

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**REQUEST FOR PROPOSALS**

**RFP #600-39-19**

**Project-Based Voucher & Gap Financing Program 2019**

**Due  
January 31, 2020  
at 2:00 p.m.**

**To: Kim Detrick  
Director of Procurement/Chief  
Contracting Officer  
100 Ross Street, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15219**

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Request for Proposals  
For  
Project-Based Voucher & Gap Financing Program 2019

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## SECTION I INTRODUCTION

The Housing Authority of the City of Pittsburgh (HACP) desires to work with private for-profit and/or non-profit owners and developers of affordable/mixed-income housing for developing/rehabilitating/preserving affordable units under its Project-Based Voucher (PBV) and Gap Financing program. HACP is undertaking this initiative to expand the available housing choices for low income families in Pittsburgh and to spur development of quality housing in areas where HACP and the City of Pittsburgh are undertaking community revitalization and redevelopment activities as well as to expand the availability of affordable, quality rental housing in neighborhoods that can meet U.S. Department of Housing and Urban Development's (HUD) PBV site selection standards.

HACP will provide certain financial incentives to support the successful completion of any particular affordable housing development proposal. HACP will offer two special incentives through this Request for Proposals (RFP):

- Section 8 Project-Based Housing Choice Voucher Funding or PBV
- Last Resort Gap Financing in the form of soft and/or hard loans (Gap Financing)

HACP's Project-Based Voucher/Gap Financing (PBV/Gap Financing) program is created to provide the last resort development financing source and project-based operating subsidy for developers/owners to develop and preserve affordable rental homes in the City of Pittsburgh. The HACP and its instrumentality, Allies & Ross Management and Development Corporation (ARMDC), will perform programmatic and underwriting analysis on all proposals submitted in response to this RFP. PBV/Gap Financing projects must also comply with HUD's Moving to Work (MTW) local non-traditional development program guidelines as described herein.

The PBV/Gap Financing program is explained in greater detail in Section II of the RFP and Guidelines (**Attachment A**). Proposals including affordable units within larger unsubsidized developments are encouraged. Developers and/or owner entities (Owner/Developer or Proposer or Offeror, used interchangeably in this RFP) responding to this RFP are also encouraged to be innovative in the leveraging of these resources and the structuring of financial deals to promote diverse and healthy communities.

Proposers who apply for and are selected to participate in the PBV/Gap Financing program will be subject to HACP's policies and procedures and approval by the Board of Commissioners.

HACP's selection process under this RFP may result in one or more awards for Project-Based Vouchers and Gap Financing support that HACP has determined to be in its best interest. As each proposed project's financing is identified, planned and/or ready for implementation, HACP/ARMDC will analyze the deal and determine if HACP's investment will assist in the timely implementation of the project. HACP reserves the right to award to one or multiple respondents, or to not make an award.

**Critical Timeline**

1. For non- Low-Income Housing Tax Credit (LIHTC) projects, due-diligence items\* are due 180 days from the date of the PBV/Gap Financing award letter.
2. For 9% LIHTC transactions, the Offeror must submit in its proposal of this RFP evidence that it has applied for the 9% LIHTC by November 16, 2019. Following Pennsylvania Housing Finance Agency (PHFA)'s notification of 9% LIHTC award for the Offeror's proposed project of this RFP, the due-diligence items\* are due within 180 days following the LIHTC award. If the Offeror's application for 9% LIHTC for the proposed project of this RFP is unsuccessful, HACP's RFP award will be automatically terminated.
3. For 4% LIHTC transactions, the Offeror must submit 4% LIHTC application to PHFA by June 1, 2020 and provide evidence of the application within 7 days of the LIHTC application submission. Following PHFA's notification of 4% LIHTC award for the Offeror's proposed project of this RFP, the due-diligence items\* are due within 180 days following the LIHTC award. If the Offeror's application for 4% LIHTC for the proposed project of this RFP is unsuccessful, HACP's RFP award will be automatically terminated.

*\* The due-diligence items for this purpose are as follows (HACP can request more information and documentation as needed, with its discretion)*

1. *Securing of all equity and grant funding awards and written commitment of all loans*
2. *Draft of HUD Development Proposal package including the TDC workbook*
3. *Draft of Exhibits B and C of the AHAP*

**Available Funds:** HACP's provision of PBV/Gap Financing funds is dependent on the availability of MTW funds. As of the date of the RFP, HACP's Gap Financing funding of up to \$6,000,000 is available through this RFP. HACP may make discretionary decisions to increase or decrease the Gap Financing budget for this RFP pursuant to all approvals and requirements by its board and HUD.

HACP may, at its discretion, select one or more of the proposals submitted, or none of the proposals submitted without cause. HACP shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

Any questions regarding this RFP should be in writing and directed to:

Kim Detrick  
Director of Procurement/Chief Contracting Officer  
Housing Authority of the City of Pittsburgh  
100 Ross Street, 2<sup>nd</sup> Floor, Suite 200  
Pittsburgh, PA 15219

Following are the key dates associated with this RFP.

January 31, 2020 2:00 p.m.	Deadline for Submission of Proposals  To: Kim Detrick – Procurement Director Housing Authority of the City of Pittsburgh 100 Ross Street, 2 <sup>nd</sup> Floor, Suite 200 Pittsburgh, PA 15219
January 10, 2020 9:00 a.m.	Pre-submission Meeting: Procurement Department Housing Authority of the City of Pittsburgh 100 Ross Street, 2 <sup>nd</sup> Floor, Conference Room Pittsburgh, PA 15219
January 24, 2020 2:00 p.m.	Deadline for the submission of written questions.

## SECTION II SCOPE OF SERVICES

Proposers are encouraged to propose an optimal number of units given their organizational capacity and project feasibility. HACP is trying to promote mixed-income housing and follow an open, fair and inclusive process. These programs act as one of the many provided funding sources towards the development of affordable housing units (rehabilitated or newly constructed housing units) within the City of Pittsburgh. Successful proposers who receive a PBV/Gap Financing award must agree to ensure that the PBV/Gap Financing units remain affordable for a thirty-year duration period from placed in service date or term of HACP/ARMDC's Gap Financing loan, whichever is greater.

Proposers who receive a Gap Financing award must perform services in compliance with HACP's policies and procedures and all rules, regulations and requirements of PBV set forth in 24 CFR 983 and Mixed-Finance Development set forth in 24 CFR Part 905, Subpart F and all other applicable Federal regulations.

Please refer to HACP's PBV/Gap Financing Program & Underwriting Guidelines (**Attachment A**) for additional details of the requirements.

### **A. General Requirements**

#### Good Standing and No Debarments/Suspensions

Each Offeror must be in good standing with HACP, and any Federal, State or Municipality that has or has had a contracting relationship with the firm. If Offeror is not in good standing with HACP, and/or any Federal, State or Municipality this must be disclosed. If a Federal, State or Municipal entity has terminated any contract with an Offeror for deficiencies or defaults, that Offeror must disclose this information to HACP. HACP will consider such facts and circumstances during its evaluation of the Offeror's proposal. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

An Offeror may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Pittsburgh, financially sound and able to provide the services being procured by HACP. If an Offeror has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Offeror must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission.

### Eligible Projects & Applicants

All of the units supported by the PBV/Gap Financing program must be located within the City of Pittsburgh and Owners/Developers must commit to the long-term preservation and management of the newly developed or rehabilitated affordable housing. Eligible applicants are private, for-profit developers and non-profit organizations.

### Site Control

Although site control is a requirement for this RFP, HACP, in its discretion, may allow the site control to be completed within 90 days from the PBV/Gap Financing award date. If allowed, the 90-day site control deadline shall be strictly enforced, and any proposed projects failing to meet this requirement will have their award rescinded immediately.

### Market Analysis

HACP requires a market analysis for all PBV/Gap Financing projects. This guidance adopts PHFA's market study requirements, regardless of whether the project uses LIHTC or not. The market analysis should provide sufficient and clearly defined information that can be used for HUD's PBV site selection standards justification in conformity with HUD 24 CFR 983.57 unless the proposer provides separate documentation for the site selection standards as described in "PBV Site Selection Standards" below.

### Appraisal

If HACP's Gap Financing loan is used to acquire a real estate property for a project, HACP's funds must not be used to pay above the appraised value of the property. Any appraisals submitted must have had an inspection conducted within 120 days of the submission.

### Physical Capital Needs Assessment

When applying for HACP funding, a Physical Capital Needs Assessment (PCNA) is needed for proposed projects consisting of existing structures and a rehabilitation scope.

### Site Selection Standards

PBV projects must meet or be justifiable in accordance with HUD's site selection standards(24 CFR 905.602[d]) which is enforced by HUD's Office of Fair Housing and Equal Opportunity (FHEO). Pursuant to the RFP award, each awardee shall work with HACP to prepare a site selection standards submission that will be reviewed by FHEO and HUD field office. Pittsburgh's HUD Field Office directly coordinates the submission and evaluation with FHEO. Only projects that meet FHEO's approval will be funded.

### Subsidy Layering Review

All federally funded and/or subsidized development projects are subject to HUD's subsidy layering review. In order to ensure that the amount of funds requested is not more than the demonstrated need, a Subsidy Layering Review (SLR) must be performed by HUD or a HUD-approved entity (i.e., Pennsylvania Housing Finance Agency [PHFA]). PHFA will perform the SLR certification process for the projects that are awarded the LIHTC. HUD's Office of Housing Choice Vouchers conducts the SLR for non-LIHTC projects. A fully approved SLR is required for an Agreement to Enter Into a Housing Assistance Payments Contract (AHAP) and Gap Financing closing.

### Environmental Review

HACP must obtain HUD's Part 58 environmental approval prior to execution of the PBV/Gap Financing program's legal contracts and agreements (e.g., AHAP and Gap Financing loan documents) and release of any HUD funds for PBV/Gap Financing projects. All activities funded by the PBV/Gap Financing program are subject to an environmental review under HUD's environmental regulations at 24 CFR Part 58. Please note that the City of Pittsburgh, as the responsible entity, will commence its environmental review process only upon receipt of Pennsylvania State Historic Preservation Office's (SHPO) approval of the project. This review and approval process may take some time and it is recommended for the Owners/Developers to initiate this process at the onset.

### Davis-Bacon Wage Requirements

Regardless of the number of PBV units, awardees of HACP's Gap Financing program are required to comply with HUD-required Davis-Bacon Wage Rates. The Owner/Developer is not "locked in" to a particular wage determination until the construction contract is signed.

### Minority/Women-owned Contractors

Minority and Women Business Enterprise (MBE/WBE) commitment is required for projects funded by the PBV/Gap Financing program. ARMDC's MBE/WBE participation goals are as follows:

- MBE Goal: 25% of total development cost
- WBE Goal: 10% of total development cost

### Section 3 Employment and Contracting Requirements

PBV/Gap Financing projects must comply with Section 3 training, employment and contracting requirements. Please refer to 24 CFR 135.34 regarding Section 3 Employment and Training Opportunities and 24 CFR 135.36 regarding Section 3 Business Contracting Opportunities.



### Uniform Federal Accessibility Standards (UFAS) Certification

A development should include a minimum 10% of mobility-impaired accessible units and a minimum 2% of sensory impaired accessible units in accordance with UFAS.

HACP requires that all units developed must be in compliance with all applicable Federal regulations including, but not limited to, Handicap Accessibility (Section 504), UFAS and Federal procurement requirements. In addition to the Federal laws and regulations, all the units must satisfy the compliance requirements of the Commonwealth of Pennsylvania laws and regulations and the City of Pittsburgh Building Codes.

### Relocation

All acquisition, demolition, rehabilitation, and development activities supported by the PBV/Gap Financing program shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (or Uniform Relocation Act) and with implementation regulations at 49 CFR Part 24.

## **B. PBV Program**

HACP's PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005 at 24 CFR Part 983 as modified by the Housing and Economic Recovery Act of 2008 and Federal Register Notice 73 FR 71037, other applicable Notices from HUD, the implementing provisions of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) (Federal Register Notices 82 FR 5458 and 82 FR 32461), the Housing Authority of the City of Pittsburgh's Housing Choice Voucher Program Administrative Plan and its MTW Agreement.

- Any proposed development under the PBV/Gap Financing program must utilize PBV subsidy for a minimum of 10% of the development's total number of housing units.
- The owner entity and HACP will enter into the AHAP which must be approved by HACP and fully executed by both parties prior to construction activities of the proposed project.
- Upon satisfactory completion of construction in accordance with the AHAP, HACP will enter into a Housing Assistance Payments (HAP) contract with the property owner for designated PBV rental units for an initial term of twenty years, with the possibility of a contract extension if offered by HACP.

### Ineligible Housing Types

Note that certain types of housing units and/or developments *are not eligible* for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;

- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care. However, HACP may approve assistance for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
- Units that are owned or controlled by an educational institution or its affiliate(s) and designed for occupancy by the students of the institution;
- Manufactured homes;
- Transitional housing;
- Owner/Developer-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the HAP contract; however, HACP will accept proposals for existing properties with a limited number of currently ineligible households.
- Units for which construction or rehabilitation commenced prior to execution of the AHAP.
- Property will not be constructed or rehabilitated with other assistance under the U.S. Housing Act of 1937 in accordance with 24 CFR 983.54.
- Subsidized housing unit types determined ineligible in accordance with HUD regulations. These include, but are not limited to, public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or HACP.

### Income Mixing Requirements

The number of PBV assisted units in the building cannot exceed the greater of 25 units or 25 percent (25%) of the total number of dwelling units in the project. The only available exceptions to this cap are:

- Units exclusively serving elderly families (head, co-head, spouse or sole member(s) is 62 years of age or older).
- Units made available specifically for households eligible for supportive services available to all households of the project such as families with a household member with a disability, as well as other populations. This exception is designed for housing with linked supportive services for various special needs populations that have a preference for families requiring the available services. See HUD regulations at 24 CFR 983.56 as amended by notices implementing HOTMA, as referenced above.
- Projects in a census tract with a poverty rate of 20 percent (20%) or less, as determined in the most recent American Community Survey 5-year estimates,

are subject to an alternate cap, which is the larger of 25 units or 40 percent (40%) of the total number of dwelling units in the project.

- **Proposers considering “*Excepted Units*” MUST:**
  - **Specifically identify the exception requested, and provide evidence of eligibility for the exception;**
  - **For excepted units for supportive services, specifically identify the service to be provided, the entity providing the service, and provide a detailed description of the service including a description demonstrating service availability to all resident households and any preferences proposed for households requiring those services.**

### Pre-Construction

The AHAP must be executed before construction can begin on a project. The awarded PBVs will be withdrawn should construction begin prior to issuance of the AHAP.

### Rent Reasonableness

The amount of the rent to Owner/Developer is determined in accordance with HUD regulations. The rent to Owner/Developer including any applicable tenant utility allowances must not exceed the lowest of:

1. An amount not to exceed 110 percent (110%) of the applicable Metropolitan Statistical Area Fair Market Rent (MSAFMR, **Attachment I**) for the unit bedroom size including any applicable tenant-paid utility allowance. For units meeting the UFAS requirements, an amount determined by HACP, not to exceed 120 percent (120%) of the applicable MSAFMR for the unit bedroom size including any applicable tenant-paid utility allowance; or
2. The rent reasonableness study conducted by HACP; or
3. The rent requested by the Owner/Developer.

Please include proposed rent levels in your proposal. Rent levels are subject to HACP review and approval, including review for rent reasonableness, as required by HUD. Final rent levels for the initial HAP contract will be determined upon HAP execution.

## **C. Gap Financing Program**

The Gap Financing program will provide funding towards the development of affordable housing units (existing, rehabilitated or newly constructed housing units) within the City of Pittsburgh. HACP intends to offer Gap Financing as the last source of funds required to implement a development plan (i.e., a development project would not be implemented if not for the provision of HACP’s Gap Financing loan). HACP will only provide Gap Financing to a particular project that has met all of the following criteria:

- Owners/Developers must secure either a 9% or 4% allocation of LIHTC from PHFA, or raise enough equity from alternate sources.
- Owners/Developers have applied for or secured commitment of other gap financing from 3rd parties other than HACP before HACP can commit any funding to the deal.
- Owners/Developers must secure written commitments from all possible funding sources (i.e. loans, grants, private equity, etc.).

#### Affordability Restrictions (Use Agreement)

Affordability income range and term must be approved by HACP and HUD. HUD's Use Agreement will govern certain affordability restrictions for each development. HUD's minimum affordability use term is 30 years and it will increase to follow any loan term of Gap Financing loan that goes beyond 30 years.

#### Eligible Activities

HACP's Gap Financing loan can be used for typical development project costs except for the following ineligible uses:

- **Ineligible uses**
  - Operating reserves
  - Developer fee or deferred developer fee
  - Construction of commercial or retail space

NOTE: ARMDC does not provide a predevelopment fund or predevelopment loan under the Gap Financing program.

#### Maximum Loan Amounts

The Gap Financing loans will be provided in the form of a construction loan or a construction/permanent loan. Provided below is a schedule for the maximum amount of Gap Financing that can be provided to each project. Each project must meet all maximum loan limits.

	Per UNIT Maximum	Per PROJECT Maximum
Primary Equity Financing Methods	Maximum Amount of Gap Financing Loan Per PBV unit	Maximum Amount of Gap Financing Loan Per Project
9% LIHTC	\$30,000	\$700,000
4% LIHTC	\$85,000	\$2,000,000
Non-LIHTC	\$85,000	\$2,000,000

#### Loan Term

The maximum term of each ARMDC Gap Financing loan shall not exceed 40 years.

### Loan Structure

- Cash Flow-Based Loan
  - HACP's Gap Financing loan can be allowed as a last resort gap financing tool for the proposed projects. HACP will review the project financing and deal structures in detail. As a result, HACP's Gap Financing is often structured as a cash flow-based loan.
  - The Gap Financing loan should be the first position with respect to other soft loans except for deferred developer fee. Each project's overall cash flow distribution, especially Gap Financing loan repayment and any other related fees for HACP/ARMDC, must be approved by HACP/ARMDC.
- Amortization Loan
  - Under certain conditions, such as favorable financial terms and conditions agreeable by all parties that can also help sustain HACP/ARMDC's affordable housing funds, the Gap Financing loan can be structured to provide a hard amortization debt that requires a fixed amount of loan repayment on an annual basis along with annual service fees.

### Debt Service Coverage Ratio

If the Debt Service Coverage Ratio (DSCR) exceeds 1.15 on average for the first 15 years in the operating proforma calculation, the Owner/Developer should either:

1. Increase the amount of senior hard loan to increase fixed repayment to lower the DSCR to 1.15 level or
2. Convert a portion or all of HACP Gap Financing loan to a hard debt that generates fixed repayment to lower the DSCR to 1.15 or
3. Increase cash flow distribution substantially to HACP/ARMDC Gap Financing loan repayment if the loan is structured as a cash flow loan.

Note: ARMDC can consider a higher DSCR limit up to 1.20 if the ARMDC Gap Financing loan is structured for a 30-year or shorter amortization period. Based on a standard proforma assumption (i.e., rents increase by 2 percent (2%) per year and expenses increase by three percent (3%) per year), a higher DSCR can be allowed to maintain DSCR at or above 1.00 during the first 15 years.

### Total Development Costs Limits

HUD enforces limits on the Total Development Costs (TDC) of projects, especially those administered by Public Housing Authorities that use public housing funds. As a result, each application will be subjected to a review to ensure compliance with 24 CFR 905.314 TDC limits. The information shall be provided in HUD's spreadsheet template as part of HUD's development proposal packet. (**Attachment A**). Mixed-Finance Development Proposal and Total Development Cost (TDC) Workbook)

### Cost Reasonableness

HACP reserves the right to request additional information from all applicants in order to determine the cost reasonableness of a proposed project. Development cost will be evaluated by comparing costs to similar developments or previous phases of a development. Total development costs and operating expenses will be evaluated on a per unit and/or per square foot basis.

### HUD Cost Control and Safe Harbors

HACP's PBV/Gap Financing projects are subject to HUD's Cost Control and Safe Harbors. (Please refer to PBV/Gap Financing Program & Underwriting Guidelines **Attachment A**)

HUD's Cost Control and Safe Harbors regulate various elements of the project's development budget. The TDC workbook model provides some key cost control items for verification.

### Cash Flow

Projects should not generate excessive cash flow. Annual net cash flow should be less than 15% of annual total operating expenses.

### Identity of Interest

If there is an identity of interest (IOI) between the developer and the contractor/builder, i.e., a financial relationship between the two parties, the developer may award the construction contract to the related contractor/builder only if it has met one of the following requirements prior to HUD's approval of the Development Proposal. If an IOI is applicable to a project, the developer must select one of the following check cases and provide the required information.

- 24 CFR 905.604(i)(1): There has been a bidding procedure and the related contractor's bid was the lowest bid received. Provide documentation on the bidding process and the bids received.

OR

- 24 CFR 905.604(i)(2): There is an independent third-party cost estimate that shows the related contractor's price to be at or below the cost estimate. Provide a copy of the cost estimate and the related contractor's cost or construction contract.

### **SECTION III CONTENT OF RESPONSE DOCUMENTS**

Offerors submitting proposals should fully read and comprehend this entire RFP. Proposals received without all of the required information may be deemed non-responsive. Offerors must submit one (1) original plus three (3) paper copies of their technical proposal and one (1) electronic copy in PDF format on a CD. PBV Program proposal sections must include the 'application form', or that information in the format provided by HACP. Only paper applications will be accepted. Format is provided as described below.

#### **A. Description of Contents of Proposal**

**Proposals** must provide information on the following topics and in the listed order:

1. **Letter of Interest** including contact name and telephone number (Cover letter)
2. **Organizational Documents:**
  - (a) Type of Organization; Corporation, Limited Liability Company, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, members, partners, principals and any other persons exercising control over the entity(ies).
  - (b) Copies of Certificate of Incorporation, Certificate of Organization, Partnership Agreement, Joint Venture Agreement or other organizational documents.
  - (c) All applicable Licenses/Certifications.
  - (d) A corporate or partnership resolution signed by the Secretary of the Corporation or Partnership and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

#### **3. Threshold Items**

All proposals must provide adequate information for HACP to determine proposal's compliance with the following threshold items. Please provide evidence (and/or statements as needed) that the proposed development meets the following threshold items:

- (a) Evidence of site control (e.g., sales agreement, option, deed, letter of intent) by proposer or committed proposer partner(s). Where the site is controlled by a public entity such as the HACP or the Urban Redevelopment Authority, documentation of the availability of the site, the intent of the controlling entity, and the status of negotiations with the controlling entity and of the disposition process must be included.
- (b) Proposed initial gross rents must not exceed 110% (120% for UFAS units) of the applicable MSAFMR including any applicable allowance for tenant-paid utilities for the size of the unit.
- (c) Property will not be constructed or rehabilitated with other assistance under the U.S. Housing Act of 1937 in accordance with 24 CFR §983.54.
- (d) No construction or rehabilitation activity has begun. Construction activity includes site preparation. HACP is prohibited from entering into an AHAP if construction work, including site preparation, has been initiated.

- (e) If rehabilitation of existing, occupied units is proposed and relocation of current households is necessary to complete the rehabilitation work, compliance with applicable relocation laws and regulations including the Uniform Relocation Act is required. (Please note that the use of other federal housing and community development funds in a project can trigger additional regulatory requirements for tenant relocation such as Section 104(d) of the Housing and Community Development Act of 1974.
- (f) The number of units eligible for PBV assistance should not exceed the Not more than the greater of 25 units or 25 percent (25%) of units in a project, except to the extent such projects include excepted units or qualify for the alternate cap, as described above.

**The following requested information is based on the PBV/Gap Financing Scoring Criteria (Attachment H). Please read and follow the instructions to get to the right measurement tools as referenced in Attachment H.**

#### **4. Site Location Criteria**

- (a) **Site location information:** Street address, Block/Lot No., and Census Tract ID
- (b) **Census Tract-Based Socio-Economics:** HACP's reviewer will use the measurement tools referenced in **Attachment H** to determine scores for each of the criteria (minority concentration, poverty concentration, unemployment rate, and median household income). Please do not include printed maps or any additional statistical analysis for this section.
- (c) **Surrounding Neighborhood:** Narrative statement
- (d) **Access to Services and Amenities:**
  - i. Neighborhood elementary and high school proficiency index: Refer to the instructions provided in **Attachment H** for ascertaining the proficiency index.
  - ii. *Transit Score and Walk Score (www.walkscore.com): Printed website page* for the proposed development site from the website provided.

#### **5. Capacity Documents**

- (a) Documents that demonstrate Offeror's organizational capacity.
- (b) Listing and narrative of the Respondent's Team Members and the roles each will have in the initiative being pursued under this RFP.
  - **Lead applicant (either developer or owner entity):** Describe the team's experiences in successfully working on projects with similar scope of work as the one described in this request for proposal. Also state how many development projects the firm has completed in the past 3-5 years and include the following attributes associated with each project:
    - Project Name
    - Number of Units
    - Number of Low Income Affordable Units
    - Financing Sources (including 4% or 9% LIHTCs)



- Current Stage of Development (i.e. Pre-development, Construction, Lease-Up or Stabilization)
- Provide the names and resumes of the key staff members that will be assigned to this project if the Offeror is successful and how many projects each has successfully managed.
- **Architect/Engineer:** Describe experience and capacity of A/E firm proposed for the proposed project. Include resumes of major team members and references.
- **General Contractor (if applicable):** Describe experience and capacity of A/E firm proposed for the proposed project. Include resumes of major team members and references.
- **Property Management Agent:** Provide a list of properties that the management agent has managed past 10 years. The list should include the name of the property, location, number of units, income mix, building type, type of major development sources, and years managed by the agent.

## 6. Development Cost Reasonableness

- (a) Total development costs or TDC (inclusive of all costs including developer fees)
  - i. Complete Unit/Building Mix worksheet of HUD TDC Calculation workbook
- (b) Compliance with Funding Guidelines:
  - i. TDC per PBV unit: Provide development proposal and TDC calculation workbook as provided in **Attachment A**.

## 7. Design Excellence

- (a) Fill out a comprehensive unit mix chart (**Attachment B**) which provides building types, bedroom mix, and accessibility features
- (b) Units with visibility and/or universal design features
- (c) Site map and narrative design statement from project architect
- (d) Sustainability/Energy Efficiency standards
- (e) Please also describe how your proposal will assist with the rehabilitation and strengthening of your neighborhood. Additionally, please describe the design process during the Schematic/Preliminary Study, Design Development, Construction Documents and Construction Administration Phases of the project. Describe the process the A/E will put in place to ensure that HACP and its 3<sup>rd</sup> Party Certifier participate in the design process.

## 8. PBV Application Form. **Attachment K** (available in electronic fillable format at <https://hacp.org/doing-business/procurement-search/>) including:

- Building Information
- Need for PBV assistance to make the project feasible
- Other forms of assistance received
- Other affordability restrictions (if any)
- Handicapped unit accessibility features

- Intended resident population
  - Tenant selection criteria and plan
  - Unit Information
  - Community/Neighborhood Amenities
  - Unit/Development Amenities
  - Owner/Developer experience owning/developing rental housing
  - Owner/Developer experience managing/maintaining rental housing
  - Management and Maintenance Plans
  - Services to be provided, with service providers, if applicable (Including services for all residents. Services provided that are required of residents for occupancy in “Excepted Units” should be included in a separate excepted unit plan).
  - Additional narrative pages may be added. It is recommended that a narrative highlighting applicable items from the Application Form that correlate to each of the rating factors on page 14 be included.
9. **Project Financing:** Describe the Owner/Developer’s financing methodology for this project. Include sources and uses, proforma and equity calculation for LIHTC deals. Utilize the templates of **Attachment A**.
10. **Project Readiness:**
- (a) Construction readiness: Demonstrate completeness of design and construction-related due diligence items such as environmental site assessments, geotechnical assessment, zoning approvals, and design documents.
  - (b) Community Involvement: Demonstrate extensive and sufficient amount of community involvement activities by providing letters of support from community groups, a narrative of the community engagement activities to date, and evidence of public meetings.
11. **Minority and Women Business Participation (Attachment E):** Describe ways the Respondent will utilize MBE/WBE businesses to meet HACP’s and the City of Pittsburgh’s goal of 18% Minority owned and 7% Women owned business participation. **The attached Special Participation Summary must be completed.** Submission of additional narrative with a detailed plan to maximize the participation of MBE/WBE in the award of contracts/purchase of goods and services is encouraged.
12. **Section 3 Clause and Section 3 Participation Plan (Attachment F):** Describe ways the Respondent will comply with HACP’s Section 3 Policy for hiring HACP residents and/or other local low-income individuals by completing the Section 3 Plan included as an attachment, and adding additional narrative as needed. **The attached Section 3 Plan, including a Tier Selection and attachment if required, must be completed.** Submission of additional narrative with a detailed plan to maximize the hiring of Section 3 residents by the proposer, contractors, and subcontractors is encouraged.

13. **References:** For both the development team and the A/E firm, provide a list of references for developments or projects in which each firm has performed services similar to those described in this Request for Proposals. Such listing shall include at least the following information.
- (1) Name of the contracting entity.
  - (2) Name, title and a telephone number of a contact person for each identified contracting entity to permit reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the project and who was involved in managing the contract between the Respondent and the contracting entity.
  - (3) Start and Completion dates of each project.
  - (4) Description of Respondent's responsibilities including; planning, designing, construction, UFAS certification, etc.
14. **Financial Commitments:** Financial commitments can take the form of a commitment letter and/or term sheet from financial institutions or a Letter of Intent from other equity providers. For proposals indicating a gap in financing due to pending funding applications or letters of intent rather than binding commitments, proposers will have one-hundred-eighty (180) days from the date of award to produce evidence of all necessary financial commitments, prior to HACP entering into an Agreement. If additional time is required, extensions can be requested. **Proposals indicating a gap in financing without a letter of intent, pending application, or specifically identified and available potential funding source (such as an open, announced, or recurring solicitation or competition, including possible last resort gap financing offered by HACP) will not be considered.**
15. **Certifications and Representations of Offerors:** Each Offeror must complete the Certifications and Representations of Offerors in **Attachment D**.

Please also refer to **Instruction to Offerors for Non-Construction, HUD 5369-B (Attachment C)**.

## SECTION IV EVALUATION CRITERIA

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response in accordance with the scoring criteria that are summarized below. Please refer to **Attachment H** for additional details. Responses may receive a maximum score of one hundred twenty-four (123) points subdivided as follows:

### **Site Location and Neighborhood: Maximum 21 points**

- Minority Concentration (max. 4 points)
- Poverty Concentration (max. 4 points)
- Unemployment rate (max. 4 points)
- Targeted Revitalization Efforts (max. 2 points)
- Access to Services and Amenities (max. 7 points)

### **Capacity of Owner/Developer Team Maximum 25 Points**

The Owner/Developer Team has the necessary capacity to deliver the scope of services, secure funding/financing and implement the project as referenced in this RFP. Owners/Developers who have finished similar PBV and/or development projects and can show a high likelihood that the project will be completed successfully will be scored higher. Owners/Developers who have demonstrated management capacity and have managed similar projects will be scored higher.

- Development Experience and Capacity (max. 15 points)
- Property Management Experience and Capacity (max. 10 points)

### **Compliance with Funding Guidelines & Cost Reasonableness Maximum 20 points**

- Total Development Cost (max. 10 points)
- Net Cash Flow (max. 5 points)
- Per PBV Unit Gap Financing Requirement (max. 5 points)

### **Unit Mix/ Site Design/ Accessibility Criteria Maximum 12 points**

- Diversification and combination of bedroom-type units (max. 3 points)
- Diversification and combination of housing types (max. 2 points)
- Accessibility (UFAS) provision exceeds regulatory threshold (max. 1 point)
- Visitability and its application in building design (max. 1 point)
- Application of Universal Design principles in building design (max. 1 point)
- Compatible design that fits in and enriches its surrounding environment (max. 1 point)
- Good Site Design (max. 1 point)

- Sustainability and Energy Efficiency Standards (max. 2 points)

**Project Feasibility/Readiness****Maximum 15 points**

- Commitment from Other Funding Sources (max. 9 points)
- Construction Readiness (max. 3 points)
- Community Involvement (max. 3 points)

**MBE/WBE Participation****Maximum 10 points**

Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirements and goals related to Minority/Women Business Participants.

**Section 3 Goals****Maximum 10 points**

Respondent's demonstrated experience and/or proposed efforts to assist HACP in meeting its Section 3 goals by hiring HACP residents and/or other income individuals.

**Project-Based Voucher Application Form (Attachment K)****Maximum 10 points**

Complete, consistent, and fully-documented Project-Based Voucher Application Form will receive maximum points.

**Deductions**

Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

**If a project does not provide complete information for items indicated above, it will be designated non-responsive.**

## SECTION V PROCUREMENT AND AWARD PROCESS

Pursuant to 2 C.F.R. 200.319/24 CFR 983, 24 C.F.R. Section 85.36(d)(3) and if relevant 24 C.F.R Section 900.316, HACP is conducting this competitive selection. The following instructions are intended to aid Property Owners/Developers in the preparation of their Responses:

### A. Pre-Submission Conference

A pre-submission conference will be conducted **January 10, 2020 at 9:00 a.m.** Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by HACP's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum, if warranted, to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

All prospective respondents are strongly encouraged to attend the Pre-Submission Conference and site visit. Failure to attend will not excuse the legal contractual duties imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the varying conditions at each site.

### B. Amendments to Solicitation

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, and/or by fax, to all potential Offerors who attend the Pre-Submission Conferences and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the solicitation and amendments thereto, Offerors are responsible for obtaining all information required thus enabling them to submit proposals.

### C. Submission of Responses and/or Amendments to Responses; Deadlines

Responses may be hand-delivered or sent by certified or registered mail, return receipt requested, to the following address:

Mr. Kim Detrick  
Director of Procurement & Contracting Officer  
Housing Authority of the City of Pittsburgh  
**100 Ross Street, 2<sup>nd</sup> Floor**  
Pittsburgh, PA 15219

Responses must be received at the above address no later than **January 31, 2020, at 2:00 p.m.**, regardless of the selected delivery mechanism. Emailed or Faxed proposals will **NOT** be accepted.

Responses will be date-time stamped immediately upon its receipt at HACP to document its timeliness. Any response received after the specified deadline shall be automatically rejected and will be returned unopened.

Any amendments to a response must be received before the specified response due date and time established for the delivery of the original response.

#### **D. Evaluation and Award Process**

HACP staff will review each Proposal to determine if it was complete and if it was responsive to this Request for Proposals. HACP may allow an Offeror to correct minor deficiencies in its Proposal that does not materially affect the Proposal.

All Proposals determined to be complete and responsive will be provided to an HACP Evaluation Committee. HACP's Evaluation Committee will evaluate the Proposals utilizing the criteria established in Section IV of this Request for Proposals.

HACP reserves the right to interview selected Offerors in the competitive range, request additional information from selected Offerors and/or negotiate terms and conditions with selected Offerors.

HACP will perform a responsibility determination of the highest-ranked Offeror, which may include reference and background checks.

HACP shall not be responsible and will not reimburse any Offeror for any cost(s) associated with preparing a proposal.

A Proposal submitted by an Offeror does not constitute a contract, nor does it confer any rights on the Offeror to the award of a contract. A letter or other Notice of Award or have the intent to award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

**Proposals that meet these requirements will be evaluated and ranked by the HACP evaluation committee. A HACP ranking list will be prepared according to the points awarded to each proposal. The HACP may, in its discretion, select one or more of the proposals submitted, or none of the proposals submitted. The HACP reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the HACP to be in its best interests. The HACP shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.**

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing Program**

**ATTACHMENT A**

**PBV/Gap Financing Program & Underwriting Guidelines**



**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
ALLIES & ROSS MANAGEMENT AND DEVELOPMENT CORPORATION**

**For 2019 Request for Proposal**

*(These Guidelines are subject to changes of HACP/ARMDC's policy and regulatory requirements)*

**PBV/Gap Financing  
PROGRAM & UNDERWRITING GUIDELINES**

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## 1.0 INTRODUCTION

The Housing Authority of the City of Pittsburgh (HACP) desires to work with private for profit and/or non-profit Owners and Developers in developing/rehabilitating/preserving affordable units under its Project-Based Voucher and Gap Financing Program. HACP is undertaking this initiative to expand the available housing choices for low and moderate income families in Pittsburgh, to spur development of quality housing in areas where HACP is planning or undertaking redevelopment, and to expand the availability of affordable, quality rental housing in a tightening local real estate rental market.

