

**NEW YORK CITY DEPARTMENT OF HOUSING
 PRESERVATION & DEVELOPMENT**

Request for Proposal for Project-Based Vouchers

FY24 Schedule, Cycle 4			
Submission Deadline	Anticipated Selection Dates	Pre-Submission Conference Dates	Pre-Submission Conference Location
March 19, 2024 11:59 PM	April 19, 2024 - June 19, 2024	March 7, 2024 1:00 PM March 8, 2024 1:00 PM (applicants may attend either session)	Please RSVP to PBVRFPSubmissions@hpd.nyc.gov by March 6, 2024 to register for the virtual conference

For all matters concerning this Request for Proposals (“RFP”), contact:

Division of Program Policy and Innovation
 Office of Housing Access and Stability
 New York City Department of Housing Preservation and Development
 100 Gold Street, # 4S1
 New York, New York 10038

E-mail: PBVRFPSUBMISSIONS@hpd.nyc.gov

Submit completed application by email or mail to:

- **Email:** PBVRFPSUBMISSIONS@hpd.nyc.gov
 Subject line: “PBV RFP Submission_ Project Name”
- **Mail: Division of Program Policy and Innovation
 NYC Department of Housing Preservation and Development
 100 Gold Street, #4S1
 New York, NY 10038**

Note: This application is for the sole use of responding to HPD’s request for Project-Based Voucher Proposals. Projects awarded PBV units under this RFP are required to comply with any HPD loan program regulatory agreement requirements that they may already be subject to, as well as marketing guidelines.

Application Instructions and Resources

- Applicants must complete a separate application for each project for which Project-Based Voucher (PBV) assistance is requested. Partial applications will not be accepted.
 **Note: a “project” is defined by HUD for the purpose of PBV assistance in 24 CFR § 983.3: "A project is a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. Contiguous in this definition includes 'adjacent to,' as well as touching along a boundary or a point."* Developments that do not meet this definition, i.e. are scattered across non-contiguous parcels, must submit multiple applications and will be considered as multiple, separate projects.
- Only applications requesting eight or more PBV units will be considered.
- All responses should be completed using the PDF provided. Narrative responses and supporting documents in Word or PDF format that are clearly numbered corresponding to the relevant question and/or Exhibit will also be accepted. Please attach additional pages as needed if your narrative responses do not fit in the allotted space
- Frequently Asked Questions can be found on [HPD's website](#)
- Federal (HUD) PBV Program Regulations can be found at [24 CFR Part 983](#).

PBV Eligibility

In order to be eligible for PBV assistance, **all residents of proposed PBV units**, including existing and future tenants, must meet the requirements below. For future tenants, HPD will screen applicants for eligibility before referring them to lease-up.

1. Residents must be in units that are consistent with HPD’s subsidy standards and not overcrowded (if there are more than two people per room including the living room):

# of Household Members	# Bdrm (no members are partnered)	# Bdrm (any 2 members are partnered)
1	1	1
2	2	1
3	3	2
4	4	3
5	5	4
6	6	5

2. Total household income must be **at or below** 50% of the Area Median Income (AMI). For current AMI values and income limits, visit [HPD’s website](#).
3. Households must pay at least 30% of household income toward rent. For existing tenants, this includes the amount they would pay with any proposed rent increases.
4. If residents of a proposed PBV unit are currently receiving tenant-based rental assistance, they must consent to give up their assistance and switch to PBV.

* To test if buildings across the street from one another contiguous: “if you were to draw a line across the street, perpendicular to the centerline of the street, and the line touches both properties, then they may be considered as contiguous”.

Section I – Applicant Information

1) **Applicant name:** _____

Applicant must be either the building’s current or future owner or legal entity acting on behalf of that owner.

2) **Applicant Employer Identification Number (EIN):** _____

3) **Sponsor name (if different from applicant name):** _____

4) **Sponsor EIN (if different from applicant):** _____

5) **Applicant address:** _____

City, State, ZIP: _____

6) **Applicant contact name:** _____

Phone: _____ **Email address:** _____

Section II –Project Information

1) **Project type.** HPD accepts applications for Project-Based Vouchers for three types of projects. Please read all instructions carefully throughout. Definitions of each project type are provided below in accordance with 24 CFR § 983.3. Read these definitions carefully and indicate which type is appropriate for your application.

New Construction projects: Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the PHA and owner for use under the PBV program.*

Substantial Rehabilitation projects: Housing units that exist on the proposal selection date, but do not substantially comply with Housing Quality Standards (HQS) on that date (defined as at least 75% of PBV units passing HQS). Units are developed, renovated, or rehabilitated after the date of selection, pursuant to an Agreement between the PHA and owner, for use under the PBV program.*

If you check this box, you **must** complete Appendix A of this application in order to be considered.

- Existing projects:** Housing units that already exist on the proposal selection date and that substantially comply with Housing Quality Standards (HQS) on that date (defined as at least 75% of PBV units passing HQS). The units must fully comply with the HQS before execution of the Housing Assistance Payment (HAP) contract. If you check this box, you **must** complete Appendix A of this application in order to be considered.

*New Construction and Substantial Rehabilitation projects' owner must execute an Agreement to Enter into HAP contract (AHAP). AHAPs are signed after selection, once the project has met subsidy layering requirements. These projects may not begin construction until **after** an AHAP has been executed. If construction has already begun, the project cannot be selected.

2) HPD affiliation. HPD accepts applications from projects working with an HPD Loan Program as well as projects applying independently. Please indicate below whether or not your project is or has been affiliated with an HPD Loan Program.

