

# Project Based Voucher Application

## I. Developer/Owner Information

- a. Organization Name: \_\_\_\_\_
- b. Organization Address: \_\_\_\_\_
- c. City: \_\_\_\_\_ Zip: \_\_\_\_\_
- d. Federal Tax ID Number: \_\_\_\_\_
- e. Sponsor Organization Type (check only one):
  - i. Community Housing Development Organization
  - ii. Nonprofit Housing Developer
  - iii. Nonprofit Community Organization
  - iv. For-profit Housing Developer
  - v. Other (please specify): \_\_\_\_\_
- f. Executive Director: \_\_\_\_\_
- g. Telephone: \_\_\_\_\_
- h. Email: \_\_\_\_\_
- I. Project Contact: \_\_\_\_\_
- J. Telephone: \_\_\_\_\_
- k. Email: \_\_\_\_\_

## II. Development Consultant (if applicable)

- a. Organization Name: \_\_\_\_\_
- b. Consultant Name: \_\_\_\_\_
- c. Telephone: \_\_\_\_\_
- d. Email: \_\_\_\_\_

## III. Experience

- a. Does the applicant have experience owning and operating affordable housing?  
 Yes  No Specify how many years: \_\_\_\_\_
- b. Does the applicant have experience owning and operating supportive housing?  
 Yes  No Specify how many years: \_\_\_\_\_
- c. Does the applicant have experience managing a supportive housing team?  
 Yes  No Specify how many years: \_\_\_\_\_
- d. Does the applicant have any additional information they would like to include?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IV. Description of Project

- a. Description of Property: \_\_\_\_\_
- b. Address of Property: (must be within the city of St. Cloud, MN)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. How many units of the total requested PBV assistance are accessible to persons with disabilities:  
\_\_\_\_\_

d. Does the proposed design meet Fair Housing Accessibility?  
 Yes  No

e. Please list all utilities and who will be responsible to pay in addition to any rent portion:  
 i. Property: \_\_\_\_\_  
 ii. Tenant: \_\_\_\_\_

f. Will there be adequate office space for an on-site services team?  
 Yes  No

g. Will the project be located in:  
 Census tract # \_\_\_\_\_

- A low poverty census tract (less than 20%)
- A census tract that is a HUD-designated Enterprise Zone, Economic Community, or Renewal Community
- A census tract that is undergoing significant revitalization
- The area where State, Local, or Federal dollars have been invested that has assisted in the achievement of the statutory requirement
- The same census tract where new market rate units are being developed and such market rate units will positively impact the poverty rate in the area
- An area where the poverty rate is greater than 20 percent and in the past five years there has been an overall decline in the poverty rate
- A census tract where there are meaningful opportunities for education and economic advancement

**V. Financial Information**

a. Indicate the monthly contract rent expected under the Project-Based Voucher Program. Include a proposed 20-year operating budget.

Size of Units	Number of Units	Unit Rent Expected
1-Bedroom		
2-Bedroom		

b. Please identify the security deposit requirements: \$ \_\_\_\_\_

c. Identify other charges not included with rent, i.e. parking, cable, internet, taxes, insurance, etc.: \_\_\_\_\_

d. Provide a brief narrative on how you plan to finance the new construction. Include a proposed development budget and operating pro-forma:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e. Attach evidence of financing commitments, e.g., award or notification letters, published lists or allocation wars, etc.

**VI. Tenants**

- a. Please attach your written tenant selection criteria and plan to fill the PBV assisted units. At a minimum, the plan must state that all vacancies will be filled by eligible applicants. Please note that criteria for screening both assisted and unassisted tenants must be consistent.
- b. Please attached your tenant selection criteria, operating manual and identify specific occupancy policies that assure retention.