HACP's Project Based Voucher/Gap Financing (PBV/Gap Financing) program is created to provide the last resort development financing source and project-based operating subsidy for developers/owners to develop and preserve affordable rental homes in the City of Pittsburgh. The HACP and its instrumentality, Allies & Ross Management and Development Corporation (ARMDC), will perform programmatic analysis and underwriting analysis on all proposals submitted in response to published Request for Proposals (RFP). PBV/Gap Financing project must also comply with U.S. Department of Housing and Urban Development's (HUD) Moving to Work (MTW) Local Non-Traditional Development (LNTD) program guidelines as described herein.

These guidelines may be subject to change and may be modified pending federal and state legislative requirements and/or HACP policy. Unless otherwise approved by HACP, these Underwriting Guidelines will be used beginning with all 2018 funding.

### 1.1 Project Funding

The Gap Financing loan is funded by HACP's MTW block grant funds and projects supported by MTW funds are subject to HUD's and HACP's compliance requirements. Any PBV/Gap Financing project, especially, the closing of MTW gap financing loan, is subject to HUD's final approval as a Local Non-Traditional program. HACP/ARMDC will guide through HUD approval processes for eligible, qualified, gap financing projects.

### 1.2 ARMDC

ARMDC as HACP's instrumentality performs various levels of development services for PBV/Gap Financing project and will be the lender of MTW Gap Financing loans. Under these Guidelines, the two entities, ARMDC and HACP, will be used interchangeably as ARMDC adheres to HACP and HUD's regulations and policies.



### **1.3 Eligible Projects & Applicants**

Eligible projects are ones that create new affordable housing opportunities or preserve existing ones. Additionally, all of the units supported by the PBV/Gap Financing program must be located within the City of Pittsburgh and Owners/Developers must commit to the long-term preservation and management of the newly developed or rehabilitated affordable housing. Eligible applicants are private, for-profit developers and non-profit 501(c)3 and 501(c)4 organizations.

Owner and developer may be for-profit or non-profit entities that incorporate affordable rental housing in its proposed development. Each owner/developer must be in good standing with HACP, and any Federal, State or city that has or has had a contracting relationship with the owner/developer. If owner and/or developer has previously utilized HACP's PBV/Gap Financing loan for any certain development project, HACP will review the status of the project, including the extent of compliance with the requirements of the PBV/Gap Financing loan and its other public funding sources (e.g., low income housing tax credits) in order to determine financial and regulatory risks, if any, for HACP/ARMDC to issue another Gap Financing loan to the same owner/developer.

## **2.0 GENERAL REQUIREMENTS**

### **2.1 Site Control**

Although site control is a threshold item for RFP, HACP might allow the site control to be completed within 90 days from PBV/Gap Financing award date. If allowed, the 90-day site control deadline shall be enforced strictly and any proposed projects failing this requirement will be rejected immediately. Acceptable forms of site control include a deed to the property, exclusive negotiation letter from the City of Pittsburgh or Urban Redevelopment Authority (URA), a fully executed option agreement, and a fully executed purchase and sale agreement. If the owner demonstrates site control through a contract of sale or an option agreement, such contract or agreement must remain in effect for at least 180 days after the RFP proposal due date and may include only commercially standard early termination clauses and conditions to closing.

### **2.2 Market Analysis**

HACP requires a market analysis for all PBV/Gap Financing projects. This guidance adopts PHFA's market study requirements, regardless of whether the project uses LIHTC or not.



In addition, the market study should ensure that the number of and initial contract rents of housing units in a proposed development are supported by the existing and anticipated market. The market analysis should provide sufficient and clearly defined information that can be used for HUD PBV site selection standards justification in conformity to HUD 24 CFR 983.57 unless the owner/developer provide a separate documentation for the site selection standards.

### **2.3 Appraisal**

If HACP's gap finance fund is used to acquire a real estate property for a project, HACP's funds must not be used to pay above an appraised value of the property. Any appraisals submitted must have had an inspection conducted within 120 days of the submission. Unless the appraisal is undertaken by or on behalf of the permanent project lender, HACP/ARMDC may wish to conduct its own appraisal and if it differs from the developer's, settle the final value through a third appraisal. The developer/owner should reimburse the costs of HACP/ARMDC-commissioned appraisal, if any.

### **2.4 Physical Capital Needs Assessment**

A Physical Capital Needs Assessment (PCNA) is needed for all existing structures and rehabilitation projects applying for HACP funding. The PCNA assesses the current property condition and determines where critical improvements are required in order to ensure a long project lifecycle covering a minimum of 20 years. The PCNA report should include the following:

1. Inspection report and an opinion regarding both critical and non-critical needs that includes a detailed cost estimate of the up-front critical repairs and other costs that are required to ensure the project sustains a long lifecycle; and
2. Replacement reserve analysis that details a cost schedule for repairs or major maintenance. It is imperative that this analysis provides a concise recommendation for the per unit per annum contribution to the replacement reserve in anticipation of any expenditures or critical replacements identified by the first part of the report.

### **2.5 Material Changes**

Any material changes, as defined by HACP/ARMDC at its sole and absolute discretion, during the underwriting or construction process must be reported to HACP/ARMDC, in writing. Any material changes to the initial proposal under RFP are subject to HACP/ARMDC's approval.



## 2.6 Funding Letters of Intent

For proposals indicating a gap in financing due to pending funding applications or letters of intent rather than binding commitments, proposers will have certain number of days from date of HACP's Gap Financing award or LIHTC award (***Developer/Owner must refer to the critical timelines described in RFP***) to submit evidence of all necessary financial commitments. Proposals indicating a gap in financing without a letter of intent, pending application, or specifically identified and available potential funding source (such as an open, announced, or recurring solicitation or competition, including possible gap financing offered by HACP) will not be considered.

## 2.7 HUD Regulatory Compliance Requirements

### 2.7.1 PBV Site Selection Standards

As noted in the market analysis section above, the proposed project must meet or be justifiable in accordance with HUD PBV site selection standards (24 CFR 983.57) which are enforced by HUD's Office of Fair Housing Equal Opportunities (FHEO). Please note that the developer/owner has a risk of HUD's rejection of their site selection justification. The developer/owner will be expected to prepare the initial analysis to be submitted to HACP for review and modification. HACP will then submit and communicate the developer/owner's site selection standards documentation to HUD, but bears no responsibility for HUD's final decision.

### 2.7.2 Subsidy Layering Review

All federally funded and/or subsidized development projects are subject to HUD's subsidy layering review. In order to ensure that the amount of funds requested is not more than the demonstrated need, a Subsidy Layering Review (SLR) must be performed by HUD or a HUD-approved entity (i.e., Pennsylvania Housing Finance Agency or PHFA). PHFA will perform the SLR certification process for the projects that are awarded the Low Income Housing Tax Credits (LIHTC). HUD's Office of Housing Choice Voucher conducts the SLR for non-LIHTC projects. A fully approved SLR is required for Agreement to Enter Into HAP Contract (AHAP) and Gap Financing closing.

### 2.7.3 Environmental Review

HACP must obtain HUD's Part 58 environmental approval prior to execution of the PBV/Gap Financing program's legal contracts and agreements (e.g., AHAP and gap finance loan documents) and release of any funds for PBV/Gap Financing projects. All activities funded by



the PBV/Gap Financing program are subject to an environmental review by a responsible entity under HUD's environmental regulations at 24 CFR Part 58 and must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321et seq.) and the related laws and authorities listed at 24 CFR 58.5.

The owner/developer must conduct two critical processes in sequence to complete the Part 58 environmental approval process as follows.

1. Assist HACP Development Manager in submitting the Section 106 form to the State Historic Preservation Office (SHPO) to inquire about the proposed sites/buildings' historical significance. Depending on its analysis, SHPO may require archaeological investigations to be completed before giving its approval. The City of Pittsburgh only starts their environmental review process upon receipt of SHPO's approval for the project.
2. Conduct a Phase I Environmental Site Assessment (ESA) which will be submitted to the City of Pittsburgh (Part 58 responsible entity for HACP PBV/Gap Financing program). HACP will submit the ESA reports and SHPO approval to the City to initiate the City's Part 58 environmental review. The City typically accepts a Phase I ESA report that is no more than 6 months old at the time of submission. (Note: A Phase II ESA study or any further investigation must be conducted if recommended by the Phase I ESA report.)

#### **2.7.4 Davis-Bacon Wage Requirements**

All projects that apply for assistance with HACP Gap Financing program, regardless of how many PBV units will be operated in any project, are required to follow HUD-required wage determination wages covering the application of Davis-Bacon Wage Rates. Because these programs are resourced by federally-assisted funds, owners/developers are required to adhere to all relevant standards. In order to ensure that the Owners/Developers are following the most current Davis-Bacon wage determinations, monitoring of the system will need to be implemented. An owner/developer is not "locked in" to a particular wage determination until construction contract is signed.

#### **2.7.5 Minority/Women-owned Contractors**

ARMDC's Minority and Women Business (MBE/WBE) participation goals are follows:

- MBE Goal: 25% of total development cost
- WBE Goal: 10% of total development cost



MBE/WBE commitment is required for any projects funded by the PBV/Gap Financing program.

Monthly utilization reports are required for HACP's review during construction period and HACP may perform any necessary due diligence it deems appropriate to assess the accuracy or appropriateness of any reports.

### **2.7.6 Section 3 Employment and Contracting Requirements**

ARMDC enforces HUD's regulations regarding Section 3 training, employment and contracting opportunities for the PBV/Gap Financing program. Please refer to 24 CFR 135.34 regarding Section 3 Employment and Training Opportunities and 24 CFR 135.36 regarding Section 3 Business Contracting Opportunities. A Section 3 Plan is required for any projects funded by the PBV/Gap Financing program. Monthly status reports are required for HACP's review during the construction period.

### **2.7.7 Uniform Federal Accessibility Standards (UFAS) Certification**

A development should include a minimum 10% of mobility-impaired accessible units and a minimum 2% of sensory impaired accessible units in accordance with Uniform Federal Accessibility Standards (UFAS). All UFAS accessible units are subject to review and approval by a third-party certifier and the technical staff at HACP. UFAS unit/site design must be approved by HACP's third-party certifier prior to execution of AHAP. Owners/developers must submit design documents that have information (dimensions, grading, etc.) that is sufficient for the UFAS design review. It usually takes 1 – 2 months for all parties to review and revise the UFAS design. After construction, all units supported by subsidy will be subject to inspections and all UFAS units will be subjected to additional UFAS inspections prior to the execution of a Housing Assistance Payment (HAP) contract.

Each development project must demonstrate accessibility for, at minimum, five elements of UFAS Requirements:

1. Housing units
2. Interior Accessible Route, such as hallways and elevators
3. Parking areas and the path from the parking spaces to the living units
4. Common Areas, including but not limited to, the exterior tenant trash receptacles and any ancillary property uses such as on-site playgrounds or recreation facilities
5. Non-Housing Program Facilities, if applicable.





### 2.7.8 Relocation

All acquisition, demolition, rehabilitation, and development activities supported by the PBV/Gap Financing program shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (or Uniform Relocation Act) and with implementation regulations at 49 CFR part 24.

## 3.0 PBV PROGRAM

HACP's PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005 at 24 CFR Part 983 as modified by the Housing and Economic Recovery Act of 2008 and Federal Register Notice 73 FR 71037, other applicable Notices from HUD, the implementing provisions of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) (Federal Register Notices 82 FR 5458 and 82 FR 32461), the Housing Authority of the City of Pittsburgh's Housing Choice Voucher Program Administrative Plan and its MTW Agreement.

- Any proposed development under the PBV/Gap Financing program must utilize PBV subsidy for a minimum 10% of the developer's total number of housing units.
- The owner entity and HACP will enter into the AHAP which must be approved by HACP and fully executed by both parties prior to construction activities of the proposed project.
- Upon satisfactory completion of construction in accordance with the AHAP, HACP will enter into HAP contracts with the property owner for designated PBV rental units for an initial term of twenty years.

### 3.1 PBV Project Eligibility

Note that certain types of housing units and/or developments *are not eligible* for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care. However, HACP may approve assistance for a



dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Transitional housing;
- Owner/Developer-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the HAP contract; however, HACP will accept proposals for existing properties with a limited number of currently ineligible households.
- Units for which construction or rehabilitation commenced prior to execution of the AHAP.
- Subsidized housing unit types determined ineligible in accordance with HUD regulations. These include, but are not limited to, public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or HACP.

### **3.2 Rent Determination & Reasonableness Review**

All applicants applying for subsidy must submit an application to HACP for rent determination and reasonableness. Initial contract rent for PBV units are subject to HACP review and approval, including review for rent reasonableness, as required by HUD. Initial contract rents must not exceed 110 percent (120 percent for fully-accessible UFAS units) of Pittsburgh Metropolitan Statistical Area Fair Market Rent (MSAFMR) subtracting any applicable allowance for tenant-paid utilities for the size of the unit. Small area FMR is not applicable to PBV/Gap Financing project.

Please refer to **Exhibit C** for HACP's utility allowances schedule.



### 3.3 Excepted Units

The number of PBV-assisted units in the building cannot exceed 25 units or 25 percent of the total number of dwelling units in the project, whichever is greater, in the project. The only currently available exceptions to this cap are:

- Units exclusively serving elderly families (head, co-head, spouse or sole members is 62 years of age or older).
- Units made available specifically to households eligible for supportive services such as families with a household member with a disability, as well as other populations. This exception is designed for housing with linked supportive services for various special needs populations that have a preference for families requiring the available services. See HUD regulations at 24 CFR 983.56 as amended by notices implementing Housing Opportunity Through Modernization Act of 2016 (HOTMA).
- Projects in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey five-year estimates, are subject to an alternate cap of 25 units or 40 percent of the total number of dwelling units in the project, whichever is greater.

Proposers considering “Excepted Units” MUST:

- Specifically identify the exception requested, and provide evidence of eligibility for the exception;
- For Excepted Units for supportive services, specifically identify the service to be provided, the entity providing the service, and provide a detailed description of the service including a description demonstrating service availability to all resident households and any preferences proposed for households requiring those services.
- Excepted Units plan will be reviewed and approved by HACP as part of the project’s underwriting process.

### 3.4 Housing Quality and Fair Housing Requirements

All developments funded by PBV assistance must meet the following standards and requirements:

- Applicable laws regarding non-discrimination and accessibility requirements, including the Fair Housing Act and Title VI of the Civil Rights Act of 1964;



- Housing Quality Standards (HQS) (HQS is a series of standards for unit condition related to habitability, safety, and decency. HQS standards can be found at 24 CFR Part 982.)
- PBV Site Selection Standards in 24 CFR Section 983.57.

### 3.5 Initial Term and Contract Renewal

The term of the PBV HAP contract will be twenty (20) years unless otherwise specified. Prior to expiration of the initial contract term, the owner/developer will be required to renew the HAP contract for another maximum term allowed by HUD at that time subject to HACP's approval and HUD's ability to provide PBV assistance based on available appropriations or other related factors.

### 3.6 Pre-Construction

The AHAP must be executed before construction can begin on a project. The awarded PBVs will be withdrawn should construction begin prior to issuance of the AHAP.

### 3.7 Unit Designation

Contracted PBV subsidy can float with a prior written approval from HACP as long as substitute unit meets all PBV requirements. HACP has to calculate rent reasonableness for any substitute unit and amend exhibit of HAP Contract to reflect the changes, if any.

### 3.8 Other Requirements

HACP will review all applications and, before selecting units, determine that each application is responsive to and in compliance with HACP's written selection criteria and procedures, and in conformity with HUD's program regulations and requirements. **All proposals must provide adequate information for HACP to determine proposal compliance with the following:**

- That the owner/developer and other project principals are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Property must meet eligibility requirements under 24 CFR 983.53 (Eligible and ineligible Properties and HACP- owned units), 24 CFR 983.4 (Other Federal requirements), and the Site and Neighborhood Standards detailed above.
- Property will not be constructed or rehabilitated with other assistance under the U.S. Housing Act of 1937 in accordance with 24 CFR 983.54.



## 4.0 GAP FINANCING STRUCTURE AND LIMITS

The Gap Financing program will provide funding sources in part towards the development of affordable housing units (existing, rehabilitated or newly constructed housing units) within the City of Pittsburgh. Successful owner/developers who receive award of the PBV/Gap Financing program must agree to ensure that the units remain affordable for a minimum 30-year period from placed in service date. HACP intends to offer Gap Financing designed to be the last source of funds required to implement a development plan (i.e., a development project would not be implemented but for the provision of HACP's Gap Financing loan). HACP will only provide Gap Financing to a particular project that has met all of the following criteria:

- Owners/developers have secured a Project Based Voucher Award from HACP through this solicitation.
- Owners/developers must secure either a 9% or 4% allocation of LIHTC from PHFA, or raise enough equity from alternate sources greater than, or equal to, the expected 9% or 4% LIHTC allocation covering at a minimum the units to be considered affordable in the project.
- Owners/developers have secured commitment of other gap financing from 3rd parties other than HACP before HACP can commit any funding to the deal.
- Owners/developers must secure written commitments from all possible funding sources (i.e. loans, grants, private equity, etc.).
- The project meets HACP's But/For Test.

### 4.1 Affordability Restrictions (Use Agreement)

Affordability income range and term must be approved by HACP and HUD. HUD's Use Agreement will govern certain affordability restrictions for each development. HUD's minimum affordability use term is 30 years and, if applicable, it will increase to follow any loan term of Gap Financing loan that goes beyond 30 years.

The HACP must record a use agreement as the first document in a recording order of a Gap Financing project. In general, the income restriction will be consistent with the PBV income requirements and the term of affordability would be consistent with the term of the MTW LNTD program.



## 4.2 Eligible Activities

HACP's Gap Financing loan can be used for typical development project costs except for the following ineligible uses

- **Ineligible uses**
  - Operating reserves
  - Developer fee or deferred developer fee
  - Construction of commercial or retail space

NOTE: ARMDC does not provide a predevelopment fund or predevelopment loan under the Gap Financing program.

## 4.3 Commitment Letters

All amended and updated financial commitments for all funding sources, conditional or otherwise, must be submitted within certain number of days from date of HACP's Gap Financing award or LIHTC award (*Developer/Owner must refer to the critical timeline described in RFP*). All commitment letters must identify the funding terms and conditions for financing. A bank's letter of interest or letter of consideration will not meet this criterion.

## 4.4 Maximum Loan Amounts

The Gap Financing funds will be provided in the form of a construction loan or a construction/permanent loan. Provided below is a schedule for the maximum amount of Gap Financing that can be provided to each project. Each project must meet all maximum loan limits.

	PER UNIT Maximum	PER PROJECT Maximum
Primary Equity Financing Methods	Maximum Gap Financing Amount Per PBV unit	Maximum Gap Financing Amount per Project
9% LIHTC	\$30,000	\$700,000
4% LIHTC	\$85,000	\$2,000,000
Non-LIHTC	\$85,000	\$2,000,000

## 4.5 Loan Term

The maximum term of each ARMDC Gap Financing loan shall not exceed 40 years.



## 4.6 Loan Structure

- Cash Flow Based Loan
  - HACP's Gap Financing loan can be allowed as the last resort gap financing tool for the proposed projects. HACP will review the project financing and deal structures in detail. As a result, HACP's Gap Financing is often structured as a cash flow-based loan.
  - The Gap Financing loan should be the first position with respect to other soft loans except for deferred developer fee. Each project's overall cash flow distribution, especially, Gap Financing loan repayment and any other related fees for HACP/ARMDC, must be approved by HACP/ARMDC.
- Amortization Loan
  - However, under certain conditions such as favorable financial terms and conditions agreeable by all parties that can also help sustain HACP/ARMDC's affordable housing funds, the Gap Financing loan can be structured to provide a hard amortization debt that requires fixed amount of loan repayment on an annual basis along with an annual service fees.

## 4.7 Debt Service Coverage Ratio

If the Debt Service Coverage Ratio (DSCR) exceeds 1.15 on average for the first 15 years in the operating proforma calculation, the developer/owner should either:

1. Increase the amount of senior hard loan to increase fixed repayment to lower the DSCR to 1.15 level or
2. Convert a portion or all of HACP Gap Financing loan to a hard debt that generates fixed repayment to lower the DSCR to 1.15 or
3. Increase cash flow distribution substantially to HACP/ARMDC Gap Financing loan repayment if the loan is structured as a cash flow loan.

Note: ARMDC can consider higher DSCR limit up to 1.20 if the ARMDC Gap Financing loan is structured for 30-year or shorter amortization period. Based on a standard proforma assumption (i.e., rents increase 2% per year and expenses increase 3% per year), a higher DSCR can be allowed to maintain DSCR at or above 1.00 during the first 15 years.



## 4.8 Loan Repayment

1. Loan repayment will begin within 180 days after the first full-year of property operations.
2. The soft loan repayment schedule will be based upon the borrower's capacity to repay the loan through the project's operating income as determined by ARMDC, using the projected operating cash flow analysis.
3. For cash flow loans, a balloon payment of principal and interest, if any, will be due on the maturity date of the loan. The HACP/ARMDC loan will at a minimum carry an interest rate equivalent to the Applicable Federal Rate (AFR) at the time of closing, or at parity with other hard or significant soft debt, unless there is a compelling public purpose rationale to use a lower interest rate.

## 4.9 Total Development Costs Limits

HUD enforces limits on the Total Development Costs (TDC) of project, especially those administered by Public Housing Authorities that use public housing funds. As a result, each application will be subjected to a review to ensure compliance with 24 CFR 905.314 TDC limits. The information shall be provided in HUD's spreadsheet template as part of HUD development proposal packet. (Exhibit A. Mixed-Finance Development Proposal and Total Development Cost (TDC) Workbook)

## 4.10 Cost Reasonableness

HACP reserves the right to request additional information from all applicants in order to determine the cost reasonableness of a proposed project.

Development cost will be evaluated by comparing costs to similar developments or previous phases of a singular development. Total development costs and operating expenses will be evaluated on per unit and/or per square foot bases.

## 4.11 HUD Cost Control and Safe Harbors

HACP's PBV/Gap Financing projects are subject to HUD's Cost Control and Safe Harbors. (Exhibit B. HUD Cost Control and Safe Harbors)

HUD's Cost Control and Safe Harbors regulate various elements of the project development budget. The TDC workbook model provides some key cost control items for verification.





#### **4.12 Cash Flow**

Projects should not generate excessive cash flow. Annual net cash flow should be less than 15% of annual total operating expenses.

#### **4.13 Completion Guaranty**

ARMDC's Gap Financing loan also requires the owner or developer to provide a completion guaranty in a form prescribed by ARMDC.

#### **4.14 Loan Disbursement**

1. The disbursement of development funding sources must be clearly presented in a monthly draw schedule for the construction period and approved by ARMDC prior to financial closing.
2. ARMDC's Gap Financing loan proceeds will be disbursed only after the following conditions are met for each payment period:
  - i. ARMDC's construction inspector's sign off on each payment application;
  - ii. Monthly MBE/WBE/Section 3 reports in ARMDC's prescribed format;
  - iii. Each draw request must be fully documented with an invoice guide that clearly describes uses of individual funding sources and a copy of backup documents including receipts.

#### **4.15 Loan Closing Fees**

HACP/ARMDC will be paid for the following items related to closing of the Gap Financing loan:

1. HACP/ARMDC legal fees: Up to \$25,000
2. Gap Financing Loan Origination fee: 1% of Loan Principal Amount
3. Servicing Fee: An annual servicing fee of 0.3% of the outstanding principal balance, capped at \$5,000 (for amortization hard loan)
4. Construction Inspection Fee: \$5,000.00

#### **4.16 Identity of Interest**



If there is an identity of interest (IOI) between the developer and the contractor/builder, i.e., a financial relationship between the two parties, the developer may award the construction contract to the related contractor/builder only if it has met one of the following requirements prior to HUD approval of the Development Proposal. If IOI is applicable to a project, the developer must select one of the following check cases and provide the required information.

- 24 CFR 905.604(i)(1): There has been a bidding procedure and the related contractor's bid was the lowest bid received. Provide documentation on the bidding process and bids received.

OR

- 24 CFR 905.604(i)(2): There is an independent third-party cost estimate that shows the related contractor's price to be at or below the cost estimate. Provide a copy of the cost estimate and the related contractor's cost or construction contract.

## 5.0 HUD PROPOSAL & EVIDENTIARY DOCUMENTS

### 5.1 Proposal, HUD Evidentiary and Closing Documents

All gap financing projects must be presented to and approved by HUD's panel and various HUD offices in addition to HACP/ARMDC. HUD's Development Proposal templates are used for HUD's panel review. (Exhibit A. Mixed-Finance Development Proposal and Total Development Cost (TDC) workbook).

Upon submission of the Development Proposal, HACP has to submit for HUD's review certain evidentiary documents including the Use Agreement, ALTA survey, title policy proforma, recording order, and HACP lawyer's legal opinion.

It typically takes minimum 45 days for HUD proposal review/comments and another minimum 45 days for HUD Evidentiary documents review/final gap financing program approval.

<b>HUD Evidentiary Documents for Typical Project</b>
HUD Use Agreement
ALTA Survey
Proforma Lender's Title Policy (ARMDC loan)



Recording Order Memorandum
Site and Neighborhood Standards (HUD Approval)
HACP Legal Opinion Letter

NOTE: HUD reserves right to request any additional evidentiary documents.

<b>HACP Closing Documents</b> <b>(Submit to ARMDC Development Manager 3 weeks prior to financial closing except for HUD Evidentiary Documents as noted above)</b>	
PBV	PBV Agreement to Enter Into Housing Assistance Payment Contract (AHAP). Prior to the execution of an AHAP, the owner/developer must ensure compliance with all HACP and HUD required compliance, such as the completion of a Rent Reasonableness approval, Subsidy Layering Review, Environmental Assessments, UFAS design approval, and Excepted Unit Plan.
A/E and Construction	Architectural Contract
	Construction Contract
	100% Architectural Construction Documents and Specifications
	Building Permits
	Construction Drawings and Manual approved and sealed
	Evidence of Contractor's Insurance
	Planning/Zoning Approvals
Financing	Commitment Letters for All Other Financing (Initial and Final)
	Final/Updated HUD Development Proposal/TDC Calculation Packet
	ARMDC Loan Agreement, Mortgage, Promissory Note
	Completion Guaranty (ARMDC loan)
	Loan Documents From All Other Funding Sources
	Overall Project Schedule
	HUD Part 58 Approval (7015.16)
Subsidy Layering Review	
Other HUD Requirements	M/WBE Subcontract Commitment
	Section 3 Plan
	Relocation Plan (If applicable)
	Davis Bacon Wage Decision (latest update prior to execution of construction contract)
Other	Good Standing Certifications & Incumbency Certificates
	Management Plan and Management Agreement



Form of Resident Leases (including Tenancy Addendum Section 8 Project-Based Voucher Program)
Phase I – Environmental Site Assessment
Physical Needs Assessment (If applicable)

NOTE:

**Changes from the Proposal** – Any change to the proposal that drastically impacts the nature of the project, such as a change in developers/proposers, change in unit distributions and affordability, or site location will result in re-evaluation and possible termination of the HACP’s Contingent Commitment for the PBV/Gap Financing loan. HACP reserves the right to rescind the offer of award at any point in time if the project fails to comply with required rules and regulations beyond the project owner/developer’s ability to cure and become significantly deviates project schedule and project plan approved by HACP/ARMDC.

**Community Outreach** – It is the owner/developer’s responsibility to actively and sincerely conduct community outreach efforts including, but not limited to, hosting community meetings for areas the project will impact. All efforts must be documented, and attendance of community members needs to be noted.

## 5.2 Major Milestones for Gap Financing Loan Approval

ACTIVITY	Duration
RFP Award/Conditional Commitment of PBV/Gap Financing	2 months after an RFP is advertised/published
Due diligence items	<b><i>Developer/Owner must refer to the critical timeline for due diligence items described in RFP</i></b>
Part 58 Approval Process. State Historic Preservation Office inquiry & approval (step 1). City of Pittsburgh & HUD Field Office Environment Review (step 2)	The entire process can take 5 – 6 months for a non-complicated project. It can take longer if archaeological investigations and detailed environmental analysis/remediation plans are required.
Submission of HUD Development Proposal Package	Upon completion of all funding awards (e.g., LIHTC, FHLB’s AHP, etc.) and final commitments of equity and loans



HUD Panel Review	Within 30-45 days from the submission of a proposal package (If the proposal package has significant issues or insufficient information, HUD review may take longer.)
Complete Draft of Agreement to Enter into PBV HAP Contract (AHAP)	Timeline of AHAP process is separate from Gap Financing program
Initial Evidentiary Submission to HUD	After HUD panel review and preliminary (verbal) approval from HUD grant manager
HUD approval for financial closing	Within 45 days from the initial evidentiary submission with no significant issues
Financial Closing (including Gap Financing loan documents and AHAP)	

### 5.3 Due-Diligence Items

Developer/Owner must submit due-diligence items within certain number of days from date of HACP's Gap Financing award or LIHTC award (***Developer/Owner must refer to the critical timeline described in RFP.***)

1. Securing of all equity and grant funding awards and written commitment of all loans
2. Draft of HUD Development Proposal package including the TDC workbook
3. Draft of Exhibits B and C of the AHAP



**Exhibit A. Mixed-Finance Development Proposal and Total Development Cost  
(TDC) workbook**

(See Attached)

(Electronic, editable files (MS Word and Excel) will be provided)



**MIXED-FINANCE  
DEVELOPMENT PROPOSAL**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0275  
(exp. 1/31/2019 )

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Public reporting burden for this collection of information is estimated to average 16 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is required for developing a Mixed-Finance rental project pursuant to HUD regulations 24 CFR 905. The information will be used to provide HUD with sufficient information to enable a determination that the proposed housing project is demographically and financially feasible and that HUD statutory and regulatory requirements have been met.

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Pursuant to 24 CFR 905.606, prior to developing public housing, either through new construction or through acquisition (with or without rehabilitation), public housing authorities (PHA) must submit a Development Proposal to HUD which contains information about the project. Submission of a Development Proposal allows HUD to assess the viability and financial feasibility of a proposed development and to assure compliance with public housing regulations.

A Development Proposal must be submitted for all types of public housing development, including mixed-finance development. If a PHA does not submit a Development Proposal and secure HUD approval, the PHA may have to repay any public housing funds used in conjunction with the project.

The purpose of this document is to provide a template for preparation of the Development Proposal. Information may be typed directly into the form. This template may be used for all types of public housing development. However, it is required to be used for mixed-finance public housing development. This document replaces the previously used Rental Term Sheet (HUD form 50030). This document may also be modified by HUD for use with projects including development of non-public housing units through programs such as Choice Neighborhoods, RAD, or Moving to Work.

This document, along with its attachments, generally includes all information required to be included in a Development Proposal, though HUD reserves the right to request additional information or to require less information to carry out its review. In addition, for mixed-finance projects, this document identifies additional documentation needed to allow HUD to complete a Subsidy Layering Analysis for the project, as required under section 102(d) of the HUD Reform Act of 1989. Note that this Subsidy Layering Analysis does not satisfy the subsidy layering requirements related to Housing Choice Vouchers.

For non-mixed-finance public housing development, the Development Proposal and all attachments must be submitted to the appropriate HUD Field Office.

For mixed-finance projects or other non-public housing development, Development Proposals and all attachments must be submitted to HUD Headquarters, Office of Public Housing Investments. PHAs should work with their assigned HUD Project Manager to prepare the Development Proposal. Submission must be made well in advance of closing to allow adequate time for review and approval.

**Section 1: Project Information**

PHA: \_\_\_\_\_

Project Name: \_\_\_\_\_

\_\_\_\_\_ (Old Name, if applicable)

PIC Project Number: \_\_\_\_\_

PHA Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

MTW Agency? \_\_\_\_\_ Yes \_\_\_\_\_ No

RAD Conversion? \_\_\_\_\_ Yes \_\_\_\_\_ No

HOPE VI Grant Name: \_\_\_\_\_

HOPE VI Grant Number: \_\_\_\_\_

Choice Neighborhoods Grant Name: \_\_\_\_\_

Choice Neighborhoods Grant Number: \_\_\_\_\_



## **Section 2: Project Description\***

Provide a narrative description of the proposed project that gives an overview of the development, including the following information:

- Current project status (ownership, units, occupancy, condition, etc.)
- Proposed project status
- Development method (new construction, rehab, acquisition, etc.)
- Housing type (elevator, walk-up, row house, detached/semi-detached)
- The number of units by type (public housing, LIHTC, PBV, unrestricted, etc.) using Form A of the Development Proposal Calculator
- Proposed energy rating for units (energy star, LEED, local code, etc.)
- Proposed type of internet access
- Non-dwelling space type & size (community center, maintenance shed, etc.)
- Phasing plan (if this project is part of a larger, multi-phases development)
- Proposed residents to be served (families, elderly, disabled, etc.)
- Role of PHA
- Identification and description of Developer
- Description of RAD conversion, if applicable
- Other pertinent information
- Identification of any work requirement or work preference for public housing residents

\* Information in this Section 2 must also be included in Exhibit B of the Mixed-Finance Amendment to the ACC Amendment for the project.

## **Section 3: Site Information**

Provide information on the development site, including the following:

- A physical description of the site
- Environmental issues
- Description of the neighborhood
- Proximity of site to retail, education, social services, transportation, jobs, etc.
- Describe any unusual features which might affect development
- Site map
- Map of the surrounding neighborhood and city
- Other pertinent information

**Section 4: Key Development Partners and Participating Parties\***

Provide the following information for each major partner in the Project:

ROLE	ENTITY NAME & CONTACT INFORMATION (person, phone & email)	FINANCIAL INTEREST (%)	RELATIONSHIP TO PHA (if any)
Developer			
Ownership Entity			
General Partner or Managing Member of the Owner			
Limited Partner or Investor/Limited Member of the Owner			
Public Housing Authority, Instrumentality or Affiliate			
Property Manager			
Construction Lender			
Permanent Lender(s)			
Other			
Other			
Other			

If a PHA instrumentality or affiliate is involved in the project, provide a description of the relationship between the PHA and the instrumentality/affiliate as it relates to the project (see PIH Notice 2007-15):

\*Information in this Section 4 must also be included in Exhibit A to the Mixed-Finance Amendment to the ACC for the project.

**Section 5: Project Schedule\***

Provide projected dates for each activity identified below:

ACTIVITY	COMPLETION DATE
Demolition Approval from HUD	
Disposition Approval from HUD	
LIHTC Award	
Environment Review Completed (HUD-7015.16 signed)	
Relocation Completed	
Financial Closing	
Abatement/Demolition Completed	
Construction Start	
Construction Completed	
Target Date of Full Availability (DOFA) for Public Housing Units	
LIHTC Placed-in-Service Date	
Lease Up Complete	
Submission of Final Cost Certification	
Other:	
Other:	

\*Information in this Section 5 must also be included in Exhibit D of the Mixed-Finance Amendment to the ACC Amendment for the project.

## **Section 6: Compliance with Design and Accessibility Requirements**

The design of the project, including the lay-out of units, must comply with accessibility requirements specified at 24 CFR 905.312 and 905.604(g) and any other requirements which apply to the specific project.

PHAs must submit the following architectural plans:

- Site Plan
- Building Plans
- Sections and Elevations
- Unit Plans

The following information must be reflected on the plans or separately provided:

- Site Plans: show exterior private spaces, public recreational areas, location of trees to shade walks, parking areas, etc.
- Building Plans: show the location, type, and mix of accessible and visitable units
- Exterior Elevations and Building Sections: identify materials on walls and roof areas
- Unit Plans: show the livability of the spaces within the dwelling unit by providing adequate floor area for furniture and circulation spaces
- Energy efficiency/green design

Plans for mixed-finance projects will be reviewed by a HUD architect. Before submitting plans, the PHA should consult with the HUD Project Manager to determine where the plans should be sent and in what format, i.e. hard copy, electronic, CD, etc.

**Section 7: Project Costs**

Provide the following information regarding project costs and financing:

A: Project Budget\*

- Provide a construction period project budget reflecting all sources and uses of funds (including grant numbers, if applicable) during project construction using Construction Budget Tab of the Development Proposal Calculator.
- Provide a permanent project budget reflecting all sources and uses of funds (including grant numbers, if applicable) following construction completion using the Permanent Budget Tab of the Development Proposal Calculator.
- Provide a construction draw schedule that shows the projected sources and uses of funds on a monthly basis throughout the construction period using the Draw Schedule Tab of the Development Proposal Calculator.

