



**CITY OF TUCSON**  
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
ADMINISTRATION DIVISION

**APPLICATION FOR PROJECT BASED VOUCHERS  
PROJECTS PREVIOUSLY AWARDED HOUSING ASSISTANCE THROUGH A  
COMPETITIVE PROCESS**

The City of Tucson Housing and Community Development Department (HCDD) as the Public Housing Authority is accepting applications for Project Based Vouchers from qualified owners and/developers to do business in the City of Tucson and Pima County.

In accordance with its Public Housing Authority Plan, HCDD proposes to convert up to 60 Housing Choice Vouchers to Project Based Vouchers to house homeless veterans. Generally under the Project Based Voucher program buildings containing more than four units are subject to 25% unit limitation on the number that can have project based assistance. Developments that will serve the elderly or disabled are exempt from the cap.

All applications submitted must conform to all of the requirements and specifications outlined within the application document and any designated attachments in their entirety.

**Applications will be accepted continuously from projects previously awarded housing assistance through a competitive process (i.e. LIHTC, HOME, AHP). Such awards must have been made with no consideration for Project Based Vouchers in the project in accordance with 24CFR983.51. Applications should be delivered to: HCDD, 310 N. Commerce Park Loop, Tucson, AZ 85745 Attn: Teresa Williams, Deputy Director; or they may be emailed to [Teresa.williams@tucsonaz.gov](mailto:Teresa.williams@tucsonaz.gov).**

Applications can be obtained from the HCDD website, [www.tucsonaz.gov/hcd](http://www.tucsonaz.gov/hcd).

**The City of Tucson Housing and Community Development Department reserves the right to reject any and all proposals in the proposal process.**

HCDD does not discriminate against individuals because of race, color, religion, sex, handicap, familial status or national origin. Small businesses and businesses owned by women and minorities are encouraged to apply.

## **INTRODUCTION**

The City of Tucson Housing and Community Development Department (HCDD) sees a need for housing that is affordable for homeless veterans. HCDD encourages property owners and developers to make rental housing available to lower income households at affordable rents that are consistent with the HUD Fair Market Rents. The HCDD will be accepting applications from property owners and developers to provide tenant based rental assistance under the Project Based Voucher (PBV) program.

## **PROGRAM INFORMATION**

Under the PBV program, HCDD enters into an assistance contract with the owner for specified rental units, for a specified term (up to 15 years) subject to funding availability. Assistance or subsidy is provided for units that meet the program standards. To fill vacant project-based units, HCDD refers families from its waiting list to the project owner. The HCDD subsidy standards determine the appropriate unit size for the family size and composition. For newly constructed units, HUD approval will be required before HCDD can enter into a Housing Assistance Payment (HAP) Contract.

**Under the current RFP a maximum of 60 Project Based Vouchers will be awarded. These vouchers may involve awards to one or more projects.**

Housing units and/or projects that are **NOT** eligible for PBV assistance include:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing);
- Units owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- High-rise elevator projects for families with children;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Subsidized housing types determined ineligible in accordance with HUD regulations.

The number of PBV assisted units in the building cannot exceed twenty five percent (25%) of the total number of dwelling units in the building, except as provided by regulation. **Exceptions include units in a building that are specifically made available for qualifying families that are elderly or disabled.**

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities;
- In full compliance with the applicable laws regarding non-discrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards.

Proposed sites for new construction will be visited to ensure that construction activities have not been initiated prior to the awarding of any PBV vouchers and the signing of the AHAP.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental Policy Act by local authorities.

When newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with HQS. In addition, new construction sites must meet the local city and county requirements for quality, architecture, or design of housing, over and above the HQS. The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.(CFR 24 Part 983)

Once selected, all PBV projects for new construction must complete required environmental and subsidy layering reviews as approved by HUD. In addition, other actions must be taken to fully comply with HUD regulations including, but not limited to, a rent reasonableness determination prior to the execution of the HAP Contract. Once approval has been received, HCDD will enter into a Housing Assistance Payments (HAP) contract with the owner for all sites selected and approved for PBV assistance within ten (10) business day. HCDD will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term.

