



DCA PBV Application, Request for Proposals

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What's new to this solicitation?

1. New dates and expected timeframes
2. Updated competitive scoring criteria for existing properties who have not received a housing tax credit award in the last three years
3. Additional public housing authority partners and increased partner allocation
4. Applicants must now also complete or provide:
 - a. The Rent Reasonableness/Rent Comparison Study form in Appendix C
 - b. A Tenant Selection Plan that includes the property's waitlist management preferences, including whether they will manage a general (lottery-based) or referral-based waitlist and, if referral based, what referral partners they will receive referrals from
 - c. If not a housing tax credit property or if no longer in the housing tax credit compliance period, properties must complete new documentation for determining financial feasibility.
5. Guidance for file structure in application submission

Part One: DCA HCV Introduction and Summary

The Georgia Department of Community Affairs (DCA) administers Housing Choice Vouchers (HCV) for 149 counties (see Appendix B) and currently assists over 11,000 households.

DCA invites property owners, including eligible Housing Tax Credit ("LIHTC") properties, to apply for Project-Based Voucher (PBV) units.¹ PBV assistance provides rental subsidy to pay for eligible families to reside in units contracted under the Housing Choice Voucher (HCV) Program. The primary purpose of the PBV Program is to assist in the creation of affordable rental housing stock by supporting designated rental units that are decent, safe, and sanitary and targeted to households earning no more than fifty (50) percent of Area Median Income ("AMI").²

DCA solicits applications from the following qualifying property owners, subject to availability of funding:

	<i>Existing Properties that received a LIHTC award since 2022</i>	<i>All other existing properties, including those that received a LIHTC award prior to 2022</i>	<i>Properties that received a LIHTC award since 2021 and have not yet started construction³</i>	<i>Planned properties applying for LIHTCs and seeking a preliminary commitment of PBVs under the 2024-25 QAP</i>	<i>Other planned properties in development</i>
Application requirements	Application form in Appendix A	Application form in Appendix A and documentation for competitive application	Application form in Appendix A	Application form in Appendix A	N/A
Possible awards	A Housing Assistance Payment (HAP) contract for up to fifteen (15) years	A HAP contract for up to five (5) years with 5-year renewable terms	An Agreement to enter a HAP (AHAP) to commit PBVs to the property once it is constructed and meets required criteria	A preliminary commitment to enter an AHAP ⁴ to commit PBVs to the property once it is constructed and meets required criteria	Not yet eligible for PBVs

DATES RELATED TO THIS SOLICITION	
EVENT	TARGET DATE*

¹ DCA intends to meet the requirements set out in 24 CFR Part 983 (Project-Based Voucher Program), as may be amended. United States Department of Housing and Urban Development Notice PIH 2017-21 dated October 30th, 2017 (Implementation Guidance: Housing Opportunity Through Modernization Act of 2016 (HOTMA) — Housing Choice Voucher (HCV) and Project-Based Voucher Provisions), Housing Opportunity Through Modernization Act of 2016—Housing -Choice Voucher (HCV) and Project-Based Voucher Implementation; Additional Streamlining Changes, 89 Fed. Reg. 38,224 (May 7th, 2024) (to be codified at 24 C.F.R. pts. 5, 8, 42, 50, 91-93, 247, 290, 882, 888, 891, 903, 908, 943, 945, 960, 972, 982, 983, 985, and 1000), and all other applicable law.

² This includes those who are on DCA’s HCV waitlist, of which at least seventy-five (75) percent make below thirty (30) percent of the Area Median Income.

³ According to federal guidelines, DCA may not award PBVs to properties that have started construction.

⁴ Properties with a preliminary commitment under this RFP must receive a LIHTC award in order for DCA to execute an Agreement to enter a AHAP.

Release of Project-Based Vouchers electronic solicitation		February 25, 2025
Virtual Information Session		Week of February 25, 2025
Publication of Virtual Information and Question Answers		Week of March 3, 2025
Existing Property Applications	Proposal Due/Close Date and Time	April 18, 2025 at 5 PM
	Proposal Evaluation Completed (on or about)	April – May
	Initial Award Commitments	May 2025
	Due Diligence and Tenant Eligibility Determinations	Ongoing from May 2025
	Expected Contract Executions	Ongoing from June 2025
New Construction /Preliminary Commitment Applications	Proposal Due/Close Date and Time	March 31, 2025 at 5 PM
	Proposal Evaluation Completed (on or about)	March 2025
	Proposal Selection Notice (on or about)	Week of April 7, 2025
	Due Diligence (including subsidy layering reviews and environmental reviews)	Ongoing from May 2025
	Expected Contract Executions (on or about)	Ongoing from June 2025

The information contained in this RFP is a summary overview of the PBV Program. DCA does not warrant that it is exhaustive and bears no responsibility for its accuracy or completeness. All persons submitting proposals/applications are encouraged to read the HUD regulations on the PBV Program for a full description of the program's requirements, as well as DCA's Administrative Plan. The PBV regulations and guidance can be found at:

- 24 C.F.R. Part 983 as revised per Federal Register Notice FR-4636-F-02, dated October 13, 2005.
 - The Housing and Economic Recovery Act of 2008 (HERA) as revised per Federal Register Notice FR-5242-N-01, dated November 24, 2008.
 - PIH Notice 2001-54 (HA), dated September 20, 2011.
 - PIH Notice 17-21 implementing HOTMA.
 - FR-6092-F-03 Housing Opportunity Through Modernization Act of 2016—Housing Choice Voucher (HCV) and Project-Based Voucher Implementation; Additional Streamlining Changes
6. For a complete copy of DCA's PBV program policies, please see Chapter 18 of DCA's Administrative Plan. The plan is available upon request. Please contact Kewanna.Jordan@dca.ga.gov.

Certain other federal requirements may also apply to PBV assistance, including but not limited to:

7. **FAIR HOUSING:** Nondiscrimination and equal opportunity. See 24 CFR section 5.105(a) and Section 504 of the Rehabilitation Act.
8. **ENVIRONMENTAL REVIEW:** See 24 CFR section 983.58.
9. **SUBSIDY LAYERING REVIEW:** See 24 section 983.55 and Public and Indian Housing Federal Register Notice FR-6201-N-01.
10. **LABOR STANDARDS:** Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 USC sections 3701-3708), 24 CFR section 983.154(b), and other federal laws and regulations pertaining to labor standards applicable to an AHAP covering nine or more assisted units.
11. **DEBARMENT:** Prohibition on use of debarred, suspended, or ineligible contractors. See C.F.R. section 5.105(c) and 24 C.F.R. part 24.
12. **UNIFORM RELOCATION ACT:** A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 USC sections 4201-4655) and implementing regulations at 49 CFR part 24.
13. **VIOLENCE AGAINST WOMEN ACT:** Federal Regulations providing specific housing protections for housing applicants and tenants who are victims of domestic violence, dating violence, stalking, and human trafficking.

Guidance for application submission

To submit an application, please share a .zip file or other cloud based platform file folder with all required documentation to DCA_PBV@dca.ga.gov before the application deadline. Please allow plenty of time for the file to transfer and confirm receipt. When preparing your application, please use the following folder and file structure based on the guidelines further outlined in Section III and IV below.

File 1: Property Application Form

Folder 1: Project Requirement Documentation

Partner MOU coordination (if applicable)

Tenant selection plan and waitlist management policy documents

Supporting documentation for de-concentration of poverty (if applicable)

Supporting documentation for Site and Neighborhood Standards (if applicable)

Project quality documentation (if applicable)

Financial feasibility template (if applicable)

Management experience documentation (if applicable)

Site control documentation (if applicable)

Supportive services documentation (if the property request goes beyond the project cap)

Folder 2: Competitive Requirement Documentation (if applicable)

Immediate occupancy and availability documentation

Project size and supportive services documentation

Property location supporting documentation

Part Two: Project requirements

A. Property Criteria

Properties applying for PBV units may be located within a single building or multiple buildings on contiguous parcels of land that are adjacent to one another or touching along one another's boundary. Each property must meet the following criteria:

- I. **Geography:** The property is located within DCA's Housing Choice Voucher jurisdiction (see Appendix B) or within the geographic boundary of a housing authority that has an active MOU with DCA for the administration of DCA PBVs within their jurisdiction in place before the application deadline. DCA will award up to twenty-five percent of their PBV allocation (~ 890) to properties within the geographic boundary of other HCV administering housing authorities in Georgia. As DCA's total voucher authority increases, DCA will increase the total number of units awarded in partner jurisdictions.

Properties must provide proof of coordination with the local HCV administrator, in the form of a letter from the PHA affirming an active MOU with DCA or by submitting the active MOU itself, in order to be eligible. For confirmation of whether the relevant housing authority has an active MOU, owners/developers are encouraged to reach out to the housing authority directly and/or DCA_PBV@dca.ga.gov.

As of February 21, 2025, MOUs are signed with:

- a. Albany Housing Authority
- b. Atlanta Housing Authority
- c. Augusta Housing Authority
- d. Brunswick Housing Authority
- e. Dekalb Housing Authority
- f. Marietta Housing Authority
- g. Savannah Housing Authority

Other MOUs may be signed before awards are made, and if so, an updated list will be provided on the DCA website.

- II. **Waitlist Management:** DCA will allow projects to manage site-based property wait lists for PBV units as long as their tenant selection plans comply with Fair Housing and other DCA HCV Administrative plan requirements.

Properties may choose to open and manage a general waitlist or a referral based waitlist. If managing a referral based waitlist, properties will have to maintain active agreements with referral partners. Each properties' waitlist management preferences and procedures will be outlined in an MOU with DCA.

If selected for PBVs, properties will be provided with additional waitlist management guidance and expected to adhere to DCA and HUD guidelines for ensuring waitlist integrity.

When using the application form, properties should indicate their intention to open a general or referral based waitlist. If planning to open a referral based waitlist, properties must outline the non-profit partners from which they will receive referrals, including the process by which they will prioritize these referrals among providers. Applicants must also include an active executed referral MOU with each non-profit referral partner and additional documentation confirming the non-profit's active 501(c)3 status to include: Secretary of State registration confirmation, 2024 financial audit or report, and 2024 and 2025 Board of Directors' meeting minutes.

III. **Deconcentrating Poverty:** The property is located in an area described below.

A census tract with a concentration of poverty of 20% or less (as determined by the most recent American Community Survey estimates) or

- a. A tract with greater than 20% but the applicant can demonstrate other ongoing local redevelopment activities, recent increase in market rate housing, and/or opportunities for low-income residents to access workforce opportunities
- b. A tract with greater than 20% but the applicant can demonstrate the property is located in:
 - c. an area is a HUD-designated Enterprise Zone, and Opportunity Zone, or an Economic Community or Renewal Community;
 - d. an area where the concentration of assisted units will remain steady or has decreased as a result of public housing demolition and HOPE VI redevelopment;
 - e. an area that is undergoing significant redevelopment as a result of federal, state and/or local investment;
 - f. an area that has developed new or rehabilitated market rate units and decreased the concentration of poverty;
 - g. 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.

IV. **Site and Neighborhood Standards.** The requesting property must meet the following HUD-required standards:

- a. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed.
- b. Have adequate utilities and streets available to service the site.
- c. Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
- d. 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.
- e. Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

If the property is a new construction property, it must also meet the following criteria:

- f. 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;
- g. 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;
- h. Not located in a neighborhood that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate; and
- i. 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.

V. **Project quality:** Properties that have received a LIHTC award within the last three years will be able to self-certify that they meet project quality requirements. All other applicants must provide evidence of the following:

- a. **Financial feasibility of the project:** The applicant must submit evidence of project financial feasibility for at least a fifteen-year period through completing the PBV financial feasibility project template. To complete the document, applicants should save the document to their own devices with the title “[Property Name] PBV Financial Feasibility.” Applicants should also include financial statements or comprehensive balance sheets for the property to verify the costs identified in the financial feasibility documents. If the property is a housing tax credit development, the applicant may update their existing core application with updated financial and PBV information instead of completing the PBV Financial Feasibility template.
- b. **Management experience:** The applicant or the entity that will develop the project must meet be able to demonstrate that they have affordable housing experience in the state of Georgia, meaning that they have owned, operated, and/or managed at least two affordable housing projects where units were targeted to those at or below 80 percent of the Area Median Income.⁵ If properties have received DCA financing, they must be in good standing with DCA finance compliance requirements and/or have resolutions in process to outstanding monitoring findings or complaints.
- c. **Site Control:** The applicant or the applicant’s management partner must demonstrate evidence of site control, including a complete and accurate legal description of the site and one of the following:
 - i. A recorded deed or conveyance showing the Applicant has fee or leasehold ownership of the site;

⁵ DCA reserves the right to waive this requirement at its discretion.

- ii. A valid and enforceable purchase and sale agreement for the site;
 - iii. A valid option to purchase the site;
 - iv. A valid option for a long-term lease of the site; or
 - v. other evidence of Site Control satisfactory to DCA in its sole discretion.
- VI. **Project Minimum:** Each project must request PBVs for a minimum of fifteen (15) units.⁶ Based on application requirements below, owners may choose to apply for PBVs to be administered within a single property or across multiple properties within their portfolio.
- VII. **Project Cap:** The total number of vouchers requested for each property cannot exceed twenty-five (25) percent of the total number of dwelling units in the project if a property is located in a census tract with more than 20% poverty. If the property is located in a census tract with less than 20% poverty, the total number of vouchers requested for the property cannot exceed forty (40) percent of the total number of dwelling units in the project. Exceptions apply to properties exclusively serving senior residents and properties where the owner provides or contracts with an entity to provide on-site supportive services for the residents in the PBV units, as outlined in 24 CFR 983.56.

If applicants intend to provide on-site supportive services to exceed the project cap, they should prepare to submit a summary of the services and how the services offered uniquely benefit property residents, including those individuals on DCA's HCV waitlist who are extremely low income. Properties should also submit any service contracts or agreements, a staffing plan including staff resumes and a commitment for the property to conduct background checks for the service provider staff, and a services financing plan that demonstrates how the property will fund the services through the entire PBV contract term. DCA will evaluate the quality of the planned or existing supportive services on site if properties are requesting PBVs for units beyond the project cap. Supportive services may include housing case management, eviction prevention, employment assistance, childcare services, behavioral health services, healthcare, or other services promoting the housing stability, economic security, and wellbeing of the residents. Resident coordinators, security, or other typical property management functions are not considered supportive services.

At this time, it is DCA policy to count all forms of Section 8 project based assistance toward the project cap, whether that assistance is provided from DCA, another PHA, HUD, or another entity.

B. Unit Criteria:

Units to receive PBV within a qualifying property must meet the following criteria:

1. Units must serve households at or below fifty (50) percent of the area median income, including those who are on the DCA waitlist.

⁶ DCA has the discretion to waive the minimum unit requirement of each project.

- a. All housing units to be considered for PBVs must meet the physical condition standards as required by DCA or other applicable law.⁷
- b. For more guidance on unit subsidy standards and tenant criteria for units to lease in place, see DCA’s PBV unit guide on the website.

Part Three: Application Requirements

DCA has separate processes for LIHTC Properties Awarded before and after 2022.

DCA may make multiple awards because of this solicitation. DCA may cancel this RFP or reject proposals at any time prior to an award without explanation.

Applications for a portfolio of properties must complete applications for each individual property based on their property type.

A. LIHTC Awardees since 2022 and current LIHTC applicants

DCA will award PBVs to applicant properties that have received a DCA LIHTC award in the last three years and have demonstrated that they meet the above property and unit criteria through completing the form and required additional documentation outlined in Appendix A and in Appendix C.

Properties should submit this information through email to DCA_PBV@dca.ga.gov.

In the event that DCA receives more applications for units from 2022-2025 LIHTC properties than its allotment, DCA will request that LIHTC Awardees since 2022 submit a competitive application for scoring. Applicants will have 6-8 weeks to submit.

In the event that DCA receives more applications for units from 2022-2025 LIHTC properties than its allotment, DCA will not be able to make preliminary commitments to future tax credit properties or awards to other existing properties.