\*The construction and permanent project budgets must also be included in Exhibit F of the Mixed-Finance Amendment to the ACC for the project.

B. Compliance with Total Development Cost (TDC) and Housing Construction Cost (HCC) Limits

- Projects must comply with TDC and HCC limits imposed by HUD on the development of public housing units, pursuant to 24 CFR 905.314. Provide a calculation of TDC and HCC limits for the project using TDC and HCC Tab of the Development Proposal Calculator.

C. Pro Rata Test

- The proportion of public housing funds to total project funds may not exceed the proportion of public housing units to the total number of units. For example: if there are 100 units and 40 are public housing, the amount of public housing funds committed to the project cannot exceed 40% of the total project budget. Note: projects which use public housing funds to construct non-public housing units may include these units in the pro rata test.
- NOTE: the pro rata test applies only to those project costs shown in “Part A” of permanent project budget in the Development Proposal Calculator. “Part B” costs, which are generally costs incurred by the PHA, are not included.
- Provide the following information:

Type	Number/Amount	Percent of Total
Public Housing Units/Approved Non-PH units		
Non-Public Housing Units		
<b>Total Housing Units</b>		<b>100%</b>
Public Housing Funds		
Non-Public Housing Funds		

<b>Total Funds</b>		<b>100%</b>
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D. Construction Cost Estimate

- Submit an independent construction cost estimate (cover letter and summary page showing costs broken down by major trades) or the actual construction contract which supports the permanent and construction budgets provided above.

E. Limitation on the Cost of New Construction

- A PHA may not construct new public housing unless the cost of construction is less than the cost of acquiring existing units (with or without rehab.)
- For projects involving new construction, provide the following:
  - 1) Documentation which shows the construction cost of the new project is less than the cost to acquire (and rehab as necessary) similar units in the same neighborhood that would serve the same purpose as the new housing; or,
  - 2) Documentation which shows there is insufficient housing in the neighborhood to acquire that would serve the same purpose as the new housing.

F. Predevelopment Costs

- Pursuant to 24 CFR 905.612(a)(2), use of public housing funds for predevelopment expenses related to mixed-finance projects must be approved by HUD prior to expenditure. PHAs should submit requests to HUD prior to expenditure of funds for predevelopment activities.
- The percentage of predevelopment costs borne by the PHA should be in compliance with HUD's Cost Control and Safe Harbor Standards for Mixed-Finance Development (April 2003) (Safe Harbor Standards). Provide the following Information:

Total Predevelopment Costs: \$ \_\_\_\_\_

Amount paid by the PHA: \$ \_\_\_\_\_ %

Amount paid by the Developer: \$ \_\_\_\_\_ %

- Provide a justification if the Safe Harbor Standard is exceeded:

**Section 8: Project Financing\***

**A. Project Financing**

- Provide a separate description for each source of financing, i.e., public housing, other public, and private (construction and permanent) included in the project budget. In the description, include the following:
  - 1) Name of the provider
  - 2) Amount
  - 3) Use of funds
  - 4) Grant number (if Capital Funds, RHF, HOPE VI, Choice, etc.)
  - 4) Type of financing (grant, permanent loan, construction loan, second mortgage, etc.)
  - 6) Terms of the financing, such as: length of the loan, interest rate, debt service payments, debt coverage ratio, specific lender requirements, ratio), etc.
  - 7) Other relevant information

**B. Federal Low Income Housing Tax Credits (LIHTC)**

- For projects that include LIHTC, provide the following information:

Total Tax Credit Allocation	\$
Total Equity Commitment	\$
Equity Per Dollar of Allocation (Equity divided by Allocation)	\$
Type of Tax Credits	_____ 9% _____ 4%

Pay in Schedule for Investor Equity		
Milestone	Projected Date	Amount
<b>TOTAL AMOUNT OF EQUITY</b>		\$

- Describe the proposed exit strategy for the Investor at the end of the 15 year LIHTC compliance period, including the role of the PHA, continued preservation of affordable units, and how any exit taxes will be paid.



C. Other Tax Credits

- For projects that include other types of tax credits, such as state LIHTC, federal and state historic preservation, new market, etc. provide the following:

Type of Tax Credit	Amount of Equity

D. Existing Financing

Identify any existing financing, such as funds through a Capital Fund Financing Program (CFFP) transaction or an Energy Performance Contract (EPC).

- Identify the amount of funding.
- Describe how the debt will be addressed as part of the new project.
- Provide evidence of approval

E. Reserve Accounts

Public housing funds may be contributed towards reserve accounts, subject to the following limitations:

- Public housing funds may not be used to initially fund reserve accounts, with the exception of establishment of an Initial Operating Subsidy Reserve for public housing units only.
- Public housing Operating Subsidy and public housing tenant rents may be used to replenish reserve accounts, but only to replace funds which have been disbursed for allowable public housing expenses.
- Public housing Operating Subsidy and public housing tenant rents may be used to fund the Replacement Reserve, but only in an amount proportionate to the number of public housing units.
- Public housing funds may not be used to fund an Exit Tax Reserve.
- Public housing funds in all reserve accounts must be tracked separately
- Public housing funds in all reserve accounts must remain with the project if sold/ transferred or returned to the PHA.
- Reserve accounts must be described in detail in the Regulatory and Operating Agreement between the PHA and the Owner Entity.

Submit the following information for each Reserve Account included in the project:

1) Initial Operating Period/Lease-Up Reserve (public housing only): \$\_\_\_\_\_

Identify source of funds to establish reserve account	
Identify source of funds to replenish	

reserve account	
Briefly describe when funds may be drawn down	
What entity owns the reserve account	

2) Operating Subsidy Reserve (public housing only): \$ \_\_\_\_\_

Identify source of funds to establish reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds may be drawn down	
What entity owns the reserve account	

3) Operating Deficit Reserve: \$ \_\_\_\_\_

What type of units does this cover (all, only PH, only non-PH, etc.)	
Identify source of funds to establish the reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds can be drawn down	
What entity owns the reserve account	

4) Replacement Reserve: \$ \_\_\_\_\_ per unit per month

What type of units does this cover (all, only-PH, only non-PH, etc.)?	
Identify source of funds to establish reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds can be drawn down	
What entity owns the reserve account	

5) Other: Identify other reserve accounts and provide the above information for each.

\*Information in this Section 8 must also be included in Exhibit B to the Mixed-Finance Amendment to the ACC for the project.

**Section 9: Project Fees**

The HUD Cost Control and Safe Harbor Standards provide guidance for certain fees and costs related to development. Projects must comply with these Safe Harbor Standards or provide justification for non-compliance.

**A. Calculation and Pay Out of Developer Fee**

- The amount of the Developer Fee must be in accordance with the Safe Harbor Standards. Complete the Fees Tab 6 of the Development Proposal Calculator to accurately calculate the Developer Fee.
- Total Amount of Developer Fee: \$\_\_\_\_\_ = \_\_\_\_\_% of project costs
- Amount of Fee Paid to Developer: \$\_\_\_\_\_ = \_\_\_\_\_% of project costs
- Amount of Fee Paid to PHA: \$\_\_\_\_\_ = \_\_\_\_\_% of project costs
- If the Developer Fee exceeds the Safe Harbor Standards, provide a justification, based on the criteria in the Safe Harbor Standards.
  
- What is the pay-out schedule for the Developer Fee? Identify the milestone, such as closing or 50% construction completion, and the percent of the fee to be paid at each milestone.

Milestone	% of Developer Fee Paid

- If the Developer Fee pay-out schedule exceeds the Safe Harbor Standards, provide a justification.
  
- If the PHA is providing a loan to the developer to cover developer overhead prior to financial closing, provide a description and justification. HUD approval is required prior to payment of any part of the developer fee.

- Is the developer receiving any compensation separate from the Developer Fee, i.e., master planning, relocation, demolition, etc.? If so, identify below:

TASK	COMPENSATION

**B. Contractor Fees**

- The fee paid to the construction contractor must be in accordance with the Safe Harbor Standards. Complete the form in Tab 7 of the Development Proposal Calculator to accurately calculate the Contractor Fee.

Contractor Fee	Amount	% of Hard Construction Costs
Profit		
Overhead		
General Conditions + Performance Bond		
<b>TOTAL</b>		

- If the total amount of the Contractor Fee exceeds the Safe Harbor Standards, provide a justification.
- Provide a written explanation of how construction savings (if any) will be allocated among the development parties. NOTE: per the Safe Harbor Standards, developers can only receive an amount equal to an additional 1% developer fee, with a maximum of a 12% fee.

**C. Identity of Interest**

- If there is an identity of interest between the Developer and the contractor/builder, i.e., a financial relationship between the two parties, the Developer may award the construction contract to the related contractor/builder only if it has met one of the following requirements prior to HUD approval of the Development Proposal. Check the appropriate box and attach the required information:

\_\_\_\_\_ 24 CFR 905.604(i)(1): there has been a bidding procedure and the related contractor's bid was the lowest bid received. Provide documentation on the bidding process and bids received.

\_\_\_\_\_ 24 CFR 905.604(i)(2): there is an independent third party cost estimate that shows the related contractor's price to be at or below the cost estimate. Provide a copy of the cost estimate and the related contractor's cost or construction contract.

C. Property Management Fees

- The fee paid to the Property Manager must be in accordance with the Safe Harbor Standards and must be described fully in the Management Agreement, which will be reviewed by HUD as part of its review of evidentiary materials.
- Identify the Property Manager: \_\_\_\_\_
- Is the Property Manager a:
  - \_\_\_\_\_ PHA
  - \_\_\_\_\_ PHA Instrumentality/Affiliate
  - \_\_\_\_\_ Private Company
  - \_\_\_\_\_ Private Company but affiliated with the Developer/Owner
  - \_\_\_\_\_ PHA/Private Joint Venture
  - \_\_\_\_\_ Other (explain) \_\_\_\_\_
- Describe how the Property Management Fee will be calculated:
- If the Property Management Fee exceeds the Safe Harbor Standards, provide a justification.
- Identify any additional fees paid to the Property Manager. Indicate the amount or the fee and/or how the fee is calculated or earned.

D. Fees or Income Paid to the PHA\*

- Payments received by the PHA, such as developer fees or loan repayments, are generally referred to as program income. The PHA's use of program income is often restricted, depending upon the source of public housing funds contributed to the project.
- Identify any fees or income to be paid to the PHA or its instrumentality/affiliate and the proposed use of the funds:

Source of Income	Amount	Use
Developer Fee		
Loan Repayment (if fixed)		
Bridge Loan Interest		
Other:		

Other:		
Other:		

\*Information included in Paragraph D of Section 9 will also be included in Exhibit H of the Mixed-Finance Amendment to the ACC for the project.

**Section 10: Operating Pro Forma**

To allow HUD to review the financial feasibility of the project, provide the following:

A) Provide a 15 year operating pro forma, including assumptions, using the pro forma included in the Development Proposal Calculator.

- Show all income and expenses, debt service, and distribution of cash flow (cash flow waterfall) on the pro forma.
- For the public housing units, show, below, how the amount of public housing operating subsidy shown on the pro forma was calculated. Identify the projected PEL, UEL, additions, tenant rents, pro-ration, etc. Include assumptions made. Discuss on what information you based your numbers and assumptions.
- Will all of the Operating Subsidy received by the PHA from HUD be transferred to the Owner Entity? If not, describe how the amount transferred to the Owner Entity will be determined, e.g., a percent of the subsidy, the actual gap between income and expenses, a negotiated amount, etc.
- Note: Detailed information regarding payment of Operating Subsidy should be contained in the Regulatory and Operating Agreement and will be reviewed by HUD as part of its review of evidentiary documents.

**Section 11: Local Cooperation Agreement**

Attach the following to the Development Proposal:

- A copy of the Cooperation Agreement with the local jurisdiction covering the public housing units OR
- For mixed-finance projects only, if public housing units are to be subjected to local real estate taxes, provide documentation/certification from an authorized official of the local jurisdiction that the project is consistent with the jurisdiction’s Comprehensive Plan (previously known as a comprehensive housing affordability strategy.)





## **Section 12: Environmental Review Process and Documentation**

This project is subject to the environmental regulations found at 24 CFR part 58 or, if approved by HUD, 24 CFR part 50. The PHA must comply with all environmental review requirements, as required, including 24 CFR 905.602(f), prior to approval of the Development Proposal.

- Provide a brief narrative on the status of the environmental review process:
- Provide a brief narrative on the status of the “Section 106” (historic preservation) review process.

Upon completion of the environmental review process, provide the following documentation:

- Form HUD-4128, Environmental Assessment and Compliance Findings for Related Laws (part 50 and part 58)
- Form HUD-7015.15, Request for Release of Funds and Certification (part 58 only)
- Form HUD-7015.16, Authority to Use Grant Funds (part 58 only)

## **Section 13: Market Analysis**

For mixed-finance projects which include the development of non-public housing units, provide the following, which should support the proposed development of non-public housing units:

- Attach the Executive Summary of the market analysis for the project.

## **Section 14: Other Requirements**

As applicable, provide the following information:

A) PHA Annual Plan/MTW Plan & Capital Fund Action Plan or MTW Plan: The project must be included in the PHA’s Annual Plan or MTW Plan and the Capital Fund Program 5-Year Action Plan. Discuss the status of the plan approval processes.

NOTE: For RAD, the conversion must be included as a significant amendment to the Annual Plan/MTW Plan and approved by the HUD Field Office, unless included in the original Plan. A copy of the HUD Field Office approval letter must be submitted prior to closing. In addition, for MTW PHAs, an approved RAD amendment to Attachment A of the MTW Agreement may also be required.

B) Faircloth Limits: Development of the project cannot result in an increase in the number of public housing units owned, assisted or operated by the PHA on October 1, 1999, as required by 24 CFR 905.602((b)). Provide the following:

# public housing units Oct 1, 1999	
------------------------------------	--

# public housing units (in PIC) today	
# net new public housing units created by project	
TOTAL public housing units after project completion	

C) Site and Neighborhood Standards: The project must be reviewed and approved by the HUD Field Office for compliance with Site and Neighborhood Standards, including those contained in 24 CFR 905.602(d), prior to approval of the Development Proposal. Provide a brief status of this approval process.

NOTE: Site and Neighborhood Standards do not apply to HOPE VI and Choice Neighborhoods projects. Project must comply with provisions of the Grant Agreement.

D) Relocation: Relocation activities, if any, must meet the requirements of 24 CFR 905.308(b)(9) or as provided in a HOPE VI or Choice Grant Agreement. Provide a brief status of relocation activities.

E) Resident Consultation: The PHA must have consulted with affected public housing residents prior to submission of the Development Proposal to solicit resident input into development of the project, as required by 905.600(c)(2) or as provided in a HOPE VI or Choice Neighborhoods Grant Agreement. Provide a brief description of how residents were consulted.

F) Acquisition of New Units: If the project involves acquisition of units that are less than 2 years old, the project may not have been constructed with the intention of selling it to the PHA unless all applicable Federal requirements were met, as required by 24 CFR 905.600(b)(3). If applicable, provide a brief discussion of compliance with this provision.

G) Vouchers: If the project includes Project-Based Housing Choice Vouchers (PBV), the PHA must receive separate approval of the vouchers from the HUD Field Office prior to approval of the Development Proposal, including a separate subsidy layering review. If applicable, provide a brief status of the PBV approval process.

H) Designated Housing: If the project includes Designated Housing, the PHA must include the project in its Designated Housing Plan, which must have been approved by HUD prior to approval of the Development Proposal. If applicable, provide a brief status on approval of the Designated Housing Plan.

I) Demolition/Disposition: If the project includes demolition of existing public housing units and/or disposition (sale or lease) of public housing property, a separate approval must be received from the HUD Special Applications Center. If applicable, provide a brief status on the receipt of these approvals.

NOTE: HOPE VI and Choice Neighborhoods projects follow program specific guidance.

**Section 15: Submission and Approval of Draft Evidentiary Documents for  
Mixed-Finance Projects**

For mixed-finance projects only, the following documents must be submitted in draft form to HUD for review and approval prior to HUD approval of the Development Proposal and prior to execution of the evidentiary documents, unless otherwise approved by HUD. Note: submission of these documents may be made separately after submission of the other elements of the Development Proposal.

- A) Mixed-Finance Amendment to the ACC (HUD Model Document)
- B) HUD Declaration of Restrictive Covenants and Partial Release of the existing Declaration of Trust, if applicable (HUD Model Document)
- C) Regulatory and Operating Agreement between the PHA and the owner entity
- D) Ground Lease and Memorandum of Ground Lease between the PHA and the owner entity
- E) Legal Opinion from PHA counsel (HUD Model Document)
- F) Updated Development Proposal and Development Proposal Calculator, reflecting any changes in the project since the original submission
- G) HUD Certifications and Assurances (form HUD-50161)
- H) Title Policy (pro forma submitted prior to closing and final policy submitted after closing showing HUD Declaration of Restrictive Covenant recorded in the order approved by HUD (reviewed by the HUD Field Office)
- I) ALTA Survey (reviewed by the HUD Field Office)
- J) Management Plan, Management Agreement, and sample Tenant Lease (reviewed by the HUD Field Office)
- K) Other documents as may be required by HUD

Upon completion of HUD's review of the Development Proposal and the draft evidentiary documents listed above, HUD will issue a letter to the PHA which will approve the Development Proposal and the draft evidentiary documents and authorize the PHA to proceed with financial closing. However, no public housing funds may be expended by the PHA until the final, executed evidentiary documents have been submitted to and approved by HUD.

**Section 16: Submission and Approval of Final Evidentiary Documents for Mixed-Finance Projects**

For mixed-finance projects only, after financial closing, the PHA must submit the following information to HUD for approval:

- A) a compact disc (CD) or other electronic medium approved by HUD containing copies of all executed and recorded evidentiary documents previously submitted and approved by HUD in draft form. The index of documents and each document should be copied to the CD or other electronic medium as discrete files;
- B) the required HUD opinion of counsel (HUD Model Document);
- C) a certification from PHA counsel attesting that no significant changes have been made to the evidentiary documents previously submitted to and approved by HUD in draft form, or if changes have been made, a list of all changes, and;
- D) the final title insurance policy that reflects the recordation of all liens, mortgages and encumbrances against the property in the order approved by HUD.

HUD will issue a final letter to the PHA which approves the executed evidentiary documents and authorizes expenditure of the public housing funds committed to the project.

**Section 17: Cost Certification**

Within one year of project completion, the PHA must submit to the Field Office the Actual Development Cost Certificate (Form HUD-52427) or Development Cost Budget/Cost Statement (HUD -52484) or another form or format as specified by the Field Office.

**Section 18: Attachments & Additional Submissions to the Development Proposal**

- Attachment 1: Site Map
- Attachment 2: Neighborhood/City Map
- Attachment 3: Architectural Plans
- Attachment 4: Construction Draw Schedule
- Attachment 5: Independent Construction Cost Estimate
- Attachment 6: Documentation on Limitation on Cost of New Construction
- Attachment 7: Documentation on Identify of Interest (if applicable)
- Attachment 8: Cooperation Agreement or Documentation of Consistency with Comprehensive Plan
- Attachment 9: Environmental Compliance Documentation
- Attachment 10: Market Analysis Executive Summary
- Attachment 11: Draft Evidentiary Documents (may be submitted after other elements of the Development Proposal, but prior to HUD approval)
- Attachment 12: Final Evidentiary Documents (submitted after financial closing)

Public reporting burden for this collection of information is estimated to average 2 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This collection of information is required for developing a Mixed-Finance rental project pursuant to HUD regulations 24 CFR 905. The information will be used to provide HUD with sufficient information to enable a determination that the proposed housing project is demographically and financially feasible and that HUD statutory and regulatory requirements have been met.

This workbook uses the TDCs and HCCs in accordance with HUD Notice PIH-2011-08 (HA), as updated to include HUD's most recent TDC and HCC limits, which can be found on the Capital Fund Program website.

**FOR THOSE FAMILIAR WITH THE INSTRUCTIONS:  
START ON THE NEXT TAB AND CONTINUE TO MOVE RIGHT THROUGH THE TABS**

#### Instructions: TDC & HCC Limit Calculation Worksheets

**Tips:** Enter information in cells with blue borders, text or numbers on screen.

Except for the Pro Forms and Draw Schedule, all other cells are locked. Print these Instructions for easy reference, then begin at Step 1.

Note: To navigate among the worksheets, click the individual worksheet tabs at the bottom of this window. If no worksheet tabs are visible, select "Options..." from the "Tools" menu. In the dialogue box, select the "View" tab. Under "Window options" put a check mark in the "Sheet tabs" box.

#### Step 1. State Basic Information and Unit Mix

> Navigate to the worksheet titled "Unit Mix".

> Enter the PHA Name, Development Name, and Phase Number or Description (on the "Unit Mix" worksheet)

#### Step 2. Enter the Number of Units of Each Type and Size (on the "Unit Mix" worksheet)

> Select the appropriate column(s) for the proposed units based on tenure type (Rental or Homeownership, PH or Non-PH), and the development method.

- Rent-to-Own units are to be counted initially as Rental Units.
- Possible development methods are Rehabilitation (of existing public housing only), New Construction, or Acquisition (with or without rehab).

> Enter the number of units proposed, by Structure Type, in the appropriate row based on the Number of Bedrooms.

- TDC limit applies to development of public housing units under an Annual Contributions Contract (ACC) using Public Housing Capital Assistance
- Public Housing Capital Assistance (PHCA) includes the following development sources (and borrowed funds to be repaid from these sources):
  - HOPE VI and Choice Neighborhoods grant funds;
  - Public Housing Capital Fund and Public Housing Development assistance provided under sections 9 and 5 of the 1937 Housing Act; and
  - Public Housing Operating Fund assistance provided under section 9 of the 1937 Housing Act that is used for development.

• The TDC limit for Modernization of existing public housing is 90% of the published TDC limit for a given structure and unit type.

• The HCC limit is applicable only to New Construction units (not applicable to Rehabilitation of existing public housing, or to Acquisition units).

The "TDC & HCC Limit calculations" worksheet reflects all such applicability as described above.

• Definitions of Structure Types specified on the Unit Mix worksheet:

- Detached: A structure that consists of a single living unit surrounded by permanent open space on all sides.
- Semi-detached: A structure containing two living units separated by a common vertical wall.
- Elevator: Any structure of four or more stories above ground in which an elevator is provided.
- Row House: A structure containing three or more living units separated only by vertical walls.
- Walk-up: A multi-level low-rise structure containing two or more living units, in which any units are separated by any common wall.



#### Step 3. Enter Number of Tax Credit, Market-Rate Rental, and Market-Rate For-Sale Units (for reference only; not used in TDC calculation)

#### Step 4. Enter Number of Special-Needs Units, and Describe Accessibility Design Features (for reference only; not used in TDC calculation)

#### Step 5. Select Location

> Navigate to the worksheet titled "Select City & State".

> Make the appropriate selections from the menu lists provided there.

> Follow the Note boxes on that worksheet

#### Step 6. TDC & HCC Calculations

> Navigate to the worksheet titled "TDC & HCC Limit Calculations".

#### Step 7. Enter Demolition & Replacement Units (total, all project phases) (on "TDC & HCC Limit calculations" worksheet)

> Enter the number of public housing units to be demolished (or eliminated by conversion) for all phases of the project.

> Enter the total number of replacement units to be built back on the original public housing site(s) in all phases of the project.

- Include only on-site, new-construction replacement rental public housing units and, and ownership units developed with Public Housing Capital Assistance (see Step 3, above for a definition of Public Housing Capital Assistance).

#### Step 8. Enter All Sources of Public Housing Capital Assistance

> Include: Public Housing Capital Assistance used for development, and borrowed funds secured by repayment with Public Housing Capital Assistance.

> Do not include: sources other than Public Housing Capital Assistance (e.g., HOME and CDBG), or any non-HUD funding sources.

#### Step 9. Enter All Uses of Public Housing Capital Assistance

• Use the budget line items provided. These track HUD Notice PIH 2003-8. For example:

- BLI 1440: Site Acquisition costs are all expenses of acquiring sites (only sites that do not include structures to be retained for housing).
- BLI 1450: Site Improvement includes streets and public improvements, and site improvements other than on-site utilities & finish landscaping.
- Dwelling Structure costs must be categorized as Rehabilitation, New Construction, or Acquisition:
  - BLI 1460: "Dwelling Structures, Rehabilitation" includes only those "hard" (construction) costs of rehabilitating existing public housing units.
  - BLI 1460: "Dwelling Structures, New Construction" includes only hard costs for the building, utilities from the street and finish landscaping.
  - BLI 1460: "Dwelling Structures, Acquisition" includes all acquisition costs for existing housing units, including the site and associated rehab.

#### Step 10. Confirm that Sources are Equal to Uses

> Confirm that all Grant Funds and Public Housing Capital Assistance (GFPH) sources are included.

> Confirm that sources of GFPH are equal to uses of GFPH

#### Step 11. Enter any Extraordinary Site Cost (a component of Additional Project Costs -- not subject to TDC limit)

> Enter any Extraordinary Site Cost in the cell provided. This may be some or all of the funds entered in BLI 1450 (Step 8).

- Extraordinary Site Costs must be verified by an independent registered engineer, and approved by HUD.

#### Step 12. Review TDC and HCC Limit Calculation Results

> Review the results of the TDC and HCC limit calculations, and print the worksheet.

- The TDC and HCC limit analysis results are shown on the lower right of the "TDC & HCC Limit calculations" worksheet.
- All worksheets are pre-formatted for printing. To print the current worksheet or all worksheets, select "Print..." from the "File" menu.
- Direct project questions to the Project Manager at the HUD Office of Public Housing Investments.

**Disclaimer:** This workbook does not replace applicable statutes, regulations, notices or other HUD guidance. Use of this form is not required by HUD.

## Unit Mix and Accessibility Summary, Post-Revitalization

Step 1: Enter the PHA Name, the Development Name, and Phase Number or Description

Applicant PHA/Grantee:	Housing Authority of Sample City
Grant Name, if applicable:	Sample Grant Name
Phase/Project/Development Name:	Sample Mixed-Finance Development or Sample Phase
PIC Development Number:	[enter the new AMP-format development number]



Step 2: Enter the Number of Units (by Structure Type and Unit Size, according to Unit Category and Development Method)

Structure Type	Number of Bedrooms	Rental Unit Categories						Homeownership Unit Categories						
		Public Housing or Replacement Units			Non-Public Housing or Non-Replacement			Developed with Pub. Housing Capital Assistance			Developed without Pub. Housing Capital Assistance			
		Rehab of Existing Public Housing	New Construction	Acquisition with or without Rehabilitation	Rehab of Existing Public Housing	New Construction	Acquisition with or without Rehabilitation	Rehab of Existing Public Housing	New Construction	Acquisition with or without Rehabilitation	Rehab of Existing Public Housing	New Construction	Acquisition with or without Rehabilitation	
Detached	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	1	-	-	-	-	-	-	-	-	-	-	-	-	-
	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	5	-	-	-	-	-	-	-	-	-	-	-	-	-
	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Semi-Detached	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	1	-	-	-	-	-	-	-	-	-	-	-	-	-
	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	5	-	-	-	-	-	-	-	-	-	-	-	-	-
	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Row House	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	1	-	-	-	-	-	-	-	-	-	-	-	-	-
	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	5	-	-	-	-	-	-	-	-	-	-	-	-	-
	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Walk-Up	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	1	-	-	-	-	-	-	-	-	-	-	-	-	-
	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	5	-	-	-	-	-	-	-	-	-	-	-	-	-
	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevator	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	1	-	-	-	-	-	-	-	-	-	-	-	-	-
	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	5	-	-	-	-	-	-	-	-	-	-	-	-	-
	6	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Totals:</b>		-	-	-	-	-	-	-	-	-	-	-	-	-

Step 3: Enter Number of Tax Credit, Market-Rate Rental, and Market-Rate For-Sale Units

<b>Unit Summary</b>	Rehab (of existing PH) Units:	-	Affordable:	-	PH Rental, + HO w/PHCA (subject to TDC limit):	-
	New Construction Units:	-	Market Rate:	-	Non-PH Rental, + HO w/o PHCA (no TDC limit):	-
	Acquisition Units:	-	Total Units:	-	Total Units:	-
	Total Units:	-				-

Step 4: Enter number of Special-Needs Units and describe Accessibility Design Features

		Planned Accessibility: Units for Mobility-Impaired and Hearing/Sight-Impaired											
		Rental Unit Categories						Homeownership Unit Categories					
		Public Housing (on ACC, including Op-sub-only)			Non-Public Housing (not on ACC, no PHCA)			Developed with Pub. Housing Capital Assistance			Developed without Pub. Housing Capital Assistance		
Minimum Required units project-wide		Rehab of Existing Pub Hsg	New Const	Acq with or w/o Rehab	Rehab of Existing Pub Hsg	New Const	Acq with or w/o Rehab	Rehab of Existing Pub Hsg	New Const	Acq with or w/o Rehab	Rehab of Existing Pub Hsg	New Const	Acq with or w/o Rehab
		Units for Mobility-Impaired	0										
Units, Hearing-or Sight-Impaired	0												
Visitability Features:													

Note: Minimum required units are estimates. Consult with HUD and applicable program regulations for actual requirements regarding accessible units.

**Step 5. Using the Drop-down Lists Provided Below, Select the City (or Region) and State where the PROJECT will be located**

Note that this worksheet cannot be protected. Please take care to enter information into the blue bordered cells only.

City	BRIDGEPORT	<-- Select your City from list here
StateName	CONNECTICUT	<-- Select your State from list here

This workbook uses the TDCs and HCCs in accordance with HUD Notice PIH-2011-38 (HA), as updated to include HUD's most recent TDC and HCC limits, which can be found on the Capital Fund Program website.

**Note 1:** When you select a valid City/State combination, this table will show the TDC and HCC limits from the above-referenced HUD Notice. Use the TDC and HCC limits in effect at the time of project closing.

**Note 2:** If the desired City/State combination is not included in the list here, contact the local HUD Field Office. They will assist in determining the most appropriate City/State combination.

**Note 3:** Total Development Cost limits and Housing Construction Cost limits from this table will be transferred automatically to the "TDC & HCC Limit calculations" worksheet.

Type	Data	Total
Detached/Semi-Detached	Sum of 0 Bedrooms, TDC	\$189,627.12
	Sum of 1 Bedrooms, TDC	\$245,220.08
	Sum of 2 Bedrooms, TDC	\$293,381.29
	Sum of 3 Bedrooms, TDC	\$349,813.49
	Sum of 4 Bedrooms, TDC	\$411,464.90
	Sum of 5 Bedrooms, TDC	\$450,633.75
	Sum of 6 Bedrooms, TDC	\$487,460.10
	Sum of 0 Bedrooms, HCC	\$108,358.35
	Sum of 1 Bedrooms, HCC	\$140,125.76
	Sum of 2 Bedrooms, HCC	\$167,646.45
	Sum of 3 Bedrooms, HCC	\$199,893.42
	Sum of 4 Bedrooms, HCC	\$235,122.80
	Sum of 5 Bedrooms, HCC	\$257,505.00
	Sum of 6 Bedrooms, HCC	\$278,548.63
Elevator	Sum of 0 Bedrooms, TDC	\$148,178.04
	Sum of 1 Bedrooms, TDC	\$207,449.26
	Sum of 2 Bedrooms, TDC	\$266,720.48
	Sum of 3 Bedrooms, TDC	\$355,627.30
	Sum of 4 Bedrooms, TDC	\$444,534.13
	Sum of 5 Bedrooms, TDC	\$503,805.34
	Sum of 6 Bedrooms, TDC	\$563,076.56
	Sum of 0 Bedrooms, HCC	\$92,611.28
	Sum of 1 Bedrooms, HCC	\$129,655.79
	Sum of 2 Bedrooms, HCC	\$166,700.30
	Sum of 3 Bedrooms, HCC	\$222,267.06
	Sum of 4 Bedrooms, HCC	\$277,833.83
	Sum of 5 Bedrooms, HCC	\$314,878.34
	Sum of 6 Bedrooms, HCC	\$351,922.85
Row House	Sum of 0 Bedrooms, TDC	\$167,335.93
	Sum of 1 Bedrooms, TDC	\$218,676.78
	Sum of 2 Bedrooms, TDC	\$265,242.05
	Sum of 3 Bedrooms, TDC	\$324,282.45
	Sum of 4 Bedrooms, TDC	\$384,808.85
	Sum of 5 Bedrooms, TDC	\$423,441.98
	Sum of 6 Bedrooms, TDC	\$459,735.15
	Sum of 0 Bedrooms, HCC	\$95,620.53
	Sum of 1 Bedrooms, HCC	\$124,958.16
	Sum of 2 Bedrooms, HCC	\$151,566.89
	Sum of 3 Bedrooms, HCC	\$185,304.26
	Sum of 4 Bedrooms, HCC	\$219,890.77
	Sum of 5 Bedrooms, HCC	\$241,966.84
	Sum of 6 Bedrooms, HCC	\$262,705.80
Walkup	Sum of 0 Bedrooms, TDC	\$146,370.71
	Sum of 1 Bedrooms, TDC	\$199,626.05
	Sum of 2 Bedrooms, TDC	\$252,483.42
	Sum of 3 Bedrooms, TDC	\$332,481.22
	Sum of 4 Bedrooms, TDC	\$411,928.00
	Sum of 5 Bedrooms, TDC	\$464,076.18
	Sum of 6 Bedrooms, TDC	\$515,571.28
	Sum of 0 Bedrooms, HCC	\$83,640.40
	Sum of 1 Bedrooms, HCC	\$114,072.03
	Sum of 2 Bedrooms, HCC	\$144,276.24
	Sum of 3 Bedrooms, HCC	\$189,989.27
	Sum of 4 Bedrooms, HCC	\$235,387.43
	Sum of 5 Bedrooms, HCC	\$265,186.39
	Sum of 6 Bedrooms, HCC	\$294,612.16


(There is no need to print this worksheet)

**Total Development Cost (TDC) Limit and Housing Construction Cost (HCC) Limit Calculations**

DEVELOPMENT NAME AND PHASE: **Sample Mixed-Finance Development or Sample Phase**

**This workbook uses the TDCs and HCCs in accordance with HUD Notice PIH-2011-38 (HA), as updated to include HUD's most recent TDC and HCC limits, which can be found on the Capital Fund Program website.**

[Capital Fund Program website](#) for BRIDGEPORT, CONNECTICUT

 Structure Type	Step 3. Unit Mix (Note: enter info on the "Unit Mix" worksheet)					HCC Limits		TDC Limits	
	BRs	Rehab of Existing Pub. Hsg.	New Const.	Acq. with or w/o Rehab		(new const. only)	(new const. only)	Per Unit	Phase Totals
						Per Unit	Phase Totals		
Detached/Semi-Detached	1	-	-	-	-	\$ 140,126	\$ -	\$ 245,220	\$ -
	2	-	-	-	-	\$ 167,646	\$ -	\$ 293,381	\$ -
	3	-	-	-	-	\$ 199,893	\$ -	\$ 349,813	\$ -
	4	-	-	-	-	\$ 235,123	\$ -	\$ 411,465	\$ -
	5	-	-	-	-	\$ 257,505	\$ -	\$ 450,634	\$ -
	6	-	-	-	-	\$ 278,549	\$ -	\$ 487,460	\$ -
Row House	1	-	-	-	-	\$ 124,958	\$ -	\$ 218,677	\$ -
	2	-	-	-	-	\$ 151,567	\$ -	\$ 265,242	\$ -
	3	-	-	-	-	\$ 185,304	\$ -	\$ 324,282	\$ -
	4	-	-	-	-	\$ 219,891	\$ -	\$ 384,809	\$ -
	5	-	-	-	-	\$ 241,967	\$ -	\$ 423,442	\$ -
	6	-	-	-	-	\$ 262,706	\$ -	\$ 459,735	\$ -
Walkup	0	-	-	-	-	\$ 83,640	\$ -	\$ 146,371	\$ -
	1	-	-	-	-	\$ 114,072	\$ -	\$ 199,626	\$ -
	2	-	-	-	-	\$ 144,276	\$ -	\$ 252,483	\$ -
	3	-	-	-	-	\$ 189,989	\$ -	\$ 332,481	\$ -
	4	-	-	-	-	\$ 235,387	\$ -	\$ 411,928	\$ -
	5	-	-	-	-	\$ 265,186	\$ -	\$ 464,076	\$ -
Elevator	0	-	-	-	-	\$ 92,611	\$ -	\$ 148,178	\$ -
	1	-	-	-	-	\$ 129,656	\$ -	\$ 207,449	\$ -
	2	-	-	-	-	\$ 166,700	\$ -	\$ 266,720	\$ -
	3	-	-	-	-	\$ 222,267	\$ -	\$ 355,627	\$ -
	4	-	-	-	-	\$ 277,834	\$ -	\$ 444,534	\$ -
	5	-	-	-	-	\$ 314,878	\$ -	\$ 503,805	\$ -
	6	-	-	-	\$ 351,923	\$ -	\$ 563,077	\$ -	
		-	-	-		\$ -	\$ -	\$ -	\$ -

**Step 7. Enter Demo & Replacement Units (total, all phases)**

Number of public housing units to be demolished or lost to conversion (total, all phases)  (This portion of demolition cost is excluded from TDC limit)

(Minus) the number of replacement PH units to be built back on the original site (total, all phases)  % of units:

Equals PH units demolished and not replaced on the original PH site (total, all phases)

**Step 8. Enter all Sources of Public Housing Capital Assistance**

PH Capital Assistance incl. CFP, HOPE VI, Choice Neighborhoods

Borrowed Funds to be Repaid with Public Housing Capital Assistance

**Total Sources of Public Housing Capital Assistance** \$ -

**Step 9. Enter All Uses of Public Housing Capital Assistance**

	HUD Bdgt Line Item	
Choice Neighborhoods Supportive Services	1405	\$ -
HOPE VI Community & Supportive Services	1408	\$ -
Management Improvements, PHA	1408	\$ -
Administration, PHA	1410	\$ -
Fees and Costs (planning, prog mgmt, insurance, initial oper deficit, etc.)	1430	\$ -
Site Acquisition (cost of sites w/o structures to be retained as housing)	1440	\$ -
Site Improvement (streets, site improvements and public improvements)	1450	\$ -
Dwelling Structures, <b>Rehab</b> (cost to rehab existing PH units only)	1460	\$ -
Dwelling Structures, <b>New Const</b> (w/OH+P, finish landscape + on-site util's)	1460	\$ -
Dwelling Structures, <b>Acquisition</b> (acq. of existing units, + rehab cost)	1460	\$ -
Dwelling Equip, <b>New Const</b> (for new construction units only)	1465	\$ -
Dwelling Equip, <b>Rehab or Acq.</b> Units (for existing PH and Acq. units)	1465	\$ -
Nondwelling Structures (community facilities, social service space, etc.)	1470	\$ -
Nondwelling Equipment (e.g., vehicles)	1475	\$ -
Demolition (enter total of all demo & environmental remediation costs)	1485	\$ -
Relocation (moving expenses, & PHA cost of full-time relo staff)	1495	\$ -
Relocation - Non-Residents	1496	\$ -

**Total Uses of Public Housing Capital Assistance** \$ -

**Excluded Demolition and Abatement Cost Calculation**

Total Cost of Public Housing Unit Demo & Associated Env. Abatement (BLI 1485) \$ -

Times % of Demo Costs Excluded as "Additional Project Costs" (% from Step 7) x 0%

Equals Amount of Demo Costs Excluded from TDC Limit as "Additional Project Costs" \$ -

**Step 11. Enter Extraordinary Site Cost (must be approved by HUD)**


Community & Supportive Services ("CSS" -- for HOPE VI projects only) -

(Minus) Total of "Extraordinary Site Costs" and CSS (excluded from TDC limit) -

**Total Uses of Public Housing Capital Assistance** (amount subject to TDC Limit) \$ -

**Total Development Cost Limit (from Step 5)**

**Step 10. Confirm:**



**Sources = Uses**

Total Sources (Step 7) must equal Total Uses (Step 8)

equal Total Uses (Step 8)

----> Difference: \$0

Okay: Sources = Uses

(± \$5 rounding allowance)

**Step 12. Review Results**

**TDC Limit Analysis:**

Total Development Cost

(PH Capital Assistance only)

as Percentage of TDC Limit

**No PH units (Step 2)**

**Public Housing Capital Assistance for Housing Construction Costs**

Dwelling Structures, New Const (w/OH+P, finish landscape + on-site util's) 1460 \$ -

Dwelling Equipment, New Const (if not already included in 1460) 1465 \$ -

**Total Housing Construction Cost** \$ -

**HCC Limit Analysis:**

Housing Construction Cost

(PH Capital Assistance only)

as Percentage of HCC Limit

**No PH units (Step 2)**

**Housing Construction Cost Limit (if any, from Step 5)**



## Instructions for Completing Project Sources and Uses

1) Information/amounts on the project budgets must be consistent with information in the Mixed-Finance Development Proposal, form HUD-50157

2) The Construction Budget should only include sources & uses of funds through the end of the construction period.

