

**COLUMBUS METROPOLITAN HOUSING AUTHORITY
HOUSING CHOICE VOUCHER DEPARTMENT**

**APPLICATION FOR PROJECT-BASED VOUCHER ASSISTANCE
May 22, 2019**

Please complete this application for each property site. Submit one original and two copies for review in 3-ring notebooks.

Applications must be received by 12:00 pm, June 14, 2019

Submit the application to:

Chad Meek, Vice President
Housing Choice Voucher Department
Columbus Metropolitan Housing Authority
880 East Eleventh Avenue
Columbus, Ohio 43211

1. OWNERSHIP, PROJECT INFORMATION, AND NEED FOR ASSISTANCE

A. Property Owner: _____

Type of entity: _____

Parent Company (if any): _____

Mailing Address: _____

Telephone: __ (____) _____

B. Site Control

Check the appropriate response and attach one of the following documents as evidence of site control.

_____ Deed _____ Contract of Sale _____ Option to Purchase

Other: _____

C. Property Address and census tract number:

D. Does the project comply with local zoning and building codes? Yes _____ No _____ If no, please explain:

E. Explain why this project is necessary? Attach documentation from credible sources that support the feasibility and marketability of the project. Letters of support from relevant public or private sources are also appropriate and will be considered.

2. BUILDING CHARACTERISTICS (Attach photographs of site)

Type of Building: _____

Number of Stories: _____

Available Parking: _____ Off-Street _____ On-Street

1-Bedroom _____

2-Bedroom _____

3-Bedroom _____

Total Number of Units: _____

Number of project-based vouchers requested: _____

Types of accessible features: _____

Amenities and Services: _____

3. FINANCIAL INFORMATION

Provide the latest annual financial report for the ownership entity. If the ownership entity is a creation of another controlling entity, provide the controlling entity's latest annual financial report. Additional financial reports may be requested.

4. OWNER COMMITMENT AND PREVIOUS PARTICIPATION

Provide as an attachment to this application the following information:

- Previous participation/experience with HUD and/or CMHA Housing Programs including any experience related to project-based vouchers
- Plan to maintain the project as affordable housing for low-income families in the event the project-based contracts expire.

5. DEVELOPMENT AND MANAGEMENT EXPERIENCE/SUPPORTIVE SERVICES

Provide as an attachment to this application the following information:

- Relevant property development and management experience.
- If managed by a third party, provide name and experience of the management company.
- Supportive services that will be provided for the tenants such as health, recreational, living skills, nutrition or educational service. Prior to receiving a commitment for project-based assistance, the owner must provide a supportive service plan.

6. GENERAL LIVING QUALITY

Provide detailed information (maps and photographs) about nearby shopping areas, medical services, public transportation, cultural and educational facilities, neighborhood amenities, proposed security of the building and site and neighborhood conditions that may affect the project.

7. PLANS AND SPECIFICATIONS

Provide preliminary drawings, architectural renderings and specifications that enable CMHA to evaluate the quality of the proposed project.

The owner must provide a complete and final set of plans and specifications to prior to the execution of the Agreement to Enter into a Housing Assistance Payment Contract.

8. PROPOSED RENTS

Provide proposed contract rents and utilities that are included in the contract rents.

9. TIMING, PROJECT COSTS, FINANCIAL SOURCES, AND OPERATIONS COSTS

Provide a schedule for the start of construction, duration of construction, and leasing schedule.

Provide an estimate of hard and soft project costs, proposed financial resources and any commitments, sources and uses of funds matrix, and a 15-year operating proforma.

The owner must be able to start construction within 365 days of the initial award of project-based assistance. CMHA's award may be subject to additional terms and conditions. These terms and conditions will be noted in the award notice.

10. MANAGEMENT PLAN

Provide a management plan for operations, tenant selection and retention. If the property is planned to be managed by a third party, provide a proposed property management agreement.

11. REGULATIONS AND RULES

Housing Choice Voucher Project based assistance awards are subject to CMHA Board of Commissioner approval.

In administering its Project-Based Assistance Program, CMHA is guided by the CMHA Housing Choice Voucher Administrative Plan and the Code of Federal Regulations, Title 24, Parts 982 and 983.

In the event that CMHA has any ownership interest in any proposed project-based assistance project, CMHA must obtain approval of the U.S. Department of Urban Development.

DISCLOSURE OF IDENTITY OF INTEREST AND CERTIFICATION

The undersigned hereby certifies that, except as noted below, there is not now, nor does the undersigned contemplate that there will be, any identity of interest between (a) the seller and purchaser of this project, (b) the owner and general contractor and/or any subcontractor, any material, service or equipment suppliers, or (c) the project owner and lender. The singular use of any word in this certification also includes the plural use of any word. It is further certified that, except as noted, there are not and have not been any such relationships between the seller, purchaser, or owner of this project and the lender, general contractor, subcontractor, and material, service, or equipment suppliers.

All references to “identity of interest” herein are made in the context of the definition below, which has been read by the undersigned.

The owner or purchaser of the project proposed in this application is defined as party of the first part. The land seller, lenders, general contractors, subcontractors, and service, materials and equipment suppliers are defined as a party of the second part. An identity of interest will be construed to exist in any of the following conditions:

1. If there is any financial interest or familial relationship between the party of the first part in the party of the second part;
2. If one or more of the partners, officers, directors or stockholders of the party of the first part is also a partner, officer, director or stockholder or has financial interest in the party of the second part;
3. If the land seller, general contractor, subcontractor, a material, equipment, or service supplier advances any funds to the party of the first part;
4. If the party of the second part takes stock or any interest in the party of the first part as payments;
5. If any of the above stated interrelationships exists among the parties of the second part;
6. If it currently exists or comes into being any side deals, agreements, contracts or undertakings entered into or contemplated, which alter, amend, or cancel any of the costs related to property purchase, quality and scope of construction or rehabilitation work, or other amounts used to calculate final contract rents without the knowledge of and written approval of CMHA, or;
7. If any relationship exists that would give the owner, seller, lender, or general contractor undisclosed or secret control of the cost of the construction contract or the prices paid to the subcontractors, or service, material or equipment suppliers.

Exceptions to certification regarding identities of interest.

(If none, so state):

<u>Entities</u>	<u>Goods/Services/Ownership</u>	<u>\$ Value</u>
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I am aware that information contained in this application may be used to induce the Columbus Metropolitan Housing Authority to provide federal housing funding for this project under the Housing Choice Voucher Project-Based Assistance Program and Title 18 of the U.S. Code, Sections 1001 and 1010. I understand that it is a crime to knowingly make false or misleading statements to housing agencies that provide federal housing assistance on behalf of the United States of America. I further understand that civil and criminal penalties may be imposed by CMHA or other agencies. I certify that neither I nor any party taking part in this project above are not on the U.S. General Services Administration's list parties excluded from federal procurement or non-procurement programs and I will immediately notify CMHA of any new party that has a financial interest in this project.

I further certify that all information submitted with this application is accurate and true to the best of knowledge and that all properties located in Franklin County, Ohio in which I or my company/agency has a financial interest are current in the payment of Franklin County real estate taxes.

_____	_____
Authorized Representative	Date

Title

PROJECT-BASED VOUCHER ASSISTANCE PROGRAM

SELECTION CRITERIA	POINTS
Objective (Unless otherwise noted: If Yes = 10 points; If No = 0 points)	
Project(s) will elect the Average Income designation on 10c of Form 8609 in order to qualify as a qualified low-income housing project.	0-10
Is the proposed project converting market rate units to rent restricted units	0-10
Projects must have supportive services and amenities for their families. These services must be tailored to meet the needs of residents. Project sponsors may provide the supportive services themselves or by third parties. Provide documentation that services exist or will be established if this project is approved.	0-10
Percent of units dedicated to project based vouchers: <ul style="list-style-type: none"> • 75% plus – 0 points • Less than 75% but not less than 50% - 5 points • Less than 50% - 10 points 	0-10
Subjective	
Evidence of development experience. Number and type of rental housing projects in which the ownership entity has been directly involved in rehabilitation or new construction	0-20
Overall evaluation of general living quality. Presence of community meeting rooms, recreational facilities, building security and site, neighborhood conditions, and access to neighborhood amenities.	0-10
Location of proposed development. Adjacent or nearby neighborhood services and amenities.	0-10
Building layout, design, amenities, features, and building materials used	0-10
Evidence that that this project is financially sound.	0-10
Total Points	

Total Maximum Points: 100

ATTACHMENTS:

EXHIBIT A – Payment Standards and Income Limits for Franklin County, Ohio

EXHIBIT B – Public Notice

EXHIBIT C – Utility Allowances

EXHIBIT D – Requirements for Project Based Units

EXHIBIT A
COLUMBUS METROPOLITAN HOUSING AUTHORITY
HOUSING CHOICE VOUCHER DEPARTMENT
PROJECT-BASED VOUCHER SUBSIDY STANDARDS AND INCOME LIMITS

INCOME LIMITS BY FAMILY SIZE

LOW-INCOME (80%)

1	2	3	4	5	6	7	8
\$43,700	\$49,950	\$56,200	\$62,400	\$67,400	\$72,400	\$77,400	\$82,400

VERY LOW-INCOME (50%)

1	2	3	4	5	6	7	8
\$27,300	\$31,200	\$35,100	\$39,000	\$42,150	\$45,250	\$48,400	\$51,500

PRIORITY INCOME (30%)

1	2	3	4	5	6	7	8
\$16,400	\$18,750	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430

PAYMENT STANDARDS FOR HOUSING CHOICE VOUCHERS

(Columbus and Franklin County)

SRO	0BR	1BR	2BR	3BR	4BR	5BR	6BR	7BR
\$479	\$638	\$756	\$975	\$1,249	\$1,461	\$1,680	\$1,932	\$2,222

Notes: 2019 Income Limits effective 4/24/2019

EXHIBIT B

PUBLIC NOTICE

The Columbus Metropolitan Housing Authority (CMHA) is seeking proposals from developers for projects to attach federally assisted rental subsidies up to approximately 125 residential units designed and designated for occupancy by low, very low, or extremely low-income families and households by means of CMHA's Project-Based Housing Choice Voucher Program.

Proposed projects must be considered substantial rehabilitation, moderate rehabilitation, new construction, or receive an allocation of Ohio Housing Finance Agency low income housing tax credits. Proposed multi-family projects must consist of a minimum of 200 units. Proposed projects must contain 3-bedroom units suitable for families. Proposed projects must include rent restrictions, as defined by the Ohio Housing Finance Agency, on newly affordable units. Projects and units may include income averaging not to exceed 80% of AMI. Scattered site proposals will not be considered. Project-based units must be located in Franklin County, Ohio.

The deadline for submitting proposals to CMHA is 12:00 pm, June 14, 2019. No proposals will be accepted after this deadline. CMHA is not responsible for mail service delays.

Proposals must be submitted to:

Chad Meek, Vice President
Housing Choice Voucher Department
Columbus Metropolitan Housing Authority
880 East Eleventh Avenue
Columbus, Ohio 43211

Proposals will remain valid for a 90-day period following the submission deadline. CMHA reserves the right to reject any or all proposals or may negotiate an award of project-based units of a lesser amount than the original proposal.

A Project Based Voucher Proposal application may be obtained by contacting Mr. Meek at 614-421-6244 or by email (cmeek@cmhanet.com).

CMHA is an equal employment and housing opportunity agency.

Charles D. Hillman
President and CEO
Columbus Metropolitan Housing Authority

EXHIBIT C

UTILITY ALLOWANCE SCHEDULE

See our website for this information.

<http://cmhanet.com/Home/Documents>

EXHIBIT D

REQUIREMENTS FOR PROJECT BASED VOUCHER UNITS

The Columbus Metropolitan Housing Authority (CMHA) seeks to establish long-term relationships with rental property owners for the purpose of expanding the supply of rental housing units for extremely low or very-low income families and households by means of the Housing Choice Voucher Project-Based Program. This program is administered similar to CMHA's tenant-based Housing Choice Voucher Program. Families admitted to the Project-Based Voucher Program pay 30% of their adjusted monthly incomes towards tenant-paid utilities and rent to owner. Monthly expenses for tenant-paid utilities (telephone and television cable excluded) have been estimated to provide for reasonable consumption levels. The balance of the rent to the owner is paid directly to the owner and is based upon negotiated contract rents for various bedroom sizes. Rents are subject to HUD and CMHA rent reasonableness criteria.

