**PBV Project Name:** Click here to enter text.

**Property Address:** Click here to enter text.

**PBV Type:**

[ ]  Existing

[ ]  Rehabilitation

[ ]  New Construction

**Date AHAP if Rehab or NC:** Click here to enter a date.

**Date HAP Contract :** Click here to enter a date.

**Tax Credit Property:** [ ]  Yes [ ]  No

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **0 Br** | **1 Br** | **2 Br** | **3 Br** | **4 Br** | **5 Br** | **TOTAL** |
| Total Property Configuration including non-PBV |  |  |  |  |  |  |  |
| Total Project Based Vouchers |  |  |  |  |  |  |  |
| **Proposed PBV Rents (Gross Rent)** |  |  |  |  |  |  |  |
| Contract Rent |  |  |  |  |  |  |  |
| PHA Utility Allowance |  |  |  |  |  |  |  |
| FMRs – dated: Click here to enter a date. |  |  |  |  |  |  |  |
| 110% FMR |  |  |  |  |  |  |  |
| Tax Credit Rent if applicable |  |  |  |  |  |  |  |

**Target Population**:

Elderly Only [ ]  Elderly/Disabled Only [ ]  Disabled Only [ ]  Other Family [ ]

**Census Tract:** Click here to enter text. **CT Poverty %**: Click here to enter text.

**If Tax Credit Property, is it located in a Qualified Census Tract?** [ ]  Yes [ ]  No

 See <http://www.huduser.org/DATASETS/qct.html>

**PHA ownership relationship to Project:**

[ ]  None

[ ]  Direct or Indirect

**Are units occupied by households ineligible for assistance?** [ ]  Yes [ ]  No

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| **SECTION 1** |
| **PBV PROGRAM LIMIT*****(see §983.6)*** | **YES** | **NO** | **COMMENTS** |
| Is the PHA within its 20% budget authority limit for all PBV units under a HAP or AHAP? |  |  |  |
| 1. PHA should provide documentation of its calculations
2. Reviewer should do its own calculations.
3. If not in compliance, explain.
 |  |  |  |
| After July 25, 2014, did the PHA report new PBV projects to the field office prior to selection to ensure it was within the 20% limit? |  |  |  |
| ***Note: PBV units assisted under the Rental Assistance Demonstration (RAD) program do not count towards the 20% PBV program limitation.*** |

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| **SECTION 2** |
| **PHA PLAN PROVISIONS*****(see §983.57)*** | **YES** | **NO** | **COMMENTS** |
| Review PHA Plan online or on the PHA’s website. |  |  |  |
| Has the PHA established in its plan (Section 7.0) that it intends to use the PBV Program, projected number of units and general locations? |  |  |  |

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| **SECTION 3** |
| **25% UNIT LIMIT****(see §983.56 and §983.261)** | **YES** | **NO** | **COMMENTS** |
| *(Limits number of PBV units per “project” (defined in 983.3) to 25% of all units) ‘‘project’’ defined to mean a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. )* |
| Was the 25% limit met? (If exceeded, this is a violation of §983.56(a)). |  |  |  |
| Are there unit exceptions to the 25% limit, i.e.? |  |  |  |
| * Project or units for Elderly and/or disabled in accordance with §983.56(b)(A).
 |  |  |  |
| * Units that are exempt from the 25% limit must be occupied by a family member where at least one member meets the exception requirement of “Qualifying member.” See extensive related requirements at §983.56(b)(B).
 |  |  |  |
| * Have these requirements been met, if applicable?
 |  |  |  |
| * Are these families being monitored in accordance with PHA’s administrative plan?
 |  |  |  |
| * Is the PHA taking action to terminate if families have failed, without good cause, to participate in supportive services?
 |  |  |  |

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| **SECTION 4** |
| **PHA-OWNED UNITS****ADDITIONAL REQUIREMENTS*****(see §983.59)*** | **YES** | **NO** | **COMMENTS** |
| ***Definition at §983.3: PHA-owned unit.*** *A dwelling unit owned by the PHA that administers the voucher program. PHA-owned means that the PHA or its officers, employees, or agents hold a direct or indirect interest in the building in which the unit is located, including an interest as titleholder or lessee, or as a stockholder, member or general or limited partner, or member of a limited liability corporation, or an entity that holds any such direct or indirect interest.* |
| Does this PBV development meet the above definition of PHA-owned?**If yes, answer A, through E.** |  |  |  |
| 1. Has the PHA selected a HUD-approved entity to review selection process, determine rent reasonableness, set the initial rent and conduct inspections per §983.59?

*A HUD approved entity must meet this standard:* *Nature of independent entity. The independent entity that performs these program services may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.* |  |  |  |
| 1. Has the PHA opted to have the independent entity review the PHA’s selection or did the PHA send all proposals received to the HUD field office for review?
 |  |  |  |
| 1. Did the independent entity approved by HUD establish the initial rent?
 |  |  |  |
| 1. Did the independent entity provide the HUD field office with the comparability analysis? See §983.303(f)
 |  |  |  |
| 1. Did the independent entity provide the HUD field office with HQS inspection reports? See §983.101(f).
 |  |  |  |

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| **SECTION 5** |
| **SITE SELECTION*****(see §983.57(c))*** | **YES** | **NO** | **COMMENTS** |
| Has PHA determined and documented its conclusion that the PBV site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities consistent with its Admin Plan – and must consider regulatory list of required considerations at §983.57(b)(1) If census tract greater than 20% poverty, has there been a decline in the last five years? (If no, explain in comments) |  |  |  |
| Has the PHA documented that the site has met the site and neighborhood requirements at §983.57(d) for Existing, or for Rehab/New Construction? (If no, explain in comments) |  |  |  |