- Yes, my project is currently affiliated with an HPD Loan Program.**
If you check this box, you **must** provide a conditional financing letter **and** a Letter of Support from the HPD Loan Program along with your application in order to be considered.
- Yes, my project was previously developed through an HPD Loan Program and is still covered by an HPD regulatory agreement.**
If you check this box, you **must** provide a Letter of Support from either HPD's Office of Asset and Property Management or from the HPD Loan Program through which your project was developed along with your application in order to be considered. Contact the loan program you worked with if you are unsure which office should provide a Letter of Support for your project.
- Yes, my project is currently affiliated with an HPD Loan Program but was not able to obtain a Letter of Support and is therefore applying independently.**
If you check this box, you **must** complete Appendix B of this application in order to be considered.
- No, my project has never been affiliated with an HPD Loan Program, or is no longer covered by an HPD regulatory agreement.**
If you check this box, you **must** complete Appendix B of this application in order to be considered.

3) Proposed PBV project name: _____

4) Name of proposed developer: _____

5) Does the developer have 501(c)3 nonprofit status?

Yes No

If yes, please attach status letter as confirmation.

6) Proposed management company/agent: _____

7) Proposed social service provider (if applicable): _____

8) Are any of the partners listed above (developer, management company, service provider) entities with certified M/WBE status?

Yes No

If yes, please attach current certification(s).

9) Number of buildings in project¹: _____

10) Proposed PBV project address(es):

11) City, State, ZIP: _____

12) Block and lot number(s): _____

¹ If the development has multiple buildings, please refer to the definition of “project” provided on page 2 of this application. If the development meets this definition, enter information on all buildings (such as addresses and block and lot numbers) in this application. If the development does not meet the definition, multiple applications are necessary.

13) Total units in project (if multiple buildings, indicate number in each building):

14) Total units proposed for PBV assistance: _____

15) Check one and sign below:

- My application is for eight PBV-assisted units.
- My application is for nine or more PBV-assisted units. I understand that Davis-Bacon prevailing wage rules apply to projects with nine or more PBV-assisted units, and I agree to comply with all Davis-Bacon requirements, as interpreted by HPD.

Signature of Applicant (required)

16) Indicate if PBV units will be used to serve any of the following populations:

- Homeless households
- Homeless veterans
- Families who are offered supportive services by the project
- None of the above

17) Complete the bedroom distribution chart on the next page.

Federal PBV regulations (24 CFR § 983.56) limit the number of approved PBV units to the greater of 25 units or 25% of the total units in a project. Projects in census tracts with a poverty rate of 20% or lower may be approved to have up to the greater of 25 units or 40% of the total units in the project awarded PBV assistance.

Requests for additional PBVs in excess of these requirements must be for units designated to serve residents who are elderly or for residents who are offered social service assistance (as defined in 24 CFR § 983.56). These units are considered “excepted” units. Indicate how many units will be excepted and for which reason in the table.

	SRO	0-BR	1-BR	2-BR	3-BR	4-BR	Total
Total # units in project (PBV + non-PBV)							
Total # proposed PBV contract units							
Proposed contract rent² (per month)							
Total # excepted units³ (if applicable)							
Reason for exception (check all applicable based on actual or intended target resident population)							
Elderly (head of household or spouse is 62 or older)							
Household is offered social services							

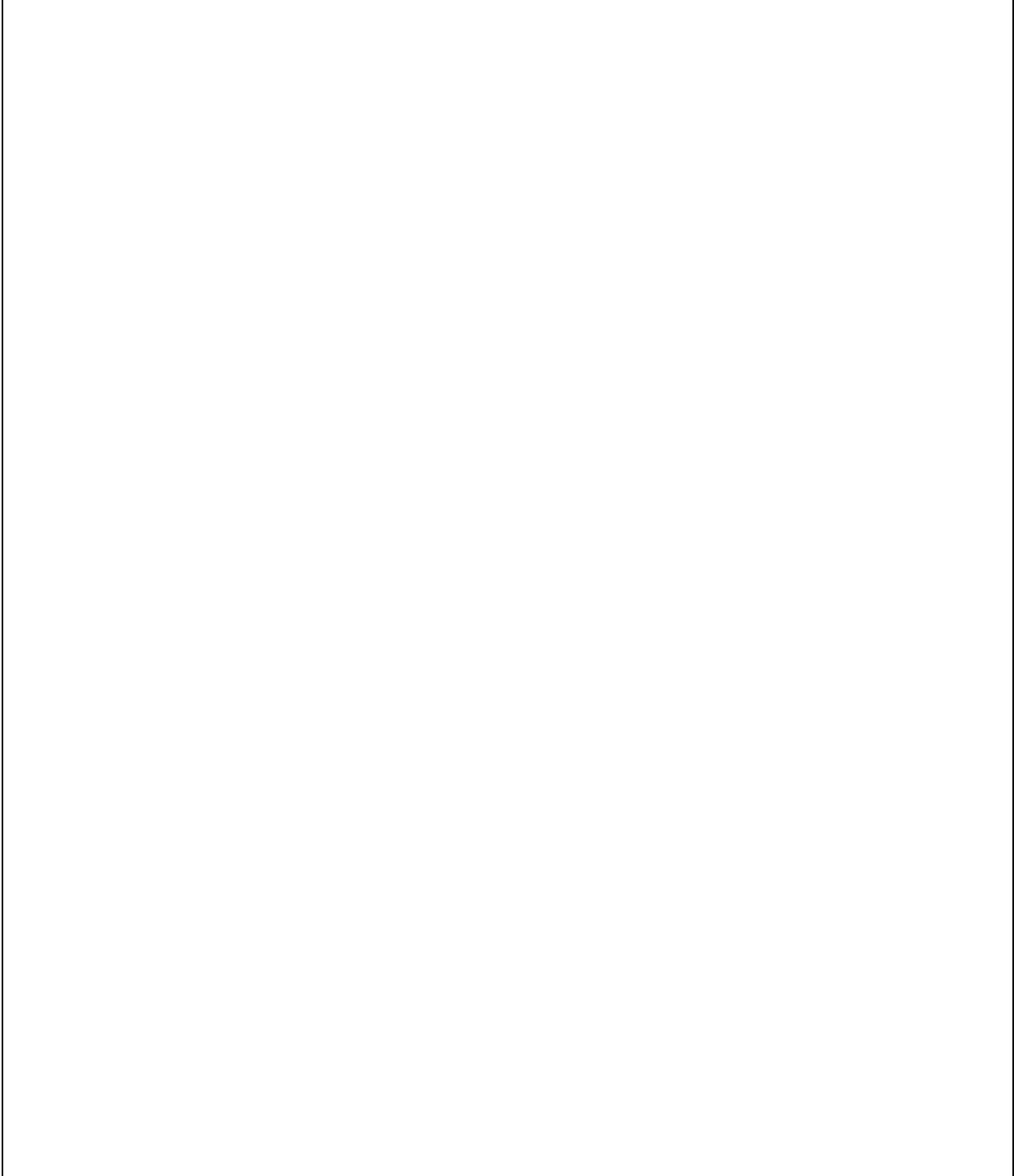
18) Describe need for PBV assistance:

Please describe how PBV assistance specifically will contribute to the financial health of the project, in contrast to other sources of funding. For example, explain added ability to support debt, mitigate rent burden for existing tenants, provide housing to certain affordability tiers, serve targeted populations, and/or any other circumstances that are applicable to the project.

Explain how the project will be impacted if PBV assistance is **not** awarded. Include description of any financing gaps or indicators of adverse financial health that should be observed in budget documents submitted to HPD (either to the Loan Program or in Appendix B, question 5, 6, or 7 as applicable). If budget documents were not previously reviewed by HPD, at least two Operating Pro formas (with and without PBV assistance) must be attached.

² To mitigate changes to Fair Market Rents (FMR), as a best practice HPD accepts proposed rents at the Fair Market Rent (FMR) as set by HUD, or at the Exception Payment Standard (EPS) in EPS areas. HPD cannot approve rents for PBV assisted units that are higher than 110% of FMR, or EPS in EPS areas. See application FAQs for information on how to find FMR and SAFMR values, and how to determine if your project is in an EPS area.

³ In the chart, the number of “excepted units” is the difference between the greater of 25 units or 25% of units in the project (40% for projects in low-poverty census tracts) and the number of requested PBV units.



Section III – Project Narrative

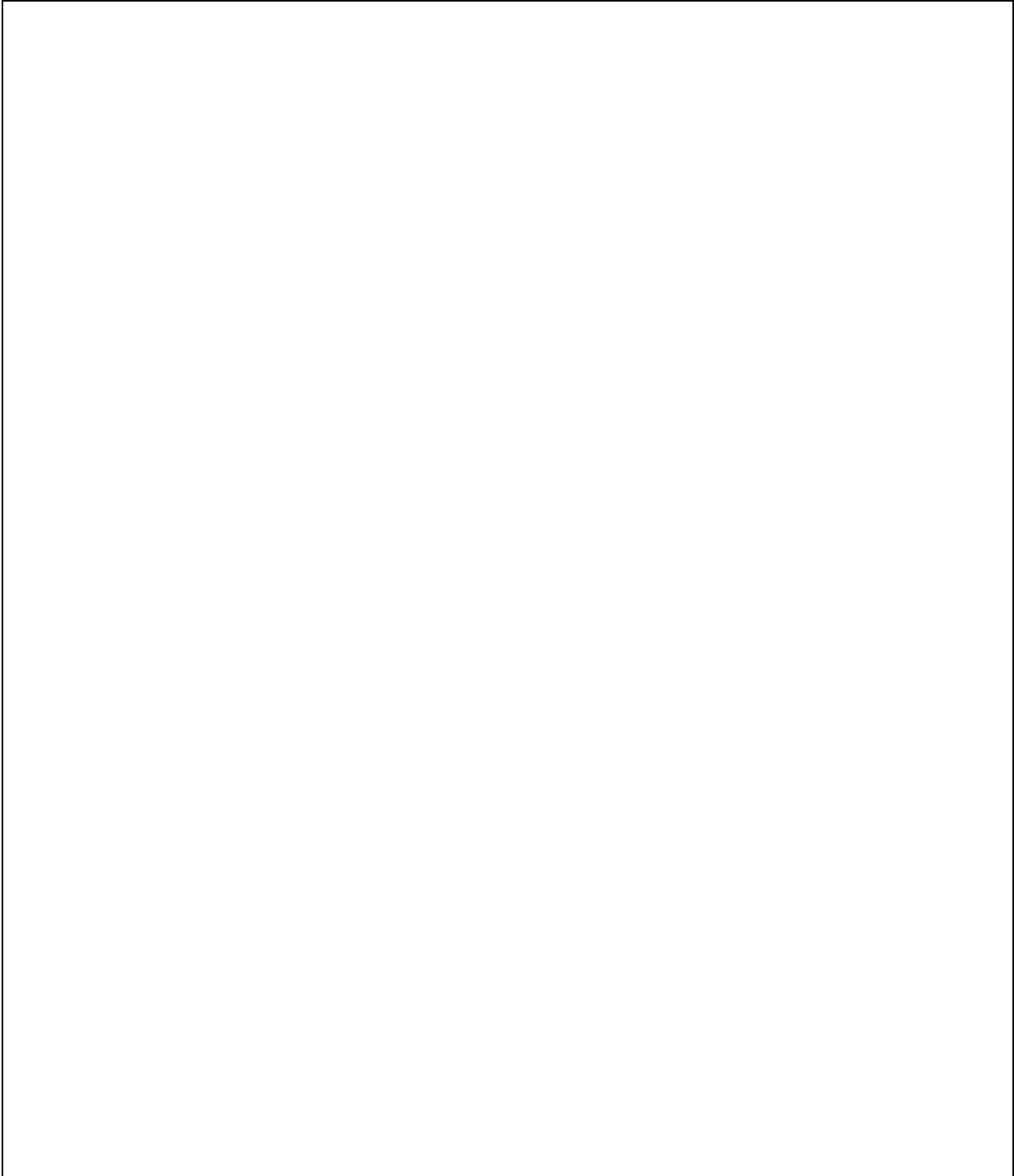
1) Provide a project narrative with the following components:

- a) **Project Description** (e.g., location, financing plan, involvement of government agencies and/or private lenders, project timeline, etc.)
- b) **Site and Ownership Description** (public or privately owned site; if applicant is not current owner, explain if under contract to purchase, acquisition plan/date, etc.; include name of current and/or future legal and beneficial owner[s])
- c) **Population to be served** (information about prospective residents including AMIs, services to be provided, and any vulnerable populations to be served⁴)
- d) ***New Construction and Substantial Rehabilitation projects (Existing projects must submit a full tenant selection plan in Appendix A):***

Include an acknowledgement that a tenant selection plan consistent with HUD regulations listed below will be submitted six months prior to construction completion.

- Tenant screening procedures as per 24 CFR §983.255
- Leasing of contract units procedures and tenant rejection notification as per 24 CFR § 983.253
- Preferential tenant selection and criteria for the proposed project as per 24 CFR § 982.207

⁴ Including, but not limited to: homeless households; elderly households, defined as those where at least one household member is aged 62 or older; households including at least one disabled adults aged 18-61; veterans; youth aging out of foster care; families reunifying with children in foster care; and victims of domestic violence.



Section IV – De-concentration of Poverty & Expanding Opportunity

1) Neighborhood Information

Census tract, poverty rate, and minority population rate (a, b, and c below) can be found by entering complete address and zip code at the following website: [FFEIC Geocode Map](#) and clicking *Search*.

- a) **Census Tract of Proposed PBV Project:** _____
Census tract identifier will appear broken down into State Code, County Code, and Tract Code. Enter the four-to-six digit *Tract code* above.
- b) **Poverty Rate:** _____
Poverty rate can be found by clicking the *Census Demographic Data* button, and navigating to the *Income* tab. Enter the amount in *% below Poverty Line* above.
- c) **Minority Population Rate:** _____
Minority population rate can be found by clicking the *Census Demographic Data* button, and navigating to the *Census* tab. Enter the amount in *Tract Minority %* above.
- d) **Community District:** _____
Community district can be found by entering complete address and zip code at the following website: [NYC Planning Community District Profiles](#).

2) Is the proposed project located in a census tract with a poverty rate higher than 20%?

Yes No

If **yes**, on the following page, provide a brief response to address HUD requirements on how the location of the proposed PBV project promotes the de-concentration of poverty and expands housing and economic opportunities.⁵ If necessary, attach additional documentation. Your response should address if any of the following apply and include any other relevant information:

- o Significant revitalization occurring in the census tract where the project is located, and in the surrounding neighborhood;
- o Any local, state, and/or federal dollars invested in the neighborhood assisting in de-concentrating poverty and expanding opportunity;
- o Development of new market-rate housing in the census tract where the project is located, and in the surrounding neighborhood; and

⁵ 24 CFR § 983.57 (b)(1)

- Access to opportunities for educational and economic advancement in the census tract where the project is located, and in the surrounding neighborhood.



3) Proximity of social, recreation, commercial, employment and health facilities.

- a) Check one box per each row below.
- b) Attach screenshots or printouts of maps showing examples of each item within a 1-mile radius of the project

Distance To:	Less than 0.5 mile	Approx. 1 mile	More than 1 mile
Shopping, groceries, pharmacy, access to other daily necessities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, civic facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) *New Construction projects only:* Is the proposed project located in a census tract with a high concentration of minority residents?

Yes **No**

If **yes**, provide a brief response to address HUD requirements stated in 24CFR § 983.57 (b). For example, how the proposed PBV project will help revitalize the neighborhood economically and assist in meeting affordable housing needs. If necessary, submit additional documentation with your application.

Section V – Developer and Partner Information

1) Previous HPD-assisted housing experience

Please fill out this [spreadsheet](#) to provide information about developer and its partners' respective experience with HPD-assisted housing. Complete a tab for each partner. Note that HPD may consult internal resources for more information.

2) Is the developer, sponsor, owner, service provider, or property manager currently involved in litigation or investigation related to their business?

Yes No

If yes, please provide an explanation below. Responding yes will not automatically disqualify the application from consideration.

3) Developer/sponsor/owner experience

Please provide a description of your experience developing rental housing, including:

- Number of years of experience in developing rental housing, including the amount of that time devoted to affordable rental housing. **If you have five years of experience or less in developing affordable rental housing**, please provide additional information explaining your qualifications;
- Number of units developed, specifying separately number of affordable and other rental units; and
- If the development portfolio includes properties that have received any HPD subsidy, discretionary tax exemption, or rental subsidy administered by HPD's Division of Tenant Resources (DTR), state whether assistance has ever been terminated. If it has, please identify the program(s) and state why.

Attach any additional materials as needed.

4) Property/subsidy management experience

Please provide a description of your experience, directly or through partners, as a property manager and rental subsidy manager, including:

- Number of years of experience in managing and maintaining rental housing, including the amount of that time devoted to affordable rental housing. **If you have five years of experience or less managing affordable rental housing**, please provide additional information explaining your qualifications;
- Number and type(s) of units under management; and
- Number of years of experience managing assisted rental housing, including Section 8 (through HPD or other housing agencies; please specify) and other programs. Specify your role in assisting tenants in managing and maintaining their subsidy.