Families receive rental subsidies based upon family size, age, and gender of family members. Families may live in units larger than their bedroom subsidy size, but subsidy is capped at their bedroom subsidy size. In the event a family selects a unit smaller than the family's designated bedroom subsidy size, their rental subsidy is capped the subsidy assigned to the unit size selected. Generally, the gross rent (contract rent plus tenant-paid utilities) exceed CMHA's bedroom subsidy standards for the family or for the smaller unit. Please refer to Exhibit A.

Interested owners must be willing to provide safe, affordable, and viable housing in a community setting. Given that federal funds are used; owners are subject to federal and CMHA regulations. Owners should familiarize themselves with Housing Choice Voucher regulations (24 CFR Parts 892 and 983) and CMHA's Section 8 Administrative Plan. CMHA's Administrative Plan can be viewed and downloaded at CMHA's website, <http://www.cmhanet.com/>. The Code of Federal Regulations can be accessed by a link at HUD's website, <http://www.hud.gov/>.

The following criteria outlines most of the requirements of CMHA's Project-Based Voucher Program and illustrates the features of the housing envisioned for voucher-assisted families and households:

1. Units must be located in Franklin County, Ohio
2. The owner must execute a 20-year assistance contract within time frames established by CMHA.
3. Contract rents are negotiated prior to the execution of the housing assistance contract and cannot exceed subsidy standards with tenants initially paying no more than 30% of their adjusted monthly incomes for rent and tenant-paid utilities.
4. Proposed projects must contain 3-bedroom units suitable for families.
5. Up to 125 units will be awarded. CMHA reserves the sole right to modify the initial number of units requested by the owner for project-based assistance.
6. Proposed projects must consist of a minimum of 200 units. No scattered property sites will be considered.
7. The initial term of the Project-based voucher contracts will be 20 years. A subsequent renewal term of 20 years may be approved. Master leasing will not be an option.
8. Units must have supportive services and amenities for residents.
9. Owner(s) selected for participation may not be delinquent in any real estate taxes for any properties under their ownership.
10. The proposed project must be financially sound as determined by CMHA.
11. Owner must not be barred from participation in federal contracts.
12. Owner must be in good standing with CMHA.
13. Owner must have development experience, preferably in federally assisted housing.
14. All prospective occupants must meet CMHA and HUD eligibility requirements.
15. Gross rents may not exceed CMHA Project-Based Voucher Subsidy Standards. Certain exceptions apply.
16. Owner must comply with Housing Choice Voucher and CMHA regulations and policies.
17. Units may be inspected at any time after the initial inspection for compliance with HQS.
18. Documentation of supportive services must be initially provided and must be maintained throughout the contract.
19. Additional requirements for new construction proposals.
20. Construction must begin within 365 days of CMHA's award notice unless an extension is granted.
21. Provide schematic drawings with this application.
22. If tax credits are used, a subsidy layering analysis must be conducted. This analysis must have firm financial commitments from lenders and/or other sources. Subsidy layering analysis costs must be borne by the owner if Ohio Housing Finance Agency performs the analysis.
23. A 15-year operating performance must be submitted with the application.
24. Sources and uses of funds must be fully disclosed. Preliminary commitment letters from lenders and other entities must be submitted with the proposal.
25. Initial contract rents will be determined by CMHA and may also be subject to a market rent comparability report prepared by a private third-party state-licensed appraiser. The owner must comply with additional federal regulations and conditions pertaining to the construction of the units.

26. Construction cannot commence before the Agreement to Enter Into a Housing Assistance Payment (AHAP) Contract is executed.
27. Certificate of Occupancy from the governmental jurisdiction must be secured and units must pass CMHA inspection before housing assistance is provided.
28. Units may be completed in stages as noted in the AHAP agreement.
29. The application for project-based assistance must be completed and signed by the applicant. Please compile the application in a 3-ring notebook and provide 2 additional copies.
30. Each multi-family property submitted for project-based assistance will be considered individually. More than one project or none of the projects submitted may be selected at any time.