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| **SECTION 6** |
| **SUBSIDY LAYERING REVIEW****(see §983.55)** | **YES** | **NO** | **COMMENTS** |
| For New Construction and Rehab only, has the PHA obtained, before execution of the AHAP, a subsidy layering review by HUD or an independent entity approved by HUD. For a list of those entities use this website:http://portal.hud.gov/hudportal/HUDsrc=/program offices/public indian housing/programs/hcv/fmd Select “Related Information” from right hand side of page. Then select “Housing Credit Agencies – Subsidy Layering Reviews.” |  |  |  |

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| **SECTION 7** |
| **ENVIRONMENTAL****(see §983.59)** | **YES** | **NO** | **COMMENTS** |
| Prior to the AHAP or HAP for existing units, did the property meet the environmental review requirements at §983.58?  |  |  |  |
| * Who is the “responsible entity”?
 |  |  |  |
| Has a Request for Release of Funds (HUD 7015.15) been submitted to the HUD office? |  |  |  |

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| **SECTION 8** |
| **OTHER REQUIRMENTS** | **YES** | **NO** | **COMMENTS** |
| If applicable, was there compliance with the URA? |  |  |  |
| For new construction and rehabilitated projects, was there compliance with equal employment opportunity requirements? |  |  |  |
| For new construction and rehabilitation projects with 9 or more units, did the owner comply with Davis-Bacon wage requirements and did the PHA monitor compliance? |  |  |  |
| For existing projects with 9 or more units where rehabilitation is performed after HAP contract execution, was such rehabilitation contemplated at initial execution of the HAP contract and did such rehabilitation rise to the level of development? |  |  |  |

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| **SECTION 9 (continued on following page)** |
| **INITIAL RENT DETRMINATION****(see §983.301)** | **YES** | **NO** | **COMMENTS** |
| Do PBV gross rents include ***the PHA*** Utility Allowance, or HUD approved alternative? |  |  |  |
| Are PBV gross rents within the regulatory limit of 110% of the FMRs (or any established area exception rent)? |  |  |  |
| If no, can this higher rent meet the alternative criteria permitted for tax credit properties at §983.301(c).(*i) A contract unit receives a low income housing tax credit under the Internal Revenue Code of 1986 (see 26U.S.C. 42);**(ii) The contract unit* ***is not*** *located in a qualified census tract;**(iii) In the same building, there are comparable tax credit units of the same unit bedroom size as the contract unit; and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and**(iv) The tax credit rent exceeds the applicable fair market rental (or any exception payment standard) as determined in accordance with paragraph (b) of this section.* |  |  |  |
| In addition, does the tax credit-PBV rent meet the following regulatory requirement:*(2) In the case of a contract unit described in paragraph (c)(1) of this section, the rent to owner must not exceed the lowest of:**(ii) The reasonable rent; or**(iii) The rent requested by the owner.**(3) The ‘‘tax credit rent’’ is the rent charged for comparable units of the same bedroom size in the building that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., additional assistance such as tenant-based voucher assistance)* |  |  |  |
| For Tax Credit properties, if the rent is reasonable, the maximum Section 8 rent maybe used rather than the Tax Credit rent.Has the rent been determined rent reasonable? |  |  |  |
| Has the PHA only made upward adjustments to the contract rent when requested by the owner at the annual anniversary date in accordance with §983.302 |  |  |  |
| **For PHA owned units, has the initial contract rent been established by a HUD-approved entity?** |  |  |  |
| **For PHA owned units, has the independent entity determined rent reasonableness initially and at such other times as required by §983.303?** |  |  |  |

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| **SECTION 10** |
| **AGREEMENT TO ENTER HAP CONTRACT*****(For Rehabilitated and Newly Constructed units. see 24 CFR Subpart D)*** | **YES** | **NO** | **COMMENTS** |
| Having met the requirements above for new construction or rehabilitation projects, has the PHA executed an AHAP? |  |  |  |

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| **SECTION 11** |
| **COMPLETION DOCUMENTS*****(see §983.155)*** | **YES** | **NO** | **COMMENTS** |
| **Has the PHA received the following from owner:** |
| ***Required evidence of completion.***(1) ***Minimum submission.***At a minimum, the owner must submit the following evidence of completion to the PHA in the form and manner required by the PHA: Check “yes” box for those documents that have been submitted. |
| 1. Owner certification that the work has been completed in accordance with the HQS and all requirements of the Agreement; and
 |  |  |  |
| 1. Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.
 |  |  |  |
| (2) ***Additional documentation.*****At the discretion of the PHA**, the Agreement may specify additional documentation that must be submitted by the owner as evidence of housing completion. Forexample, such documentation may include: Check “yes” for those that apply. |
| 1. A certificate of occupancy or other evidence that the units comply with local requirements (such as code and zoning requirements); and
 |  |  |  |
| 1. An architect’s certification that the housing complies with:
 |  |  |  |
| (A) HUD housing quality standards; |  |  |  |
| (B) State, local, or other building codes; |  |  |  |
| (C) Zoning;  |  |  |  |
| (D) The rehabilitation work write-up (for rehabilitated housing) or the work description (for newly constructedhousing); or |  |  |  |
| (E) Any additional design or quality requirements pursuant to the Agreement. |  |  |  |

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| **SECTION 12** |
| **HAP CONTRACT****(see 24 CFR Subpart E)** | **YES** | **NO** | **COMMENTS** |
| Having determined completion documents are acceptable, and having determined, through inspection, that 100% of units meet HQS, has a HAP contract in the correct form between the PHA and owner been executed?*Term Max is 15 years for initial term. Renewal provision may be included in the Contract, but in combination with initial term may not exceed an additional 15years.* |  |  |  |