**Vermont State Housing Authority**

**Homeless Response Initiative**

**Application for Section 8 Project-Based Vouchers**

**9/29/21**

Applications for Project-Based Vouchers (PBV’s) will be accepted on a rolling basis until funds are fully expended. Application materials should be uploaded and emailed to [samantha@vsha.org](mailto:samantha@vsha.org).

Applications for PBV assistance must comply with the Authority’s PBV Allocation Plan dated 9/22/21 the Authority’s PBV Administrative Plan ([www.vsha.org](http://www.vsha.org)) and the Section 8 PBV program rules found here: [www.hud.gov/program\_offices/public\_indian\_housing/programs/hcv/project](http://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project).

Only complete applications will be considered for a PBV award. A complete application consists of complete, accurate responses to all questions on this application and all referenced required attachments, if applicable.

**Applicant Information**

Organization Name:

Contact:

Address:

Phone:

Email:

Service Provider Partner:

Phone:

Email:

**Project Information**

Project Name:

Project Address:

City: Zip:

Census Track:

Number of Project-Based Vouchers Requested:

Number of Residential Units:

Unit Types (bedroom sizes):

Rents Requested:

*Provide documentation that rents requested are reasonable and comparable to other rents charged in the building/community.*

Term of Housing Assistance Payments Contract requested [between 1-5 years]:

**Threshold requirements:**

1. Was your application / proposal previously selected based on a competition? This may include selection of a proposal for housing assisted under a federal, state or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program within the past three years? *If no, the proposal is not eligible for consideration. If yes, provide documentation that the proposal was selected in accordance with such program’s competitive selection requirements.*
2. Does your proposal designate at least 25% of the total affordable housing units within the project to individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Act (42 U.S.C.11302)? *If no, the proposal is not eligible for consideration.*
3. Applicants must demonstrate operational and financial need for the level of PBV subsidy requested, as determined during financial underwriting of the project by the Vermont Housing Finance Agency or the Vermont Housing and Conservation Board. *Must provide documentation from financial underwriter demonstrating need for the PBVs requested.*
4. Sponsor must demonstrate that they requested Project-Based Vouchers from the local housing authority, if one exists in the jurisdiction of the proposed property, and the local PHA is not able to make an award. *Must provide documentation from local PHA, if applicable.*
5. Date units will be ready for occupancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Only proposals that demonstrate units will be ready for occupancy within 6 months of award will be considered.
6. Applicant must demonstrate a relationship with local service provider(s) and the continuum of care through an executed MOU / letters of support documenting a commitment(s) to participate in the coordinated entry process and, b) provide supportive services for the term of the Housing Assistance Payments (HAP) Contract [the term of the HAP contract can be 1-5 years] Provide *a copy of the executed MOU / letters of support.*

**Project Description**

Target Population Served:

Is the project currently occupied?

*If yes, submit a detailed relocation plan with this application for review and approval.*

Is the project compliant with local and state housing codes and HUDs Housing Quality Standards (HQS)? Provide a brief narrative and attach inspection reports if available.

An HQS checklist can be found here: <https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/hqs>

**Description of Site and Neighborhood**

Provide a brief response to each of the project requirements below:

(1) Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)

(2) Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

(3) Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.

(4) Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.

**Additional Required Documentation**

Provide with your application the following attachments:

[ ] Documentation from selection agency that proposal competed in another competition with last 3 years – and PBVs were not considered as part of the award.

[ ] Letter or other documentation from financial underwriter demonstrating need for the number of project-based vouchers requested.

[ ] Local PHA documentation, if applicable

[ ] Documentation of relationship with local service providers and continuum of care (letters of support or MOU).

[ ] Relocation Plan, if necessary.

[ ] Photos of project / site.

[ ] Inspection reports, if available.

[ ] Notice of Release of Funds issued by the Department of Housing and Community Development, if available.

[ ] Documentation of Rent Comparability

**Certification:**

By signing this application, the following certifications are made:

1. The owner has requested PBV’s from the local Public Housing

2. The owner and its agents will adhere to the 24 CFR 983 regulations governing the project-based vouchers.

3. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.

4. The owner and its agents will comply with effective communication requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR

8.6.

Authorized Signature:

Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_