

PUBLIC NOTICE

The Zanesville Metropolitan Housing Authority (ZMHA) is seeking proposals for New Construction rental housing for our Project-Based Housing Choice Voucher Program located in Muskingum County, Ohio. Details and applicant packet are available on our website: zanesvillehousing.org

ZMHA is an equal employment and housing opportunity agency.

INTRODUCTION

The Zanesville Metropolitan Housing Authority (ZMHA) is seeking proposals from Landlords/Owners to participate in the Project-Based Housing Choice Voucher Program located in Muskingum County, Ohio. We are seeking proposals for New Construction only.

The deadline for submitting proposals to ZMHA is May 28, 2019 at 12:00 pm. No proposals will be accepted after this deadline. ZMHA is not responsible for mail service delays. Proposals must be submitted to:

**Housing Choice Voucher Department
Zanesville Metropolitan Housing Authority
407 Pershing Road
Zanesville, Ohio 43701**

Proposals will remain valid for a 90-day period following the submission deadline. ZMHA 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.

If you are unable to print the Application Packet you may request a copy by emailing your request to intake@zanesvillehousing.org

ZMHA is an equal employment and housing opportunity agency.

REQUIREMENTS FOR PROJECT BASED VOUCHER UNITS

The Zanesville Metropolitan Housing Authority (ZMHA) 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 persons by means of the Housing Choice Voucher Project Based Program. This program is administered similar to ZMHA's Tenant Based Housing Choice Voucher Program. The rental assistance for the Housing Choice Voucher Project Based Voucher Program is attached to the structure.

Families admitted to the Project-Based Voucher Program pay 30% of their adjusted monthly income towards tenant-paid utilities and rent to owner. Monthly expenses for tenant-paid utilities (telephone, cable, internet excluded) have been estimated to provide for reasonable consumption levels. The balance of the rent is paid directly to the owner and is based upon negotiated contract rents for various bedroom sizes. Rents are subject to HUD and ZMHA rent reasonableness criteria.

Interested owners must be willing to provide safe, affordable, and viable housing. Given that federal funds are used; owners are subject to federal and ZMHA regulations. Owners should familiarize themselves with Housing Choice Voucher regulations (24 CFR Parts 892 and 983) and ZMHA's Project Based Voucher Program Regulations.

For this solicitation, ZMHA will utilize a competitive proposal selection process. The Project Based Voucher Proposal Scoring Sheet is attached to this packet.

PROGRAM SUMMARY

The following summary outlines the majority of the requirements for ZMHA's Project Based Voucher Program.

1. Units must be located in Muskingum County.
2. The owner must execute a 15-year assistance contract within time frames established by ZMHA.
3. Information on the demographics associated with the building for which you are requesting project-based assistance. E.g. age range of the population, percentage of families, elderly, and disabled, etc. must be provided.
4. 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 income for rent and tenant-paid utilities.
5. Up to 50 units will be awarded. ZMHA reserves the sole right to modify the initial number of units requested by the owner for project-based assistance.
6. Applicant must apply for a minimum of six vouchers. In order to be eligible to receive vouchers, a proposal must achieve a score of at least 65.
7. Project-based units **must be new construction**.
8. Units must have on-site services and amenities for residents.
9. Project-based units must meet site selection standards.
10. Owner(s) selected for participation may not be delinquent in any real estate taxes for any properties under their ownership.
11. The owner must document that the proposed project is financially sound.
12. Owner must not be barred from participation in federal contracts.
13. Owner must be in good standing with ZMHA.
14. Owner must have property management experience, preferably in federally assisted housing.
15. All prospective occupants must meet ZMHA and HUD eligibility requirements.
16. Owner must comply with Housing Choice Voucher and ZMHA regulations and policies.
17. Documentation of on-site supportive services by third party sources must be initially provided and must be maintained throughout the contract.
18. Owner must identify whether or not there are any unresolved fair housing complaints pending on any properties under your control.
19. Additional requirements:
 - Construction must begin within 180 days of ZMHA's award notice unless an extension is granted by ZMHA.
 - Schematic drawings must be submitted with this application.
 - If the project combines other forms of governmental assistance ZMHA must request a subsidy layering review. Please refer to "When Subsidy Layering Reviews Are Requested" documentation. You must provide the items listed.
 - A 15-year operating performance must be submitted with the application.
 - Sources and uses of funds must be fully disclosed. Preliminary commitment letters from lenders and other entities must be submitted with the proposal.
 - ***Construction cannot commence before the Agreement to Enter Into a Housing Assistance Payment (AHAP) Contract is executed.***

- Units may be completed in stages as noted in the AHAP agreement.