Attach any additional materials as needed.

Section VI – Social/Supportive Services Description

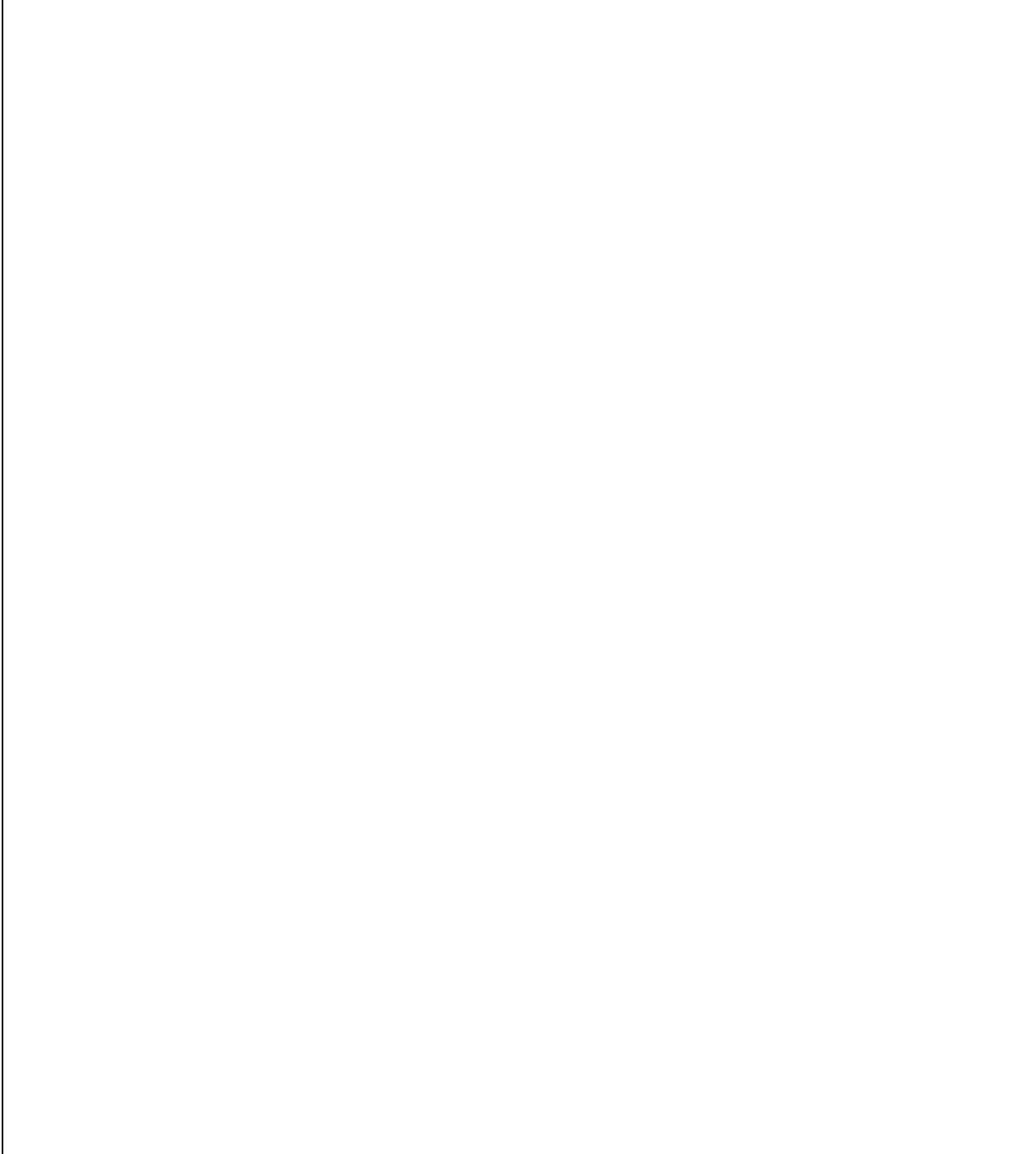
1) Describe proposed social/supportive services at this project, if applicable.

Please provide a narrative detailing the services plan for the project. This should include:

- A description of what types of services will be offered (examples of social and supportive services can be found in HPD's [HCV Administrative Plan](#) at Section 21.7.1: Requirements Applicable to Households Residing in Excepted Units);
 - If the project includes excepted units or will serve tenants with special purpose vouchers⁶, these tenants **must** be offered services.
 - Please indicate whether other tenants will be offered services as well, and any differences in services offered to tenants required to be offered services and those offered to others.
- A description of the service provider's experience working with vulnerable populations, especially with the target population(s) for the project, and with residents of assisted affordable housing; and
- Any funding or contracts for social services that the project has been awarded, has applied for, or is planning to apply for. Include the date or anticipated date of award and attach any award letters.

The services plan described above should be appropriately targeted to the population(s) to be served in the project. Attach additional materials as needed to demonstrate quality of service delivery.

⁶ Special purpose vouchers requiring social services include: Veterans Affairs Supportive Housing (VASH), which is designated for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs; Mainstream vouchers, designated for households including at least one disabled adult aged 18-61; and Family Unification Program (FUP) Youth vouchers, designated for youth and young adults aged 18-24 who are aging out of, or have recently aged out of, foster care.



Appendix A – Additional information for Existing and Substantial Rehabilitation projects

If you indicated on page 3 of this application that your project qualifies as Substantial Rehabilitation or Existing Housing, you must complete Appendix A for your application to be considered.

1) Attach a rent roll using HPD’s template, identifying units proposed for PBV assistance.

The rent roll template can be downloaded [at this link](#). In the “Unit Rent Roll” tab, input the “Current Gross Rent” in Column N and then calculate the “Proposed Contract Rent” with PBV assistance in Column R. Identify proposed PBV units in Column X. The information in Column X will be used to schedule Housing Quality Standards (HQS) inspections on the proposed PBV units prior to selection of Existing Projects applying for PBV assistance. Therefore, please ensure that the units indicated for PBV will be ready for HQS, have eligible tenants (if occupied), and represent your full intended group of assisted units.

To the best of your ability and as applicable, complete all other columns related to each unit's characteristics, occupants, any other assistance, and legal rents. This information will help determine project and occupant eligibility.

2) If known, how many current tenants in the project have a rent burden, defined as paying more than 30% of their monthly income toward the rent? _____

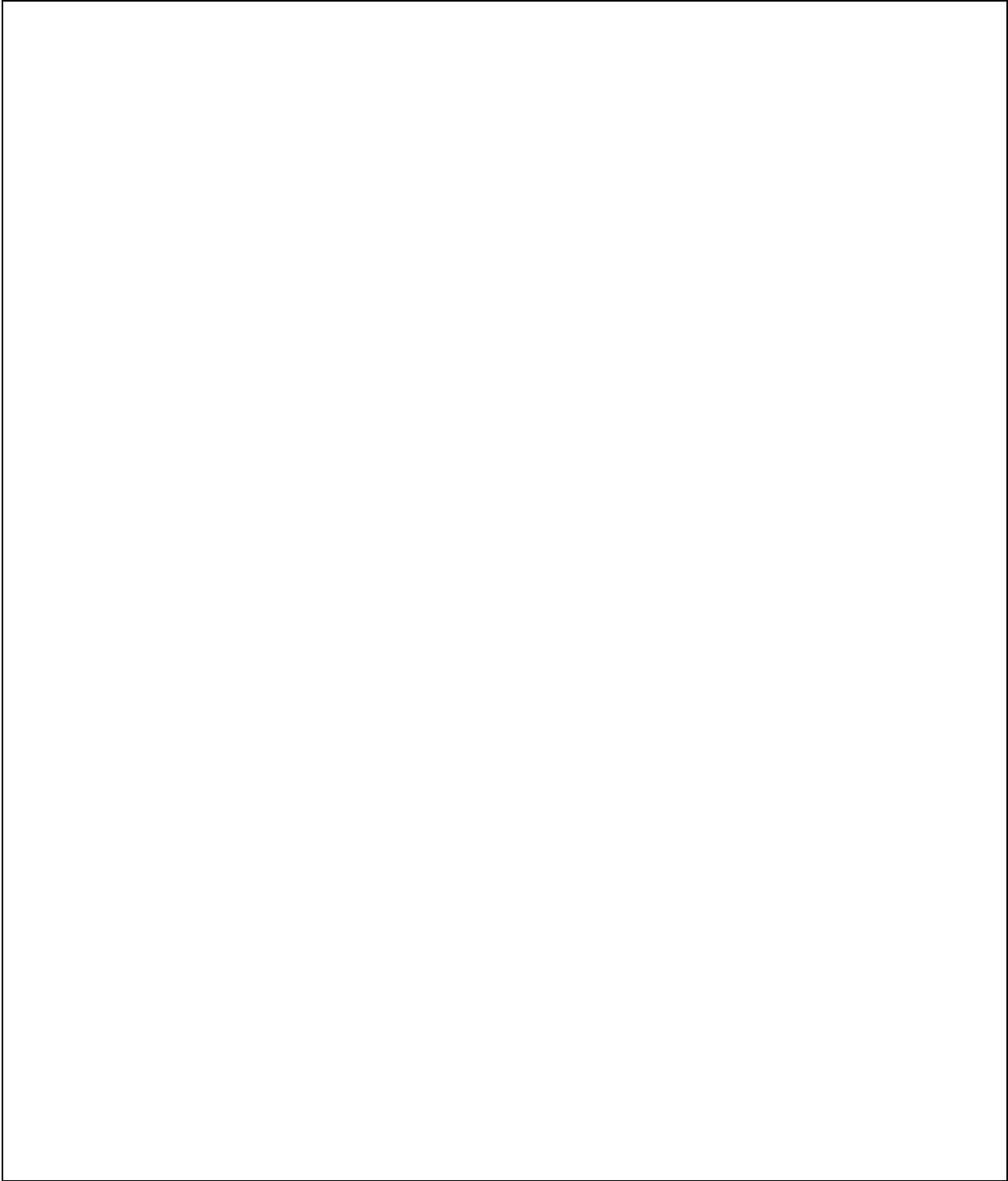
Please describe below how you arrived at the number above (e.g., if estimated, how was the estimate calculated? If you have conducted verification of tenant incomes, when was the most recent verification?)

3) Existing projects only: Provide a Tenant Selection Plan for the proposed project.

Consistent with HUD requirements, HPD is ultimately responsible for determining family eligibility, but the owner is responsible for adopting written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant’s ability to perform the lease obligations.

The project's Tenant Selection Plan should reflect the target populations indicated in this application. If the Plan does not reflect this information, you may be required to update it if your project is conditionally selected for PBV assistance through this RFP. The tenant selection plan must include:

- a) Tenant screening procedures as per 24 CFR § 983.255.
- b) Procedures for contract unit leasing and tenant rejection notification as per 24 CFR § 983.253.
- c) Preferential tenant selection categories and criteria as per 24 CFR § 982.207.
- d) Compliance with the Uniform Relocation Act as per 24 CFR § 983.7 and 49 CFR Part 24
- e) Projects selected for PBV rental assistance must outline expected protection of tenants from experiencing rent burden with or without PBV rental assistance (i.e., rent restructuring that will minimize rent burden increases for existing tenants with or without PBV rental assistance).