3) The Permanent Budget should include sources of funds that will remain with the project after closing and construction are completed.

4) Part A costs in the Budgets are those costs included in the developer's project budget.

5) Part B costs in the Budgets are those costs paid for by the PHA directly, which will not be reimbursed at closing.

6) When labeling sources of funds, clearly identify the specific source of funds, e.g. specific lenders, type of public housing funding

7) All fees must be within the HUD Cost Control and Safe Harbor Standards

8) No public housing funds may be used to pay developer fees.

9) If a PHA is receiving a portion of the developer fee, this amount should be reflected on a separate line from the amount received by the developer.

10) No public housing funds may be used to initially fund reserve accounts, except the initial operating reserve for public housing units

11) LIHTC equity is considered "Private Funds"

12) Federal funds, except for HUD public housing funds, are considered "Other Public Funds"

13) Program income is considered "Other Public Funds"

**CONSTRUCTION PERIOD SOURCES AND USES  
EXHIBIT F TO THE MIXED-FINANCE ACC AMENDMENT**

Applicant PHA/Grantee:	Housing Authority of Sample City
Grant Name, if applicable:	Sample Grant Name
Phase/Project Name:	Sample Mixed-Finance Development or Sample Phase
PIC Development Number:	[enter the new AMP-format development number]

Part A: Development Sources	Loan/Grant/Equity	PH Capital Assist.	Private Funds	Other Public Funds	Total
Public Housing Capital Funds (CFP)	\$	-	-	-	\$
RHF or DDTF	\$	-	-	-	\$
HOPE VI Funds	\$	-	-	-	\$
Choice Neighborhoods (CN) Funds	\$	-	-	-	\$
MTW Funds	\$	-	-	-	\$
Low Income Housing Tax Credit Equity			\$	-	\$
Construction Loan: bonds			\$	-	\$
Permanent Mortgage #1: identify lender			\$	-	\$
Permanent Mortgage #2: identify lender			\$	-	\$
Other: Federal Historic Tax Credits			\$	-	\$
Other: State Historic Tax Credits			\$	-	\$
Other: CDBG			\$	-	\$
Other: PHA Seller Note			\$	-	\$
Other: HOME Funds			\$	-	\$
<b>Total Development Sources (Part A)</b>	\$	-	\$	-	\$

Part B: Additional Sources	PH Capital Assist.	Private Funds	Other Public Funds	Total
Public Housing Capital Funds (CFP)		\$	-	\$
RHF or DDTF	\$	-	\$	\$
HOPE VI Funds	\$	-	\$	\$
Choice Neighborhoods Funds	\$	-	\$	\$
Other: Describe	\$	-	\$	\$
Other: Describe	\$	-	\$	\$
<b>Total Additional Sources (Part B)</b>	\$	-	\$	\$

<b>Total Sources (Parts A and B)</b>	\$	-	\$	-	\$
--------------------------------------	----	---	----	---	----

Part A: Development Uses	HUD BLI	PH Capital Assist.	Private Funds	Other Public Funds	Total
Residential New Construction	1460	\$	-	\$	\$
Residential Rehabilitation	1460	\$	-	\$	\$
Builder's General Requirements	1460	\$	-	\$	\$
Builder's Overhead	1460	\$	-	\$	\$
Builder's Profit	1460	\$	-	\$	\$
Construction Contingency	1460	\$	-	\$	\$
Other: Describe	1460	\$	-	\$	\$
Site/Infrastructure	1450	\$	-	\$	\$
Dwelling Equipment-Non-Expendable	1465	\$	-	\$	\$
Non-Residential Construction: Identify	1470	\$	-	\$	\$
Non-Residential Construction: Identify	1470	\$	-	\$	\$
Nondwelling Equipment: Identify	1475	\$	-	\$	\$
Demolition	1485	\$	-	\$	\$
Relocation Costs	1495	\$	-	\$	\$
Relocation - Non Residents	1496	\$	-	\$	\$
Other: Bond Collateral		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
<b>Subtotal: Development Construction Costs</b>		\$	-	\$	\$

Development Soft Costs	HUD BLI	PH Capital Assist.	Private Funds	Other Public Funds	Total
Acquisition of Site(s)	1440	\$	-	\$	\$
Accounting and Cost Certification	1430	\$	-	\$	\$
Appraisal Expense	1430	\$	-	\$	\$
Architect & Engineer Fees	1430	\$	-	\$	\$
Environmental Assessment, Testing & Cleanup	1430	\$	-	\$	\$
Financing & Application Expense: Lender	1430	\$	-	\$	\$
Financing & Application Expense: Tax Credit	1430	\$	-	\$	\$
Insurance, Construction Period	1430	\$	-	\$	\$
Interest, Construction & Bridge Loan(s)	1430	\$	-	\$	\$
Legal Expense, Developer & Lender(s)	1430	\$	-	\$	\$
Marketing & Lease-up Expense	1430	\$	-	\$	\$
Permits, Construction & Utility Hookup	1430	\$	-	\$	\$
PILOT & Taxes, Construction Period	1430	\$	-	\$	\$
Survey	1430	\$	-	\$	\$
Title & Recording Fees	1430	\$	-	\$	\$
Lease-up Reserve (Public Housing)	1430	\$	-	\$	\$
Other: FF&E		\$	-	\$	\$
Other: Professional Services		\$	-	\$	\$
Operating Subsidy Reserve (Public Housing)			\$	-	\$
Operating Reserve			\$	-	\$
Replacement Reserve			\$	-	\$
Supportive Service Reserve			\$	-	\$
Developer Fee: Developer			\$	-	\$
Developer Fee: Housing Authority			\$	-	\$
Other: Interior Design Fee		\$	-	\$	\$
Other: Plans, Reproductions, Media		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
Other: Describe		\$	-	\$	\$
<b>Subtotal: Development Soft Cost</b>		\$	-	\$	\$

<b>Total Uses for Development (Part A)</b>	\$	-	\$	-	\$
--	----	---	----	---	----

Part B: Additional Uses	HUD BLI	PH Capital Assist.	Private Funds	Other Public Funds	Total
CN Supportive Services	1405	\$	-	\$	\$
HOPE VI Community & Supportive Services	1408	\$	-	\$	\$
Management Improvements, PHA	1408	\$	-	\$	\$
Administration	1410	\$	-	\$	\$
Fees & Costs	1430	\$	-	\$	\$
Site Acquisition	1440	\$	-	\$	\$
Site Improvement	1450	\$	-	\$	\$
Demolition (and associated remediation)	1485	\$	-	\$	\$
Relocation Expense	1495	\$	-	\$	\$
Relocation - Non Residents	1496	\$	-	\$	\$
<b>Total Additional Uses (Part B)</b>		\$	-	\$	\$

<b>Total Uses (Parts A and B)</b>	\$	-	\$	-	\$
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**PERMANENT SOURCES AND USES**  
**EXHIBIT F TO THE MIXED-FINANCE ACC AMENDMENT**

Applicant PHA/Grantee:	<b>Housing Authority of Sample City</b>
Grant Name, if applicable:	<b>Sample Grant Name</b>
Phase/Project Name:	<b>Sample Mixed-Finance Development or Sample Phase</b>
PIC Development Number:	<b>[enter the new AMP-format development number]</b>

Part A: Development Sources	Loan/Grant/Equity	PH Capital Assist.	Private Funds	Other Public Funds	Total
Public Housing Capital Funds (CFP)	\$ -	-	-	-	\$ -
RHF/DDTF	\$ -	-	-	-	\$ -
HOPE VI Funds	\$ -	-	-	-	\$ -
Choice Neighborhoods Funds	\$ -	-	-	-	\$ -
MTW Funds	\$ -	-	-	-	\$ -
Low Income Housing Tax Credit Equity			\$ -	\$ -	\$ -
Permanent Mortgage #1: <i>Identify lender</i>			\$ -	\$ -	\$ -
Permanent Mortgage #2: <i>Identify lender</i>			\$ -	\$ -	\$ -
Other: Federal Historic Tax Credits			\$ -	\$ -	\$ -
Other: State Historic Tax Credits			\$ -	\$ -	\$ -
Other: CDBG			\$ -	\$ -	\$ -
Other: Seller Note			\$ -	\$ -	\$ -
Other: HOME			\$ -	\$ -	\$ -
<b>Total Development Sources (Part A)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Part B: Additional Sources	PH Capital Assist.	Private Funds	Other Public Funds	Total
Public Housing Capital Funds (CFP)	\$ -	-	-	\$ -
RHF/DDTF	\$ -	-	-	\$ -
HOPE VI Funds	\$ -	-	-	\$ -
Choice Neighborhoods (CN) Funds	\$ -	-	-	\$ -
Other:	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -
<b>Total Additional Sources (Part B)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Sources (Parts A and B)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Part A: Development Uses	HUD BLI	PH Capital Assist.	Private Funds	Other Public Funds	Total
Residential New Construction	1460	\$ -	\$ -	\$ -	\$ -
Residential Rehabilitation	1460	\$ -	\$ -	\$ -	\$ -
Builder's General Requirements	1460	\$ -	\$ -	\$ -	\$ -
Builder's Overhead	1460	\$ -	\$ -	\$ -	\$ -
Builder's Profit	1460	\$ -	\$ -	\$ -	\$ -
Construction Contingency	1460	\$ -	\$ -	\$ -	\$ -
Other:	1460	\$ -	\$ -	\$ -	\$ -
Site/Infrastructure	1450	\$ -	\$ -	\$ -	\$ -
Dwelling Equipment-Non-Expendable	1465	\$ -	\$ -	\$ -	\$ -
Non-Residential Construction: <i>Identify</i>	1470	\$ -	\$ -	\$ -	\$ -
Non-Residential Construction: <i>Identify</i>	1470	\$ -	\$ -	\$ -	\$ -
Nondwelling Equipment: <i>Identify</i>	1475	\$ -	\$ -	\$ -	\$ -
Demolition	1485	\$ -	\$ -	\$ -	\$ -
Relocation Costs	1495	\$ -	\$ -	\$ -	\$ -
Relocation - Non Residents	1496	\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
<b>Subtotal: Development Construction Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Development Soft Costs	HUD BLI	PH Capital Assist.	Private Funds	Other Public Funds	Total
Acquisition of Site(s)	1440	\$ -	\$ -	\$ -	\$ -
Accounting and Cost Certification	1430	\$ -	\$ -	\$ -	\$ -
Appraisal Expense	1430	\$ -	\$ -	\$ -	\$ -
Architect & Engineer Fees	1430	\$ -	\$ -	\$ -	\$ -
Environmental Assessment, Testing & Cleanup	1430	\$ -	\$ -	\$ -	\$ -
Financing & Application Expense, Lender	1430	\$ -	\$ -	\$ -	\$ -
Financing & Application Expense, Tax Credit	1430	\$ -	\$ -	\$ -	\$ -
Insurance, Construction Period	1430	\$ -	\$ -	\$ -	\$ -
Interest, Construction & Bridge Loan(s)	1430	\$ -	\$ -	\$ -	\$ -
Legal Expense, Developer & Lender(s)	1430	\$ -	\$ -	\$ -	\$ -
Marketing & Lease-up Expense	1430	\$ -	\$ -	\$ -	\$ -
Permits, Construction & Utility Hookup	1430	\$ -	\$ -	\$ -	\$ -
PILOT & Taxes, Construction Period	1430	\$ -	\$ -	\$ -	\$ -
Survey	1430	\$ -	\$ -	\$ -	\$ -
Title & Recording Fees	1430	\$ -	\$ -	\$ -	\$ -
Lease Up Reserve (Public Housing)	1430	\$ -	\$ -	\$ -	\$ -
Other: Describe	1430	\$ -	\$ -	\$ -	\$ -
Other: Describe	1430	\$ -	\$ -	\$ -	\$ -
Operating Subsidy Reserve (Public Housing)		\$ -	\$ -	\$ -	\$ -
Operating Reserve		\$ -	\$ -	\$ -	\$ -
Replacement Reserve		\$ -	\$ -	\$ -	\$ -
Supportive Service Reserve		\$ -	\$ -	\$ -	\$ -
Developer Fee: Developer		\$ -	\$ -	\$ -	\$ -
Developer Fee: Housing Authority		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
Other: Describe		\$ -	\$ -	\$ -	\$ -
<b>Subtotal: Development Soft Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Uses for Development (Part A)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Part B: Additional Uses	HUD BLI	PH Capital Assist.	Private Funds	Other Public Funds	Total
CN Supportive Services	1405	\$ -	\$ -	\$ -	\$ -
HOPE VI Community & Supportive Services	1408	\$ -	\$ -	\$ -	\$ -
Management Improvements, PHA	1408	\$ -	\$ -	\$ -	\$ -
Administration	1410	\$ -	\$ -	\$ -	\$ -
Fees & Costs	1430	\$ -	\$ -	\$ -	\$ -
Site Acquisition	1440	\$ -	\$ -	\$ -	\$ -
Site Improvement	1450	\$ -	\$ -	\$ -	\$ -
Demolition (and associated remediation)	1485	\$ -	\$ -	\$ -	\$ -
Relocation Expense	1495	\$ -	\$ -	\$ -	\$ -
Relocation - Non Residents	1496	\$ -	\$ -	\$ -	\$ -
<b>Total Additional Uses (Part B)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Uses (Parts A and B)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>DEVELOPER FEE CALCULATION</b>			<b>CONTRACTOR FEE CALCULATION</b>		
Total Project Cost (Part A Costs Only)	\$	-	Total Construction Hard Costs (Part A Only)	\$	-
Less Developer Fee			Less Contractor Fees		
Developer	\$	-	General Conditions & Bond	\$	-
PHA	\$	-	Overhead	\$	-
<b>TOTAL DEVELOPER FEE</b>	\$	-	Profit	\$	-
Less Reserves			<b>TOTAL CONTRACTOR FEE</b>	\$	-
Lease-Up Reserve (public housing)	\$	-	Less Hard Costs Contingency	\$	-
Operating Subsidy Reserve (public housing)	\$	-	<b>BASIS FOR FEE CALCULATION</b>	\$	-
Operating Reserve	\$	-			
Replacement Reserve	\$	-	<b>CONTRACTOR FEE</b>		<b>0%</b>
Social Service Reserve	\$	-	General Conditions & Bond		<b>0%</b>
Other:			Overhead		<b>0%</b>
<b>TOTAL RESERVES</b>	\$	-	Profit		<b>0%</b>
Less Other Excluded Costs (relocation, CSS)	\$	-			
<b>BASIS FOR FEE CALCULATION</b>	\$	-			
<b>TOTAL DEVELOPER FEE</b>		<b>0.0%</b>			
<b>Fee to Developer</b>		<b>0.0%</b>			
<b>Fee to PHA</b>		<b>0.0%</b>			
<b>PRO RATA TEST</b>					
<u>Unit Type</u>	<u>Number</u>	<u>Percent</u>			
Public Housing/Replacment	0	0%			
Other Units	0	0%			
Total Units	0	0%			
<u>Source of Funds (Part A Funds Only)</u>	<u>Amount</u>	<u>Percent</u>			
Public Housing Funds	\$ -	0%			
Other Funds	\$ -	0%			
Total Funds	\$ -	0%			
<b>Test</b>					
<b>% Public Housing/Replacement Units</b>		<b>0%</b>			
<b>% Public Housing Funds</b>		<b>0%</b>			
<b>% of public housing funds cannot exceed percent of public housing/replacement units</b>					

<b>INCOME PROJECTIONS</b>								
<i>All rents should be net of utility allowance</i>								
<b>Unit Type</b>	<b># Units</b>	<b># of Bed-rooms</b>	<b>Monthly Tenant Rent (PUM)</b>	<b>Monthly Subsidy (PUM)</b>	<b>Monthly Income (PUM)</b>	<b>Annual Tenant Rent Total</b>	<b>Annual Subsidy Total</b>	<b>Total Annual Income</b>
Public Housing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Public Housing Totals</b>	<b>0</b>				\$ -	\$ -	\$ -	
Project Based Voucher (PBV) and Project Based Rental Assistance (PBRA)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PBV+PBRA Totals</b>	<b>0</b>				\$ -	\$ -	\$ -	
Other Affordable/Restricted					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
<b>Total Other Affordable/Restricted</b>	<b>0</b>				\$ -		\$ -	
Unrestricted/Market					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
					\$ -			\$ -
<b>Total Unrestricted/Market</b>	<b>0</b>				\$ -		\$ -	
<b>Other Income</b>					\$ -		\$ -	

ASSUMPTIONS: PRO FORMA WORKSHEET

Provide the following assumptions, which should be reflected on the Pro Forma

Rental Income Annual Increase (%)	0%	
Other Income Annual Increase (%)	0%	
Vacancy Rate (%)	0%	
Expense annual increase (%)	0%	
Replacement Reserve Annual Amount (\$)	\$0	\$0 per unit/per year
Replacement Reserve Annual Increase (%)	0%	

Property Management Fee (fixed fee or % of effective gross income)

Fixed Fee per year	\$0	\$0 per unit/per year
Annual Increase (%)	0%	
<b>OR</b>		
% of Effective Gross Income	0%	

15 Year Operating Pro Forma

Applicant PHA/Grantee: Housing Authority of Sample City  
 Grant Name, if applicable: Sample Grant Name  
 Phase/Project Name: Sample Mixed-Finance Development or Sample Phase  
 PIC Development Number: [enter the new AMP-format development number]

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Operating Income</b>															
Unrestricted (Market Rate) Unit Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Affordable/Restricted Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Non-Public Housing Rental Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Housing Choice Voucher/PBRA</b>															
Tenant Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voucher/PBRA Amount	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Housing Choice Voucher/PBRA</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Public Housing Rental Income</b>															
Tenant Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Housing Operating Subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Public Housing Rental Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Gross Rental Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Income (laundry, interest, etc.)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Gross Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Less Vacancy Allowance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Effective Gross Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Operating Expenses</b>															
Administration/Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Management Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Security	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Real Estate Taxes/PILOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supportive Services															
Replacement Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other															
<b>Total Operating Expenses</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Net Operating Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Debt Service</b>															
Loan 1: <i>identify</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan 2: <i>identify</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan 3: <i>identify</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Debt Service</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Coverage Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee: <i>identify</i>															
Fee: <i>identify</i>															
Fee: <i>identify</i>															
<b>Cash Flow Available for Distribution</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Distribution: <i>identify</i>															
Distribution: <i>identify</i>															
Distribution: <i>identify</i>															
Distribution: <i>identify</i>															
Distribution: <i>identify</i>															
<b>Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Applicant PHA/Grantee: Housing Authority of Sample City  
 Grant Name, if applicable: Sample Grant Name  
 Phase/Project Number & Name: Sample Mixed-Finance Development or Sample Phase  
 PIC Development Number: [enter the new AMP-format development number]

Date Prepared: 17-Dec-10  
 % of  
 Construction  
 Costs Completed

**Flow of Funds Analysis**

Starting Balance

**Uses of Funds**

<b>Acquisition Costs</b>	
Land	-
Building	-
<b>Total Acquisition Costs</b>	<b>0</b>
<b>Hard Costs</b>	
Hard Construction Costs	9,075,000
Site Work	1,000,000
General Requirements	544,500
Contractor Overhead	181,500
Contractor Profit	544,500
Contractor Bond Premium	
Contingency	725,000
FF&E	250,000
Retainage	
<b>Total Hard Costs</b>	<b>12,320,500</b>
<b>Soft Construction Costs</b>	
Architecture Design & Engineering	680,000
Survey & As-Built Survey	25,000
Environmental	60,000
Soils & Materials Testing/Structural Report	20,000
Insurance	60,000
Construction Loan Interest Rate Cap	0
Construction Loan Legal, Due Diligence and Appraisal	48,000
Permanent Loan Origination	19,625
Inspection Fees	35,000
Title & Recording	34,000
Developer Legal	125,000
Accountant and Audit	80,000
Appraisal & Market Study	15,000
Marketing	55,000
Rent-up Reserve	200,000
Soft Cost Contingency	48,503
Operating Reserve	581,500
Replacement Reserve	49,452
Tax Credit Application Fees	4,000
Tax Credit Fees (Reservation and Monitoring)	171,700
Developer Overhead	488,800
Developer Fee	1,466,400
AHA Developer Fee	488,800
<b>Total Soft Construction Costs</b>	<b>5,979,797</b>
<b>Total Development Costs</b>	<b>18,300,297</b>
<b>Loan Repayment</b>	<b>10,925,000</b>
<b>Total Project Uses</b>	<b>29,225,297</b>
<b>Constr. Sources of Funds</b>	
	<b>% Equity pay-in</b>
Investor Disbursement/Draws	8,599,320
Investor Balance Available	-
Bank Construction Loan Disbursement	# 10,925,000
AHA Disbursement	# 5,170,000
Deferred Developers Fee	605,977
<b>Total Project Sources</b>	<b>29,225,297</b>
AHA Potential Eligible Costs	5,170,000
AHA Loan Disbursement	
AHA Loan Balance Start Month	
AHA Disbursements for Eligible Costs Only	
<b>AHA Cumulative Loan Balance</b>	
Projected Construction Interest Due Based on Draw Schedule	
Cumulative Bank Construction Loan Balance	



Applicant PHA/Grantee: Housing Authority of Sample City  
 Grant Name, if applicable: Sample Grant Name  
 Phase/Project Number & Name: Sample Mixed-Finance Development or Sample Phase  
 PIC Development Number: [enter the new AMP-format development number]

Date Prepared: 17-Dec-10

Flow of Funds Analysis	Starting Balance	% of Construction Costs Completed											
		2.50%	7.50%	7.50%	10.00%	12.50%	12.00%	12.00%	10.00%	7.50%	3.00%	2.50%	2.50%
	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	

**Uses of Funds**

	Closing												
<b>Acquisition Costs</b>													
Land	-	-	-	-	-	-	-	-	-	-	-	-	-
Building	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Acquisition Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hard Costs</b>													
Hard Construction Costs	9,075,000	226,875	680,625	680,625	907,500	1,134,375	1,089,000	1,089,000	907,500	680,625	272,250	226,875	226,875
Site Work	1,000,000	25,000	75,000	75,000	100,000	125,000	120,000	120,000	100,000	75,000	30,000	25,000	25,000
General Requirements	544,500	13,613	40,838	40,838	54,450	68,063	65,340	65,340	54,450	40,838	16,335	13,613	13,613
Contractor Overhead	181,500	4,538	13,613	13,613	18,150	22,688	21,780	21,780	18,150	13,613	5,445	4,538	4,538
Contractor Profit	544,500	13,613	40,838	40,838	54,450	68,063	65,340	65,340	54,450	40,838	16,335	13,613	13,613
Contractor Bond Premium			0	0	0	0	0	0	0	0	0	0	0
Contingency	725,000	0	0	217,500	0	0	145,000	0	145,000	0	0	0	0
FF&E	250,000	37,500	-	-	25,000	25,000	-	-	-	-	-	25,000	25,000
Retainage		(28,364)	(85,091)	(85,091)	(113,455)	(141,819)	(136,146)	(68,073)	(63,978)	(42,546)	(17,018)	(14,182)	(14,182)
<b>Total Hard Costs</b>	<b>12,320,500</b>	<b>292,774</b>	<b>765,821</b>	<b>983,321</b>	<b>1,046,095</b>	<b>1,301,369</b>	<b>1,370,314</b>	<b>1,293,387</b>	<b>1,215,573</b>	<b>808,367</b>	<b>323,347</b>	<b>294,456</b>	<b>294,456</b>
<b>Soft Construction Costs</b>													
Architecture Design & Engineering	680,000	470,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Survey & As-Built Survey	25,000	25,000											
Environmental	60,000	60,000											
Soils & Materials Testing/Structural Report	20,000	20,000											
Insurance	60,000	30,000	0								0		
Construction Loan Interest Rate Cap	0	0											
Construction Loan Legal, Due Diligence and Appraisal	48,000	48,000											
Permanent Loan Origination	19,625												
Inspection Fees	35,000		2,692	2,692	2,692	2,692	2,692	2,692	2,692	2,692	2,692	2,692	2,692
Title & Recording	34,000	34,000											
Developer Legal	125,000	100,000											
Accountant and Audit	80,000	40,000											
Appraisal & Market Study	15,000	15,000	0										
Marketing	55,000					11,000	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Rent-up Reserve	200,000												
Soft Cost Contingency	48,503								3,731	3,731	3,731	3,731	3,731
Operating Reserve	581,500												
Replacement Reserve	49,452												
Tax Credit Application Fees	4,000	4,000	0										
Tax Credit Fees (Reservation and Monitoring)	171,700	171,700											
Developer Overhead	488,800	391,040	0	0	0	0	0	0	0	0	0	0	0
Developer Fee	1,466,400	0	0	0	0	0	0	0	0	0	0	0	0
AHA Developer Fee	488,800	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Soft Construction Costs</b>	<b>5,979,797</b>	<b>2,050,757</b>	<b>18,992</b>	<b>20,627</b>	<b>21,859</b>	<b>32,859</b>	<b>27,359</b>	<b>30,014</b>	<b>38,934</b>	<b>44,162</b>	<b>47,714</b>	<b>49,260</b>	<b>50,692</b>
<b>Total Development Costs</b>	<b>18,300,297</b>	<b>2,343,531</b>	<b>784,813</b>	<b>1,003,948</b>	<b>1,067,954</b>	<b>1,334,228</b>	<b>1,397,673</b>	<b>1,323,401</b>	<b>1,254,507</b>	<b>852,528</b>	<b>371,061</b>	<b>343,716</b>	<b>345,148</b>
Loan Repayment	10,925,000												
<b>Total Project Uses</b>	<b>29,225,297</b>	<b>2,343,531</b>	<b>784,813</b>	<b>1,003,948</b>	<b>1,067,954</b>	<b>1,334,228</b>	<b>1,397,673</b>	<b>1,323,401</b>	<b>1,254,507</b>	<b>852,528</b>	<b>371,061</b>	<b>343,716</b>	<b>345,148</b>
<b>Constr. Sources of Funds</b>	<b>% Equity pay-in</b>	<b>24%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
Investor Disbursement/Draws	8,599,320	1,719,864	-	-	-	-	-	-	-	-	-	-	-
Investor Balance Available	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank Construction Loan Disbursement	# 10,925,000	311,833	392,406	295,760	-	-	637,267	1,245,416	1,254,507	852,528	371,061	343,716	345,148
AHA Disbursement	# 5,170,000	311,833	392,406	708,188	1,067,954	1,334,228	760,406	77,985	-	-	-	-	-
Deferred Developers Fee	605,977												
<b>Permanent Sources</b>													
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Developers Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Project Sources</b>	<b>29,225,297</b>	<b>2,343,531</b>	<b>784,813</b>	<b>1,003,948</b>	<b>1,067,954</b>	<b>1,334,228</b>	<b>1,397,673</b>	<b>1,323,401</b>	<b>1,254,507</b>	<b>852,528</b>	<b>371,061</b>	<b>343,716</b>	<b>345,148</b>
AHA Potential Eligible Costs	5,170,000	1,544,724	784,813	1,003,948	1,067,954	1,334,228	1,355,391	594,985	517,000	517,000	371,061	343,716	345,148
AHA Loan Disbursement		311,833	392,406	708,188	1,067,954	1,334,228	760,406	77,985	-	-	-	-	-
AHA Loan Balance Start Month		5,170,000	4,858,167	4,465,760	3,757,572	2,689,619	1,355,391	594,985	517,000	517,000	517,000	517,000	517,000
AHA Disbursements for Eligible Costs Only		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AHA Cumulative Loan Balance		311,833	704,240	1,412,428	2,480,381	3,814,609	4,575,015	4,653,000	4,653,000	4,653,000	4,653,000	4,653,000	4,653,000
Projected Construction Interest Due Based on Draw Schedule		-	1,299	2,934	4,167	4,167	4,167	6,822	12,011	17,238	20,790	22,337	23,769
Cumulative Bank Construction Loan Balance		311,833	704,240	1,000,000	1,000,000	1,000,000	1,637,267	2,882,683	4,137,190	4,989,719	5,360,779	5,704,495	6,049,643

Applicant PHA/Grantee: Housing Authority of Sample City  
 Grant Name, if applicable: Sample Grant Name  
 Phase/Project Number & Name: Sample Mixed-Finance Development or Sample Phase  
 PIC Development Number: [enter the new AMP-format development number]

Date Prepared: 17-Dec-10

% of Construction Costs Completed

Flow of Funds Analysis	% of Construction Costs Completed										Ending Balance	
	Draw12	Draw13	Draw14	Draw15	Draw16	Draw17	Draw18	Draw20	Draw21	Draw22		
	Starting Balance	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	
<b>Uses of Funds</b>												
<b>Acquisition Costs</b>												
Land	-	-	-	-	-	-	-	-	-	-	-	0
Building	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total Acquisition Costs</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hard Costs</b>												
Hard Construction Costs	9,075,000	226,875	726,000	0								0
Site Work	1,000,000	25,000	80,000	0								0
General Requirements	544,500	13,613	43,560	0								0
Contractor Overhead	181,500	4,538	14,520	0								0
Contractor Profit	544,500	13,613	43,560	0								0
Contractor Bond Premium												0
Contingency	725,000	0	0		0	217,500						0
FF&E	250,000	25,000	37,500	50,000	-	0	0					0
Retainage		(14,182)	(45,382)	869,508	0		0					0
<b>Total Hard Costs</b>	12,320,500	294,456	899,758	919,508	0	217,500	0	0	0	0	0	0
<b>Soft Construction Costs</b>												
Architecture Design & Engineering	680,000	15,000	30,000	0	0	0	0	0	0			0
Survey & As-Built Survey	25,000											0
Environmental	60,000											0
Soils & Materials Testing/Structural Report	20,000											0
Insurance	60,000	30,000										0
Construction Loan Interest Rate Cap	0											0
Construction Loan Legal, Due Diligence and Appraisal	48,000											0
Permanent Loan Origination	19,625								19,625			0
Inspection Fees	35,000	2,692	2,692									0
Title & Recording	34,000								0			0
Developer Legal	125,000								25,000			0
Accountant and Audit	80,000	0	40,000									0
Appraisal & Market Study	15,000											0
Marketing	55,000	5,500										0
Rent-up Reserve	200,000		33,333	33,333	33,333	33,333	33,333	33,333				0
Soft Cost Contingency	48,503	3,731	3,731	3,731	3,731	3,731	3,731	3,731	3,731			0
Operating Reserve	581,500	0					0					0
Replacement Reserve	49,452								581,500	0		0
Tax Credit Application Fees	4,000								49,452			0
Tax Credit Fees (Reservation and Monitoring)	171,700			0	0	0	0	0	0	0		0
Developer Overhead	488,800	41,396	56,364	0	0	0	0	0	0	0		0
Developer Fee	1,466,400	0	0	0	0	0	0	0	1,466,400	0		0
AHA Developer Fee	488,800	0	0	0	0	0	0	0	488,800	0		0
<b>Total Soft Construction Costs</b>	5,979,797	154,526	191,327	62,271	62,271	62,271	37,064	37,064	2,939,773	0	0	0
<b>Total Development Costs</b>	18,300,297	448,982	1,091,085	981,779	62,271	279,771	37,064	37,064	2,939,773	0	0	18,300,297
Loan Repayment	10,925,000					10,925,000			0			10,925,000
<b>Total Project Uses</b>	29,225,297	448,982	1,091,085	981,779	62,271	11,204,771	37,064	37,064	2,939,773	-	-	29,225,297
<b>Constr. Sources of Funds</b>	<b>% Equity pay-in</b>	<b>36%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>42%</b>	<b>0%</b>	<b>0.0%</b>	<b>18.0%</b>	<b>0%</b>	<b>0%</b>	<b>Ending Balance</b>
Investor Disbursement/Draws	8,599,320	448,982	1,091,085	464,779	62,271	2,404,413	37,064	37,064	2,333,796	-	-	8,599,320
Investor Balance Available	-	2,130,814	1,039,729	574,950	512,678	1,118,027	1,080,963	1,043,898	-	-	-	-
Bank Construction Loan Disbursement	# 10,925,000	-	-	-	-	4,875,357	-	-	-	-	-	10,925,000
AHA Disbursement	# 5,170,000	-	-	517,000	-	-	-	-	(0)	605,977	-	5,170,000
Deferred Developers Fee	605,977	-	-	(0)	-	-	-	-	-	-	-	605,977
<b>Permanent Sources</b>												
Interest Earnings												-
Deferred Developers Fee												-
<b>Total Project Sources</b>	<b>29,225,297</b>	<b>448,982</b>	<b>1,091,085</b>	<b>981,779</b>	<b>62,271</b>	<b>11,204,771</b>	<b>37,064</b>	<b>37,064</b>	<b>2,939,773</b>	<b>-</b>	<b>-</b>	<b>29,225,297</b>
AHA Potential Eligible Costs	5,170,000	407,586	517,000	517,000	-	-	-	-	-	-	-	11,221,551
AHA Loan Disbursement	-	-	-	517,000	-	-	-	-	-	-	-	5,170,000
AHA Loan Balance Start Month	517,000	517,000	517,000	517,000	-	-	-	-	-	-	-	-
AHA Disbursements for Eligible Costs Only	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-
AHA Cumulative Loan Balance	4,653,000	4,653,000	5,170,000	5,170,000	5,170,000	5,170,000	5,170,000	5,170,000	5,170,000	5,170,000	5,170,000	-
Projected Construction Interest Due Based on Draw Schedule	25,207	25,207	25,207	25,207	25,207	25,207	-	-	-	-	-	245,735
Cumulative Bank Construction Loan Balance	6,049,643	6,049,643	6,049,643	6,049,643	6,049,643	-	-	-	-	-	-	-

**Exhibit B. HUD Cost Control and Safe Harbors**  
(See Attached)



## **Cost Control and Safe Harbor Standards for Rental Mixed-Finance Development**

**Revised: April 9, 2003**

In order to expedite the mixed-finance review process and control costs, HUD is instituting safe harbor and maximum fee ranges for a number of costs. In addition, HUD has provided guidance on several development issues. Unless otherwise noted, the cost controls and safe harbors apply to those phases for which a mixed-finance proposal is submitted after January 1, 2000. Any terms previously approved by HUD through approval of a pre-development agreement, development agreement, or program manager contract will not be reviewed again. This guidance is specific to rental developments, and does not apply to homeownership phases.