20. 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 hard copies and one electronic copy.

The electronic copy should be emailed to intake@zanesvillehousing.org. Hard copies can either be mailed or hand delivered to: Zanesville Metropolitan Housing Authority, Attention HCVP, 407 Pershing Road, Zanesville, OH 43701. Each property submitted for project-based assistance will be considered individually.

QUESTIONS

Proposal documents can be viewed and downloaded from the PHA website at zanesvillehousing.org. Those applying are responsible for checking the PHA website for any addendums or updates before submitting their proposals. Questions concerning the program requirements or application must be emailed to intake@zanesvillehousing.org.

GENERAL INFORMATION

The Zanesville Housing Authority may provide up to 20% of its budget authority as allocated by HUD for use in the Project Based Voucher program. The PBV program requires compliance with all equal opportunity requirements under federal law and regulations including the authorities cited at 24 CFR 5.105(a).

The PHA may not provide PBV assistance for housing types inclusive of, but not limited to the following:

- Housing for which the new construction is started before an Agreement to Enter into Housing Assistance Payments is executed;
- 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 services, board and care or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and are designed for occupancy by students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner occupied units;
- Hi-rise family units (without prior HUD approval); or
- Units occupied by families that are ineligible for Project Based Assistance

Additionally, the PHA may not provide PBV assistance to the following types of assisted units in accordance with 24 CFR 983.54:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with any form of tenant-based rental assistance
- A unit with any other duplicative federal, state, or local housing subsidy
- A unit subsidized with any government rent subsidy
- A unit subsidized with 236 rental assistance payments (except the HA may attach assistance to a unit subsidized with 236 interest reduction payments)
- A Section 202 project for non-elderly with disabilities
- Section 811 project-based supportive housing for persons with disabilities
- Section 202 supportive housing for the elderly
- A Section 101 rent supplement project

Additional Information regarding HUD's Project Based Voucher Program may be viewed at 24CFR Part 983, PIH Notice 2017-21, HUD Forms 52531A, 52531B, 52530A, 52530B, 52530C-located at HUD Clips.

AGENCY OPTIONS

The PHA may, at its sole and absolute discretion, reject any and all, or part of any and all proposals; postpone or cancel, at any time, the application process; or waive any minor, nonmaterial irregularities in the application. Also, the criteria and process whereby proposals are evaluated, the decision as to who will receive an award, or whether or not an award will ever be made as a result of the application, will be at the sole and absolute discretion of the PHA. In no event will the Agency permit modification to a Proposal after the submission deadline.

EXPENSE OF PREPARATION AND SUBMISSION OF PROPOSALS

All expenses involved with the preparation and submission of the proposal shall be borne by the Respondent.

PROPOSALS OPEN TO PUBLIC

Subsequent to the award of the contract, all information submitted as part of, or in support of the Proposal will be available for public inspection in compliance with state and federal laws. Only financial information to confirm a Respondent's financial soundness, will be kept confidential.

CAP ON NUMBER OF PBV UNITS PER ASSISTED BUILDING

The PHA may only select proposals and enter into an AHAP contract to provide PBV assistance for up to 25% of units in each building.

PBV units will not be counted against the 25% cap for the following types of assisted units:

- Units in a single family building; or
- Excepted units in a multi-family building that are specifically made available for qualifying families.
 - Qualifying families includes elderly or disabled families OR families with one member of the household receiving the following types of supportive services:
 - Case management;
 - Life Skills;
 - Individual and/or group counseling; or
 - Substance Abuse services.

SITE SELECTION STANDARDS

The PHA may select a proposal for new construction and enter into a HAP contract for units meeting the following general criteria:

1. Project based assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations:

- a) Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community or Renewal Community?
- b) Is the proposed development located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition?
- c) Is the census tract in which the proposed PBV development is located undergoing significant revitalization?
- d) Have federal, state or local dollars been invested in the area to achieve the deconcentration of poverty and expansion of housing or economic opportunity?
- e) Are new market rate units being developed in the same census tract as the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area?
- f) If the poverty rate in the area where the proposed PBV development will be located is greater than 20%, the PHA may look at the poverty trend over the previous five (5) years.
- g) Are there meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located?

2. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent Act outlining fair housing.

3. A proposed site for new construction housing must meet the following site and neighborhood standards. The site must:

- 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;
- Not be located in a minority concentrated area except as noted below:
 - Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration;
 - The project is necessary to meet overriding housing needs that cannot be

met in that housing market areas;

- The distribution of PBV assisted units is reasonable and over a period of several years will approach an appropriate balance of housing choices within and outside of minority concentration.
- Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions;
- Be accessible to social, recreational, educational, commercial and health facilities 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;
- Except for new construction, housing designed for elderly persons, 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.

ENVIRONMENTAL REVIEW

PBV selected sites are subject to HUD environmental regulations in 24 CFR parts 50 and 58.

Under 24 CFR part 58, a unit of general local government, a county or a state (the “responsible entity” or “RE”) is responsible for the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321*et seq.*) and related applicable federal laws and authorities in accordance with 24 CFR 58.5 and 58.6.

If a PHA objects in writing to having the RE perform the federal environmental review, or if the RE declines to perform it, then HUD may perform the review itself (24 CFR 58.11). 24 CFR part 50 governs HUD performance of the review.

The PHA may not enter into an AHAP with an owner, and the PHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until one of the following occurs:

The responsible entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and HUD has given a release of funds, as defined in § 983.3(b);

The responsible entity has determined that the project to be assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or

HUD has performed an environmental review under 24 CFR part 50 and has notified the PHA in writing of environmental approval of the site.

HUD will not approve the release of funds for PBV assistance under this part if the PHA, the owner, or any other party commits funds (*i.e.*, enters an Agreement or HAP contract or otherwise incurs any costs or expenditures to be paid or reimbursed with such funds) before the PHA submits and HUD approves its request for release of funds (where such submission is required).

The PHA must supply all available, relevant information necessary for the RE (or HUD, if applicable) to perform any required environmental review for any site.

The PHA must require the owner to carry out mitigating measures required by the RE (or HUD, if applicable) as a result of the environmental review.

[70 FR 59913, Oct. 13, 2005, as amended at 79 FR 36167, June 25, 2014]

HOUSING ACCESSIBILITY

The proposed and selected housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8.

CONSTRUCTION SUBJECT TO DAVIS-BACON WAGES

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing.

TENANT SELECTION AND WAIT LIST

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list [24 CFR 983.251 ©]. All current PHA wait listed families must be given the first opportunity to apply for available units and the PBV wait list before all other families. The PHA establishes applicant eligibility for the PBV program; however the owner determines the suitability of the applicant according to the screening criteria indicated on their tenant selection plan. If approved, the applicant may enter into a lease with the owner. The household pays 30 percent of its adjusted income towards rent and the housing authority pays the Owner the difference between the family's portion and the gross rent of the unit.

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low Income families (earning at or below 30% of area median income). The income targeting requirement applies to the total of admissions to both programs [24 CFR 983.251 © (6)].

TERMS AND CONDITIONS

Through the PBV program, the PHA will enter into a housing assistance payment (HAP) contract with select property owner(s) for an initial term of 15 years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis. Any time before expiration of the HAP contract, the PHA may extend the term of the contract for an additional term of up to 20 years if the PHA determines an extension is appropriate and sufficient funding is available.

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
HOUSING CHOICE VOUCHER DEPARTMENT
PROJECT-BASED VOUCHER SUBSIDY STANDARDS
AND INCOME LIMITS**

**SUBSIDY STANDARDS AS OF 1-1-2019
(Includes allowances for tenant-paid utilities)**

**0-BR \$490
1-BR \$612
2-BR \$725
3-BR \$903
4-BR \$984**

**2019 Income Limits Summary
Muskingum County**

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
13,750	16,910	21,330	25,750	30,170	34,590	39,010	43,200
22,900	26,200	29,450	32,700	35,350	37,950	40,550	43,200

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
HOUSING CHOICE VOUCHER DEPARTMENT**

APPLICATION FOR PROJECT-BASED VOUCHER ASSISTANCE

Please complete this application along with a Table of Contents for each property site. Submit one original and two copies for review in 3-ring notebooks along with an electronic copy. Electronic copies should be emailed to intake@zanesvillehousing.org

Submit the application to:

**Zanesville Metropolitan Housing Authority
Attention HCVP
407 Pershing Road
Zanesville, Ohio 43701**

1. GENERAL INFORMATION

❖ Project Sponsor

A. Sponsor Organization: _____

B. Organization Address: _____

C. City: _____ Zip Code: _____

D. Federal Tax ID Number: _____

E. Sponsor Organization Type (check only one):

- Community Housing Development Organization:
- Nonprofit Housing Developer:
- Nonprofit Community Organization:
- For-profit housing developer:
- Other (please specify): _____

F. Executive Director: _____

G. Telephone: _____

H. Email: _____

I. Project Contact: _____

J. Telephone: _____

K. Email: _____

❖ 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

❖ **General Project Information:**

A. Project Name: _____

B. Project Address: _____

C. City: _____ State: _____ Zip Code: _____

D. Parcel Identification Number (PIN) _____

E. Census Tract: _____

F. Does the property comply with local zoning and building codes? If no please explain _____

G. 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. _____

❖ **PROJECT OWNER: Ownership Structure (check all that apply):**

- A. Nonprofit
- B. Limited Liability Corporation (LLC)
- C. Limited Partnership
- D. Other Corporation
- E. Other (please specify): _____

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 –Please explain

2. BUILDING CHARACTERISTICS (Attach photographs of site)

Type of Building: _____

Number of Stories: _____

Available Parking: _____ Off-Street _____ On-Street

Number of bedrooms per bedroom size:

0-Bedroom _____ 1-Bedroom _____

2-Bedroom _____ 3-Bedroom _____

4-Bedroom _____

Total Number of Units: _____

Number of project based vouchers requested. Please indicate the number requested by bedroom size and indicate the square footage by bedroom size:

Types of accessible features: _____

Amenities and Services: _____

3. CHARACTERISTICS OF THE POPULATION TO BE SERVED:

Provide information on the demographics associated with the development for which you are requesting project-based assistance. E.g. Individuals, couples, families with children, age range, percentage of families, elderly, and disabled, other demographic descriptions as appropriate to the project, etc.

4. OWNER COMMITMENT AND PREVIOUS PARTICIPATION

Provide as an attachment to this application the following information:

- Previous participation/experience with HUD and/or ZMHA Housing Programs.
- Plan to maintain the project as affordable housing for low-income families in the event the project-based contract expire.

5. DEVELOPMENT AND MANAGEMENT EXPERIENCE/SUPPORTIVE SERVICES

Provide as an attachment to this application the following information:

- Relevant property development and management experience.
- Provide a complete disclosure of ownership status (for-profit or non-profit owner) and organizational structure.
- Identify the owner and other project principals and the names of officers, staff and principal members, shareholders, investors and other parties having a financial interest in the project. Provide a disclosure of any possible conflict of interest by any of these parties that would be a violation of the HAP contract. Information concerning any participant who is not known at the time of the application submission must be provided to ZMHA as soon as the participant is known.
- Disclose any foreclosure or receivership actions, adverse government actions or health and safety violations, and any unresolved compliance agency audit findings.
- Disclose any unresolved fair housing complaints pending on any properties under your control.
- Disclose if you are delinquent in any real estate taxes for properties under your ownership.
- Disclose if you have been disbarred from participation in federal contracts.
- If managed by a third party, provide name and experience of the management company.
- Plan for managing and maintaining units if selected for a Project Based Assistance Contract.
- On-site 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 written service agreements or service contracts.

6. GENERAL LIVING QUALITY

Provide detailed information (maps and photographs) about nearby shopping areas, medical services, public transportation, cultural and educational facilities, and 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 ZMHA to evaluate the quality of the proposed project.

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

8. PROPOSED RENTS

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

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

All applicants must complete the accompanying budget and sources and use documents.