The HCDD has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy. The owner is responsible for screening and selection of the family referred by HCDD to occupy the owner's unit based on their tenancy histories. The HCDD screens families for their eligibility to receive the voucher assistance, and the owner screens the family for their suitability to enter into a lease agreement. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30 %) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner must not exceed the lowest of:

- An amount determined by HCDD, not to exceed the approved Payment Standard for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

### **Application Content**

A complete response to this application will include:

- Cover Letter
- Table of Contents
- Completed Application
- Completed Project Budget
- Budget Narrative
- Tenant Selection Criteria and Plan
- Evidence of Site Control
- Description of Supportive Services
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Documentation of award of competitive housing assistance including documentation that application had no consideration of Project Based Vouchers
- Optional Supporting Documentation including
  - Evidence of zoning approval
  - Letters of Support from local governments
  - Funding Award / Commitment documents
  - Lead Based Screening Inspection Report
  - Lead paint or asbestos removal plan

### **Applying organizations for new construction/rehabilitation have the following additional conditions:**

1. All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals.
2. The Project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations. For more information see: <http://portal.hud.gov/hudportal/HUD?src=/hudprograms/projectbased>
3. The housing project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
4. Construction may involve application of the Federal Davis-Bacon construction wage guidelines.
5. An Environmental Review and/or Assessment will be required. If an Assessment is required, the HCDD will select an appropriate contractor to complete the review at the expense of the applicant.

6. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
7. Subsidy layer review is required.
8. Execution of an Agreement to enter into a Housing Assistance Payments Contract (AHAP) is contingent upon completion of all of the above requirements.

If a project does not meet the requirements indicated above, it will be designated non-responsive. A notice mailed to the applicant will identify the disqualifying factor.

# PROJECT BASED VOUCHER APPLICATION

## I. Project Owner/Sponsor Information

a. Owner/Sponsor Organization: \_\_\_\_\_

b. Organization Address: \_\_\_\_\_

c. City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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/organization:

v. Other (*please specify*): \_\_\_\_\_

f. Executive Director/CEO: \_\_\_\_\_

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: \_\_\_\_\_

e. Will the Development Consultant serve as the primary project contact?

Yes  No

## III. General Project Information:

a. Project Name: \_\_\_\_\_

b. Project Address: \_\_\_\_\_

c. City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

d. Parcel Identification Number (PIN): \_\_\_\_\_

e. Census Tract: \_\_\_\_\_

## V. Developer Experience:

a. Please describe the applicants experience in the development and management of rental properties, especially those servicing low income individuals and families. Please note the number of years of experience as well as the number of units developed and managed.

**VI. Detailed Project Description:**

Please provide a written narrative to thoroughly describe the proposed project. At a minimum this should address the following:

- b. Description of the type of housing to be provided, including number of units, number of bedrooms, building amenities to be provided.
- c. Need for the project.
- d. Characteristics of the population to be served including individuals, couples, families with children, age, gender, race, ethnicity, disabilities, income classifications, and other demographic descriptors as appropriate to the project.
- e. Support Services that will be required and provided.
- f. Public Transportation options.
- g. Location and characteristics of the site, including relevant zoning issues, neighborhood amenities and characteristics, distance to local amenities and services, health care, employment options and stores, etc.,
- h. Environmental Concerns.

**VIII. Unit Rental Summary** (*Numbers entered need to total down and across*):

	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom	Totals
# of requested PBV Units						
# of other subsidized units:						
# of other rent controlled units:						
Market Rate Units						
Total Units in Project						

IX. What is the length of the Project Based Voucher contract you are seeking? \_\_\_\_years

X. For New Construction or Rehabilitation Projects, describe the proposed design, layout, and other construction elements. Include, as appropriate, architectural drawings, floor plans, accessibility modifications, etc.

XI. Project Timelines  
Describe the project timelines. Identify relevant development activities that will move your project forward to full occupancy.

XIII. Obstacles

- a. Does the site have current zoning that allows for your proposed use?  Yes  No
- b. Describe any known issues or obstacles that may affect the projects ability to meet the development objectives identified in the timeline described above.

XIV. Project Funding:

a. Budget. All applicants must complete the accompanying Budget and Source and Use documents.

b. Has the project received full funding at this time?  Yes  No

i. If no (check all that may apply)

Seeking Tax Credits Projected decision date: \_\_\_\_\_

Seeking HOME Funds Projected decision date: \_\_\_\_\_

Seeking CDBG  
Funds Projected decision  
date:

Other: \_\_\_\_\_  
Projected decision date:

Other: \_\_\_\_\_  
Projected decision date:

Other: \_\_\_\_\_  
Projected decision date: