or more units unless an exception from 24 CFR 983.157 applies.
- Evidence of compliance with current zoning and timeline for re-zoning (if needed)
- Relocation plan (if needed)

Tab 4: Other

- Any other documents that you feel would help the PHA in their decision making
(Note: any additional documents may not exceed 15 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: 2023 PHA Payment Standards
- Appendix 4: 2023 PHA Utility Allowance Schedule
- Appendix 5: Utility Designation Chart
- Appendix 6: PHA Subsidy Standards



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

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

100 BROAD STREET
PROVIDENCE, RI 02903-4129
Tel. (401) 751-6400
Fax (401) 351-1191

APPENDIX 3: PHA PAYMENT STANDARDS

Payment Standards for Housing Choice Voucher
& Mainstream Voucher Program CY 2023.

Bedroom Size	Providence (except 02903 and 02906)	02903 and 02906 Zip Codes ONLY
0	\$1,172	\$1,551
1	\$1,288	\$1,705
2	\$1,549	\$2,057
3	\$1,886	\$2,508
4	\$2,329	\$3,091
5	\$2,678	\$3,554
6	\$3,028	\$4,018



Providence Housing Authority

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 Providence, RI 02903-4129
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 Fax: (401)-351-1191

APPENDIX 4: UTILITY ALLOWANCE SCHEDULE

UTILITY ALLOWANCE SCHEDULE CY 2023

Number of Bedrooms in Unit: _____

Voucher Size: _____

Utility Allowance \$ _____

Bedroom Size		0	1	2	3	4	5	6
Heat	Gas	79	90	95	101	107	112	129
	Oil	122	143	154	165	175	186	214
	Electric	76	87	111	134	158	181	208
	Heat Pump	53	62	73	83	92	101	116
Cooking	Gas	4	5	7	10	12	14	16
	Electric	12	14	20	26	32	38	44
Hot Water	Gas	13	15	22	29	36	43	49
	Oil	25	30	43	56	70	83	95
	Electric	38	44	56	69	81	93	107
Electricity		54	63	88	113	137	162	186
Range		6	6	6	4	4	4	6
Refrigerator		5	5	5	5	5	5	6
Homeownership Only								
Water		28	30	43	62	82	101	116
Sewer		36	38	51	69	87	106	122

Effective: January 1st, 2023 for All Moves, New Leases & Recerts



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Leased Housing Department

APPENDIX 5: 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	



APPENDIX 5: PHA SUBSIDY STANDARDS & VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;



- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

The PHA's subsidy standards are as follows:

- Single person families will be allocated one bedroom.
- When determining unit size, the PHA will include all children who are anticipated to reside in the dwelling unit including:
 - Children expected to be born to pregnant women;
 - Children who are in the process of being adopted by an adult or whose custody an adult is obtaining;
 - Foster children;
 - Children who are temporarily absent due to placement in foster care. [24 CFR 5.403] Verification that reunification is expected within six months is needed to provide a bedroom for a child who is absent at admission.
 - A parent who has joint custody may include the child(ren) in the household providing that the other parent is not receiving rental assistance for the same child(ren). If there are no legal documents, verification must be provided through school records or other sources that the child spends at least 50% of the time with the parent receiving assistance. Custody papers must be provided for any minor (other than a child of a household member) who will reside in the unit.
- A single pregnant woman with no other household members and a single parent with one child and no other household members will be assigned a two-bedroom voucher.
- Under the minimum number of persons per unit standard, generally two people will share a bedroom, except that units will be assigned so that:
 - A child under 2 years old will occupy the same bedroom with their parent(s).
 - Spouses or co-heads will share a bedroom with the head of household; other than a head of household and spouse and/or co-head, any two individuals age 18 and older who are not husband and wife or declare themselves to be a couple will not be required to share a bedroom.
 - Adult persons of the opposite gender (other than spouses or co-heads) are not required to share a bedroom.
 - Persons of different generations are not required to share a bedroom (for example a grandparent, parent, and grandchild would not be required to share a bedroom).
 - Two siblings of the same gender will share a bedroom without regard to age.



- Children of the opposite gender up to 5 years of age will share the same bedroom.
- A live-in-aide will be assigned a separate bedroom. No additional bedrooms will be provided for the live-in aide's family;
- A child who is temporarily away at school as a full-time student and who is no more than 23 years of age at the time of lease-up as a member of the family will be considered in determining unit size. Proof of full-time enrollment at the educational institution must be provided by the family.

The PHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
0 Bedroom	1-1
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	4-8
5 Bedrooms	5-10