The owner must be able to start construction within 180 days of the initial award of project based assistance. ZMHA'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. SUBSIDY LAYERING REVIEW

If the project combines other forms of governmental assistance the PHA must require a subsidy layering review. Please see attachment "When Subsidy Layering Reviews Are Required". Provide a completed HUD Form 2880, Disclosure Statement as well as responses listed on Form "Documents Needed By ZMHA To Submit To HUD Headquarters For Subsidy Layering Review".

12. ENVIRONMENTAL REVIEW

Please provide a copy of your Environmental Review or request for an Environmental Review. ZMHA cannot enter an AHAP without an Environmental Review.

Project Name: _____ **Applicant:** _____

Proposed Project Schedule: As applicable, provide the schedule for completing the following actions. Enter the **anticipated** completion dates that are relevant for your project.

a. Project Start-up	Completion Date
Purchase Contract/Option Signed	
Property Acquisition Completed	
Zoning Approvals Obtained	
Detailed Program Design Completed	
Environmental Reviews Completed	
Building Permits Obtained	

b. Financing Sources Obtained	Completion Date
Construction Loan	
Bridge Loan	
Private Lender Financing	
Tax Credit Application Submitted	
Tax Credit Allocation Approval	
Gov't Grants/Loans:	
Other Financing:	
Other Financing:	

c. Construction/Implementation	Completion Date
Construction Starts	
Marketing of Units Begins	
Occupancy/Rent-up Begins	
Full Occupancy	

Project Costs: Provide information, as applicable.

a. Acquisition	Total Cost
Land acquisition costs	
Land acquisition closing costs (title, recording, etc.)	
Building acquisition costs	
Building acquisition closing costs (title, recording, etc.)	
Other:	

b. Construction Costs	Total Cost
Clearance/demolition	
Drainage improvements	
Installation/renovation of sanitary sewers	
Installation/renovation of water mains	
Transportation improvements (on-site)	

Transportation improvements (off-site)	
Other Site Work	
New construction of residential units	
Equipment	
General Requirements	
Builder's Overhead	
Builder's Profit	
Bonding Fee	
Builder's Risk Insurance	
Other:	
Other:	
Contingency	

Development Costs

a. Real Estate Matters	Total Cost
Partnership formation	
Subdivision	
Other:	
Other:	
b. Project Design	Total Cost
Architectural	
Architectural Supervision	
Cost Estimate	
Engineering	
Value Engineering	
Site Investigation	
Other:	
Other:	
c. Project Planning	Total Cost
All Fees	
Permits	
Appraisal	
Environmental Study	
Market Study	
Survey	
Utility Fees	
Other:	
Other	.
d. Marketing/Leasing	Total Cost
Marketing	
Operating Reserve	
Other:	
Other:	
Other:	
e. Developer's Fee	

Financing Costs

a. Tax Credits	Total Cost
Tax Credit Fee	
Tax Credit Counsel	
Cost Certification	
Other:	
Other:	
Other:	
Other:	
Other:	

b. Tax Exempt Bond Financing	Total Cost
Bond Counsel	
Underwriter's Fee	
Reimbursable	
Other:	
Other:	
Other:	
Other:	
Other:	

c. Conventional Loans	Total Cost
Construction Loan Origination Fees	
Construction Loan Legal Fees	
Permanent Loan Origination Fees	
Permanent Loan Legal Fees	
Loan Recordation Taxes/Fees	
Other:	
Other:	

d. Other Loans	Total Cost
Legal Fees	
Loan Recordation Taxes/Fees	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	

e. Other	Total Cost

f. Total Cost and Total Funding	Total Cost

Sources of Funds: Provide information as applicable.

a. Permanent Financing (do not include construction financing)

Name of Lender or Source of Funds, Contact Persons and Telephone Number	Amount Funded	Annual Debt Service	Annual Interest Rate (pct)	Amortization on Period (yrs.)	Loan Term (yrs.)
Owner's Equity (describe):					
Tax Credit Proceeds					
TOTAL					

***Please attach commitments for financing**

b. Construction Financing

Sources of Funds	Amount	Name and Phone Number of Contact

***Please attach commitments for construction financing**

c. Tax Credit Information

Tax credit basis amount:	Amount	Name and Phone Number of Contact
Type of credit (4% or 9%):		
Tax credit syndicator (contact and phone #)		

Annual Project Income: Provide the following information for rental projects only.