B. Other Existing Property and LIHTC Existing Property Awarded before 2022 (Competitive Requirements)

If there is a remaining allotment of PBV after awards to LIHTC properties since 2022, DCA will evaluate proposals based on the competitive requirements outlined below. DCA will only evaluate properties who have met threshold criteria.

Points	Scoring Criteria
40	Immediate occupancy/availability
20	Project size and supportive services
10	Property location
30	Unit composition

⁷ DCA will transition to the NSPIRE standards during the course of the due diligence process or during the term of the agreements. When this transition happens, properties will be expected to comply with NSPIRE standards.

i. Competitive Requirements

1. Immediate occupancy/availability

Up to 40 points

	Properties who can lease in place and confirm tenant eligibility	Properties who have just placed in service and have never been occupied	All other properties
Points	40	20	0

If properties choose to lease in place, they must include a summary of selected units and provide a completed initial eligibility packet for the households in each proposed PBV unit.

If properties have recently placed in service or plan to place in service within the next 3-6 months, please provide a certificate of occupancy or documentation confirming coordination with municipality for inspections to issue certificate of occupancy. Note: pursuant to 24 CFR 983, DCA will not make awards to any properties who are still in construction and DCA will not finalize any HAP contract for a property without a certificate of occupancy.

2. Project size

Up to 20 points

Properties requesting PBVs for....	50% or more of their units	25-49% of their units	15-24% of their units	10-15% of their units	1-9% of their units
Points	20	18	15	10	0

If properties are requesting PBVs for more than twenty-five (25) percent of their units, they must provide on-site supportive services and DCA will monitor the property's compliance with offering these services. DCA will evaluate how the number of PBVS on the property impacts deconcentrating poverty goals.

As part of this scoring section, DCA will evaluate the quality of the planned or existing supportive services on site if properties are requesting PBVs for units beyond the project cap. Supportive services may include housing case management, eviction prevention, employment assistance, childcare services, behavioral health services, healthcare, or other services promoting the housing stability, economic security and wellbeing of the residents. Resident coordinators, security, or other typical property management functions are not considered supportive services. Properties should prepare to submit a summary of the services and how the services offered uniquely benefit property residents, including those individuals on DCA's HCV waitlist who are extremely low income. Properties should also submit any service contracts or agreements, a staffing plan including staff resumes and a commitment for the property to conduct background checks for the service provider staff, and a services financing plan that demonstrates how the property will fund the services through the entire PBV contract term.

3. Property location

Up to 10 points

DCA will evaluate the property based on its access to vital amenities either on site, in the immediate area, or through transportation networks. The property should submit a brief summary of its location in relation to vital amenities, and Points will be awarded based on the applicant’s demonstration of the following:

- **Transportation**
 - a. **Property provided transportation network for residents – 2 points**
 - b. **Nearby access to public transportation – 2 points**
- **Amenities**
 - a. **Nearby access to groceries – 2 points**
 - b. **Nearby access to health/social services/schools – 2 points**
 - c. **Nearby access to local employment centers – 2 points**

The summary should include:

- A Google Map of the property’s location and visual indicators of the distance from the property to each of the above listed amenities.
- A less than one page explanation of the transportation network and of the proximity to the above amenities.

4. Unit composition

Up to 30 points

	>50% three or more bedroom units	>50% or more one bedroom units	All other bedroom compositions
Points	30	15	5

Part Four: Post Award Due Diligence

All properties are required to meet the following criteria:

1. *Determining Contract Rents*

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by DCA in accordance with the contract with the owner. DCA determines the tenant rent in accordance with HUD requirements.

The DCA rent to owner including utility allowances must not exceed the lowest of:

- i. an amount determined by DCA, not to exceed 110 percent of the applicable Small Area Fair Market Rent (SAFMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- ii. the reasonable rent; or
- iii. the rent requested by the owner.

Properties must submit the form in Appendix C as part of their application to complete this due diligence step.

- VIII. *Subsidy Layering Review (only relevant for new construction properties)*: DCA may not enter into an AHAP until it has conducted the required subsidy layering review (SLR) and determined that the PBV assistance to be provided is in accordance with HUD subsidy layering requirements.
- a. Applicants will be responsible for submitting SLR items to DCA.
 - b. If a property has already received a SLR under a previous competitive award, the applicant will only be responsible for providing updated and recent information.
 - i. SLR could take up to ninety (90) days to process.
- IX. *Property Inspections*: DCA will inspect properties before finalizing a HAP contract and may eliminate units that fail an inspection or rescind an award entirely upon determining that failing items in one or more units and/or in common areas raise a significant concern.
- X. *Final Eligibility Determinations*: DCA will work with the property owner to determine eligibility for lease in place tenants and tenants on the property maintained waitlist. In addition to the other verification documents for eligibility, properties should expect that their tenants will need to provide updated income verification if the property has not completed an income verification within 60 days of HAP contract execution.

Appendix A: DCA PBV Form

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"/> Acquisition/Rehab <input type="checkbox"/> Family <input type="checkbox"/> Senior	
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.

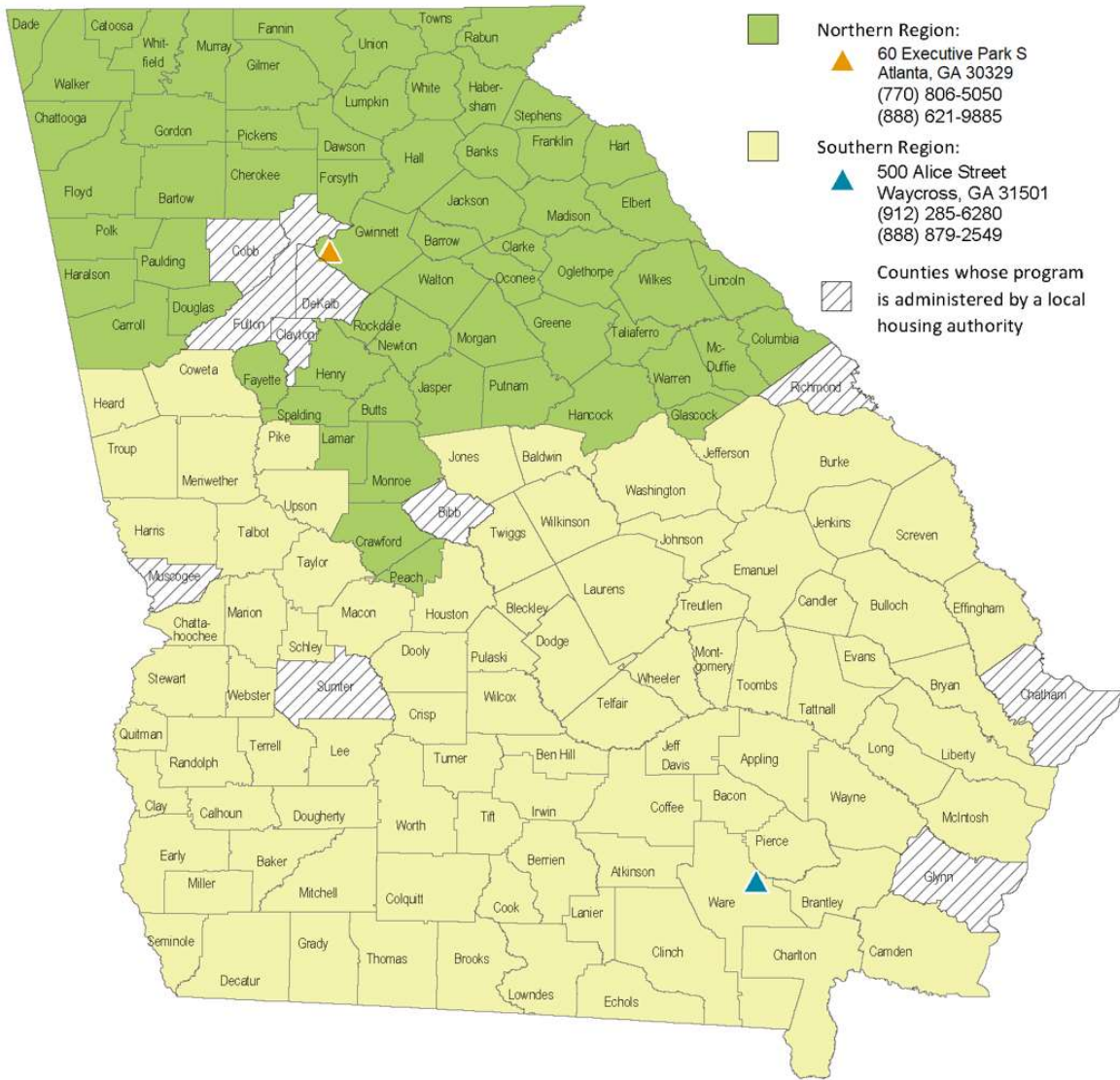
A new construction site must meet the following standards (please attach documentation confirming compliance with each of the below, as relevant):

- 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: _____

HCV Regional Office Overage



Appendix C: Rent Comparison/Reasonableness Study

Complete one form per bedroom type for which the property owner is requested project-based vouchers (see subsequent page). If you are planning to lease in place, **DO NOT** complete the tenant information for this form; that will be completed at a separate step in the process.

Tenant Name: _____ Last Four of SSN: _____ Household ID: _____

Voucher Issue: _____ Expiration Date: _____ HAP Term Date: _____

Please provide the information requested above, complete the form below, and attach all documents to Request for Tenancy Approval (RFTA) paperwork. This information must be submitted for the RFTA to be considered complete. We will NOT evaluate the comparable units or schedule the inspection until the RFTA package is received complete.

¹
Property Address: _____

County: _____ Unit Square Footage: _____

Bedroom: 1 2 3 4 5 6 7 Bath: 1 2 3 4 ½ Bath: 1 2 Year Built: _____

Amenities & Housing Services

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Gated Community | <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Lawn Care |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Pool | <input type="checkbox"/> Microwave | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Washer/Dryer in Complex | <input type="checkbox"/> Washer/Dryer in Unit | <input type="checkbox"/> Washer/Dryer Hookups | <input type="checkbox"/> Ceiling Fans |

Parking

- | | | | | |
|----------------------------------|-------------------------------------|-----------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Carport | <input type="checkbox"/> Car Garage | <input type="checkbox"/> Assigned | <input type="checkbox"/> Un-Assigned | <input type="checkbox"/> Street |
|----------------------------------|-------------------------------------|-----------------------------------|--------------------------------------|---------------------------------|

Exterior

- | | | | |
|----------------------------------|--------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Patio | <input type="checkbox"/> Deck | <input type="checkbox"/> Porch |
|----------------------------------|--------------------------------|-------------------------------|--------------------------------|

Unit Quality

- | | | |
|--|---|--|
| <input type="checkbox"/> Newly Constructed or completely renovated | <input type="checkbox"/> Well maintained and/or partially renovated | <input type="checkbox"/> Adequate, but some repairs may be needed. |
|--|---|--|

I certify that these amenities are currently in the proposed unit and are verifiable by DCA at the inspection.

Owner/Management Agent Signature

Date

Rev 10/24

Request for Tenancy Approval

Housing Choice Voucher Program

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection

<p>9. Structure Type</p> <p><input type="checkbox"/> Single Family Detached (one family under one roof)</p> <p><input type="checkbox"/> Semi-Detached (duplex, attached on one side)</p> <p><input type="checkbox"/> Rowhouse/Townhouse (attached on two sides)</p> <p><input type="checkbox"/> Low-rise apartment building (4 stories or fewer)</p> <p><input type="checkbox"/> High-rise apartment building (5+ stories)</p> <p><input type="checkbox"/> Manufactured Home (mobile home)</p>	<p>10. If this unit is subsidized, indicate type of subsidy:</p> <p><input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR)</p> <p><input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME</p> <p><input type="checkbox"/> Section 236 (insured or uninsured)</p> <p><input type="checkbox"/> Section 515 Rural Development</p> <p><input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____</p>
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11. Utilities and Appliances
The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by	
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Other (specify)			
			Provided by
Refrigerator			
Range/Microwave			

12. Owner’s Certifications

- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

- c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family’s behavior or suitability for tenancy. Such screening is the owner’s responsibility.

14. The owner’s lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)