These policies were developed in consultation with housing authorities, HUD staff, and industry representatives, over the course of more than a year. Once drafted, they were circulated for public review, and the final cost controls included here reflect the many valuable comments received. HUD will continue to review the policies, based on experiences reported by housing authorities and other program participants, and may make alterations to the standards in the future.

Changes from the revised Cost Control and Safe Harbor Standards (January 2, 2002) are italicized in this alert and include the following:

- HOPE VI or other public housing funds may be used, on a case-by-case basis, to pay for up to 15% of the total developer fee/overhead amount to the developer prior to closing. A loan is not required.
- Operating subsidy and tenant rents used to fund a reserve must be used for eligible operating subsidy expenses.
- The property management fee for the public housing units may be calculated as 6% of imputed tax credit rents.

HUD's cost controls and safe harbors are contained in the following chart. The chart provides a brief definition of each term, lists the safe harbor and maximum allowable fees, and briefly describes the risk factors or circumstances that may result in a fee above the safe harbor standards. These guidelines should be used by housing authorities, developers, and consultants when negotiating terms and drafting documents for HUD review.

HUD will review the project terms when receiving Predevelopment and Development Agreements, Program Manager contracts, mixed-finance proposals, and/or other documents that contain negotiated terms. If a project is at or below a safe harbor standard, no further review will be required by HUD. If a project is above a safe harbor standard, additional review by HUD will be necessary. In order to approve terms above the safe harbor, the housing authority must demonstrate to HUD in writing that the negotiated terms are appropriate for the level of risk involved in the project, the scope of work, any specific circumstances of the development, and the local or national market for the services provided.

## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
<p>Net Developer Fee for Rental Mixed-Finance Developments</p> <p>(Developer Fee and Overhead)</p>	<p>The safe harbor and maximum standards apply to the net developer fee, i.e., the portion of the developer fee received by the developer to cover overhead and profit.*</p> <p>Net developer fee is expressed as a percentage of the project costs. Project costs are defined as all hard and soft costs of constructing a particular component with the <b>exclusion</b> of the following:</p> <ul style="list-style-type: none"> <li>• Third-party costs paid by the PHA under contracts entered into directly by PHA and third parties, which will not be reimbursed to PHA at a mixed-finance closing (e.g., where the PHA contracts separately for demolition services);</li> <li>• The developer fee itself;</li> <li>• All costs related to family self-sufficiency and resident relocation activities; and,</li> <li>• All reserve accounts regardless of how characterized, including start-up reserves, operating deficit reserves, capital improvement reserves, initial operating period reserve, etc.</li> </ul> <p>Payments to developers such as “deferred developer fee” are considered part of the fee/overhead amount.</p> <p>Developers may receive up to a 1% additional fee (with a cap of 12% developer fee) if cost savings are realized. This 1% incentive fee must be paid from non-public housing funds.</p>	<p>9% or less of the project costs (profit and overhead); projects that do not have both LIHTC and public housing financing should have fees well below 9%.</p>	<p>12% of the project costs (profit and overhead).</p> <p>Fees above 12% will be considered only if allowed by the State Housing Finance Agency <b>and</b> with significant justification from the PHA and developer demonstrating the increased risk.</p>

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\* The safe harbor and maximum guidelines assume the net developer fee excludes any portion of the fee received by the developer or co-developer (including a PHA) that is returned to the project to fund operating reserves or to cover project costs.

## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
	<p>Developers with fees above the safe harbor standard should meet most or all of the following risk factors:</p> <ul style="list-style-type: none"> <li>• Developer guarantees are for large dollar amounts in proportion to project size and/or long terms;</li> <li>• Developer independently obtains financing, including tax credits (fee increases with both amount of financing and number of sources);</li> <li>• Developer obtains site control from an entity other than a PHA or PHA affiliate (fee increases with number of sites);</li> <li>• Project is small (i.e., 50 units or less);</li> <li>• Project is complex (e.g., in financial, legal, environmental, and/or political terms);</li> <li>• Project contains units without operating subsidy (i.e., market-rate or LIHTC-only units);</li> <li>• Developer bears more than 25% of the predevelopment costs (until reimbursement at closing); and/or</li> <li>• The Developer Fee is deferred (paid out of positive cash flow from market-rate units).</li> </ul> <p>All criteria apply to both for-profit and non-profit developers.</p> <p>PHAs or PHA affiliates that act as developer can only receive fees if they are first returned to the project and, to the extent that funds are remaining, subsequently classified as program income and used for low-income housing purposes.</p>		

## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
<p>Pay-Out Schedule for Developer Fee/Overhead</p>	<p>Public housing funds may not be used for payment of developer fee/overhead. HUD recommends the following limit on the pay-out schedule, to the extent that non-public housing funds are available, by phase:</p> <ul style="list-style-type: none"> <li>• Closing: Not to exceed 50% of the fee/overhead amount.</li> <li>• Construction Completion: 25% of the fee/overhead amount.</li> <li>• Stabilized Occupancy: 25% of the fee/overhead amount.</li> </ul> <p>A portion of the fee can be further deferred.</p> <p><i>On a case-by-case basis, HUD will consider advancing the developer funds where there is an extended predevelopment period caused by such external factors as environmental remediation, consent orders, etc. If HUD determines such an advance is warranted, HUD will advance up to 15% of the total developer fee/overhead amount to the developer prior to closing using HOPE VI or other public housing funds.</i></p>	<p>Within recommended pay-out schedule.</p>	<p>Payments of greater than 50% at closing or less than 25% at stabilized occupancy will be closely scrutinized.</p>
<p>Contractor Fee</p>	<ul style="list-style-type: none"> <li>• Percentages are based on hard construction cost.</li> <li>• General Conditions includes the bond premium.</li> </ul>	<p>Overhead: 2% Profit: 6% General Conditions: 6%</p>	<p>14% is the maximum for these combined costs provided that the PHA justifies why the 2/6/6 percentages for the individual costs cannot be met.</p>

## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
PHA Administrative/ Consultant Costs	<ul style="list-style-type: none"> <li>• Costs should reflect only actual documented expenditure of time and overhead cost (supplies, equipment, telephone, etc.)</li> <li>• Such costs include both in-house staff time and outside consultants (program manager, development advisors, relocation specialists, etc.), but <b>exclude</b> outside legal and community and supportive services costs. On the HUD budgets, these costs may be captured under multiple BLIs.</li> <li>• This cap applies to HOPE VI grantees awarded funds in 1998 or later, as well as to any non-HOPE VI mixed-finance projects with proposals submitted after January 1, 2000; HUD will evaluate earlier grants on a case-by-case basis. HUD will continue to evaluate whether this cap provides helpful guidance and controls costs without hampering the PHA's ability to implement the grant.</li> </ul>	3% of the total project budget (basis includes all hard and soft development costs <b>excluding</b> CSS expenses).	6% of the total project budget
Sharing of Third-party Pre-development Costs	<p>HUD recommends the following cost-sharing schedule:</p> <ul style="list-style-type: none"> <li>• PHA and Developer split third-party costs 75/25.</li> <li>• Developer's share of third-party costs (25%) will be reimbursed at closing out of available sources.</li> </ul> <p>Costs to be shared are all third-party costs under the developer's scope of work (e.g., A/E, market study, financing fees, etc.) incurred during the predevelopment period. Public housing funds may not be used to reimburse developer legal counsel prior to closing, and developer legal costs do not contribute to the developer's share of third-party costs.</p> <p>Exceptions to the schedule may be made for small, local, non-profit, and/or minority/disadvantaged firms on a case-by-case basis.</p>	Costs are shared up to 75% by the PHA and at least 25% by the Developer.	N/A
Equity Raise and Pay-In Schedule	HUD will not adopt a safe harbor equity raise or standard pay-in schedule, as these are highly competitive, market-driven numbers.	Current market standard.	N/A



## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
Identity of Interest Parties	<ul style="list-style-type: none"> <li>• Identity of interest parties are those that share an ownership interest. Identity of interest relationships are most common between a developer/owner and construction management, general contractor (GC), private management firm, and/or investor.</li> <li>• PHAs are required to ensure cost competitiveness to the extent possible.</li> <li>• Where a developer and GC have an identity of interest, the PHA needs to show the GC was the lowest bidder in response to a public request for bids or request a waiver from HUD under 24 C.F.R. 941.606(n)(1)(ii)(B).</li> <li>• While the use of related or preferred entities as investors is permitted, HUD encourages PHAs to have their procured developer “shop around” to ensure they are getting a competitive yield.</li> </ul>	N/A	N/A

## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
Property Management Fees	<ul style="list-style-type: none"> <li>• Can be defined on a percentage of gross income or per-unit per month (PUM) basis.</li> <li>• If using the PUM basis for fee, fees should drop for vacant units.</li> <li>• PHAs and PHA Affiliates cannot earn a fee for property management of public housing units, but can cover their associated administrative expenses.</li> <li>• Fees may increase with higher-risk projects.</li> <li>• Different types of risk are associated both with mixed-income and solely public housing projects.</li> </ul>	<p>a) 6% effective gross income or,</p> <p>b) a flat PUM fee for occupied units that is supported by the local project-based Section 8 program in the area (use Field Office guidelines) or,</p> <p><i>c) 6% of imputed tax credit rent for the public housing units (assume public housing units are tax credit units, charge up to maximum tax credit rent, and take 6% of that amount).</i></p>	Proposals above the safe harbor will be closely scrutinized; higher fees will require significant justification and market support.
Price for Program Management Services	<ul style="list-style-type: none"> <li>• Typically a fixed-price contract.</li> <li>• Contracts must be performance-based with payments fixed to milestones (or monthly if tied to milestones).</li> <li>• Size of fee should be related to the specific scope and role PM is expected to play.</li> <li>• Costs for program management (either a full team or independently procured consultants) must be included in the PHA's Administrative Cost Cap.</li> <li>• PHAs must comply with the provision of the procurement regulations that requires a PHA to prepare a cost estimate for procured services prior to receipt of bids.</li> </ul>	N/A; the fee must be contained within the PHA's overall Administrative Cost Cap. Use checklist of responsibilities and clearly defined scope to limit costs.	N/A

## Cost Control and Safe Harbor Standards

Item	Defining Criteria	Safe Harbor	Maximum
Legal Fees	<ul style="list-style-type: none"> <li>• Largely independent of the size of the phase.</li> <li>• Attorneys should be used for legal functions.</li> <li>• Legal fees should be tied to a scope of work, which should be monitored. HUD will review PHA legal costs when reviewing HOPE VI development budgets.</li> <li>• In order to reduce costs and provide an incentive to reach closing, public housing funds may not be used to pay developer legal costs prior to closing.</li> <li>• HUD intends to produce further guidance on how PHAs should utilize their attorneys.</li> <li>• The procurement regulations state that for any RFP, the PHA must undertake a cost or price analysis prior to receipt of proposals.</li> </ul>	No express limit; public housing funds may not be used to reimburse developer legal counsel prior to closing. All legal costs will be reviewed by HUD.	N/A
Operating Deficit Reserve and Operating Subsidy Reserve	<ul style="list-style-type: none"> <li>• HUD is not establishing maximum or minimum levels of reserves to be maintained, as appropriate reserve levels depend upon the specific project and investor requirements.</li> <li>• Both reserves must be established with non-public housing funds, but may be replenished with public housing funds (i.e., operating subsidy or tenant rents from PHA-assisted units).</li> <li>• <i>If public housing funds are contributed to a reserve at any time, those funds in the reserve must be dedicated to the project or returned to the PHA to be used for eligible purposes.</i></li> <li>• <i>The portion of the reserve funded with public housing funds may not be used to pay for partnership exit taxes, debt repayment, or any other expense that is not an eligible use of public housing funds.</i></li> </ul>	N/A	N/A

**Exhibit C. Utility Allowance Schedule**  
(See Attached)



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Date (mm/dd/yyyy): 01/01/2019						
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>				Unit Type: <b>Apartment</b>		
Utility or Service: <b>Standard</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$25.00	\$29.00	\$35.00	\$39.00	\$45.00	\$49.00
b. Bottle Gas/Propane	\$65.00	\$75.00	\$91.00	\$101.00	\$117.00	\$127.00
c. Electric	\$25.00	\$29.00	\$39.00	\$49.00	\$59.00	\$69.00
d. Electric Heat Pump	\$22.00	\$25.00	\$30.00	\$34.00	\$38.00	\$41.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00
c. Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$23.00	\$28.00	\$39.00	\$49.00	\$60.00	\$71.00
Air Conditioning	\$5.00	\$6.00	\$9.00	\$11.00	\$13.00	\$16.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$8.00	\$9.00	\$12.00	\$16.00	\$20.00	\$24.00
b. Bottle Gas/Propane	\$21.00	\$23.00	\$31.00	\$42.00	\$52.00	\$62.00
c. Electric	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$40.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$48.00	\$49.00	\$63.00	\$77.00	\$91.00	\$106.00
Sewer	\$58.00	\$60.00	\$81.00	\$103.00	\$124.00	\$146.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
Address of Unit				Water Heating		\$
				Water		\$
				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		<b>\$</b>



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Apartment</b>				
Utility or Service: <b>Standard</b>	<b>6 BR</b>	<b>7 BR</b>	<b>8 BR</b>	<b>9 BR</b>	<b>10 BR</b>	<b>11 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$53.00	\$57.00				
b. Bottle Gas/Propane	\$138.00	\$148.00				
c. Electric	\$75.00	\$80.00				
d. Electric Heat Pump	\$45.00	\$48.00				
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$11.00	\$12.00				
b. Bottle Gas/Propane	\$29.00	\$31.00				
c. Electric	\$22.00	\$24.00				
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$77.00	\$82.00				
Air Conditioning	\$17.00	\$18.00				
<b>Water Heating</b>						
a. Natural Gas (avg)	\$26.00	\$28.00				
b. Bottle Gas/Propane	\$68.00	\$73.00				
c. Electric	\$43.00	\$46.00				
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$115.00	\$124.00				
Sewer	\$160.00	\$174.00				
Trash Collection	N/A	N/A				
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00				
Refrigerator Tenant-supplied	\$12.00	\$12.00				
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00				
Gas Charge \$15.52 (avg)	\$16.00	\$16.00				
<b>Actual Family Allowances</b>			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			<b>Total</b>		<b>\$</b>	



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019						
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Row House/ Townhouse/Semi-Detached/ Duplex</b>						
Utility or Service: <b>Standard</b>		Monthly Dollar Allowances						
		<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	
<b>Heating</b>								
a.	Natural Gas (avg)	\$33.00	\$38.00	\$44.00	\$50.00	\$56.00	\$61.00	
b.	Bottle Gas/Propane	\$86.00	\$99.00	\$114.00	\$130.00	\$146.00	\$159.00	
c.	Electric	\$36.00	\$42.00	\$54.00	\$67.00	\$79.00	\$91.00	
d.	Electric Heat Pump	\$26.00	\$31.00	\$37.00	\$41.00	\$46.00	\$50.00	
e.	Oil / Other							
<b>Cooking</b>								
a.	Natural Gas (avg)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$10.00	
b.	Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00	
c.	Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00	
<b>Other Electric &amp; Cooling</b>								
Other Electric (Lights & Appliances)		\$30.00	\$35.00	\$49.00	\$62.00	\$76.00	\$90.00	
Air Conditioning		\$5.00	\$6.00	\$10.00	\$15.00	\$19.00	\$23.00	
<b>Water Heating</b>								
a.	Natural Gas (avg)	\$9.00	\$11.00	\$15.00	\$21.00	\$25.00	\$29.00	
b.	Bottle Gas/Propane	\$23.00	\$29.00	\$39.00	\$55.00	\$65.00	\$75.00	
c.	Electric	\$20.00	\$23.00	\$30.00	\$37.00	\$43.00	\$50.00	
d.	Oil / Other							
<b>Water, Sewer, Trash Collection</b>								
Water		\$48.00	\$49.00	\$63.00	\$77.00	\$91.00	\$106.00	
Sewer		\$58.00	\$60.00	\$81.00	\$103.00	\$124.00	\$146.00	
Trash Collection		N/A	N/A	N/A	N/A	N/A	N/A	
<b>Tenant-supplied Appliances</b>								
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
<b>Other--specify: Monthly Charges</b>								
Electric Charge \$15.69		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
Gas Charge \$15.52 (avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
<b>Actual Family Allowances</b>					Utility or Service			per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.					Heating			\$
					Cooking			\$
Name of Family					Other Electric			\$
					Air Conditioning			\$
					Water Heating			\$
					Water			\$
Address of Unit					Sewer			\$
					Trash Collection			\$
					Range / Microwave			\$
					Refrigerator			\$
Number of Bedrooms					Other			\$
					Other			\$
					<b>Total</b>			<b>\$</b>



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019					
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Row House/ Townhouse/Semi-Detached/ Duplex</b>					
Utility or Service: <b>Standard</b>		Monthly Dollar Allowances					
		<b>6 BR</b>	<b>7 BR</b>	<b>8 BR</b>	<b>9 BR</b>	<b>10 BR</b>	<b>11 BR</b>
<b>Heating</b>							
a.	Natural Gas (avg)	\$65.00	\$70.00				
b.	Bottle Gas/Propane	\$172.00	\$182.00				
c.	Electric	\$99.00	\$106.00				
d.	Electric Heat Pump	\$54.00	\$58.00				
e.	Oil / Other						
<b>Cooking</b>							
a.	Natural Gas (avg)	\$11.00	\$12.00				
b.	Bottle Gas/Propane	\$29.00	\$31.00				
c.	Electric	\$22.00	\$24.00				
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances)		\$97.00	\$104.00				
Air Conditioning		\$25.00	\$27.00				
<b>Water Heating</b>							
a.	Natural Gas (avg)	\$32.00	\$34.00				
b.	Bottle Gas/Propane	\$83.00	\$88.00				
c.	Electric	\$54.00	\$57.00				
d.	Oil / Other						
<b>Water, Sewer, Trash Collection</b>							
Water		\$115.00	\$124.00				
Sewer		\$160.00	\$174.00				
Trash Collection		N/A	N/A				
<b>Tenant-supplied Appliances</b>							
Range / Microwave Tenant-supplied		\$11.00	\$11.00				
Refrigerator Tenant-supplied		\$12.00	\$12.00				
<b>Other--specify: Monthly Charges</b>							
Electric Charge \$15.69		\$16.00	\$16.00				
Gas Charge \$15.52 (avg)		\$16.00	\$16.00				
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
Address of Unit				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
Number of Bedrooms				Other		\$	
				<b>Total</b>		<b>\$</b>	





# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Detached House</b>				
Utility or Service: <b>Standard</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$36.00	\$43.00	\$49.00	\$57.00	\$63.00	\$70.00
b. Bottle Gas/Propane	\$94.00	\$112.00	\$127.00	\$148.00	\$164.00	\$182.00
c. Electric	\$57.00	\$67.00	\$79.00	\$90.00	\$101.00	\$113.00
d. Electric Heat Pump	\$31.00	\$36.00	\$43.00	\$49.00	\$54.00	\$59.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00
c. Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$35.00	\$41.00	\$57.00	\$73.00	\$88.00	\$104.00
Air Conditioning	\$4.00	\$5.00	\$11.00	\$16.00	\$22.00	\$28.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$9.00	\$11.00	\$15.00	\$21.00	\$25.00	\$29.00
b. Bottle Gas/Propane	\$23.00	\$29.00	\$39.00	\$55.00	\$65.00	\$75.00
c. Electric	\$20.00	\$23.00	\$30.00	\$37.00	\$43.00	\$50.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$48.00	\$49.00	\$63.00	\$77.00	\$91.00	\$106.00
Sewer	\$58.00	\$60.00	\$81.00	\$103.00	\$124.00	\$146.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		\$



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Detached House</b>				
Utility or Service: <b>Standard</b>	<b>6 BR</b>	<b>7 BR</b>	<b>8 BR</b>	<b>9 BR</b>	<b>10 BR</b>	<b>11 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$75.00	\$81.00				
b. Bottle Gas/Propane	\$195.00	\$211.00				
c. Electric	\$122.00	\$130.00				
d. Electric Heat Pump	\$64.00	\$68.00				
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$11.00	\$12.00				
b. Bottle Gas/Propane	\$29.00	\$31.00				
c. Electric	\$22.00	\$24.00				
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$113.00	\$121.00				
Air Conditioning	\$31.00	\$33.00				
<b>Water Heating</b>						
a. Natural Gas (avg)	\$32.00	\$34.00				
b. Bottle Gas/Propane	\$83.00	\$88.00				
c. Electric	\$54.00	\$57.00				
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$115.00	\$124.00				
Sewer	\$160.00	\$174.00				
Trash Collection	N/A	N/A				
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00				
Refrigerator Tenant-supplied	\$12.00	\$12.00				
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00				
Gas Charge \$15.52 (avg)	\$16.00	\$16.00				
<b>Actual Family Allowances</b>			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			<b>Total</b>		<b>\$</b>	



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Date (mm/dd/yyyy): 01/01/2019						
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>				Unit Type: <b>Energy Efficient/Green Retrofit/ Apartment</b>		
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$21.00	\$24.00	\$28.00	\$33.00	\$36.00	\$40.00
b. Bottle Gas/Propane	\$55.00	\$62.00	\$73.00	\$86.00	\$94.00	\$104.00
c. Electric	\$20.00	\$24.00	\$32.00	\$40.00	\$49.00	\$57.00
d. Electric Heat Pump	\$18.00	\$21.00	\$25.00	\$28.00	\$31.00	\$34.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$2.00	\$3.00	\$4.00	\$5.00	\$7.00	\$9.00
b. Bottle Gas/Propane	\$5.00	\$8.00	\$10.00	\$13.00	\$18.00	\$23.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$19.00	\$23.00	\$32.00	\$40.00	\$49.00	\$58.00
Air Conditioning	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$7.00	\$7.00	\$10.00	\$13.00	\$16.00	\$20.00
b. Bottle Gas/Propane	\$18.00	\$18.00	\$26.00	\$34.00	\$42.00	\$52.00
c. Electric	\$13.00	\$15.00	\$20.00	\$24.00	\$28.00	\$33.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$42.00	\$49.00	\$62.00	\$76.00	\$90.00	\$103.00
Sewer	\$49.00	\$59.00	\$80.00	\$101.00	\$121.00	\$142.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		\$



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019					
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Energy Efficient/Green Retrofit/ Row House/ Townhouse/Semi-Detached/ Duplex</b>					
Utility or Service:		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
<b>Heating</b>							
a.	Natural Gas (avg)	\$26.00	\$32.00	\$36.00	\$40.00	\$46.00	\$50.00
b.	Bottle Gas/Propane	\$68.00	\$83.00	\$94.00	\$104.00	\$120.00	\$130.00
c.	Electric	\$29.00	\$34.00	\$45.00	\$55.00	\$65.00	\$75.00
d.	Electric Heat Pump	\$22.00	\$25.00	\$30.00	\$34.00	\$38.00	\$41.00
e.	Oil / Other						
<b>Cooking</b>							
a.	Natural Gas (avg)	\$2.00	\$3.00	\$4.00	\$5.00	\$7.00	\$9.00
b.	Bottle Gas/Propane	\$5.00	\$8.00	\$10.00	\$13.00	\$18.00	\$23.00
c.	Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances)		\$24.00	\$29.00	\$40.00	\$51.00	\$62.00	\$74.00
Air Conditioning		\$4.00	\$5.00	\$8.00	\$12.00	\$16.00	\$19.00
<b>Water Heating</b>							
a.	Natural Gas (avg)	\$8.00	\$9.00	\$13.00	\$16.00	\$21.00	\$24.00
b.	Bottle Gas/Propane	\$21.00	\$23.00	\$34.00	\$42.00	\$55.00	\$62.00
c.	Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d.	Oil / Other						
<b>Water, Sewer, Trash Collection</b>							
Water		\$42.00	\$49.00	\$62.00	\$76.00	\$90.00	\$103.00
Sewer		\$49.00	\$59.00	\$80.00	\$101.00	\$121.00	\$142.00
Trash Collection		N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>							
Electric Charge \$15.69		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52(avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
Address of Unit				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
Number of Bedrooms				Other		\$	
				Other		\$	
				Total		\$	



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Energy Efficient/Green Retrofit/ Detached House</b>				
Utility or Service:	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$29.00	\$35.00	\$40.00	\$46.00	\$52.00	\$58.00
b. Bottle Gas/Propane	\$75.00	\$91.00	\$104.00	\$120.00	\$135.00	\$151.00
c. Electric	\$47.00	\$55.00	\$65.00	\$74.00	\$83.00	\$92.00
d. Electric Heat Pump	\$25.00	\$30.00	\$36.00	\$40.00	\$44.00	\$49.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$2.00	\$3.00	\$4.00	\$5.00	\$7.00	\$9.00
b. Bottle Gas/Propane	\$5.00	\$8.00	\$10.00	\$13.00	\$18.00	\$23.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$28.00	\$33.00	\$47.00	\$60.00	\$73.00	\$86.00
Air Conditioning	\$3.00	\$4.00	\$9.00	\$14.00	\$18.00	\$23.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$8.00	\$9.00	\$13.00	\$16.00	\$21.00	\$24.00
b. Bottle Gas/Propane	\$21.00	\$23.00	\$34.00	\$42.00	\$55.00	\$62.00
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$42.00	\$49.00	\$62.00	\$76.00	\$90.00	\$103.00
Sewer	\$49.00	\$59.00	\$80.00	\$101.00	\$121.00	\$142.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
Address of Unit				Water Heating		\$
				Water		\$
				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		<b>\$</b>



**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing Program**

**ATTACHMENT B**

**Comprehensive Unit Mix Chart**

Project's Name:

Extra Information\*\*

Building Type	Number of Bedrooms	Non-UFAS Accessible Units	UFAS Accessible Units *	Total # of Units	Sensory Impaired Accessible Units	Visitability Units	Universal Design Units
Single Detached or Duplex	1			-			
	2			-			
	3			-			
	4			-			
	5			-			
	6			-			
Townhouse	1			-			
	2			-			
	3			-			
	4			-			
	5			-			
	6			-			
Walk-up (Garden Apt)	1			-			
	2			-			
	3			-			
	4			-			
Elevator	1			-			
	2			-			
	3			-			
	4			-			
	<b>Totals:</b>	-	-	-			

\* Mobility-impaired accessible units

\*\* Unique count for each feature

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing Program**

**ATTACHMENT C**

**Instruction to Offerors for Non-Construction (HUD 5369-B)**



# Instructions to Offerors Non-Construction

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

#### **7. Contract Award**

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

#### **8. Service of Protest**

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

#### **9. Offer Submission**

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing Program**

**ATTACHMENT D**

**Certifications and Representations of Offerors (HUD 5369-C)**

# Certifications and Representations of Offerors Non-Construction Contract

Public reporting burden for this collection of information is estimated to average 5 minutes 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 form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and
- (2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

## 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b)  is,  is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c)  is,  is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

## 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### 6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### 7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

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Signature & Date:

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Typed or Printed Name:

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Title:

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**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing Program**

**ATTACHMENT E**

**Special Participation Summary  
(MBE WBE Participation Goals)**

Offeror: \_\_\_\_\_

RFP#: \_\_\_\_\_

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

**ATTACHMENT E - SPECIAL PARTICIPATION SUMMARY**

**I. SMALL BUSINESS PARTICIPATION**

Is the Offeror a Small Business as defined by the size and standards in 13 CFR 121?

Yes \_\_\_\_\_ No \_\_\_\_\_

**III. WOMEN-OWNED BUSINESS PARTICIPATION**

Is the Offeror classified as a Woman-Owned Business Enterprise as defined in Art. 2, Part C of HUD-5369-C

Yes \_\_\_\_\_ No \_\_\_\_\_

**II. MINORITY BUSINESS PARTICIPATION**

Is the Offeror classified as a Minority Business Enterprise as defined in Art. 2, Part C of HUD-5369-C?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", are any Consultants classified as Women-Owned Business Enterprises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", are any Consultants classified as Minority Business enterprises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please fill in the following chart:

If "Yes", please fill in the following chart:

Consulting Firm(s) (MBE)	\$ Value Contract	% of Fee

Consulting Firm(s) (WBE)	\$ Value Contract	% of Fee

**\*\*All MBE/WBE firms must be certified. In order for the MBE/WBE participation plan to be complete, copies of MBE/WBE certification must be included for all firms listed.**

<Date>

<Name Of MBE or WBE Contact Person>

<Name of MBE or WBE firm>

<Address>

<City>, <State> <Zip>

Re: <Name of HACP Project>

Dear <Name of Contact Person at MBE or WBE Firm>

<Name of Prime Bidder> has submitted a bid for the above referenced project to the Housing Authority City of Pittsburgh (HACP).

If we are the successful bidders and awarded the contract, <Name of Prime Bidder> intends to utilize <Name of proposed MBE or WBE firm> as follows:

Scope of Proposed Services: \_\_\_\_\_

Estimated Dollar Value: \_\_\_\_\_

Please call should you have any further questions. We thank you for your continuing interest.

Sincerely,

<Contact Person from Prime Bidder>

<Contact Person from MBE/WBE>

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)



**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
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**ATTACHMENT F**

**Section 3 Clause and Section 3 Participation Plan**



## SECTION 3 OPPORTUNITIES PLAN

**Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low Income Public Housing Residents (LIPH) and Area Residents of Low and Very Low Income Status (ARLIS)**

**PRIME CONTRACTOR'S NAME:** \_\_\_\_\_

**SPECIFICATION OR RFP/IFB/RFQ NUMBER:** \_\_\_\_\_

**SPECIFICATION OR RFP/IFB/RFQ TITLE:** \_\_\_\_\_

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low Income Status (ARLIS)** during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the "Vendor Services" section of [www.hacp.org](http://www.hacp.org). Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability **must** be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

### Tier I – **HIRING**

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # \_\_\_\_\_.

The Contractor has committed to employ \_\_\_\_\_ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals at 412-395-3950, Ext 1048.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

- (1) Indicate each job title for all phases of this contract
- (2) The number of positions that will be needed in each category
- (3) How many of those positions are currently filled
- (4) The number currently filled by low and very low-income HACP residents
- (5) The number currently filled by City of Pittsburgh neighborhood area residents
- (6) How many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low income HACP Residents (LIPH) and/or
- (8) Low and very low income City of Pittsburgh Neighborhood Area Residents (ARLIS)



## SECTION 3 OPPORTUNITIES PLAN

Section 3 Labor Utilization Assessment and Plan							
SPEC or RFP TITLE:				SPEC or RFP NUMBER:			
JOB TITLE (1)	NUMBER OF POSITIONS					HIRING REQUIREMENT	
	# NEEDED (2)	CURRENTLY FILLED			TO BE FILLED (6)	LIPH (7)	ARLIS (8)
TOTAL (3)		LIPH (4)	ARLIS (5)				

**LIPH – HACP low income public housing resident**  
**ARLIS - Area Residents of Low/Very Low Income Status – (Area is the Pittsburgh metropolitan area)**

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:

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## SECTION 3 OPPORTUNITIES PLAN

### Tier II – CONTRACTING

The contractor has identified \_\_\_\_\_ HACP resident-owned business(es) or \_\_\_\_\_ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # \_\_\_\_\_.

**In a one (1) page letter on your firm's letterhead:**

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

### Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

- a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,
- b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

- 1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
- 2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 200 Ross Street, 9<sup>th</sup> Floor, Pittsburgh, PA 15219.

### Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing work force. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.



## SECTION 3 OPPORTUNITIES PLAN

**By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the HACP Section 3 Policy.**

**Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
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**ATTACHMENT G**

**504/UFAS Checklist**

Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Unit/Apartment Number \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 TDD/TTY Number \_\_\_\_\_

Name of Reviewer(s) \_\_\_\_\_  
 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

**U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT  
 OFFICE OF FAIR HOUSING & EQUAL OPPORTUNITY  
 UFAS ACCESSIBILITY CHECKLIST**

**NOTE:**

1. This checklist is to be used in conjunction with the Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. § 40, Appendix A. ([www.access-board.gov/ufas/ufas.pdf](http://www.access-board.gov/ufas/ufas.pdf))
2. This checklist is intended for accessibility reviews of properties owned, operated and/or managed by recipients of Federal financial assistance. See Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794; 24 C.F.R. Part 8. However, the properties may also be subject to the Fair Housing Act (42 U.S.C. §§ 3601-20; 24 C.F.R. Part 100); and/or the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*)
3. This checklist is not all-inclusive. Please make additions, as necessary, depending on elements reviewed at each site. Reviewer is responsible for verification of each UFAS citation; all UFAS cites [including scoping requirements] for a particular element may not be referenced on this checklist.

**Required Equipment: Tape Measure; Smart Level; Door Pressure Gauge; Camera**

**Photographs:**

1. If element is compliant, then photograph area.
2. If element is not compliant, then photograph the area and zoom in to photograph the measurements

**Exterior and Interior Common Use Elements:**

	<b>Page</b>		<b>Page</b>
Accessible Parking	2	Clothes Lines, Picnic Areas, Play Equipment, Other	29 – 30
Accessible Route	3 – 5	Misc: Community Kitchen; Telephones; Assistive Listening System	31 – 32
Ramps	6		
Signage	7	<b><u>Dwelling Unit:</u></b>	
Doors	8 – 9	Entrance	33 – 34
Public Offices, Mtg. Rms/Rec/Community Rm., Etc.	10 – 15	Accessible Route	34
Public Restrooms	16 – 20	Bedrooms	35 – 36
Elevators/Platform Lift	21 – 22	Outdoor Spaces	36 – 37
Drinking Fountains/Water Coolers	23	Bathroom	38 – 43
Mailboxes	24	Kitchen	44 – 45
Laundry Facilities	25 – 26	Washer/Dryer, Utility Room	45
Dumpsters and Trash Chutes	27 – 28	Other Controls	46

\* Place asterisk in column for findings of non-compliance.  
 \*\* Insert Photograph numbers for all elements and areas of non-compliance.

Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Unit/Apartment Number \_\_\_\_\_  
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Name of Reviewer(s) \_\_\_\_\_  
 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>ACCESSIBLE PARKING:</b>			
	<b>NOTE: Photograph building sign before starting the survey.</b>			
	<b>Accessible Parking Location:</b>			
4.6.1; 4.1.1(5)(d)	1. Where <b>parking is provided for all residents</b> , is there one accessible space for each accessible dwelling unit? 2. For all <b>Other Parking</b> : a. Count and record the <b>total number</b> of spaces. b. Record the number of <b>designated accessible</b> parking spaces.	_____ _____ _____ _____		
4.6.2;	Is designated accessible parking spaces the <b>closest parking</b> to the nearest accessible entrance, on an accessible route?			
4.6.3; Fig. 9;	(Measure from centerline of marking to centerline of marking) 1. Is <b>parking space at least 96" wide</b> ? 2. Is <b>access aisle</b> the full length of the parking space and <b>at least 60" wide</b> ? 3. <b>If there is no access aisle</b> , is the parking space <b>at least 156" wide</b> ?	_____ _____ _____ _____		
4.6.3;	Is the <b>slope</b> and <b>cross-slope</b> of parking space & access aisle <b>no more than 2%</b> in all directions?			
4.6.4; 4.30.5; 4.1.1(7);	Does <b>each</b> designated accessible parking space have a <b>sign</b> with the International Symbol of Accessibility mounted <b>at least 60"</b> above the space to the bottom of the signage?	_____ _____		
4.6.3; 4.5.1; 4.3.6;	Surface is firm, stable and slip-resistant?			
4.3.3	Can legally <b>parked vehicles</b> block access to the curb ramp?			

\* Place asterisk in column for findings of non-compliance.  
 \*\* Insert Photograph numbers for all elements and areas of non-compliance.



Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Unit/Apartment Number \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 TDD/TTY Number \_\_\_\_\_

Name of Reviewer(s) \_\_\_\_\_  
 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>ACCESSIBLE ROUTE:</b>			
4.3.2(1)	<b>Accessible Route Location:</b> From public street? From parking? From bus stop on site? From another common use facility on site such as a community center, clothes line poles, dumpsters, mail boxes, laundries, playground, or park?	_____ _____ _____ _____		
4.5.2	Is a <b>curb ramp needed</b> but not provided?			
4.7.2; 4.8.2; 4.8.6; 4.7.3; 4.7.4; 4.5.1; 4.7.5; Figs. 12 & 13	<b>Curb Ramps:</b> 1. <b>Slope does not exceed 8.33%?</b> 2. <b>Cross slope no more than 2%?</b> 3. <b>Gutter slope no more than 5%</b> in the opposite direction? 4. Is the <b>transition</b> between gutter and curb ramp <b>smooth</b> ? 5. At least <b>36" wide</b> , excluding flared sides? 6. Surface is firm, stable and slip-resistant? 7. If the sides of curb ramp are not blocked, are there <b>flared sides</b> with slopes <b>no more than 10%?</b>	_____ _____ _____ _____ _____ _____ _____		
4.3.3	Can legally <b>parked vehicles</b> block access to the curb ramp?			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e);	1. <b>Minimum clear width at least 36"</b> (width may be reduced to 32" for a length of no more than 24")? 2. Can legally parked cars overhang the path such that the accessible route is <b>less the 36" wide?</b>	_____ _____		
4.5.1; 4.3.8; 4.5.2;	<b>Surface:</b> 1. Firm, stable and slip-resistant? 2. Changes in level between ¼" – ½" shall be <b>beveled</b> ? 3. Changes in level greater than ½" shall be ramped?	_____ _____		
4.3.7;	<b>Slope</b> of accessible ramp is <b>5% or less</b> (if slope is greater than 5% and it has ramp features, survey it as a ramp)?			

\* Place asterisk in column for findings of non-compliance.  
 \*\* Insert Photograph numbers for all elements and areas of non-compliance.

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>ACCESSIBLE ROUTE:</b>			
4.3.7;	<b>Cross-slope</b> is no more than 2%?			
4.5.4; Fig. 8(g) & (h)	Openings in <b>Grates</b> are <b>no more than 1/2"</b> in the direction of travel?	_____ _____		
4.5.2	Must <b>stairs</b> be used as part of the accessible route? (" <i>Yes</i> " is a <i>barrier</i> .)			
4.4.1; 4.4.2; Fig. 8(a); Fig. 8(b);	<b>Protruding Objects:</b> ( <i>can be fire extinguishers, underside of stairs, signs, shelves, cabinets, tree branches, etc.</i> ) 1. Does a telephone, sign, shelf, or other <b>object project more than 4" into the circulation path</b> and have the leading edge begin <b>more than 27"</b> and less than 80" above the floor? (" <i>Yes</i> " is a violation.) 2. Do pipes, signs, or other objects hang from above to <b>less than 80" above</b> the circulation path? 3. If <b>post mounted</b> , is the leading edge <b>more than 27"</b> above the floor and <b>projects more than 12"</b> into the circulation path?	_____ _____ _____ _____ _____ _____		
4.1.2(12); 4.27	<b>Controls:</b> ( <i>Can be found on rent drop boxes, light switches, dumpsters, trash chutes, fire alarms, intercoms, fixed vending machines, etc.</i> ) 1. Does each have a <b>clear floor space</b> of 30" x 48"? a. _____ b. _____ c. _____ 2. Is the <b>Highest and Lowest Operable Part</b> within reach? (identify the approach): a. <b>Forward approach</b> (Fig. 5(a)): 15" to 48". b. <b>Side approach</b> (Fig. 6(b)): 9" to 54". c. <b>Forward approach</b> over an <b>obstruction less than 20" deep</b> (Fig. 5(b)): <b>no higher than 48"</b> . d. <b>Forward approach</b> over an <b>obstruction 20" to 25" deep</b> (Fig. 5(b)): <b>no higher than 44"</b> . e. <b>Side reach</b> over an <b>obstruction no more than 10" deep</b> (Fig. 6(b)): <b>no higher than 54"</b> . f. <b>Side reach</b> over an <b>obstruction 10" to 24" deep</b> (Fig. 6(c)): <b>no higher than 46"</b> . 3. Is it <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		

\* Place asterisk in column for findings of non-compliance.  
\*\* Insert Photograph numbers for all elements and areas of non-compliance.



Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Unit/Apartment Number \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 TDD/TTY Number \_\_\_\_\_

Name of Reviewer(s) \_\_\_\_\_  
 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>RAMPS:</b>			
	<b>Ramp Location:</b>			
4.8.3;	Ramp is at least <b>36" wide between handrails?</b>			
4.8.2;	<b>Slope</b> is no more than <b>8.33%</b> ?			
4.8.6;	<b>Cross-slope</b> (slope of ramp that is perpendicular to the direction of travel) is no more than <b>2%</b> ?			
4.8.6; 4.5.1;	Ramp surface is firm, stable and slip-resistant?			
4.8.4;	<b>Landings:</b> Ramps must have landings at the top and bottom, at turns, and must have intermediate landings whenever the rise is more than 30". (A 30-foot ramp sloping at 8.33% has a 30-inch rise.) 1. <b>Slopes no more than 2%</b> ? 2. <b>At least as wide</b> as ramp and <b>at least 60" long</b> ? 3. If ramps <b>change direction</b> at landings, is the landing <b>at least 60" x 60"</b> ?	_____ _____ _____ _____		
4.8.5; 4.8.7; Fig. 17	1. If ramp is <b>longer than 72"</b> , then are handrails provided on both sides? 2. If ramp or landings have <b>drop-offs</b> , are there curbs, walls, railings or projecting surfaces that prevent people from slipping off? 3. If a <b>curb</b> is provided, is it <b>at least 2" high</b> ?	_____ _____ _____		
4.8.8;	Can <b>water accumulate</b> on walking surface?			
4.26.2; 4.8.5(2), (3), (5), & (6);	<b>Handrails:</b> 1. <b>Diameter</b> of gripping surface <b>between 1 1/4" to 1 1/2"</b> ? 2. <b>Clear space</b> between the handrail and the wall shall be <b>1 1/2" exactly</b> ? 3. <b>If handrails are not continuous</b> , do they extend <b>at least 12"</b> beyond the top and bottom of each segment? 4. <b>Ends of handrails</b> are either <b>rounded</b> or returned smoothly to the floor, wall or post? 5. <b>Top</b> of handrail gripping surface shall be mounted <b>between 30" and 34"</b> above the ramp surfaces?	_____ _____ _____ _____ _____ _____		

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 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>ENTRANCE TO FACILITY:</b>			
	<b>Location:</b>			
4.1.1(7); 4.30.5	<b>Entrance Signage:</b> If not all common use entrances are accessible: 1. If this is the <b>accessible entrance</b> , is it identified by an International Symbol of Accessibility?			
	<b>INTERIOR SIGNS:</b>			
4.1.2(15); 4.30.4; 4.30.3; 4.30.6;	Survey <b>Signage</b> designating permanent rooms and spaces (including exit signs at doors, elevators, restrooms, room numbers, and interior apartment numbers): 1. Does the text <b>contrast</b> with the background? 2. Is the text <b>raised</b> or incised? 3. Are the characters <b>at least 5/8"</b> but <b>no more than 2" tall</b> ? 4. Is the sign mounted to the <b>latch side of the door</b> ? 5. Is the <b>centerline</b> of the sign mounted <b>between 54" and 66"</b> above the floor?	_____ _____ _____ _____ _____ _____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DOORS AND GATES:</b>			
	<b>Location:</b>			
4.13.2;	Revolving doors or turnstiles <b>cannot</b> be used as accessible doors.			
4.13.6	<b>Maneuvering Space:</b> (Automatic or power-assisted doors do not require any minimum maneuvering clearance.)			
4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(a): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (Fig. 25(b): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (Fig. 25(c): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is <b>depth at least 48"</b> (54" if door has a closer)?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(a): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (Fig. 25(b): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)? 3. Approaching the <b>latch side</b> of the door (Fig. 25(c): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> (48" if the door has a closer)?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DOORS AND GATES:</b>			
4.13.6; Fig. 25(d); Fig. 25(e); Fig. 25(f);	<b>Sliding Doors (Choose one for each side)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(d)): Is the <b>depth at least 48"</b> ? 2. Approaching the <b>slide side</b> of the door (Fig. 25(e)): Is there <b>at least 18"</b> to the <b>slide side</b> ? Is the <b>depth at least 42"</b> ? 3. Approaching the <b>latch side</b> of the door (Fig. 25(f)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> ?	_____ _____ _____ _____		
4.13.7; Fig. 26	<b>Two Doors in a Series (Vestibule):</b> Between the doors, is there <b>at least 48"</b> beyond the swing of the doors?			
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> ) ( <i>At double doors, measure using only one door.</i> )			
4.13.10;	Does the door take <b>more than 3 seconds to close</b> ? ( <i>From an open position of 70° to a point 3" from the latch</i> )			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require <b>tight grasping</b> or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	_____ _____ _____ _____		
4.13.8;	<b>Thresholds:</b> 1. For exterior sliding doors, the threshold is <b>no higher than 3/4"</b> ? 2. For all other doors, the threshold is <b>no higher than 3/4"</b> ( <b>1/2" in New Construction</b> )? 3. Is the threshold <b>beveled</b> ?	_____ _____ _____		

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 Date(s) of Review \_\_\_\_\_  
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 Date(s) of Renovations, if any \_\_\_\_\_  
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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>PUBLIC OFFICES/MTG ROOMS/REC. ROOMS/LOBBIES, ETC.:</b>			
	<b>Location of Public Offices, Etc.:</b>			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e)	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.4.1; 4.4.2; Fig. 8(a); Fig. 8(b);	<b>Protruding Objects:</b> 1. Does a telephone, sign, shelf, or other <b>object project more than 4" into the circulation path</b> and have the leading edge begin <b>more than 27"</b> and less than 80" above the floor? ("Yes" is a violation.) 2. Do pipes, signs, or other objects hang from above to <b>less than 80" above</b> the circulation path? 3. If <b>post mounted</b> , is the leading edge <b>more than 27"</b> above the floor and projects <b>more than 12"</b> into the circulation path?	_____ _____ _____ _____ _____		
	<b>Door:</b>			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (Fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (Fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> (54" if the door has a closer)?	_____ _____ _____ _____ _____ _____ _____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>PUBLIC OFFICES/MTG ROOMS/REC. ROOMS/LOBBIES, ETC.:</b>			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (Fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)? 3. Approaching the <b>latch side</b> of the door (Fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> (48" if the door has a closer)?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> ) ( <i>At double doors, measure using only one door.</i> )			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require tight grasping or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4"</b> (1/2" in New Construction)? 2. Is the threshold <b>beveled</b> ?	<hr/> <hr/>		
7.2; 4.32.4;	<b>Business/Transactional Counter: If the counter is more than 36"</b> above the floor: 1. <b>Is there an auxiliary counter</b> (in close proximity to the main counter), or a portion of the main counter, that is <b>no higher than 34"</b> ?	<hr/> <hr/> <hr/>		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>OFFICE/MEETING ROOM/REC ROOM #2</b>			
	<b>Location of Public Offices, Etc.:</b>			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.4.1; 4.4.2; Fig. 8(a); Fig. 8(b);	<b>Protruding Objects:</b> 1. Does a telephone, sign, shelf, or other <b>object project more than 4" into the circulation path</b> and have the leading edge begin <b>more than 27"</b> and less than 80" above the floor? ("Yes" is a violation). 2. Do pipes, signs, or other objects hang from above to <b>less than 80" above</b> the circulation path?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
	<b>Door:</b>			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (Fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (Fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> (54" if the door has a closer)?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (Fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (Fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)? 3. Approaching the <b>latch side</b> of the door (Fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> (48" if the door has a closer)?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32”?</b> <i>(Measured from the door face to the opposite stop when the door is open 90°.)</i> <i>(At double doors, measure using only one door.)</i>			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require tight grasping or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48”</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds?</b>	_____ _____ _____ _____		
4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than ¾” (1/2” in New Construction)?</b> 2. Is the threshold <b>beveled?</b>	_____ _____		
7.2; 4.32.4;	<b>Business/Transactional Counter: If the counter is more than 36” above the floor:</b> 1. <b>Is</b> there an <b>auxiliary counter</b> (in close proximity to the main counter), or a portion of the main counter, that is <b>no higher than 34”?</b>	_____ _____ _____		

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\*\* Insert Photograph numbers for all elements and areas of non-compliance.

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>OFFICE/MEETING ROOM/REC ROOM #3</b>			
	<b>Location of Public Offices, Etc.:</b>			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e)	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.4.1; 4.4.2; Fig. 8(a); Fig. 8(b);	<b>Protruding Objects:</b> 1. Does a telephone, sign, shelf, or other <b>object project more than 4" into the circulation path</b> and have the leading edge begin <b>more than 27"</b> and less than 80" above the floor? ("Yes" is a violation.) 2. Do pipes, signs, or other objects hang from above to <b>less than 80" above</b> the circulation path?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
	<b>Door:</b>			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> (54" if the door has a closer)?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)? 3. Approaching the <b>latch side</b> of the door (fig. 25(c): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> (48" if the door has a closer)?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

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\*\* Insert Photograph numbers for all elements and areas of non-compliance.

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32”?</b> <i>(Measured from the door face to the opposite stop when the door is open 90°.)</i> <i>(At double doors, measure using only one door.)</i>			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require tight grasping or twisting to operate? <i>(Lever or push/pulls are acceptable types.)</i> 2. Mounted <b>no higher than 48”</b> above the floor? <i>(Including common use dead bolts.)</i> 3. For interior doors only, opening force is <b>no more than 5 pounds?</b>	_____ _____ _____ _____		
4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4” (1/2” in New Construction)?</b> 2. Is the threshold <b>beveled?</b>	_____ _____		
7.2; 4.32.4;	<b>Business/Transactional Counter: If the counter is more than 36”</b> above the floor: 1. <b>Is there an auxiliary counter</b> (in close proximity to the main counter), or a portion of the main counter, that is <b>no higher than 34”?</b>	_____ _____ _____		

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\*\* Insert Photograph numbers for all elements and areas of non-compliance.

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments		N/C Finding *	Picture No. **
		WOMEN	MEN		
	<b>PUBLIC RESTROOMS:</b>				
	<b>Public Restroom Location:</b>				
4.22.1; 4.1.2(10); 4.1.6(4)(e)	If public restrooms are provided, is <b>at least one (1)</b> accessible and on an accessible route ( <b>All restrooms if New Construction</b> )?				
4.1.1(7); 4.30.5	<b>Sign:</b> Is it identified by an International Symbol of Accessibility?				
4.1.2(15); 4.30.4; 4.30.3; 4.30.6;	Survey <b>Signage</b> designating permanent rooms and spaces (including exit signs at doors, elevators, restrooms and room numbers): 1. Does the text <b>contrast</b> with the background? 2. Is the text <b>raised</b> or incised? 3. Are characters <b>at least 5/8"</b> but <b>no more than 2" tall</b> ? 4. Is the sign mounted to the <b>latch side of the door</b> ? 5. Is the sign mounted <b>between 54" and 66"</b> above the floor?	_____ _____ _____ _____ _____			
	<b>Doors:</b>				
4.13.6	<b>Maneuvering Space:</b> (Automatic or power-assisted doors do not require any minimum maneuvering clearance.)				
4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?				
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> (54" if the door has a closer)?	_____ _____ _____ _____ _____ _____ _____ _____			

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments		N/C Finding *	Picture No. **
		WOMEN	MEN		
	<b>PUBLIC RESTROOMS:</b>				
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> (48" if the door has a closer)?	_____ _____ _____ _____ _____ _____ _____			
4.13.7; Fig. 26	<b>Two Doors in a Series (Vestibule):</b> Between the doors, is there <b>at least 48"</b> beyond the swing of the doors?				
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> ) ( <i>At double doors, measure using only one door.</i> )				
4.13.10;	Does the door take <b>more than 3 seconds to close</b> ? ( <i>From an open position of 70° to a point 3" from the latch</i> )	_____			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require <b>tight grasping</b> or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	_____ _____ _____ _____			
4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4"</b> ( <b>1/2"</b> in New Construction)? 2. Is the threshold <b>beveled</b> ?	_____ _____			
4.18.2; 4.18.3; 4.18.4;	<b>Urinals:</b> 1. Elongated rim <b>no more than 17"</b> above the floor? 2. <b>Clear floor space is at least 30" x 48"</b> ? 3. Flush control is automatic or <b>no more than 44"</b> above the floor?	_____ _____ _____			

\* Place asterisk in column for findings of non-compliance.  
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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments		N/C Finding *	Picture No. **
		WOMEN	MEN		
	<b>PUBLIC RESTROOMS:</b>				
4.22.6; 4.19.2; 4.19.3; 4.19.4; Fig. 31; Fig. 32;	<b>Lavatory (a.k.a. Sink):</b> 1. Top of the <b>rim</b> is <b>no more than 34"</b> above the floor? 2. <b>Bottom of apron</b> is <b>at least 29"</b> above the floor? 3. At a point <b>8" back</b> from the front edge of the lavatory, is the clear knee space <b>at least 27" high</b> (excluding the dip of the overflow)? 4. Is the <b>clear floor space</b> <b>at least 30"</b> wide x 48" deep (must extend 17" to 19" under the lavatory)? 5. Are the drain and hot water supply <b>pipes insulated</b> ?	_____	_____		
4.19.5; 4.27.4;	<b>Faucet Controls</b> automatic or easily operated with one hand and <b>don't require</b> tight gripping, pinching or twisting of the wrist?				
4.22.6; 4.19.6;	Is the <b>Mirror</b> mounted with bottom edge of the <b>reflecting surface</b> <b>no more than 40"</b> above the floor?				
4.22.7; 4.27; 4.2.5; 4.2.6;	<b>Dispensers/Other Elements:</b> 1. Does each have a <b>clear floor space</b> of 30" x 48"? a. Soap Dispenser b. Paper Towels c. Trash Receptacle d. Coat Hooks e. Feminine Hygiene d. Others 2. Is the <b>Highest Operable Part</b> within reach? (48" for forward approach or 54" for a side approach) a. Soap Dispenser b. Paper Towels c. Trash Receptacle d. Coat Hooks e. Feminine Hygiene f. Others. 3. Is it <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist?	_____	_____		

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<b>PUBLIC RESTROOMS:</b>		<b>WOMEN</b>	<b>MEN</b>		
4.22.3; 4.2.3; Fig. 3;	<b>Unobstructed Turning Space:</b> 1. If there is <b>only one lavatory (a.k.a. sink) and one toilet</b> , is there a 30" x 60" clear floor space beyond the swing of the door? (May overlap accessible route and clear floor spaces at fixtures.) 2. In <b>all other toilet rooms</b> , is there an unobstructed turning space (a <b>60" diameter circle or T-shape</b> )? (May overlap the accessible route, maneuvering space at the door, and clear floor spaces at fixtures.)	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>		
4.16.3; 4.16.2; Fig. 28	<b>ALL Toilets (Whether in Stall or Not):</b> 1. Top of seat is <b>17" to 19" above the floor</b> ? 2. Is the <b>centerline exactly 18"</b> from the closest side wall?	<hr/> <hr/>	<hr/> <hr/>		
4.16.6; Fig. 29(b);	<b>Toilet Paper Dispenser:</b> 1. <b>Centerline is at least 19"</b> above the floor? 2. Starting at the edge farthest from the back wall, is it <b>no more than 36"</b> from the back wall? 3. Allows <b>continuous</b> paper delivery?	<hr/> <hr/>	<hr/> <hr/>		
4.16.5	<b>Flush Control:</b> 1. Flush control is automatic or <b>no more than 44"</b> above the floor? 2. Flush control is on the <b>wide side</b> (clear space side) of the toilet?	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>		
4.17.5; 4.13; 4.17.3; Fig. 30(a); Fig. 29; 4.17.6; Fig. 30; 4.26.2;	<b>Toilet in a Stall:</b> 1. Stall door clear <b>opening width is at least 32"</b> ? 2. <b>Hardware does not require</b> tight grasping or twisting of the wrist? 3. <b>Maneuvering space</b> outside stall door: a. If door swings out and the maneuvering space has a <b>front approach</b> (fig. 25(a)), is there <b>18" to the latch side</b> ? b. For <b>all other door approaches</b> is the maneuvering space <b>at least 42" deep</b> ? 4. Facing toilet - If toilet is <b>wall-mounted</b> , is stall <b>at least 56" deep x 60" wide</b> ? 5. Facing toilet - If toilet is <b>floor-mounted</b> , is stall <b>at least 59" deep x 60" wide</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>ELEVATOR/PLATFORM LIFT:</b>			
	<b>Elevator/Platform Lift Location:</b> <i>(Survey all elevator cars)</i>			
4.10.1; 4.3.3; 4.4.1; Fig. 7; Fig. 8(e)	Is the <b>minimum clear width</b> of the accessible route to the elevators <b>at least 36” wide, with no steps</b> (width may be reduced to 32” for a length of no more than 24”)?			
4.10.3; Fig. 20;	<b>Hall Call Buttons</b> (outside elevators): 1. <b>Centered at 42”</b> above the floor? 2. Have <b>visual signals</b> to indicate when each call is registered and when each call is answered? 3. <b>Not less than ¾”</b> in diameter? 4. Buttons are raised or flush?	_____ _____ _____ _____		
4.10.4; Fig. 20;	<b>Hall Lanterns</b> (outside elevators): 1. Above each elevator door is there a <b>visible and audible signal</b> that indicates which car is answering a call? (Can be in-car lanterns if they are visible from the vicinity of the hall call buttons when the doors open.) 2. Do audible signals sound <b>once for the “up” and twice for the “down”</b> or have verbal annunciators? 3. <b>Visible signals:</b> a. <b>Centerline is at least 72”</b> above the lobby floor? b. <b>Elements at least 2 ½” tall?</b>	_____ _____ _____ _____ _____ _____ _____ _____		
4.10.5; 4.30; Fig. 20;	<b>Raised Characters on Hoistway Entrances:</b> 1. Provided <b>on both jambs</b> ? 2. <b>Centerline mounted 60” exactly above the floor</b> ? 3. The characters <b>at least 2” high</b> ?	_____ _____		
4.10.6;	<b>Door Protective &amp; Reopening Device:</b> 1. Door <b>reopens</b> when obstructed <b>without requiring contact</b> ? 2. While obstructed and without contact, <b>door stays open at least 20 seconds</b> ?	_____ _____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>ELEVATOR/PLATFORM LIFT:</b>			
4.10.2	Does the car <b>self-level to within 1/2"</b> ?			
4.10.9; Fig. 22	<b>Floor Plan of Elevator Cars (Choose only one):</b> 1. If <b>door is centered</b> , is the car <b>at least 51"</b> deep and <b>80"</b> wide ( <i>measured from panel to panel</i> )? 2. If <b>door is to one side</b> , is the car <b>at least 51"</b> deep and <b>68"</b> wide ( <i>measured from panel to panel</i> )? 3. If elevator cars are <b>existing</b> (installed before July 11, 1988) and do not comply with either of the questions above, is car <b>at least 48"</b> by <b>48"</b> ?	<hr/> <hr/> <hr/> <hr/>		
4.10.12; 4.30; Fig. 23(a)&(b)	<b>Car Controls (Inside Elevator):</b> 1. All floor buttons are <b>no higher than 48"</b> ? 2. <b>Smallest dimension</b> is at least <b>3/4"</b> ? 3. Buttons are <b>raised or flush</b> ? 4. All buttons have a raised character/symbols mounted <b>to the left of the button</b> ? 5. <b>Raised star</b> to the left of the main floor button? 6. Do <b>floor buttons alight</b> when pushed and stay lit until the call is answered?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.10.12(3); Figs. 23(a) & (b)	<b>Emergency Controls (Inside Elevator):</b> Controls, including the emergency alarm and emergency stop, are grouped at the bottom of the panel with <b>centerlines no less than 35"</b> above the floor (Figs. 23(a) and (b))?	<hr/> <hr/> <hr/>		
4.10.13;	<b>Car Position Indicators (Inside Elevator):</b> Is it visual and mounted above the car control panel or over the door?	<hr/>		
4.10.14; 4.30; 4.27;	<b>Elevators – Emergency Communications:</b> <b>If a two-way communication system is provided:</b> 1. Mounted <b>between 15"</b> and <b>48"</b> above the floor? 2. Characters and symbols are <b>raised</b> or incised and <b>at least 5/8"</b> tall? 3. If there is a handset, is the <b>cord at least 29"</b> long? 4. Controls <b>operable</b> with one hand without tight grasping or twisting? 5. <b>Does not require voice</b> communication?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.11; 4.11.2; 4.2.4; 4.11.3;	<b>PLATFORM LIFTS:</b> 1. Is platform <b>at least 48"</b> deep and <b>36"</b> wide? 2. Can one <b>enter and exit without assistance</b> ? (Is it on an accessible route, have compliant maneuvering space at the doors, and have compliant door hardware?)	<hr/> <hr/> <hr/>		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
<b>DRINKING FOUNTAINS/WATER COOLERS:</b>				
<b>Drinking Fountain Location:</b>				
4.15.5(2); 4.15.5(5); Fig. 27;	1. If <b>free-standing</b> or built-in, is there a 30" x 48" clear floor space for a parallel approach? 2. If <b>wall-</b> and post-mounted: a. <b>Knee clearance at least 27"</b> high? b. 30" by 48" <b>clear floor space</b> for a forward approach? c. Clear floor space <b>extends 17" to 19" under</b> the drinking fountain?	_____ _____ _____ _____ _____		
4.15.2; 4.15.3;	<b>Spout:</b> 1. Is <b>no more than 36"</b> above the floor? 2. Near front? 3. <b>Water flow height is at least 4"?</b>	_____ _____		
4.15.4; 4.27.4;	<b>Controls:</b> 1. Mounted on the front or on the side <b>near the front?</b> 2. <b>Operable</b> with one hand and does not require tight grasping, pinching, or twisting of the wrist?	_____ _____		
4.4.1; Fig. 8(a); Fig. 8(b);	<b>Protruding Object:</b> Is <b>leading edge</b> of the drinking fountain <b>more than 27"</b> above the floor and <b>projects more than 4"</b> into the circulation path? ("Yes" is a violation.)	_____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>MAILBOXES:</b>			
	<b>Mailbox Location:</b>			
	<b>NOTE: Residents with disabilities can request the U.S. Postal Service to accommodate their disability by assigning them a mailbox on the bottom row.</b>			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to the mailboxes <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.2; 4.1; 4.2.5; 4.2.6; 4.2.4	<ol style="list-style-type: none"> <li><b>Clear floor space</b> at least 30" wide x 48" deep? <i>(Survey the boxes for the accessible unit. For more reach range options, see "Controls" on page 4.)</i></li> <li><b>Front approach</b> (fig. 5(a)): mounted <b>no higher than 48"</b> above the floor?</li> <li><b>Side approach</b> (fig. 6(b)): mounted <b>no higher than 54"</b> above the floor?</li> </ol>	<hr/> <hr/> <hr/> <hr/>		
4.27.4;	Is it <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist?			

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>LAUNDRY FACILITIES:</b>			
	<b>Laundry Location:</b>			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e)	Is the <b>minimum clear width</b> of the accessible route to the laundry facility <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
	<b>Maneuvering Space at Door:</b> (Automatic or power-assisted doors do not require any minimum maneuvering clearance.)			
4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> (54" if the door has a closer)?	_____ _____ _____ _____ _____ _____ _____		
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)?	_____ _____ _____ _____ _____ _____ _____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>LAUNDRY FACILITIES:</b>			
	3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> (48" if the door has a closer)?			
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width</b> is <b>at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> ) ( <i>At double doors, measure using only one door.</i> )	_____		
4.13.10;	Does the door take <b>more than 3 seconds to close</b> ? ( <i>From an open position of 70° to a point 3" from the latch</i> )	_____		
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require <b>tight grasping</b> or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	_____ _____ _____		
4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4"</b> ( <b>1/2"</b> in New Construction)? 2. Is the threshold <b>beveled</b> ?	_____ _____		
4.34.7.2;	Minimum of <b>1 front-loading</b> washer and dryer?			
4.2.5; 4.2.6	1. <b>Clear floor space</b> at least 30" wide x 48" deep? ( <i>For more reach range options, see "Controls" on page 4.</i> ) 2. <b>Front approach</b> (fig. 5(a)): mounted <b>no higher than 48"</b> above the floor? 3. <b>Side approach</b> (fig. 6(b)): mounted <b>no higher than 54"</b> above the floor?	_____ _____ _____		
4.27.4; 4.34.7.3;	Are machine controls <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist?			
4.1.2(17); 4.32.3; 4.32.4	Fixed or built-in tables and <b>work surfaces:</b> 1. Top is <b>between 28" and 34"</b> above the floor? 2. <b>Clear floor space</b> is 30" by 48" that extends 19" under the table or work surface? 3. <b>Knee space</b> is <b>at least 27"</b> high?	_____ _____ _____		

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<b>DUMPSTERS AND TRASH CHUTES:</b>				
<b>Location:</b>				
4.3.3; 4.4.1; Fig. 7; Fig. 8(e)	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.13.6	<b>Maneuvering Space at door or gate:</b> (Automatic or power-assisted doors do not require maneuvering space.)			
4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> (54" if the door has a closer)?	_____ _____ _____ _____ _____ _____ _____ _____		
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)?	_____ _____ _____ _____ _____ _____ _____ _____		

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	<b>DUMPSTERS AND TRASH CHUTES:</b>			
	3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is <b>depth at least 42"</b> (48" if door has a closer)?			
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> ) ( <i>At double doors, measure using only one door.</i> )			
4.13.10;	Does the door take <b>more than 3 seconds to close</b> ? ( <i>From an open position of 70° to a point 3" from the latch</i> )			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not require tight grasping</b> or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	_____ _____ _____ _____		
4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4" (1/2" in New Construction)</b> ? 2. Is the threshold <b>beveled</b> ?	_____ _____		
4.2.5; 4.2.6;	<b>Controls:</b> 1. <b>Clear floor space at least 30"</b> wide x 48" deep? ( <i>For more reach range options, see "Controls" on page 4.</i> ) 2. <b>Front approach</b> (fig. 5(a)): mounted <b>no higher than 48"</b> above the floor? 3. <b>Side approach</b> (fig. 6(b)): mounted <b>no higher than 54"</b> above the floor?	_____ _____ _____		
4.27.4;	Are machine controls <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist?			

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	<b>CLOTHES LINES, PICNIC AREA, PLAY EQUIPMENT, OTHER:</b>			
	<b>Location:</b>			
4.3.3; 4.4.1; Fig. 7; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no step</b> (width may be reduced to 32" for a length of no more than 24")?			
4.13.6	<b>Maneuvering Space at door or gate:</b> (Automatic or power-assisted doors do not require maneuvering space.)			
4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?			
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is <b>depth at least 48"</b> (54" if door has a closer)?	_____ _____ _____ _____ _____ _____ _____		
4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)?	_____ _____ _____ _____ _____ _____ _____		

\* Place asterisk in column for findings of non-compliance.  
 \*\* Insert Photograph numbers for all elements and areas of non-compliance.

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>CLOTHES LINES, PICNIC AREA, PLAY EQUIPMENT, OTHER:</b>			
	3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is <b>depth at least 42"</b> (48" if door has a closer)?			
4.13.5; Fig. 24; 4.13.4;	<b>Clear Door Width is at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> ) ( <i>At double doors, measure using only one door.</i> )			
4.13.10;	Does the door take <b>more than 3 seconds to close</b> ? ( <i>From an open position of 70° to a point 3" from the latch</i> )			
4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not require tight grasping</b> or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including common use dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	_____ _____ _____ _____		
4.13.8;	<b>Thresholds:</b> 1. For all other doors, the threshold is <b>no higher than ¾"</b> ( <b>1/2" in New Construction</b> )? 2. Is the threshold <b>beveled</b> ?	_____ _____		
4.2.5; 4.2.6;	<b>Controls:</b> 1. <b>Clear floor space at least 30"</b> wide x 48" deep? ( <i>For more reach range options, see "Controls" on page 4.</i> ) 2. <b>Front approach</b> (fig. 5(a)): mounted <b>no higher than 48"</b> above the floor? 3. <b>Side approach</b> (fig. 6(b)): mounted <b>no higher than 54"</b> above the floor?	_____ _____ _____		
4.27.4;	Are machine controls <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist?			