a. Projected Rent Schedule When Project is Fully Implemented

No. of Units of This Type	No. of Bedrooms & Baths	Avg. Size (sq. ft.)	Monthly Rent Per Units	Annual Rent for All Units
1.	0			0
2.	0			0
3.	0			0
4.	0			0
5.	0			0
6.	0			0
TOTAL				0

Stability of Operating Funding

a. Income

Source	Amount
Rental Income	
Parking	
Laundry Facilities	
Program Income	
Other Assistance	
Other (describe)	

TOTAL OPERATING INCOME	
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Sources of Additional Operating Income

Source	Amount
Grants with Commitments in hand	
Expected grants	
Contributions	
Fee For Service (example per diem)	
Other:	
Other:	
Projected Total Income	

****Please include documentation for Additional Income Sources

Expenses

a. Annual Administrative Costs*

Item	Amount
Advertising	
Management	
Administrative	
Legal/Accounting	
Other:	
Other:	
Total Administrative	

*Do not include program costs, support services, etc.

b. Annual Operating Costs

Item	Amount
Gas & Other Fuel	
Electricity	
Water/Sewer	
Trash Removal	
Janitorial	
Exterminating	
Other:	
Total Operating	

c. Annual Maintenance Costs

Item	Amount
Decorating	
Repairs	
Security	
Ground Maintenance	
Annual Replacement Reserve	
Other:	
Other:	
Total Maintenance	

d. Annual Taxes, Insurance and Debt Service

Item	Amount
Real Estate Taxes	
Insurance	
Mortgage/Debt Service	
Total Taxes, Insurance & Debt Service	

e. Annual Program Expenses*

Item	Amount
Cost of Services to Residents	

*Include only the cost of services to this facility.

Total Annual Operating Costs	
-------------------------------------	--

Cash Flow Assumptions

Vacancy Rate	
Collection Loss	
Replacement Reserves (per unit)	

Growth Rate - Rent	
Growth Rate – Other Income	
Growth Rate – General Expenses	
Growth Rate – Other	
Growth Rate - Other	
Growth Rate - Other	
Growth Rate - Other	

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. The undersigned hereby agrees to immediately report to the Housing Authority any such identity of interest relationships which occur in the future with respect to this property even though such relationships are not now anticipated.

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 work, or other amounts used to calculate final contract rents without the knowledge of and written approval of ZMHA, 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): _____

I am aware that information contained in this application may be used to induce the Zanesville 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 ZMHA 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 of parties excluded from federal procurement or non-procurement programs and I will immediately notify ZMHA 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 Muskingum County, Ohio in which I or my company/agency has a financial interest are current in the payment of Muskingum County real estate taxes.

Authorized Representative

Date

Title

PROJECT BASED VOUCHER PROPOSAL SCORING SHEET

ZMHA Priorities	Range	Points	Score
1.) Purpose of Development: Owner is willing to rent to a special needs population. Special needs population includes but is not limited to those who are in recovery, those who have a mental diagnosis, elderly or disabled.		15	
2.) Poverty Rate Is the development in a census tract with a poverty level below 20%?		10	
3.) Projects that provide supportive services targeted to special needs populations (See Addendum)	0-4 Services provided 4+ Services provided and commitment letters from service providers	5 20	
4.) Evidence of Management and Development Expertise:	1-5 5+	5 10	
• Number of rental housing projects which ownership entity has been directly involved in rehab or new construction			
• Number of rental housing projects the ownership entity has been involved in managing	1-5 5+	5 10	
• Number of years the management team has managed rental housing	1-5 5+	5 10	
5.) New construction cost	\$1,000-\$4,999/Unit \$5,000+	1 5	
6.) Proposed Schedule of completion and occupancy	12 months or less 13-18 Months 19 months or longer	10 2 0	
7.) Will there be community rooms, building security, and access to neighborhood amenities	No amenities Limited Amenities (1-3) Abundant Amenities 4+	0 5 10	

TOTAL MAXIMUM POINTS: 100

TOTAL: _____

ADDENDUM: Supportive services including, but not limited to, mental health counseling, case management, job training, education, support groups, and others shall be tailored to meet the needs of the population. Project sponsors may provide the supportive services either on or off-site, through their own services or by contracting with other qualified non-profit agencies.

