



**HOUSING CHOICE VOUCHER PROGRAM PROJECT-BASED VOUCHERS
OWNER/DEVELOPER APPLICATION**

Instructions:

Please fill out the attached form completely. All information on each application will be kept confidential. Please submit one form for each property you wish to construct or rehabilitate. If you have any questions, or need assistance in completing the form, please call Dena Kothe at (720) 898-7476.

All proposals should be submitted via email to dkothe@arvada.org. All proposals must be received no later than 5:00 P.M., Monday, October 18, 2021

A. Applicant

Name

Street Address

City

State

Zip Code

Phone

B. Description of Property

Address of property to be rehabilitated/constructed or Existing:

Street Address

City

State

Zip Code

Number of Stories

Year Constructed

Elevator? ___ Yes ___ No

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

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

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

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

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

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

Has the property been under any federally assisted housing program at any time during the last 12 months – excluding the Section 8 Existing Program? ____ Yes ____ No

Please check which utilities will be paid by the owner. Please indicate if the following utilities are gas or electric:

- | | |
|--|-------------------------|
| <input type="checkbox"/> Electricity _____ | Heating _____ |
| <input type="checkbox"/> Gas _____ | Cooking _____ |
| <input type="checkbox"/> Hot Water _____ | Hot Water Heating _____ |
| <input type="checkbox"/> Water _____ | |
| <input type="checkbox"/> Garbage _____ | |

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

- | | |
|----------|----------|
| a. _____ | e. _____ |
| b. _____ | f. _____ |
| c. _____ | g. _____ |
| d. _____ | h. _____ |

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

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

Is the property currently handicapped accessible?

- Yes
- Partly, _____ units
- No

Are any modifications for handicapped access planned as part of the work? ___ Yes ___ No

If yes, describe: _____

C. Rehabilitation/New Construction Experience

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

Project Address: _____

Total Project cost: _____

Financing:

Source 1 _____ Amount 1 _____

Source 2 _____ Amount 2 _____

Date Financing Closed: _____ Date Construction Completed: _____

Contractor's Name: _____

D. Financial Information

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

___ Mortgage ___ Own ___ Lease

___ Other (please explain): _____

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

Size of Units	Number of Units	Total Rent Received
Studio	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 Bedroom	_____	_____
4 Bedroom	_____	_____
5 Bedroom	_____	_____

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

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

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

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

	Amount
<input type="checkbox"/> Lending Institution	\$ _____
<input type="checkbox"/> Savings/Own Capital	\$ _____
<input type="checkbox"/> Other(Explain): _____	\$ _____
TOTAL:\$ _____	

3. If you have arranged financing already, attach any evidence of tentative or firm commitment to finance.

4. Describe your experience, if any, with HUD/FHA housing programs.

HUD Program	Number of units owned/managed
_____	_____
_____	_____
_____	_____
_____	_____

5. Purchase price of your property: \$ _____

6. Amount originally financed on property at time of purchase: _____

7. Date of Purchase: _____
Month Year

8. Property Loan(s):

- o Amount of each loan on property: _____

- Interest Rate of loan (%): _____
- Term of Loan (Years): _____
- Date Borrowed (Month/Year): _____
- Current Outstanding Balance: _____
- Current Monthly Principal & Interest Payment: _____

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

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

- Kinds of improvements: _____
- _____
- Cost of improvements: _____
- _____
- Date improvements were made: _____
- _____
- How were these improvements paid for? _____

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

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

- Real Estate Taxes \$ _____ (Attach copies of last two (2) receipts)
- Insurance \$ _____ (Attach proof of current annual premium)
- Maintenance \$ _____
- Management \$ _____
- Utilities \$ _____

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

E. New Construction or Rehabilitation Proposed

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

Description	Cost
a. _____	\$ _____

- b. _____ \$ _____
- c. _____ \$ _____
- d. _____ \$ _____
- e. _____ \$ _____
- f. _____ \$ _____

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

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

F. Tenants (Rehabilitation and Existing Only)

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

Unit Address	Number of Bedrooms	Number of Occupants

2. Will any tenant, presently living in these units, be temporarily displaced, or relocated because of the proposed rehabilitation? Yes _____ No _____ If yes, how long? _____ How many tenants? _____

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

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

CERTIFICATIONS

The Owner/Applicant Certifies that:

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

Owner Signature

Date

All applications must include the following attachments:

1. Management Plan (Program form)
2. Financial Statement (Income and Expense Statement – Audited Financial Statement Preferred) for property's most recent operating year
3. If applicable, copies of Code Enforcement Inspection Reports, and correspondence.
4. Certificate(s) of Previous Participation (HUD form 2530) (The identity of the owner, developer, builder, architect, management agent (and other participants), the names of officers and principal members, shareholders, investors and other parties having a substantial interest; the previous participation of each in HUD Programs on the prescribed HUD Form No.2530 and a disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract; and information on the qualifications and experience of the principle participants) (Add additional pages if necessary)
5. Disclosure of Lobbying Activities
6. Certification of Consistency with the Consolidated Plan
7. Certification of Consistency with the RC/EZ/EC-II's Strategic Plan
8. Census Tract Certification
9. Certification of Payments to Influence Federal Transactions
10. Certification of Participation in the Low Income Housing Tax Credit Program
11. Certification regarding compliance with the Uniform Relocation Act if relocation is required. If not required, confirm accordingly.

12. Evidence of zoning
13. Certification of owner's intention to comply with Title VI of the Civil Rights Act of 1966, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O.11246, Section 3 of the Housing and Urban development Act of 1968 (Equal Opportunity requirements) and all applicable Federal requirements listed in 24CFR 983.11 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction or rehabilitation of the project; Except for Existing Housing Projects
14. Design Architect's Certification if construction is completed. (New Construction Only).
15. Preliminary Construction Drawings, preliminary estimate of construction cost and preliminary schedule.
16. Contractor Certification Regarding Debarment and Suspension
17. Disclosure of Lead-Based Paint/Hazards

ATTACHMENT A

Plans for Managing and Maintaining Units After New Construction/Rehabilitation

Owner or Management Agent

Name _____

Address _____

_____ Own _____ Manage Length of Time in Management _____

Qualifications: _____

Property Management Personnel

	No. of Staff	Working Hours
Office Staff:	_____	_____
Maintenance:	_____	_____

Maintenance and Repair Plan- Method of handling following maintenance for the Property:

1. Routine Maintenance

2. Preventive Maintenance

3. Emergency Maintenance

Are any Maintenance Services contracted? _____ Yes _____ No If yes, please describe _____

Who should residents contact for service?

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

Scoring Criteria

AHA will consider the following criteria in choosing a PBV proposal:

Please provide a narrative response clearly addressing each of the scoring criteria listed below.

1. The extent to which the project based units would create or retain housing opportunities designated for at risk populations (25 points)
2. The extent to which project-basing the units would further the goal of deconcentrating poverty and expanding housing opportunities for lower income households (25 points). Project-basing assistance for housing must be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. Include copies of census data. When determining the extent to which a proposed PBV development site meets this standard the AHA will consider the proposal's facts on the census tract:
 - Whether it is undergoing significant revitalization
 - Whether it had state, local or federal dollars invested that has assisted in the achievement of deconcentrating poverty and expanding opportunity
 - Whether new market rate units are being developed and the likelihood that such market rate units will positively impact the poverty rate
 - If the poverty rate is greater than 20%, whether there has been an overall decline in the poverty rate in the past five years
 - Whether there is meaningful opportunity for education and economic advancement. Include percentages of poverty in the census tract, city, and county.
3. If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property (15 points).
4. The extent to which the proposal compliments other local activities such as the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community (15 points).
5. Owner experience and capability to build or rehabilitate housing (20 points).

Additional Information Requested

- If the proposal is for existing units, include information regarding whether there is already a waiting list; and if so, how many names are on it and how many units turn over in a year.
- If the proposal is for existing units that are occupied, include current tenant annual income and monthly rent for each existing unit, as well as their projected rent in the project-based voucher program.
- For rehabilitation of existing properties, provide financials including an income/expense analysis that shows the current shortfall for rehabilitation and how the project basing will be sufficient to fund the rehabilitation (and other financial sources as applicable).

Before officially selecting any project based voucher proposal, AHA will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project based vouchers,

that the proposal complies with the cap on the percentage or number of project based units per project, and that the proposal meets HUD's site selection standards.

Outcome and Notification

Owners/Developers will be notified by letter of acceptance or rejection of their proposals. AHA will also publish its notice of selection of PBV proposals on the Arvada Housing Authority website as well as the Arvada Press. The Housing Authority will make documentation available regarding the basis for the selection of any project-based voucher proposal to any interested persons.