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Facility Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Unit/Apartment Number \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 TDD/TTY Number \_\_\_\_\_

Name of Reviewer(s) \_\_\_\_\_  
 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>MISCELLANEOUS:</b>			
	<b>Misc. Location:</b>			
	<b>Community Kitchen:</b> <i>(If existing construction (built before July 11, 1988), survey only the portions that residents and their guests use.)</i>			
4.1.2(12); 4.2.4.1; 4.2.5; 4.2.6; 4.24.3; 4.27	<b>Community Kitchen Sink Controls:</b> 1. Are controls operable with one hand <b>without tight grasping or twisting</b> ? 2. Is the <b>clear floor space at least 30" x 48"</b> ? 3. <b>If forward reach,</b> a. Is the maximum height for the controls <b>no more than 44"</b> ? b. Are the controls <b>no more than 25"</b> from the front edge? 4. <b>If side reach,</b> a. Is the sink <b>counter no higher than 34"</b> ? b. Are the controls <b>no more than 24" from the front edge</b> ?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
4.1.2(17); 4.32.4	Is the portion of the <b>work surface no higher than 34"</b> ?			
4.1.2(11); 4.2.5; 4.2.6; 4.27	<b>Community Kitchen Storage:</b> <i>(survey one of each type.)</i> 1. Are controls operable with one hand <b>without tight grasping or twisting</b> ? 2. Is the <b>clear floor space at least 30" x 48"</b> ? 3. <b>If forward reach,</b> is the operating hardware and at least one shelf <b>between 15" and 48"</b> (44" if reaching over an obstruction that's at least 20" deep)? 4. <b>If side reach,</b> is the operating hardware and at least one shelf <b>between 9" and 54"</b> (46" if reaching over an obstruction no higher than 34" and more than 10" deep. Cannot reach over an obstruction more than 34" tall.)?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____		

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Citation	EXTERIOR AND INTERIOR COMMON USE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>MISCELLANEOUS:</b>			
4.1.2(16);	<b>Telephones:</b> <i>(At least one accessible telephone must be provided at each bank of telephones and individual telephone location)</i>			
4.31.2;	<b>Clear Floor Space</b> at least 30" x 48" for a parallel approach or a forward approach.)			
4.31.3; 4.2.5; 4.2.6;	<b>Telephone Mount Height:</b> 1. The highest operable part of phone is <b>no higher than 54"</b> if a parallel approach site impracticality used or 48" if a forward approach is used? 2. On a single floor or on the site, if there are two or more groups of telephones, if there <b>at least one telephone</b> that provides a forward approach?	_____ _____ _____ _____		
4.1.2(16)(b) ; 4.31.5;	Is there at least one telephone with <b>Volume Control</b> ?			
4.31.8;	<b>Telephone Cord at least 29"</b> long?			
4.4.1; Fig. 8(a) & (b)	<b>Protruding Object:</b> 1. If <b>wall mounted</b> , is the leading edge of the telephone <b>more than 27"</b> above the floor and projects <b>more than 4"</b> into the circulation path? ("Yes" is a violation.) 2. If <b>post mounted</b> , is the leading edge of the telephone more than 27" above the floor and projects more than 12" into the circulation path?	_____ _____ _____ _____		
4.33.7;	<b>Assistive Listening Systems</b> (public meeting rooms); 1. Assistive Listening System provided? 2. If so, what type(s)? 3. How are these made available?	_____ _____		

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Facility Name \_\_\_\_\_  
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 Unit/Apartment Number \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 TDD/TTY Number \_\_\_\_\_

Name of Reviewer(s) \_\_\_\_\_  
 Date(s) of Review \_\_\_\_\_  
 Date Building was Built \_\_\_\_\_  
 Date(s) of Renovations, if any \_\_\_\_\_  
 (Any structure built after July 11, 1988 is considered New Construction)

Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	<i>(Includes private outdoor spaces such as balconies, patios, clothes lines, trash receptacle areas, etc.) (Use pages 2 – 32 for all common use elements.)</i>			
	<b>Route Location:</b>			
	<b>ENTRANCE DOOR</b>			
4.13.6	<b>Maneuvering Space:</b> (Automatic or power-assisted doors do not require any minimum maneuvering clearance.)			
4.34.2(6); 4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?			
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is <b>depth at least 48"</b> (54" if door has a closer)?	_____ _____ _____ _____ _____ _____		
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> (48" if the door has both a closer and latch)?	_____ _____ _____ _____ _____ _____		

\* Place asterisk in column for findings of non-compliance.  
 \*\* Insert Photograph numbers for all elements and areas of non-compliance.

Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is <b>depth at least 42"</b> (48" if door has a closer)?			
4.34.2(6); 4.13.5; Fig. 24;	<b>Clear Door Width is at least 32"</b> ? (Measured from the door face to the opposite stop when the door is open 90°.)			
4.34.2(6); 4.13.10;	Does the door take <b>more than 3 seconds to close</b> ? (From an open position of 70° to a point 3" from the latch)			
4.34.2(6); 4.13.9; 4.13.11;	<b>Door Hardware:</b> 1. <b>Does not</b> require <b>tight grasping</b> or twisting to operate? (Lever or push/pulls are acceptable types.) 2. Mounted <b>no higher than 48"</b> above the floor? (Including dead bolts.) 3. For interior doors only, opening force is <b>no more than 5 pounds</b> ?	_____ _____ _____ _____		
4.34.2(6); 4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4" (1/2" in New Construction)</b> ? 2. Is the threshold <b>beveled</b> ?	_____ _____		
4.34.2(3)	<b>ACCESSIBLE ROUTE</b> (Must connect the entrance door to the living spaces, kitchen, the accessible bathroom, the accessible bedrooms, and all the dwelling unit outdoor spaces such patios, balconies, clothes lines, and trash receptacles.)			
4.34.2(3); 4.3.3; 4.4.1; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?	_____ _____ _____		
4.34.2(2); 4.5.1; 4.3.8; 4.5.2;	<b>Surface:</b> 1. Firm, stable and slip-resistant? 2. Changes in level between 1/4" – 1/2" shall be <b>beveled</b> ? 3. Changes in level greater than 1/2" are ramped?	_____ _____		
4.34.2(2); 4.5.2	Must <b>stairs</b> be used as part of the accessible route? ("Yes" is a barrier.)			

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\*\* Insert Photograph numbers for all elements and areas of non-compliance.



Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	<b>BEDROOM(S)</b> <i>(Survey no more than two bedrooms)</i>			
4.34.2(15); 4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> ?	<b>Bedroom #1</b> <b>Bedroom #2</b> _____ _____ _____ _____ _____ _____ _____ _____		
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> ?	_____ _____ _____ _____ _____ _____ _____ _____		
4.34.2(6); 4.13.5; Fig. 24;	<b>Clear Door Width is at least 32"</b> ? <i>(Measured from the door face to the opposite stop when the door is open 90°.)</i>			
4.13.5; 4.25.2; 4.2.4; 4.25.3; 4.2.5; 4.2.6;	<b>Closets:</b> 1. <b>Doors:</b> a. If closet is <b>deeper than 24"</b> , survey this door the same way as the bedroom door. b. If closet is <b>no deeper than 24"</b> , then is the clear opening <b>at least 20"</b> ? <i>(For reaching-in only.)</i> 2. <b>Clear floor space</b> of 30" wide x 48" deep in front of clothes rod?	_____ _____ _____ _____ _____ _____ _____		

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Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **														
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>																	
	3. Is a <b>clothes rod no more than 54"</b> above the floor, or adjustable to that height? 4. If there is a <b>shelf</b> : a. If <b>side reach, no more than 54"</b> above floor? b. If <b>forward reach, no more than 48"</b> above the floor? 5. If <b>closet is at least 48" deep</b> is there a turning space (a 60" diameter circle or T-shape)? (May extend under clothes rods.)	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Bedroom #1</b></td> <td style="width: 50%; text-align: center;"><b>Bedroom #2</b></td> </tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </table>	<b>Bedroom #1</b>	<b>Bedroom #2</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
<b>Bedroom #1</b>	<b>Bedroom #2</b>																	
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4.34.2(15)	<p style="text-align: center;"><b>OUTDOOR SPACES</b></p> <p><i>(Dwelling unit outdoor spaces such as patios, balconies, clothes lines, and trash receptacles must be on an accessible route.)</i></p> <p><b>Door:</b></p>	_____ _____ _____																
4.13.6	The maneuvering space <b>slopes no more than 2%</b> in either direction?																	
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> ?	_____ _____ _____ _____ _____ _____ _____ _____																
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is Both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> ?	_____ _____ _____ _____ _____ _____																

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Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> ?			
4.13.6; Fig. 25(d); Fig. 25(e); Fig. 25(f);	<b>Sliding Doors (Choose one for each side)</b> 1. Approaching the door <b>head-on</b> (fig. 25(d)): Is the <b>depth at least 48"</b> ? 2. Approaching the <b>slide side</b> of the door (fig. 25(e)): Is there <b>at least 18"</b> to the <b>slide side</b> ? Is the <b>depth at least 42"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(f)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> ?	_____ _____ _____ _____		
4.34.2(6); 4.13.5; Fig. 24;	<b>Clear Door Width is at least 32"</b> ?			
4.34.2(6); 4.13.8;	<b>Thresholds:</b> 1. For <b>exterior sliding doors</b> , the threshold is <b>no higher than 3/4"</b> ? 2. The threshold is <b>no higher than 3/4"</b> (1/2" in New Construction)? 3. Is the threshold <b>beveled</b> ?	_____ _____ _____		
4.34.2(2); 4.2.3; Fig. 3;	Is there a turning space (a <b>60" diameter circle or T-shape</b> )?			
4.34.2(3); 4.3.3; 4.4.1; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.34.2(2); 4.5.1; 4.3.8; 4.5.2;	<b>Surface:</b> 1. Firm, stable and slip-resistant? 2. Changes in level between 1/4" – 1/2" shall be <b>beveled</b> ? 3. Changes in level greater than 1/2" are ramped?	_____ _____		
4.34.2(2); 4.5.2	Must <b>stairs</b> be used as part of the accessible route? (" <b>Yes</b> " is a barrier.)			
4.34.2(2); 4.3.7;	<b>Slope</b> is 5% or less (if slope is greater than 5% and it has ramp features, survey it as a ramp)?			
4.34.2(2); 4.3.7;	<b>Cross-slope</b> is <b>no more than 2%</b> ;			

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Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	<b>BATHROOMS</b> <i>(Only one must comply.)</i>			
4.34.5; 4.3.3; 4.4.1; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to this space <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Pull side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 18"</b> to the <b>latch side</b> ? Is the <b>depth at least 60"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 36"</b> to the <b>latch side</b> (42" if the depth is less than 60")? Is the <b>depth at least 54"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 48"</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.34.2(6); 4.13.6; Fig. 25(a); Fig. 25(b); Fig. 25(c);	<b>Swinging Doors - Push side (Choose only one)</b> 1. Approaching the door <b>head-on</b> (fig. 25(a)): Is there <b>at least 12"</b> to the <b>latch side</b> when there is both a closer and latch side? If no closer and latch, there is no requirement. Is the <b>depth at least 48"</b> ? 2. Approaching the <b>hinge side</b> of the door (fig. 25(b)): Is there <b>at least 18"</b> to the <b>hinge side</b> ? Is the <b>depth at least 42"</b> ? 3. Approaching the <b>latch side</b> of the door (fig. 25(c)): Is there <b>at least 24"</b> to the <b>latch side</b> ? Is the <b>depth at least 42"</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.34.2(6); 4.13.5; Fig. 24;	<b>Clear Door Width is at least 32"</b> ? ( <i>Measured from the door face to the opposite stop when the door is open 90°.</i> )			
4.34.2(6); 4.13.8;	<b>Thresholds:</b> 1. The threshold is <b>no higher than 3/4"</b> (1/2" in New Construction)? 2. Is the threshold <b>beveled</b> ?	<hr/> <hr/>		
4.34.5.2(2); Fig. 47(a);	<b>Toilet:</b> 1. Is top of toilet seat <b>between 15" and 19"</b> above the floor? 2. Is <b>centerline exactly 18"</b> from the closest side wall?	<hr/> <hr/> <hr/>		

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\*\* Insert Photograph numbers for all elements and areas of non-compliance.



Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	4. Is the <b>clear floor space</b> at least 30" x 48" deep (that extends 17" to 19" under the lavatory)? 5. Are the drain and hot water supply <b>pipes insulated</b> ?	_____ _____ _____		
4.34.5.3(1); 4.22.6; 4.19.5; 4.27.4;	<b>Lavatory (a.k.a. Sink) Controls:</b> Operable with one hand; and <b>does not require</b> tight grasping, twisting or pinching of the wrist to operate;			
4.34.5.3(1); 4.22.6; 4.19.6;	<b>Mirror:</b> Bottom edge of <b>reflective surface</b> is <b>no more than 40"</b> above the floor?			
4.34.5.3(3);	<b>Medicine Cabinet: Bottom shelf no more than 44"</b> above the floor?			
	<b>Bathtub:</b>			
4.34.5.4(1) Fig. 33;	<b>Clear Floor Space:</b> (A wall-hung lavatory may overlap the clear floor space only on the control wall (foot) side.)  1. If <b>forward approach</b> , is the clear floor space 48" deep x 60" wide? 2. If <b>side approach</b> , is the clear floor space 30" x 60"?	_____ _____		
4.34.5.4(5);	<b>Tub Shower Spray Unit:</b> 1. Can the shower head be <b>fixed and handheld</b> ? 2. Is there a <b>hose</b> and is it <b>at least 60" long (59"</b> is acceptable)?	_____ _____		
4.34.5.4(4); 4.27.4; Fig. 34;	<b>Tub Faucet Controls:</b> 1. Operable w/ one hand and <b>not require tight grasping</b> or twisting of the wrist? 2. Located below the grab bar and <b>between the open side and the centerline</b> of the tub?	_____ _____		
4.34.5.4(2); 4.26.3; Fig. 33; Fig. 34;	<b>Tub – Seat</b> 1. Is a <b>securely-mounted</b> in-tub seat provided?	_____ _____		

\* Place asterisk in column for findings of non-compliance.  
\*\* Insert Photograph numbers for all elements and areas of non-compliance.



Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	<b>Shower:</b>			
4.34.5.5(1); Fig. 35(a) or Fig. 35(b);  4.21.7;	<b>Shower Stalls:</b> Which shower type? ( <b>Choose one</b> ) 1. <b>Transfer:</b> 36" deep by 36" wide? If there is a <b>curb</b> , is it <b>less than 1/2"</b> ? a. <b>Clear floor space</b> at least 36" by 48"? 2. <b>Roll-in:</b> 30" deep by 60" (58 1/2" is acceptable) wide? Is there a <b>curb?</b> ("Yes" is a barrier.) a. <b>Clear floor space</b> at least 36" by 60"?	_____ _____ _____ _____		
4.34.5.5(2); Fig. 35(a); Fig. 35(b); 4.26.3;	If a <b>transfer shower</b> , is there a <b>seat?</b> 1. Between <b>17" and 19"</b> above the floor? 2. Extends the <b>full depth</b> of the stall? 3. Located on <b>wall opposite the controls?</b> 4. Mounted securely?	_____ _____ _____		
4.34.5.5(5);	<b>Tub Shower Spray Unit:</b> 1. Can the <b>shower head</b> be <b>fixed and handheld?</b> 2. Is there a <b>hose</b> and is it <b>at least 60" long?</b> (59" is acceptable.)	_____ _____		
4.34.5.5(4); Fig. 37; 4.21.5;	<b>Shower Controls:</b> 1. Mounted <b>between 38" and 48"</b> above the floor? 2. Located <b>between the open side and the centerline</b> of the shower? 3. Operable w/ one hand and <b>not require tight grasping</b> or twisting of the wrist?	_____ _____ _____ _____		
4.34.5.5(3); 4.26.2; Fig. 37; Fig. 39(e);	<b>Grab Bars: (Choose Whether Transfer or Roll-In Shower and Answer Those Questions)</b>  <b>TRANSFER SHOWER (36" x 36"):</b>  <b>Back Wall</b> 1. Is <b>centerline</b> mounted <b>between 33" and 36"</b> above the <b>floor?</b> 2. <b>Between 1 1/4" and 1 1/2"</b> in <b>diameter?</b> 3. Is the <b>space</b> between the grab bar and the <b>wall 1 1/2" exactly?</b> 4. <b>18" long</b> positioned between the centerline of the stall and the control wall?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____		

\* Place asterisk in column for findings of non-compliance.  
\*\* Insert Photograph numbers for all elements and areas of non-compliance.





Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
	<b>KITCHEN</b>			
4.34.6; 4.34.2(13); 4.3.3; Fig 7; Fig. 8(e);	Is the <b>minimum clear width</b> of the accessible route to the kitchen <b>at least 36" wide, with no steps</b> (width may be reduced to 32" for a length of no more than 24")?			
4.34.6.1;	<b>Clearance</b> between all opposing cabinets, counters, appliances or walls: <b>(Choose One)</b> 1. If <b>U-shaped kitchen</b> , is there at least 60"? 2. In all <b>other layouts</b> , is there at least 40"?	<hr/> <hr/>		
4.34.2(2); 4.2.3; Fig. 3;	Is there an unobstructed turning space (a <b>60" diameter circle or T-shape</b> )? <i>(May include knee space under work surface or sink if it is at least 36" wide)</i>	<hr/>		
4.34.6.2;	<b>Clear Floor Space:</b> With either forward reach or side reach, is there at least <b>30" x 48"</b> at the following types of appliances: Oven; Range; Cook top; Dishwasher; Refrigerator; Counter; Storage Facilities, Etc.	<hr/> <hr/> <hr/> <hr/>		
4.34.6.4(1); 4.34.6.4(2) 4.34.6.4(3); 4.34.6.4(4); Fig. 50; 4.2.4.1;	<b>Kitchen Counter Work Surface:</b> 1. At least one <b>30" section of the counter</b> with knee clearance <b>at least 27" high</b> ? 2. <b>Surface no more than 34"</b> above the floor? 3. <b>If a removable base cabinet</b> is provided, once removed: a. Is the <b>floor finished underneath</b> ? b. Will the <b>opening</b> be at least <b>30" wide and 27" high</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.34.6.5; Fig. 51;	<b>Kitchen Sink &amp; Surrounding Counter:</b> 1. Knee clearance is <b>at least 30" wide and at least 27" high</b> ? 2. Sink <b>rim</b> and counter surface are <b>no more than 34"</b> above the floor? 3. <b>If a removable base cabinet</b> is provided, once removed: a. Is the <b>floor finished underneath</b> ? b. Is the <b>opening at least 30" wide and 27" high</b> ? 4. <b>Sink is no deeper than 6 1/2"</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

\* Place asterisk in column for findings of non-compliance.  
\*\* Insert Photograph numbers for all elements and areas of non-compliance.

Citation	DWELLING UNIT ACCESSIBLE ELEMENTS	Measurements/Comments	N/C Finding *	Picture No. **
	<b>DWELLING UNIT/ACCESSIBLE ROUTE:</b>			
4.34.6.5(8);	<b>Kitchen Pipes</b> must be insulated or wrapped?			
4.34.6.7; Fig. 52;	<b>Kitchen Oven:</b> 1. If oven is <b>not self-cleaning</b> , is it <b>adjacent</b> to an accessible 34" high (or adjustable) kitchen counter work surface? 2. Controls: a. Located <b>on the front panel</b> ? b. Can be operated with one hand and not require twisting of the wrist or tight grasping?	<hr/> <hr/> <hr/> <hr/>		
4.34.6.6; 4.27;	<b>Kitchen Range/Cook-tops Controls:</b> 1. Usable without reaching across burners? 2. Including the range hood controls, are the controls within reach? ( <i>For a complete listing of reach range, see "Other Controls" below.</i> ) 3. Can be operated with one hand and not require twisting of the wrist or tight grasping?	<hr/> <hr/> <hr/> <hr/>		
4.34.6.9; 4.34.6.3; 4.27;	<b>Dishwasher:</b> 1. Controls operable with one hand and not require tight grasping, pinching, or twisting of the wrist to operate;	<hr/> <hr/>		
.34.6.10; 4.25.2; 4.25.3; 4.2.5; 4.2.6; Fig. 50;	<b>Kitchen Storage:</b> 1. <b>Operable hardware for all cabinets:</b> a. For <b>wall</b> cabinets, are located <b>near the bottom</b> ? b. For <b>base</b> cabinets, are located <b>near the top</b> ? c. Is it <b>operable</b> with one hand without tight grasping, pinching, or twisting of the wrist? 2. For the <b>wall cabinet above the work surface:</b> a. Is the bottom shelf <b>no more than 48"</b> above the floor?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
4.34.7;	<b>WASHER/DRYER, UTILITY ROOM</b>			
4.34.7; 4.34.2(2); 4.2.3; Fig. 3;	<b>Washer/Dryer, Utility Room:</b> 1. Is there an unobstructed turning space (a <b>60" diameter circle or T-shape</b> )? 2. For either a forward or side approach, is the <b>clear floor space at least 30" x 48"</b> ? 3. If machines are provided by management: a. Are controls <b>on the front panel</b> ? b. <b>Operable</b> with one hand and not require twisting of the wrist or tight grasping? c. <b>Front-loading</b> ?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

\* Place asterisk in column for findings of non-compliance.  
\*\* Insert Photograph numbers for all elements and areas of non-compliance.



**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing Program**

**ATTACHMENT H**

**Scoring Criteria Workbook**

**Site Location and Neighborhood (21 points maximum)**

Max. Points Evaluation

All development sites, including newly acquired for a public housing project or for construction or rehabilitation of public housing, must submit a site and neighborhoods selection application, which will be reviewed and approved by HUD Field Office. Some of the key criteria are listed below. Please note that meeting all the criteria below does not guarantee approval of the site by HUD, and a separate site and neighborhoods selection application must be submitted to HUD at the appropriate time.			
<b>1</b>	<b>Census Tract-based Socio-Economic Criteria (maximum 12 points)</b>		
	a. Minority Concentration (maximum 4 points)		
	<b>Note:</b> Is the percentage of persons of all minority persons in the census tract where the PBV site is located, 20 percentage points higher than the percentage of minorities in the housing market/metropolitan area?		
	<b>Measurement Tools:</b> (1) RAD: <a href="https://www.arcgis.com/home/webmap/viewer.html?webmap=69aad38dfa254048ac34e5075a317206">https://www.arcgis.com/home/webmap/viewer.html?webmap=69aad38dfa254048ac34e5075a317206</a> (2) RAD: page 25, B(1): <a href="https://www.hud.gov/sites/documents/16-17HSGN_16-17PIHN.PDF">https://www.hud.gov/sites/documents/16-17HSGN_16-17PIHN.PDF</a> (3) RAD Minority Concentration Analysis (Comparison) <a href="https://www.arcgis.com/home/webmap/viewer.html?webmap=69aad38dfa254048ac34e5075a317206">https://www.arcgis.com/home/webmap/viewer.html?webmap=69aad38dfa254048ac34e5075a317206</a> (4) Census tract- and zipcode-based Socio-Economic Criteria		
	<i>No = 4 points</i>	4	
	<i>Yes = 0 points</i>	0	
	b. Poverty Concentration (maximum 4 points)		
	<b>Note:</b> The lower the poverty concentration, the higher the score.		
	<b>Measurement Tools:</b> (1) Choice NOFA: <a href="https://www.huduser.gov/portal/maps/CN/home.html">https://www.huduser.gov/portal/maps/CN/home.html</a> (2) Choice Neighborhoods Block Group Data <a href="https://www.huduser.gov/portal/maps/CN/home.html">https://www.huduser.gov/portal/maps/CN/home.html</a>		
	<i>Poverty concentration is 24.99% and below (maximum 4 points)</i>	4	
	<i>Poverty concentration is between 25% and 29.99% (maximum 3 points)</i>	3	
	<i>Poverty concentration is between 30% and 34.99% (maximum 2 points)</i>	2	
	<i>Poverty concentration is between 35% and 39.99% (maximum 1 points)</i>	1	
	<i>Poverty concentration is above 40% (maximum 0 points)</i>	0	
	c. Unemployment Rate (maximum 4 points)		
	<b>Note:</b> A downward trend in unemployment rate in the last 5 years will result in a higher score.		
	<b>Measurement Tools:</b> (1) Census Tract: <a href="https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_17_5YR_S2301&amp;prodType=table">https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_17_5YR_S2301&amp;prodType=table</a>		
	<i>There is an overall decrease in unemployment rate in the last 5 years (maximum 4 points)</i>	4	
	<i>There is an overall increase in unemployment rate in the last 5 years (maximum 0 points)</i>	0	
Comments:			
<b>2</b>	<b>Targeted Revitalization Efforts (maximum 2 points)</b>		
	a. Maximum points will be given to proposed developments that contribute to designated community, city-, state-		
	<i>Yes, the proposed development will contribute to prescribed revitalization efforts/plans (maximum 2 points)</i>	2	
	<i>No, the proposed development will not contribute to prescribed revitalization efforts/plans (maximum 0 points)</i>	0	
Comments:			
<b>3</b>	<b>Access to Services and Amenities (maximum 7 points)</b>		
	a. Schools in the Area (maximum 4 points)		
	<b>Note:</b> Is the percentage of students in neighborhood public schools at or above grade level according to State assessments in Grade 8 for Mathematics and Grade 3 for English Language/Arts?		
	<b>Measurement Tools:</b> (1) <a href="http://discoverpps.org/">http://discoverpps.org/</a> Find the assigned public schools by entering the address of the property in the search tool. Look for these schools in the referenced Data (Excel) below. See step 2.  (2) <a href="https://www.education.pa.gov/DataAndReporting/Assessments/Pages/PSSA-Results.aspx">https://www.education.pa.gov/DataAndReporting/Assessments/Pages/PSSA-Results.aspx</a> Download the School Level Data (Excel) and State Level Data (Excel) for 2019. Look at the "Proficient" and "Advanced" columns, add both the percentages together, and compare that to the State level data. Look only at Grade 8 for Mathematics and Grade 3 for English Language/Arts.		
	Mathematics - Look only at Grade 8 data		
	<i>Yes, it is at or above the State assessment percentage. (maximum 2 points)</i>	2	
	<i>No, it is below the State assessment percentage. (maximum 0 points)</i>	0	
	English Language/Arts - Look only at Grade 3 data		
	<i>Yes, it is at or above the State assessment percentage. (maximum 2 points)</i>	2	
	<i>No, it is below the State assessment percentage. (maximum 0 points)</i>	0	
	b. Access to Transportation (maximum 2 points)		
	<b>Note:</b> The higher the Transit Score (0-100), the higher the score.		
	<b>Measurement Tools:</b> (1) Transit Score: <a href="https://www.walkscore.com/transit-score-methodology.shtml">https://www.walkscore.com/transit-score-methodology.shtml</a>		
	<i>Transit Score is more than 50 (maximum 2 points)</i>	2	
	<i>Transit Score is less than 50 = (maximum 1 point)</i>	0	
	c. Walkability of the Proposed Site (maximum 1 points)		
	<b>Note:</b> The higher the Walk Score (0-100), the higher the score.		
	<b>Measurement Tools:</b> (1) Walk Score: <a href="https://www.walkscore.com/methodology.shtml">https://www.walkscore.com/methodology.shtml</a>		
	<i>Walk Score is equal to or more than 70 points (maximum 1 point)</i>	1	
	<i>Walk Score is less than 70 (maximum 0 points)</i>	0	

Comments:		Total Points		0
<b>Capacity of Owner/Developer (25 points maximum)</b>			Max. Points	Evaluation
<b>1</b>	<b>Development Experience and Capacity (maximum 15 points)</b>			
	<b>Note:</b> To receive any points in this evaluation criteria category, respondents must not have filed (or had filed against it) any bankruptcy or insolvency proceedings, whether voluntary or involuntary, or undergone the appointment of a receiver trustee or assignee for the benefit of creditors, have been debarred or consistently failed to meet minimum monitoring requirements of HACP or any other local funding agency in connection with other existing developments within the past 5 years.			
	Lead applicant has completed greater than, or equal to, 10 development projects that are of similar size, scale, type and complexity to the proposed project. Provide a biography of each firm to demonstrate relevant experience. (maximum 15 points)	15		
	Lead applicant has completed between 5 - 10 development projects that are of similar size, scale, type and complexity to the proposed project. Provide a biography of each firm to demonstrate relevant experience. (maximum 11 points)	11		
	Lead applicant has completed between 1 - 4 development projects that are of similar size, scale, type and complexity to the proposed project. Provide a biography of each firm to demonstrate relevant experience. (maximum 7 points)	7		
	Lead applicant's Housing Consultant has completed a minimum of 5 development projects that are of similar size, scale, type and complexity to the proposed project. Provide a biography of each firm to demonstrate relevant experience. (maximum 7 points)	7		
	Failure to document minimum capacity of each project manager assigned to the project, including experience consistent with the scope of the proposed project. (maximum 0 points)	0		
<b>2</b>	<b>Property Management Experience and Capacity (maximum 10 points)</b>			
	<b>Note:</b> To receive any points in this evaluation criteria category, the management team has managed at least three developments that have affordable units with the following types of subsidy: Tax Credit units, project based rental assistance or public housing rental assistance. Provide a description of developments managed including both total housing units and affordable housing units.			
	Management Team has provided evidence of management of over total 450 units of housing. (maximum 10 points)	10		
	Management Team has provided evidence of management for between 301 and 450 total units of housing (maximum 7 points)	7		
	Management Team has provided evidence of management for between 151 and 300 total units of housing (maximum 4 points)	4		
	Management Team has provided evidence of management for between 25 and 150 total units of housing (maximum 2 points)	2		
	Failure to document the minimum amount of units managed, both affordable and total (0 points)	0		
<b>Compliance with Funding Guidelines &amp; Cost Reasonableness</b>			Max. Points	Evaluation
<b>3</b>	<b>Compliance with Funding Guidelines &amp; Cost Reasonableness (maximum 20 points)</b>			
	a. Total Development Cost (maximum 10 points)			
	<b>Note:</b> Total Development Costs meet HUD standards.			
	<b>Measurement Tools:</b>			
	Total Development Cost (TDC) are at, or below, seventy percent (70%) of the HUD TDC Limits for the applicable unit size and type in the proposed project. (maximum 10 points)	10		
	Total Development Cost (TDC) are at, or below, one hundred percent (100%) of the HUD TDC Limits for the applicable unit size and type in the proposed project. (maximum 7 points)	7		
	Total Development Cost (TDC) are at, or below, one hundred fifteen percent (115%) of the HUD TDC Limits for the applicable unit size and type in the proposed project. (maximum 3 points)	3		
	Total Development Cost (TDC) are above one hundred fifteen percent (115%) of the HUD TDC Limits for the applicable unit size and type in the proposed project. (maximum 0 points)	0		
	b. Cash Flow (maximum 5 points)			
	<b>Note:</b> Cash flow reasonableness.			
	<b>Measurement Tools:</b>			
	Annual net cash flow is less than 10% of annual total operating expenses. (maximum 5 points)	5		
	Annual net cash flow is less than 15% of annual total operating expenses. (maximum 3 points)	3		
	Annual net cash flow is equal to or greater 15% of annual total operating expenses. (maximum 1 points)	1		
c-1	If Proposer is seeking 9% Low Income Housing Tax Credit Awards: To receive any points in this category, Program funding per unit funding must be <\$35,000 per unit			
	<b>Note:</b> Any proposals that exceeds that maximum limits for PBV units, other than affordable units or the per project maximum will receive zero (0) points in this category.			
	Per unit funding <\$15,000 per PBV unit. (maximum 5 points)	5		
	Per unit funding <\$25,000 per PBV unit. (maximum 4 points)	4		
	Per unit funding <\$35,000 per PBV unit. (maximum 3 point)	3		
c-2	If Proposer is seeking 4% Low Income Housing Tax Credit Awards: To receive any points in this category, Program funding per unit funding must be <\$90,000 per unit			
	<b>Note:</b> Any proposals that exceeds that maximum limits for PBV units, other than affordable units or the per project maximum will receive zero (0) points in this category.			
	Per unit funding <\$60,000 per PBV unit. (maximum 5 points)	5		

	Per unit funding <\$75,000 per PBV unit. (maximum 4points)	4	
	Per unit funding <\$90,000 per PBV unit. (maximum 3 point)	3	
c-3	If Proposer is NOT seeking Low Income Housing Tax Credit Awards: To receive any points in this category, Program funding per unit funding must be <\$90,000 per unit		
<b>Note:</b> Any proposals that exceeds that maximum limits for PBV units, other than affordable units or the per project maximum will receive zero (0) points in this category.			
	Per unit funding <\$60,000 per PBV unit. (maximum 5 points)	5	
	Per unit funding <\$75,000 per PBV unit. (maximum 4 points)	4	
	Per unit funding <\$90,000 per PBV unit. (maximum 3 point)	3	

<b>Comments:</b>			
		<b>Total Points</b>	<b>0</b>

**Unit Mix/Site Design/Accessibility Criteria (12 points maximum)**

Good design, especially utilizing "green" building principles will be scored higher. ALSO, design for the disabled including visit-able units and units on

<b>1</b>	<b>Diversification and combination of multi-family bedroom-type units and housing types (maximum 5 points)</b>		
	a. Diversification and combination of bedroom-type units (maximum 3 points)		
<b>Note:</b> HACP's priority is in the provision of one(1), two(2) bedroom and three (3) bedroom units type as well as the diversification/combination of units-bedroom types.			
	A development proposal which caters to a combination of varying bedroom-units type - constituting the one(1), two(2) and three (3) bedroom mix] (maximum 3 points)	3	
	A development proposal which caters to a combination of varying bedroom-units type - and including the one(1) or two(2) bedroom mix] (maximum 2 point)	2	
	A development proposal which is limited to only one bedroom type - constituting either the one(1) or two(2) bedroom mix] (maximum 1 point)	1	
	A development proposal which is limited to one bedroom type - not constituting either the one(1) or two(2) bedroom mix] (maximum 0 point)	0	
	b. Diversification and combination of housing types (maximum 2 points)		
<b>Note:</b> HACP's priority is in the diversification or combination of varying housing types [e.g. detached, duplex, walk-up, apartments]			
	A development proposal which caters to more than one or a combination of varying housing type units [e.g. detached, duplex, walk-up, apartments] (maximum 2 points)	2	
	No diversification or combination of housing types or only one housing type is provided (maximum 0 point).	0	

**Comments:**

<b>2</b>	<b>Accessibility (UFAS), Visitability Standards and Universal Design application (maximum 3 points)</b>		
	a. Accessibility (UFAS) provision exceeds regulatory threshold (maximum 1 point)		
<b>Note:</b> HACP encourages more than the required 10% UFAS units			
	Provided UFAS units exceed the mandated 10% UFAS regulatory requirements (maximum 1 point)	1	
	Provided UFAS Units meet the required 10% threshold (maximum 0 points).	0	
	b. Visitability and its application in building design (maximum 1 point)		
<b>Note:</b> The application of visitability design principles in proposal. Visitability considerations such as the elimination of the			
	If visitability in design is utilized in design (maximum 1 point)	1	
	If visitability in design is not considered in proposal (maximum 0 point).	0	
	c. Application of Universal Design principles in building design (maximum 1 point)		
<b>Note:</b> The application of universal design principles in proposal. Size and space designed for all users via equitable,			
	If universal design is considered and applied in design proposal (maximum 1 point)	1	
	If universal design consideration is not included in proposal (maximum 0 point).	0	

**Comments:**

<b>3</b>	<b>Excellence in Physical Design (maximum 2 points)</b>		
	a. Compatible design that fits in and enriches its surrounding environment (maximum 1 point)		
<b>Note:</b> Design proposal that includes design elements and amenities that will complement the broader community and appeal to the market for which they are intended for			
	Good design that enhances the neighborhood and surrounding community (maximum 1 point)	1	
	b. Good Site Design (maximum 1 point)		
<b>Note:</b> Good site design which concerns the integration of facilities and amenities, which includes thoughtful consideration in the placement of housing, community facilities and commercial spaces and street connectivity			
	Good site design considerations which includes among others, the integration of facilities and amenities, among them -the placement of housing, community facilities and commercial spaces, where applicable (maximum 1 point)	1	

**Comments:**

<b>4</b>	<b>Sustainability and Energy Efficiency Standards (Maximum 2 points)</b>		
<b>Note:</b> HACP encourages proposers to achieve certification by one of the recognized green rating programs for new construction or substantial rehabilitation (e.g. Enterprise Green Communities Initiative, the National Green Building Standards, or LEED New Construction)			
	Consideration for Enterprise Green Communities Initiative, National Green Building Standards, LEED New Construction and/or Substantial Rehab in development proposal (maximum 2 points)	2	
	No consideration of green rating programs in development proposal (maximum 0 points).	0	

**Comments:**

		<b>Total Points</b>	
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**Feasibility/ Project Readiness (15 points maximum)**



Evidence of readiness to proceed will be considered. HACP's Gap Financing load is "last resort" funding, and clear demonstration of other efforts to obtain financing will be considered. Construction feasibility and evidence of community support will also be evaluated.