4) Does the property have any Housing Maintenance Code (HMC) or Multiple Dwelling Law (MDL) violations?

Yes No

If there are any open C violations **or** more than five total open A and/or B violations at the property, submit materials listing all violations (such as a violation summary report) and evidence of a clearance plan, corrective action plans, summaries of corrective actions taken and/or dismissal inspection requests.

5) Indicate the projected Maintenance and Operations Expense Budget for the project.

- a) Complete chart on next page.
- b) If the operating budget per unit is higher (by 5% or more) than the standard established by any applicable program, provide an explanation below. The New York City Housing Development Corporation's (HDC) maintenance and operating expense standards (found [here](#)) can be used as a reference and guide; for smaller projects, the Community Preservation Corporation's (CPC) standards can be used instead (found [here](#)). If neither standard applies, explain why.

Number of Residential Units (incl. super) in project	
Number of Rooms in project	

	2024	2023	2022
	Projected Expenses		
ADMINISTRATIVE EXPENSES			
Property Mgmt. fees			
Professional Fees - Auditing			
Professional Fees - Legal			
Other:			
TOTAL ADMINISTRATIVE EXPENSES	\$		
UTILITY EXPENSES			
Electricity			
Water and Sewer			
Heating			
TOTAL UTILITY EXPENSES	\$		
OPERATING AND MAINTENANCE EXPENSES			
Salaries (incl. salaries, employee benefits, and payroll taxes)			
Supplies/Cleaning/Exterminating			
Repairs and Maintenance (incl. painting, etc.)/Contracts			
Elevator			
Other:			
TOTAL OPERATING AND MAINTENANCE EXPENSES	\$		
TAXES AND INSURANCE EXPENSES			
Property and Liability Insurance			
Real Estate Taxes			
Other:			
TOTAL TAXES AND INSURANCE EXPENSES	\$		
TOTAL EXPENSES	\$		
Per Unit			
Per Room			

Appendix B – Additional information for projects not affiliated with HPD

If you indicated on page 4 of this application that your project is not affiliated with an HPD loan program, or was not able to obtain the Letter of Support, you must complete Appendix B for your application to be considered.

1) Indicate which, if any, of the following HPD priorities your project meets:

- a) Population served
- Project will use PBV award to serve homeless households.
 - Project will use PBV award to serve elderly households, where at least one household member is aged 62 or older.
 - Project will use PBV award to serve populations with designated special purpose vouchers* (check all that apply).
 - Households including disabled adults aged 18-61
 - Homeless veterans
 - Youth aging out of, or recently aged out of, foster care
 - Families reunifying with children in foster care or at risk of children being placed in foster care due to housing instability
- b) Other characteristics
- Project is located in an Exception Payment Standard (EPS) zip code ([list of EPS zips](#)).
 - Existing/Substantial Rehabilitation projects only:* PBV will alleviate rent burden for existing tenants.
 - Existing/Substantial Rehabilitation projects only:* Some or all proposed PBV units are vacant (indicate how many: _____).

*If you commit to serving any of these populations, HPD will designate special purpose vouchers for your project. Special purpose vouchers are similar to regular PBVs, but are designated for certain populations and may include partnership between HPD and other agencies for tenant referral and service provision. Tenants with these types of vouchers must be provided with appropriate social/supportive services.

- Veterans Affairs Supportive Housing (VASH) vouchers are designated for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs.
- Mainstream vouchers are designated for households including at least one disabled adult aged 18-61.
- Family Unification Program (FUP) vouchers are designated for youth and young adults aged 18-24 who are aging out of, or have recently aged out of, foster care; families reunifying with children in foster care; or families at risk of children being placed in foster care due to housing instability. FUP tenants are referred in coordination with the Administration for Children's Services (ACS).

2) Are you willing to enter into a regulatory agreement with HPD committing to the details of your proposal provided in response to this RFP?

Yes No

Projects not currently affiliated with HPD that are selected to receive PBVs will be required to enter into a regulatory agreement with HPD as described above.

3) Has the project applied, or will it apply, for an as-of-right real estate tax exemption or abatement?

Yes No

If yes, please name the tax benefit type and when you expect to apply.

4) Financing sources and commitments

If PBVs are being requested in conjunction with an upcoming transaction, please fill out the following table for any funding sources you are seeking. Please provide documentation such as conditional financing commitment letters if available. The source(s) indicated below should also be reflected in pro forma documents provided in response to question 5, 6, or 7 of this appendix.

Source	Date of financing (actual or projected)	Commitment attached? (Y/N)	Notes
(e.g. Community Preservation Corporation 1 st mortgage)	(e.g. TBD – roughly MM/DD/YY)		

5) New Construction Projects: Attach and provide the following documents to give HPD more information about your project:

- a) Full Operating Pro forma, including development budget, sources and uses, mortgage terms/rates, income and operating expenses, and 30-year cash flow projection, that **assumes PBV assistance** (please submit Excel documents).
- b) The same Operating Pro forma referenced above, but reflecting income **without PBV assistance**. This version of the budget should reflect the same affordability tiers and population as the budget in item A. If the lack of PBV results in a financing gap or the need for more capital subsidy, please show this in the budget (please submit Excel documents).
- c) Description of project status, including name of general contractor, status of permits, status of environmental review/appeals, and any predevelopment work completed/pending.
- d) Construction schedule:
 - a. Anticipated finance closing date: _____
 - b. Construction start date: _____
 - c. Construction completion date: _____
 - d. Occupancy date: _____

6) Substantial Rehabilitation Projects: Attach and provide the following documents to give HPD more information about your project:

- a) Full Operating Pro forma, including: construction budget, sources and uses, mortgage terms/rates, income and operating expenses, and 30-year cash flow projection including existing/expected debt service, that **assumes PBV assistance and any planned rent restructuring and/or increase** (please submit Excel documents).
- b) The same Operating Pro forma referenced above, but reflecting income **without PBV assistance** (please submit Excel documents). This version of the budget should reflect the same affordability tiers and population as the budget in item A. If the lack of PBV results in a financing gap or the need for more capital subsidy, please show this in the budget.
- c) Full Operating Pro forma, including construction budget, sources and uses, mortgage terms/rates, income and operating expenses, and 30-year cash flow projection including existing/expected debt service, that **assumes PBV assistance without any planned rent restructuring and/or increase** (please submit Excel documents).
- d) The same Operating Pro forma referenced above, but reflecting income **without PBV assistance** (please submit Excel documents). This version of the budget should reflect the same affordability tiers and population as the budget in item A. If the lack of PBV results in a financing gap or the need for more capital subsidy, please show this in the budget.
- e) Description of project status, including name of general contractor and status of permits.
- f) Construction schedule:
 - a. Anticipated finance closing date: _____
 - b. Construction start date: _____
 - c. Construction completion date: _____
 - d. Occupancy date: _____
- e) Integrated Physical Needs Assessment (IPNA) or other property condition report.

7) Existing Projects: Attach and provide the following documents to give HPD more information about your project:

- a) Full Operating Pro forma, including sources and uses, mortgage rates, income and operating expenses, and 30-year cash flow projection including existing debt service, that **assumes PBV assistance and any planned rent restructuring and/or increases** (please submit Excel documents).
- b) The same budget and Operating Pro forma referenced above, but reflecting income **without PBV assistance** (please submit Excel documents). This version of the budget should reflect the same affordability tiers and population as the budget in item A. If the lack of PBV results in a financing gap or the need for more capital subsidy, please show this in the budget.
- c) Full Operating Pro forma, including sources and uses, mortgage rates, income and operating expenses, and 30-year cash flow projection including existing debt service, that **assumes PBV assistance without any planned rent restructuring and/or increases** (please submit Excel documents).
- d) The same budget and Operating Pro forma referenced above, but reflecting income **without PBV assistance** (please submit Excel documents). This version of the budget should reflect the same affordability tiers and population as the budget in item A. If the lack of PBV results in a financing gap or the need for more capital subsidy, please show this in the budget.
- e) Construction schedule:
 - a. Anticipated finance closing date: _____
 - b. Construction start date: _____
 - c. Construction completion date: _____
 - d. Occupancy date: _____
 - e. Ready to execute the HAP contract: _____

Certification Statements

I, _____, understand that the site must prevent discrimination against persons seeking to rent, lease, secure financing for or purchase of PBV units on the basis of race, color, national origin, religion, sex, disability and the presence of children. I understand and agree to abide by all applicable federal Section 8 requirements found at 24 CFR Part 983 and HPD’s PBV requirements found in its Housing Choice Voucher (HCV) Administrative Plan. I understand that these include, but are not limited to, complying with the following if the project is selected:

- Submitting an architect's certificate affirming compliance with the Fair Housing Act, the Americans with Disabilities Act Accessibility Guidelines, and Section 504 of the Rehabilitation Act of 1973;
- Participating in a National Environmental Policy Act (NEPA) environmental review for the project; and
- Participating in a Subsidy Layering Review for the project (New Construction and Substantial Rehabilitation projects only)

I, _____, attest and certify that all of the information herein contained is true and accurate to the best of my knowledge. I understand that by submitting this application for project-based assistance there is no commitment from the New York City Department of Housing Preservation and Development that my proposal will be selected.

Signature of Owner

Title

Date

Application Submission Checklist

All Applicants

- Fill out **Section I – Applicant Information**
- Fill out **Section II – Project Information**
 - Select Project Type (*Question 1*)
 - Select HPD Affiliation (*Question 2*)
 - Attach HPD Financing Commitment Letter (if applicable) (*Question 2*)
 - Attach HPD Loan Program Letter of Support (if applicable) (*Question 2*)
 - Sign compliance with Davis-Bacon prevailing wage rules (*Question 15*)
 - Complete bedroom distribution chart (*Question 17*)
 - Include description of need for PBV assistance (*Question 18*)
- Fill out **Section III – Project Narrative**
- Fill out **Section IV – De-Concentration of Poverty & Expanding Opportunity**
 - Fill out Census Tract, Poverty Rate, Minority Population Rate, & Community District (*Question 1*)
 - Provide narrative on de-concentration of poverty (if applicable) (*Question 2*)
 - Complete proximity chart and attach map of facilities (*Question 3*)
 - Provide narrative on minority concentration (if applicable) (*Question 4*)
- Fill out **Section V – Developer and Partner Information**
 - List any previous experience with HPD-assisted projects (*Question 1*)
 - Include explanation of litigation or investigation (if applicable) (*Question 2*)
 - Provide developer/sponsor/owner experience (*Question 3*)
 - Provide property manager experience (*Question 4*)
- Fill out **Section VI – Social/Supportive Services Description**
- Complete and sign **Certification Statements**

Existing and Substantial Rehabilitation Projects: Appendix A

- Attach rent roll (*Question 1*)
- Provide Tenant Selection Plan (if applicable) (*Question 3*)
- Provide information on code violations (if applicable) (*Question 4*)
- Fill out expense chart and provide explanation if needed (*Question 5*)

Projects not affiliated with HPD/ no Letter of Support: Appendix B

- Fill out HPD priorities (*Question 1*)
- Fill out information on tax benefits (*Question 3*)
- Fill out information on funding sources and attach any commitment letters (*Question 4*)
- Provide all project documents (*Question 5, 6, or 7 depending on project type*)