



Property Information	
Property Name:	
Property Address:	
Property year of construction:	
County Location*:	
Parcel Identification Number (PIN):	
Census Tract:	

Owner Information	
Owner/Sponsor Organization Name:	
Owner/Sponsor Address:	
Sponsor Organization Type:	Choose an item.
Ownership Structure (include all that apply):	Nonprofit, Limited Liability Corporation, Limited Partnership, Other Corporation, Other (please specify)
Federal Tax ID Number:	
Project Contact:	
Contact Phone Number:	
Contact Email Address:	
Development Consultant Name and Contact (if applicable):	

Type of Project	
Check all that apply.	
<input type="checkbox"/> Existing	<input type="checkbox"/> New Construction
<input type="checkbox"/> Family	<input type="checkbox"/> Senior
<input type="checkbox"/> Acquisition/Rehab	
Note: Existing housing units are defined as units that already exist on the proposal selection date and that substantially comply with the HQS on that date.	
Competitive Award Reservation	Award Reservation and Date
LIHTC	
HOME or HOME-ARP	

The email submission must contain either a copy of the LIHTC Reservation and/or other DCA finance award document or an explanation of when the property will apply.

*Note: if the property is in a county outside of DCA HCV jurisdiction, DCA must have an active MOU in place with the voucher administering housing authority upon the application deadline. Please confirm MOU status with DCA and the local housing authority.



UNIT RENTAL SUMMARY						
	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Totals
# Market Rate Units						
# of other subsidized units						
# of requested P.B.V. units						
Total units						

What is the length (years) of Project Based Voucher (PBV) Housing Assistance Payment (HAP) contract you are seeking?

PROPOSED PROJECT BASED UNITS								
Unit Type Apt /SF/ TH/ Duplex	# of Units	Sq. Ft.	# B.R.s	# Baths	Monthly Contract Rent	Monthly Cost of Tenant Paid Utilities	Proposed Gross Rent	Mobility or Hearing/Visual Features (yes/no)

Waitlist Management and Tenant Selection Plans

Please indicate below that you understand and intend to manage your own site-based wait list, and please attach a copy of your tenant selection plan with submission of this application.

- This property will maintain its own site-based waitlist for PBV units and a copy of the tenant selection plan is attached, including whether the property will maintain a general (lottery) or referral based waitlist and, if referral based, referral partners are identified.

Deconcentrating Poverty Guidelines

If the property is in a census tract with concentration of poverty greater than 20%, the applicant must submit supplemental documentation that the property location meets at least one of the following conditions:

- Demonstrating other ongoing local redevelopment activities, recent increases in market rate housing, and/or opportunities for low-income residents to access workforce opportunities.

Located in:

- a HUD-designated Enterprise Zone, Opportunity Zone, or an Economic Community or Renewal Community;
- an area where the concentration of assisted units will remain steady or has decreased as a result of public housing demolition and HOPE VI re-development;



- an area that is undergoing significant redevelopment as a result of federal, state, and/or local investment;
- an area that has developed new or rehabilitated market rate units and decreased the concentration of poverty; or
- an area where the concentration of poverty has declined in the past five (5) years; and/or located in an area that provides meaningful employment and/or educational advancement to its residents.

Site and Neighborhood Standards

An existing or rehabilitating property must meet the following standards (please attach documentation confirming compliance with each of the below, as relevant):

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

A new construction site must meet the following standards (please attach documentation confirming compliance with each of the below, as relevant):

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units;
- Not located in an area of minority concentration unless sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- Not located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area;
- Not located in a neighborhood that is seriously detrimental to family life or in which sub-standard dwellings or other undesirable conditions predominate; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

Owner Signature: _____

Date: _____