**VII. Supportive Services**

- a. Will the property require tenants to participate with on-site services?  
 Yes  No
- b. Does the property agree that non-participation in services is not grounds for termination?  
 Yes  No
- c. Does the property agree that any rental assistance provided cannot be used to pay for services?  
 Yes  No
- d. Describe any and all supportive services that are to be provided:

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Type of Service	FTE	Service Provider	Term of Service Commitment	Financial Commitment for Services	Onsite Yes/No
Case Manager					
Services Coordinator/Other Service Specialist					
Health-related classes					
Independent living					
Meal services					
Transportation services					
Education and employment services					
Health or behavioral health services provided by an appropriately-licensed organization or individuals					
Services at nearby campus					

### Scoring Criteria

<b>SCORING CRITERIA Category</b>	<b>Maximum Points</b>
<b>Project Readiness</b>	
New Construction	20
<b>De-concentrating Poverty/Expanding Housing and Economic Opportunities</b>	
Extent to which the project furthers the goal of de-concentrating poverty and/or expanding housing and economic opportunities - low poverty census tract	20
<b>Owner/Developer Experience</b>	
Experience in management/development of affordable housing or working with Housing Choice Vouchers	10
Experience serving special populations	10
Experience with supportive services providers	10
Experience and capability of maintenance of owned housing?	10
Accessibility to transportation, medical services, employment opportunities, grocery stores, banks, etc.	10
Environmental review	10
<b>Supportive Services</b>	
Extent to which the project will provide supportive services for elderly or near elderly, experience of providing services.	10
<b>Occupancy Policies</b>	
Occupancy policies or statements of purpose clearly indicate screening criteria/occupancy policies in regards to identifying target population.	10
<b>Total</b>	<b>120</b>

#### **Additional Application Requirements:**

Environmental Review - Include a statement on the applicant's willingness to have an environmental review conducted on the proposed site for the project-based voucher program. If an environment review has previously been conducted, please include results within the proposal as an attachment/exhibit.

- a. Laying Subsidy Review:
  - i. HRA may provide PBV assistance only in accordance with the following HUD layering regulations: The subsidy layering review is intended to prevent excessive public assistance for the housing by combining (layering) subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions

or tax credits. A further subsidy layering review is not required for housing selected as new construction of housing, if HUD's designee has conducted a review, which included a review of PBV assistance, in accordance with HUD's PBV subsidy layering review guidelines.

- ii. The HRA may not enter into an Agreement or HAP contract until HUD or a housing credit agency approved by HUD has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.
- iii. The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

## Appendix A – Required HUD Attachments

Please print out each of these documents, complete, and include with application submission. The following attachments must be reviewed. The attachments requiring signatures must be enclosed with your proposal, or the proposal will be returned as ineligible:

<a href="#">HUD-52531-A: PBV Agreement to Enter Into Housing Assistance Payments Contract for New Construction or Rehabilitation Part 1</a>
<a href="#">HUD-52531-B: PBV Agreement to Enter Into Housing Assistance Payments Contract for New Construction or Rehabilitation Part 2</a>
<a href="#">HUD 51915-A: Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of Housing and Urban Development</a>
<a href="#">HUD-5369: Instructions to Bidders for Contracts</a>
<a href="#">HUD-5369-A: Representations, Certifications, and Other Statements of Bidders</a>
<a href="#">HUD-5369-B: Instructions to Offerors Non-Construction</a>
<a href="#">HUD-5370: General Conditions of the Contract for Construction Public and Indian Housing</a>
<a href="#">HUD-5370-C1: General Contract Conditions Non-Construction Section I</a>
<a href="#">HUD-5370-C2: General Contract Conditions Non-Construction Section II</a>
<a href="#">HUD-2530: Previous Participation Certification - Multifamily Housing</a>
<a href="#">HUD-50071: Certification of Payments to Influence Federal Transactions</a>
<a href="#">DISCLOSURE OF LOBBYING ACTIVITIES</a>

For additional information:

[https://www.hud.gov/helping-americans/housing-choice-vouchers-project#PBV\\_NoticesandRegs](https://www.hud.gov/helping-americans/housing-choice-vouchers-project#PBV_NoticesandRegs)

<https://www.hud.gov/hudclips/forms#hud5d>

[https://www.hud.gov/helping-americans/housing-choice-vouchers-project#PBV\\_Forms](https://www.hud.gov/helping-americans/housing-choice-vouchers-project#PBV_Forms)