When Subsidy Layering Reviews Are Required

When a new construction or rehabilitation project **has been selected by a PHA (Public Housing Authority)** pursuant to program regulations at 24 CFR part 983 and the project combines other forms of governmental assistance, the PHA must request a subsidy layering review. As part of the selection process, the PHA must require information regarding all HUD and/or other federal, State, or local governmental assistance to be disclosed by the project owner. Zanesville Metropolitan Housing Authority (ZMHA) requires HUD Form 2880 (Attached) to be used for this purpose. The owner must complete and submit a disclosure statement even if no other governmental assistance has been received or is anticipated. The statement must be submitted with the owner's application for project-based vouchers. If any information changes on the disclosure, by either the addition or deletion of other governmental assistance, the project owner must submit a revised disclosure statement. If before or during the HAP contract, the owner receives additional HUD or other governmental assistance for the project that results in an increase in project financing in an amount that is equal to or greater than 10 percent of the original development budget, the owner must report such changes to ZMHA and ZMHA must notify HUD that a further subsidy layering review is required.

The owner must provide to ZMHA all required documentation contained within the document. "Documents needed by ZMHA to submit to HUD Headquarters for Subsidy Layering Review."

Please note: In accordance with program regulations ZMHA may not provide project-based voucher assistance until after the required subsidy layering review has been performed in accordance with the above guidelines. Therefore, before entering into an Agreement to Enter into Housing Assistance Payments Contract (AHAP), ZMHA must await the outcome of the subsidy layering review.

DOCUMENTS NEEDED BY ZMHA TO SUBMIT TO HUD HEADQUARTERS FOR SUBSIDY LAYERING REVIEW

- 1. Narrative description of the project.** Please provide the total number of units with bedroom distribution. If only a portion of the units will receive project-based voucher assistance, this information is needed for both the project as a whole, and for the assisted portion.
- 2. Sources and Uses of Funds Statement.** List each source separately, indicate whether loan, grant, syndication proceeds, contributed equity, etc. Sources should generally include only permanent financing. If interim financing or a construction loan will be utilized, details will need to be included in a narrative. Uses will need to be detailed. Do not use broad categories such as “soft costs.” Acquisition costs should distinguish the purchase price from related costs such as appraisal, survey, titled and recording, and related legal fees. Construction and rehabilitation will need to include builder's profit and overhead as separate items.
- 3. Narrative describing details of each funding source.** For loans, details including principle, interest rate, amortization, term, and any accrual, deferral, balloon or forgiveness provisions. If a lender, grantor, or syndicator is imposing reserve or escrow requirements, details will need to be included in the narrative. If a lender will receive a portion of the net cash flow, either as additional debt service or in addition to debt service, this will need to be disclosed in the narrative.
- 4. Commitment Letters from lenders or other funding sources.** Letters evidencing commitment to provide funding to the project and disclosing significant terms are needed. Loan agreements and grant agreements are sufficient to meet this requirement. However, proposal letters and letters of intent are not sufficient to meet this requirement.
- 5. Appraisal Report.** The appraisal needs to establish the “as is” value of the property, before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based voucher assistance. An appraisal establishing value after the property is built or rehabilitated is not acceptable unless it also includes an “as is” valuation.
- 6. Stabilized Operating Pro Forma.** Must include projected rental, commercial, and miscellaneous income, vacancy loss, operating expenses, debt service, reserve contributions, and cash flow. The analysis must be projected over a 15-year period.
- 7. Tax Credit Allocation Letter.** Issued by the State tax credit allocation agency, this letter advises the developer of the amount of LIHTCs reserved for the project.

8. Historic Tax Credits. Some projects in designated historical districts may receive an additional one-time historic tax credit. If applicable, the amount of the historic tax credit will need to be disclosed.

9. Equity Contribution Schedule. If equity contributed to the project will be paid in installments over time, a schedule is needed providing the amount and timing of planned contributions.

10. Bridge Loans. If the financing plan includes a bridge loan so that proceeds can be paid up front when equity contributions are planned over an extended period, appropriate details will need to be provided.

11. Standard disclosure and perjury statement.

12. Identity of Interest Statement.

13. PHA commitment letter for project-based voucher assistance.

14. Proposed project-based voucher gross rent amounts.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
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Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.