<b>1 Project Financing Feasibility (9 Points Maximum)</b>			
<b>Note: Will be evaluated based on the provided pro forma with detailed sources and uses as well as other financing</b>			
	<i>Developer has submitted letters of commitment from other financing sources that covers 90% or more of total project costs and has a balanced pro forma with detailed sources and uses (maximum 8-9 points)</i>	9	
	<i>Developer has submitted letters of commitment from other financing sources that covers between 80% and 89.9% more of total project costs and has a balanced pro forma with detailed sources and uses (maximum 6-7 points)</i>	7	
	<i>Developer has submitted letters of commitment from other financing sources that covers between 70% and 79.9% of total project costs and has a balanced pro forma with detailed sources and uses (maximum 4-5 points)</i>	5	
	<i>Developer has submitted letters of commitment from other financing sources that covers between 60% and 69.9% of total project costs and has a balanced pro forma with detailed sources and uses (maximum 2-3 points)</i>	3	
	<i>Developer has submitted letters of commitment from other financing sources that covers less than 60% of total project costs and has a balanced pro forma with detailed sources and uses (maximum 0-1 points)</i>	1	
Comments:			
<b>2 Project Readiness (6 Points Maximum)</b>			
<b>a. Construction Readiness (Maximum of 3 points)</b>			
<b>Note:</b> Evidence of construction readiness may include demonstrated site due diligence items such as environmental site assessments, geotechnical assessment, zoning approvals, and scope of work.			
	<i>Developer has demonstrated construction readiness through submission of zoning and planning approvals, environmental condition report (and mitigation plan if applicable), and scope of work. (maximum 2-3 points)</i>	3	
	<i>Developer has demonstrated some efforts to become construction ready including an environmental condition report and submission of documents to zoning or planning. (maximum 0-1 points)</i>	1	
<b>b. Community Involvement (Maximum of 3 points)</b>			
<b>Note:</b> Demonstration of community involvement may include letters of support from community groups, a narrative of the community engagement activities to date, and evidence of public meetings.			
	<i>Developer has demonstrated community involvement and can provide letter of support from community group, evidence of two public meetings, and narrative of engagement. (maximum 3 points)</i>	3	
	<i>Developer has demonstrated some community involvement and can provide evidence of two public meetings and narrative of community engagement. (maximum 2 points)</i>	2	
	<i>Developer has provided a narrative of community engagement (maximum 1 point)</i>	1	
Comments:			
		<b>Total Points</b>	

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing for  
Mixed Finance Developments**

**ATTACHMENT I**

***Metropolitan Statistical Area Fair Market Rent (MSAFMR)***



# FY 2020 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2020 Pittsburgh, PA HUD Metro FMR Area FMRs for All Bedroom Sizes

### Final FY 2020 & Final FY 2019 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
FY 2020 FMR	\$661	\$727	\$890	\$1,137	\$1,248
<u>FY 2019 FMR</u>	\$647	\$725	\$896	\$1,137	\$1,248

### Fair Market Rent Calculation Methodology

= [Show/Hide Methodology Narrative](#) =

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2013-2017 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2020 provided the estimate is statistically reliable. For FY2020, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2013-2017 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2020 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2020.

2. HUD calculates a recent mover adjustment factor by comparing a 2017 1-year 40th percentile recent mover 2-bedroom rent to the 2013-2017 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.
3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data and applies this to the 5-year base rent estimate.
4. Rents are calculated as of 2018 using the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2017 to annual 2018.
5. All estimates are then inflated from 2018 to FY2020 using a trend factor based on the forecast of gross rent changes through FY2020.
6. FY2020 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.
7. FY2020 FMRs may not be less than 90% of FY2019 FMRs.

**The results of the Fair Market Rent Step-by-Step Process**

1. The following are the 2017 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Pittsburgh, PA HUD Metro FMR Area.

<b>Area</b>	<b>ACS<sub>2017</sub> 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent</b>	<b>ACS<sub>2017</sub> 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent Margin of Error</b>	<b>Ratio</b>	<b>Sample Size Category</b>	<b>Result</b>
Pittsburgh, PA HUD	<u>\$770</u>	\$5	\$5 / \$770=0.006	6	0.006 < .5 6 ≥ 4

<p>Metro FMR Area</p>	<p>Use ACS<sub>2017</sub> 5-Year Pittsburgh, PA HUD Metro FMR Area 2-Bedroom Adjusted Standard Quality Gross Rent</p>
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Since the ACS<sub>2017</sub> Margin of Error Ratio is less than .5, the ACS<sub>2017</sub> Pittsburgh, PA HUD Metro FMR Area value is used for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent:

Area	FY2020 Base Rent
Pittsburgh, PA HUD Metro FMR Area	\$770

2. A recent mover adjustment factor is applied based on the smallest area of geography which contains Pittsburgh, PA HUD Metro FMR Area and has an ACS<sub>2017</sub> 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5.

Area	ACS <sub>2017</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS <sub>2017</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error	Ratio	Sample Size Category	Result
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Area	ACS <sub>2017</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS <sub>2017</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Pittsburgh, PA HUD Metro FMR Area – 2 Bedroom	<a href="#">\$838</a>	\$34	0.041	6	0.041 < .5 6 ≥ 4 Use ACS <sub>2017</sub> 1-Year Pittsburgh, PA HUD Metro FMR Area 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent

The smallest area of geography which contains Pittsburgh, PA HUD Metro FMR Area and has an ACS<sub>2017</sub> 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5 and with a sufficient number of sample cases is Pittsburgh, PA HUD Metro FMR Area.

- The calculation of the relevant Recent-Mover Adjustment Factor for Pittsburgh, PA HUD Metro FMR Area is as follows:

ACS <sub>2017</sub> 5-Year Area	ACS <sub>2017</sub> 5-Year 40th Percentile Adjusted Standard Quality Gross Rent	ACS <sub>2017</sub> 1-Year 40th Percentile Adjusted Standard Quality Recent-Mover Gross Rent
Pittsburgh, PA HUD Metro FMR Area – 2 Bedroom	<a href="#">\$770</a>	<a href="#">\$838</a>

Area	Ratio	Recent-Mover Adjustment Factor
------	-------	--------------------------------

Area	Ratio	Recent-Mover Adjustment Factor
Pittsburgh, PA HUD Metro FMR Area	\$838 / \$770 = 1.088	1.0883 ≥ 1.0 Use calculated Recent-Mover Adjustment Factor of 1.0883

4. The calculation of the relevant CPI Update Factors for Pittsburgh, PA HUD Metro FMR Area is as follows: HUD updates the 2017 intermediate rent with the ratio of the annual 2018 local or regional CPI to the annual 2017 local or regional CPI to establish rents as of 2018.

	Update Factor	Type
CPI Update Factor	<a href="#">1.0286</a>	Region CPI

5. The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2018 to 2020 for each CPI area and Census Region. This makes Fair Market Rents "as of" FY2020.

Trend Factor	Trend Factor Type
<a href="#">1.0330</a>	Region

6. The FY 2020 2-Bedroom Fair Market Rent for Pittsburgh, PA HUD Metro FMR Area is calculated as follows:

Area	<a href="#">ACS<sub>2017</sub> 5-Year Estimate</a>	<a href="#">Recent-Mover Adjustment Factor</a>	<a href="#">Annual 2017 to 2018 CPI Adjustment</a>	<a href="#">Trending 1.0330 to FY2020</a>	FY 2020 2-Bedroom FMR
Pittsburgh, PA HUD Metro FMR Area	\$770	1.0883	1.0286	1.0330	\$770 * 1.088 * 1.0286 * 1.0330 = \$890

7. In keeping with HUD policy, the preliminary FY 2020 FMR is checked to ensure that it does not fall below the state minimum.

Area	Preliminary FY2020 2-Bedroom FMR	FY 2020 Pennsylvania State Minimum	Final FY2020 2-Bedroom FMR
Pittsburgh, PA HUD Metro FMR Area	\$890	<a href="#">\$714</a>	\$890 ≥ \$714 Use Pittsburgh, PA HUD Metro FMR Area FMR of \$890

8. Bedroom ratios are applied to calculate FMRs for unit sizes other than two bedrooms.

Click on the links in the table to see how the bedroom ratios are calculated.

<b>FY 2020 FMRs By Unit Bedrooms</b>					
	<a href="#">Efficiency</a>	<a href="#">One-Bedroom</a>	<a href="#">Two-Bedroom</a>	<a href="#">Three-Bedroom</a>	<a href="#">Four-Bedroom</a>
FY 2020 FMR	\$661	\$727	\$890	\$1,137	\$1,248

9. The FY2020 FMR must not be below 90% of the FY2019 FMR.

	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
FY2019 FMR	\$647	\$725	\$896	\$1,137	\$1,248
FY2019 floor	\$582	\$653	\$806	\$1,023	\$1,123
FY 2020 FMR	\$661	\$727	\$890	\$1,137	\$1,248
Use FY2019 floor for FY2020?	No	No	No	No	No

### **Final FY2020 Rents for All Bedroom Sizes for Pittsburgh, PA HUD Metro FMR Area**

The following table shows the Final FY 2020 FMRs by bedroom sizes.

<b>Final FY 2020 FMRs By Unit Bedrooms</b>					
	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
Final FY 2020 FMR	\$661	\$727	\$890	\$1,137	\$1,248

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.



Permanent link to this page: [http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2020\\_code/2020summary.odn?&year=2020&fmrtype=Final&cbsasub=METRO38300M38300](http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2020_code/2020summary.odn?&year=2020&fmrtype=Final&cbsasub=METRO38300M38300)

### Other HUD Metro FMR Areas in the Same MSA

Select another Final FY 2020 HUD Metro FMR Area that is a part of the Pittsburgh, PA MSA

### Select a different area

Press below to select a different county within the same state (same primary state for metropolitan areas):

Adams County, PA Allegheny County, PA Armstrong County, PA Beaver County, PA Bedford County, PA	<input type="button" value="Select a new county"/>
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Press below to select a different state:

Select a Final FY 2020 Metropolitan FMR Area:

Pittsburgh, PA HUD Metro FMR Area	<input type="button" value="Select Metropolitan FMR Area"/>
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Prepared by the [Program Parameters and Research Division](#), HUD. Technical problems or questions? [Contact Us](#).



# FY 2019 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2019 Pittsburgh, PA HUD Metro FMR Area FMRs for All Bedroom Sizes

Final FY 2019 FMRs By Unit Bedrooms					
Year	<a href="#">Efficiency</a>	<a href="#">One-Bedroom</a>	<a href="#">Two-Bedroom</a>	<a href="#">Three-Bedroom</a>	<a href="#">Four-Bedroom</a>
FY 2019 FMR	\$647	\$725	\$896	\$1,137	\$1,248
<a href="#">FY 2018 FMR</a>	\$621	\$710	\$884	\$1,109	\$1,214

### Fair Market Rent Calculation Methodology

= [Show/Hide Methodology Narrative](#) =

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2012-2016 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2019 provided the estimate is statistically reliable. For FY2019, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2012-2016 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2019 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2019.

2. HUD calculates a recent mover adjustment factor by comparing a 2016 1-year 40th percentile recent mover 2-bedroom rent to the 2012-2016 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies

examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.

3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data and applies this to the 5-year base rent estimate.
4. Rents are calculated as of 2017 using the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2016 to annual 2017.
5. All estimates are then inflated from 2017 to FY2019 using a trend factor based on the forecast of gross rent changes through FY2019.
6. FY2019 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.
7. FY2019 FMRs may not be less than 90% of FY2018 FMRs.

### The results of the Fair Market Rent Step-by-Step Process

1. The following are the 2016 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Pittsburgh, PA HUD Metro FMR Area.

Area	ACS <sub>2016</sub> 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent	ACS <sub>2016</sub> 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Pittsburgh, PA HUD Metro FMR Area	<u>\$748</u>	\$5	\$5 / \$748=0.007	6	0.007 < .5 6 ≥ 4 Use ACS <sub>2016</sub> 5-Year Pittsburgh, PA HUD Metro FMR Area 2-Bedroom Adjusted Standard Quality Gross Rent

Since the ACS<sub>2016</sub> Margin of Error Ratio is less than .5, the ACS<sub>2016</sub> Pittsburgh, PA HUD Metro FMR Area value is used for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent:

Area	FY2019 Base Rent
Pittsburgh, PA HUD Metro FMR Area	\$748

2. A recent mover adjustment factor is applied based on the smallest area of geography which contains Pittsburgh, PA HUD Metro FMR Area and has an ACS<sub>2016</sub> 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5.

Area	ACS <sub>2016</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS <sub>2016</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Pittsburgh, PA HUD Metro FMR Area – 2 Bedroom	<u>\$820</u>	\$28	0.034	6	0.034 < .5 6 ≥ 4 Use ACS <sub>2016</sub> 1-Year Pittsburgh, PA HUD Metro FMR Area 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent

The smallest area of geography which contains Pittsburgh, PA HUD Metro FMR Area and has an ACS<sub>2016</sub> 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5 and with a sufficient number of sample cases is Pittsburgh, PA HUD Metro FMR Area.

3. The calculation of the relevant Recent-Mover Adjustment Factor for Pittsburgh, PA HUD Metro FMR Area is as follows:

ACS <sub>2016</sub> 5-Year Area	ACS <sub>2016</sub> 5-Year 40th Percentile Adjusted Standard Quality Gross Rent	ACS <sub>2016</sub> 1-Year 40th Percentile Adjusted Standard Quality Recent-Mover Gross Rent
Pittsburgh, PA HUD Metro FMR Area – 2 Bedroom	<u>\$748</u>	<u>\$820</u>

Area	Ratio	Recent-Mover Adjustment Factor
Pittsburgh, PA HUD Metro FMR Area	$\frac{\$820}{\$748} = 1.096$	$1.0963 \geq 1.0$ Use calculated Recent-Mover Adjustment Factor of 1.0963

4. The calculation of the relevant CPI Update Factors for Pittsburgh, PA HUD Metro FMR Area is as follows: HUD updates the 2016 intermediate rent with the ratio of the annual 2017 local or regional CPI to the annual 2016 local or regional CPI to establish rents as of 2017.

	<b>Update Factor</b>	<b>Type</b>
CPI Update Factor	<a href="#">1.0339</a>	Local CPI

5. The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2017 to 2019. This makes Fair Market Rents "as of" FY2019.

<b>National Trend Factor</b>
<a href="#">1.0572</a>

6. The FY 2019 2-Bedroom Fair Market Rent for Pittsburgh, PA HUD Metro FMR Area is calculated as follows:

<b>Area</b>	<b><a href="#">ACS<sub>2016</sub> 5-Year Estimate</a></b>	<b><a href="#">Recent- Mover Adjustment Factor</a></b>	<b><a href="#">Annual 2016 to 2017 CPI Adjustment</a></b>	<b><a href="#">Trending 1.0572 to FY2019</a></b>	<b>FY 2019 2- Bedroom FMR</b>
Pittsburgh, PA HUD Metro FMR Area	\$748	1.0963	1.0339	1.0572	\$748 * 1.096 * 1.0339 * 1.0572=\$896

7. In keeping with HUD policy, the preliminary FY 2019 FMR is checked to ensure that it does not fall below the state minimum.

<b>Area</b>	<b>Preliminary FY2019 2- Bedroom FMR</b>	<b>FY 2019 Pennsylvania State Minimum</b>	<b>Final FY2019 2-Bedroom FMR</b>
Pittsburgh, PA HUD Metro FMR Area	\$896	<a href="#">\$692</a>	\$896 ≥ \$692 Use Pittsburgh, PA HUD Metro FMR Area FMR of \$896

8. Bedroom ratios are applied to calculate FMRs for unit sizes other than two bedrooms.

Click on the links in the table to see how the bedroom ratios are calculated.

<b>FY 2019 FMRs By Unit Bedrooms</b>					
	<b><a href="#">Efficiency</a></b>	<b><a href="#">One- Bedroom</a></b>	<b><a href="#">Two- Bedroom</a></b>	<b><a href="#">Three- Bedroom</a></b>	<b><a href="#">Four- Bedroom</a></b>
FY 2019 FMR	\$647	\$725	\$896	\$1,137	\$1,248

9. The FY2019 FMR must not be below 90% of the FY2018 FMR.

	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
FY2018 FMR	\$621	\$710	\$884	\$1,109	\$1,214
FY2018 floor	\$559	\$639	\$796	\$998	\$1,093
FY 2019 FMR	\$647	\$725	\$896	\$1,137	\$1,248
Use FY2018 floor for FY2019?	No	No	No	No	No

**Final FY2019 Rents for All Bedroom Sizes for Pittsburgh, PA HUD Metro FMR Area**

The following table shows the Final FY 2019 FMRs by bedroom sizes.

<b>Final FY 2019 FMRs By Unit Bedrooms</b>					
	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
Final FY 2019 FMR	\$647	\$725	\$896	\$1,137	\$1,248

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Permanent link to this page: [http://www.huduser.gov/portal/data/sets/fmr/fmrs/FY2019\\_code/2019summary.odn?&year=2019&fmrtype=Final&cbsasub=METRO38300M38300](http://www.huduser.gov/portal/data/sets/fmr/fmrs/FY2019_code/2019summary.odn?&year=2019&fmrtype=Final&cbsasub=METRO38300M38300)

**Other HUD Metro FMR Areas in the Same MSA**

Select another Final FY 2019 HUD Metro FMR Area that is a part of the Pittsburgh, PA MSA:

**Select a different area**

Press below to select a different county within the same state (same primary state for metropolitan areas):

Adams County, PA  
Allegheny County, PA  
Armstrong County, PA  
Beaver County, PA  
Bedford County, PA

Select a new county

Press below to select a different state:

Select a new state

Select a Final FY 2019 Metropolitan FMR Area:

Pittsburgh, PA HUD Metro FMR Area

Select Metropolitan FMR Area

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Prepared by the [Economic and Market Analysis Division](#), HUD. Technical problems or questions? [Contact Us](#).

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing for  
Mixed Finance Developments**

**ATTACHMENT J**

*Form HUD 52667 Allowances for Tenant Furnished Utilities and Other Services*



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Date (mm/dd/yyyy): 01/01/2019						
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>				Unit Type: <b>Apartment</b>		
Utility or Service: <b>Standard</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$25.00	\$29.00	\$35.00	\$39.00	\$45.00	\$49.00
b. Bottle Gas/Propane	\$65.00	\$75.00	\$91.00	\$101.00	\$117.00	\$127.00
c. Electric	\$25.00	\$29.00	\$39.00	\$49.00	\$59.00	\$69.00
d. Electric Heat Pump	\$22.00	\$25.00	\$30.00	\$34.00	\$38.00	\$41.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00
c. Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$23.00	\$28.00	\$39.00	\$49.00	\$60.00	\$71.00
Air Conditioning	\$5.00	\$6.00	\$9.00	\$11.00	\$13.00	\$16.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$8.00	\$9.00	\$12.00	\$16.00	\$20.00	\$24.00
b. Bottle Gas/Propane	\$21.00	\$23.00	\$31.00	\$42.00	\$52.00	\$62.00
c. Electric	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$40.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$48.00	\$49.00	\$63.00	\$77.00	\$91.00	\$106.00
Sewer	\$58.00	\$60.00	\$81.00	\$103.00	\$124.00	\$146.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
Address of Unit				Water Heating		\$
				Water		\$
				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		<b>\$</b>



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Apartment</b>				
Utility or Service: <b>Standard</b>	<b>6 BR</b>	<b>7 BR</b>	<b>8 BR</b>	<b>9 BR</b>	<b>10 BR</b>	<b>11 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$53.00	\$57.00				
b. Bottle Gas/Propane	\$138.00	\$148.00				
c. Electric	\$75.00	\$80.00				
d. Electric Heat Pump	\$45.00	\$48.00				
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$11.00	\$12.00				
b. Bottle Gas/Propane	\$29.00	\$31.00				
c. Electric	\$22.00	\$24.00				
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$77.00	\$82.00				
Air Conditioning	\$17.00	\$18.00				
<b>Water Heating</b>						
a. Natural Gas (avg)	\$26.00	\$28.00				
b. Bottle Gas/Propane	\$68.00	\$73.00				
c. Electric	\$43.00	\$46.00				
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$115.00	\$124.00				
Sewer	\$160.00	\$174.00				
Trash Collection	N/A	N/A				
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00				
Refrigerator Tenant-supplied	\$12.00	\$12.00				
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00				
Gas Charge \$15.52 (avg)	\$16.00	\$16.00				
<b>Actual Family Allowances</b>			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			<b>Total</b>		<b>\$</b>	



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019						
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Row House/ Townhouse/Semi-Detached/ Duplex</b>						
Utility or Service: <b>Standard</b>		Monthly Dollar Allowances						
		<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	
<b>Heating</b>								
a.	Natural Gas (avg)	\$33.00	\$38.00	\$44.00	\$50.00	\$56.00	\$61.00	
b.	Bottle Gas/Propane	\$86.00	\$99.00	\$114.00	\$130.00	\$146.00	\$159.00	
c.	Electric	\$36.00	\$42.00	\$54.00	\$67.00	\$79.00	\$91.00	
d.	Electric Heat Pump	\$26.00	\$31.00	\$37.00	\$41.00	\$46.00	\$50.00	
e.	Oil / Other							
<b>Cooking</b>								
a.	Natural Gas (avg)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$10.00	
b.	Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00	
c.	Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00	
<b>Other Electric &amp; Cooling</b>								
Other Electric (Lights & Appliances)		\$30.00	\$35.00	\$49.00	\$62.00	\$76.00	\$90.00	
Air Conditioning		\$5.00	\$6.00	\$10.00	\$15.00	\$19.00	\$23.00	
<b>Water Heating</b>								
a.	Natural Gas (avg)	\$9.00	\$11.00	\$15.00	\$21.00	\$25.00	\$29.00	
b.	Bottle Gas/Propane	\$23.00	\$29.00	\$39.00	\$55.00	\$65.00	\$75.00	
c.	Electric	\$20.00	\$23.00	\$30.00	\$37.00	\$43.00	\$50.00	
d.	Oil / Other							
<b>Water, Sewer, Trash Collection</b>								
Water		\$48.00	\$49.00	\$63.00	\$77.00	\$91.00	\$106.00	
Sewer		\$58.00	\$60.00	\$81.00	\$103.00	\$124.00	\$146.00	
Trash Collection		N/A	N/A	N/A	N/A	N/A	N/A	
<b>Tenant-supplied Appliances</b>								
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
<b>Other--specify: Monthly Charges</b>								
Electric Charge \$15.69		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
Gas Charge \$15.52 (avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
<b>Actual Family Allowances</b>					Utility or Service			per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.					Heating			\$
					Cooking			\$
Name of Family					Other Electric			\$
					Air Conditioning			\$
					Water Heating			\$
					Water			\$
Address of Unit					Sewer			\$
					Trash Collection			\$
					Range / Microwave			\$
					Refrigerator			\$
Number of Bedrooms					Other			\$
					Other			\$
					<b>Total</b>			<b>\$</b>



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Row House/ Townhouse/Semi-Detached/ Duplex</b>				
Utility or Service: <b>Standard</b>		Monthly Dollar Allowances				
		<b>6 BR</b>	<b>7 BR</b>	<b>8 BR</b>	<b>9 BR</b>	<b>10 BR</b>
<b>Heating</b>						
a. Natural Gas (avg)		\$65.00	\$70.00			
b. Bottle Gas/Propane		\$172.00	\$182.00			
c. Electric		\$99.00	\$106.00			
d. Electric Heat Pump		\$54.00	\$58.00			
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)		\$11.00	\$12.00			
b. Bottle Gas/Propane		\$29.00	\$31.00			
c. Electric		\$22.00	\$24.00			
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)		\$97.00	\$104.00			
Air Conditioning		\$25.00	\$27.00			
<b>Water Heating</b>						
a. Natural Gas (avg)		\$32.00	\$34.00			
b. Bottle Gas/Propane		\$83.00	\$88.00			
c. Electric		\$54.00	\$57.00			
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water		\$115.00	\$124.00			
Sewer		\$160.00	\$174.00			
Trash Collection		N/A	N/A			
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied		\$11.00	\$11.00			
Refrigerator Tenant-supplied		\$12.00	\$12.00			
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69		\$16.00	\$16.00			
Gas Charge \$15.52 (avg)		\$16.00	\$16.00			
<b>Actual Family Allowances</b>		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
		Sewer		\$		
Address of Unit		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Detached House</b>				
Utility or Service: <b>Standard</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$36.00	\$43.00	\$49.00	\$57.00	\$63.00	\$70.00
b. Bottle Gas/Propane	\$94.00	\$112.00	\$127.00	\$148.00	\$164.00	\$182.00
c. Electric	\$57.00	\$67.00	\$79.00	\$90.00	\$101.00	\$113.00
d. Electric Heat Pump	\$31.00	\$36.00	\$43.00	\$49.00	\$54.00	\$59.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$3.00	\$3.00	\$5.00	\$7.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00
c. Electric	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$20.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$35.00	\$41.00	\$57.00	\$73.00	\$88.00	\$104.00
Air Conditioning	\$4.00	\$5.00	\$11.00	\$16.00	\$22.00	\$28.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$9.00	\$11.00	\$15.00	\$21.00	\$25.00	\$29.00
b. Bottle Gas/Propane	\$23.00	\$29.00	\$39.00	\$55.00	\$65.00	\$75.00
c. Electric	\$20.00	\$23.00	\$30.00	\$37.00	\$43.00	\$50.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$48.00	\$49.00	\$63.00	\$77.00	\$91.00	\$106.00
Sewer	\$58.00	\$60.00	\$81.00	\$103.00	\$124.00	\$146.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		\$



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Detached House</b>				
Utility or Service: <b>Standard</b>	<b>6 BR</b>	<b>7 BR</b>	<b>8 BR</b>	<b>9 BR</b>	<b>10 BR</b>	<b>11 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$75.00	\$81.00				
b. Bottle Gas/Propane	\$195.00	\$211.00				
c. Electric	\$122.00	\$130.00				
d. Electric Heat Pump	\$64.00	\$68.00				
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$11.00	\$12.00				
b. Bottle Gas/Propane	\$29.00	\$31.00				
c. Electric	\$22.00	\$24.00				
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$113.00	\$121.00				
Air Conditioning	\$31.00	\$33.00				
<b>Water Heating</b>						
a. Natural Gas (avg)	\$32.00	\$34.00				
b. Bottle Gas/Propane	\$83.00	\$88.00				
c. Electric	\$54.00	\$57.00				
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$115.00	\$124.00				
Sewer	\$160.00	\$174.00				
Trash Collection	N/A	N/A				
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00				
Refrigerator Tenant-supplied	\$12.00	\$12.00				
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00				
Gas Charge \$15.52 (avg)	\$16.00	\$16.00				
<b>Actual Family Allowances</b>			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			<b>Total</b>		<b>\$</b>	



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Date (mm/dd/yyyy): 01/01/2019						
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>				Unit Type: <b>Energy Efficient/Green Retrofit/ Apartment</b>		
Utility or Service:	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$21.00	\$24.00	\$28.00	\$33.00	\$36.00	\$40.00
b. Bottle Gas/Propane	\$55.00	\$62.00	\$73.00	\$86.00	\$94.00	\$104.00
c. Electric	\$20.00	\$24.00	\$32.00	\$40.00	\$49.00	\$57.00
d. Electric Heat Pump	\$18.00	\$21.00	\$25.00	\$28.00	\$31.00	\$34.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$2.00	\$3.00	\$4.00	\$5.00	\$7.00	\$9.00
b. Bottle Gas/Propane	\$5.00	\$8.00	\$10.00	\$13.00	\$18.00	\$23.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$19.00	\$23.00	\$32.00	\$40.00	\$49.00	\$58.00
Air Conditioning	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$7.00	\$7.00	\$10.00	\$13.00	\$16.00	\$20.00
b. Bottle Gas/Propane	\$18.00	\$18.00	\$26.00	\$34.00	\$42.00	\$52.00
c. Electric	\$13.00	\$15.00	\$20.00	\$24.00	\$28.00	\$33.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$42.00	\$49.00	\$62.00	\$76.00	\$90.00	\$103.00
Sewer	\$49.00	\$59.00	\$80.00	\$101.00	\$121.00	\$142.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				Other		\$
				<b>Total</b>		<b>\$</b>



# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019					
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Energy Efficient/Green Retrofit/ Row House/ Townhouse/Semi-Detached/ Duplex</b>					
Utility or Service:		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
<b>Heating</b>							
a.	Natural Gas (avg)	\$26.00	\$32.00	\$36.00	\$40.00	\$46.00	\$50.00
b.	Bottle Gas/Propane	\$68.00	\$83.00	\$94.00	\$104.00	\$120.00	\$130.00
c.	Electric	\$29.00	\$34.00	\$45.00	\$55.00	\$65.00	\$75.00
d.	Electric Heat Pump	\$22.00	\$25.00	\$30.00	\$34.00	\$38.00	\$41.00
e.	Oil / Other						
<b>Cooking</b>							
a.	Natural Gas (avg)	\$2.00	\$3.00	\$4.00	\$5.00	\$7.00	\$9.00
b.	Bottle Gas/Propane	\$5.00	\$8.00	\$10.00	\$13.00	\$18.00	\$23.00
c.	Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances)		\$24.00	\$29.00	\$40.00	\$51.00	\$62.00	\$74.00
Air Conditioning		\$4.00	\$5.00	\$8.00	\$12.00	\$16.00	\$19.00
<b>Water Heating</b>							
a.	Natural Gas (avg)	\$8.00	\$9.00	\$13.00	\$16.00	\$21.00	\$24.00
b.	Bottle Gas/Propane	\$21.00	\$23.00	\$34.00	\$42.00	\$55.00	\$62.00
c.	Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d.	Oil / Other						
<b>Water, Sewer, Trash Collection</b>							
Water		\$42.00	\$49.00	\$62.00	\$76.00	\$90.00	\$103.00
Sewer		\$49.00	\$59.00	\$80.00	\$101.00	\$121.00	\$142.00
Trash Collection		N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>							
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>							
Electric Charge \$15.69		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52(avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
Address of Unit		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
Number of Bedrooms		Other		\$			
		Other		\$			
		Total		\$			





# Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy): 01/01/2019				
Locality: <b>Housing Authority of the City of Pittsburgh, PA</b>		Unit Type: <b>Energy Efficient/Green Retrofit/ Detached House</b>				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas (avg)	\$29.00	\$35.00	\$40.00	\$46.00	\$52.00	\$58.00
b. Bottle Gas/Propane	\$75.00	\$91.00	\$104.00	\$120.00	\$135.00	\$151.00
c. Electric	\$47.00	\$55.00	\$65.00	\$74.00	\$83.00	\$92.00
d. Electric Heat Pump	\$25.00	\$30.00	\$36.00	\$40.00	\$44.00	\$49.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas (avg)	\$2.00	\$3.00	\$4.00	\$5.00	\$7.00	\$9.00
b. Bottle Gas/Propane	\$5.00	\$8.00	\$10.00	\$13.00	\$18.00	\$23.00
c. Electric	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$28.00	\$33.00	\$47.00	\$60.00	\$73.00	\$86.00
Air Conditioning	\$3.00	\$4.00	\$9.00	\$14.00	\$18.00	\$23.00
<b>Water Heating</b>						
a. Natural Gas (avg)	\$8.00	\$9.00	\$13.00	\$16.00	\$21.00	\$24.00
b. Bottle Gas/Propane	\$21.00	\$23.00	\$34.00	\$42.00	\$55.00	\$62.00
c. Electric	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$42.00	\$49.00	\$62.00	\$76.00	\$90.00	\$103.00
Sewer	\$49.00	\$59.00	\$80.00	\$101.00	\$121.00	\$142.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$15.69	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Gas Charge \$15.52 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
Address of Unit				Water Heating		\$
				Water		\$
				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
Number of Bedrooms				Other		\$
				Other		\$
				<b>Total</b>		<b>\$</b>



**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**Request for Proposals  
For  
Project-Based Voucher  
& Gap Financing for  
Mixed Finance Developments**

**ATTACHMENT K**

*Application for Project-Based Voucher Assistance*

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
APPLICATION FOR PROJECT-BASED VOUCHER ASSISTANCE**

Owners or Project Sponsors should fill out **one application form for each site** in which Project Based Housing Choice Voucher assistance is sought as part of a full application as detailed in the full RFP. Please see the full RFP for all submission requirements.

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

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I am requesting Project-based Housing choice Voucher assistance for a total of  units.

**1. Information on Units:**

a. Project Address(es) - specify address(s) for **each building**:

Building:	Address(es):	Total No. of Units	Units Proposed for PBV Assistance
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

b. Census Tract Number: \_\_\_\_\_ Percent of Poverty\* In Tract: \_\_\_\_\_

Briefly describe the need for project-based assistance. Please include information on the number of non-assisted units, if any, in the project. Use additional pages as necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Do any other units within the proposed project have another form of rental or other government assistance?

Other forms of assistance would include:  Yes  No

- Section 236 Rental Housing Program
- 221d FHA Insurance Program for Multi-family or Cooperative Housing
- Section 202 Supportive Housing for the Elderly
- Section 811 Supportive Housing for Disabled Persons
- HOME Investment Partnership Program
- Housing Stabilization Funds
- Community Development Block Grant funds
- Low-Income Housing Tax Credits
- HUD-insured or co-insured mortgages
- Federal Home Loan Bank housing program funds
- Tenant-based Section 8 Housing Choice Vouchers
- Other federal, state or local subsidized housing program

If "Yes," describe the type(s) of assistance and number of units covered on a separate sheet of paper.

d. Affordability Restrictions

Is there a housing affordability restriction in the deed or other document?

 Yes No

If "Yes," name the housing program(s) requiring the restriction below:

When (date) do(es) the restriction(s) expire? \_\_\_\_\_

e. How many units of the total requested for PBV assistance are handicapped accessible - describe number and type of accessible

[Number](#)

[Accessible Features](#)

_____	_____
_____	_____
_____	_____
_____	_____

f. Intended Resident Population (Check all that apply):

 Single Persons Elderly (62 yrs. and over) Targeted Populations receiving specific supportive services Families Disabled

g. Tenant Selection Criteria and Plan

**Please attach your written tenant selection criteria and plan to fill the PBV assisted units. Note that HUD requires the HACP to operate the waiting list for Project Based Voucher Properties. HACP intends to establish and utilize a project-based Wait List to select applicants, but operators may apply additional screening criteria beyond basic HCV eligibility. At a minimum, the plan must describe, with specificity, your tenant screening criteria. If a credit check is one of the screening tools, the plan must include the criteria used to determine acceptability. Please note that criteria for screening both assisted and unassisted tenants must be consistent.**



i. Please check who will be responsible for providing the following appliances:

Cooking Stove:                      Owner:                                       Tenant:

Refrigerator:                              Owner:                                       Tenant:

**Requested Contract Term:** \_\_\_\_\_ years (if request varies per bldg., attach explanation)

a. Owner/Project Sponsor must request a minimum term of 5 years up to a maximum term of 20 years.

b. Would you be willing to accept an extension of the contract if it were approved by the HACP?  
 Yes                       No

c. If "Yes," the owner should attach a letter indicating willingness to enter into a contract agreeing to accept a contract extension beyond the initial term if offered by HACP. The letter should specify the length of the additional term the owner/sponsor would accept.

**Community Amenities:**

<b>Distance to:</b>	<b>Less than a 1/4 Mile</b>	<b>miles</b>	<b>More than 3 Miles</b>
Shopping (i.e., groceries, pharmacy, other everyday type of needs)			
Employment opportunities (i.e., organizations with 25 or more employees)			
Public transportation			
Significant Medical facilities (hospital)			
Public schools			
Parks, civic features			

**Unit/Apt. Complex Amenities (if inconsistent from building to building, attach explanation):**

Check all that apply:

Features adapted/adaptable for persons with disabilities

Off street parking

Laundry facilities

Porches/decks/personal back yards

Children's play areas

Recreational facility for adults and children

Common area function room(s)

Other, please specify:

**Experience Owning Rental Housing (check if any apply):**

- a.  10 years or more experience owning affordable rental housing
- 1-9 years experience owning affordable rental housing
- 10 years or more experience owning other rental housing
- 1 to 9 years experience owning other rental housing
- b. On a separate page(s), describe your experience, including the exact number of years of experience in owning rental housing, the amount of that time devoted to affordable rental housing, if applicable; the number of units (specify separately number of affordable and other rental units); if you own the subsidized properties, the address(es) and funding source(s), and if you have ever had assistance terminated. If you have had assistance terminated, please identify the program(s) and state why. Attach as many separate page(s) as necessary.

**Experience Managing and Maintaining Rental Housing (check if any apply):**

- a.  10 years or more experience managing and maintaining affordable rental housing
- 1 to 9 years experience managing and maintaining affordable rental housing
- 10 years or more experience managing and maintaining other rental housing
- 1 to 9 years experience managing and maintaining other rental housing
- b. On a separate page(s), describe your experience or the experience of your property manager or as property manager, including the exact number of years of experience in managing and maintaining rental housing, the amount of that time devoted to affordable rental housing. Attach as many separate page(s) as necessary.

**Applicant's Plans for Management and Maintenance of Units**

- a. Do you have a written plan for the maintenance of the units?  Yes  No

If "Yes," please include the maintenance plan with this application. If "No," please prepare a description of how units will be maintained, both on an on-going and long-term basis, focusing on preventive maintenance, routine maintenance, emergency repairs, security, and health and safety-related areas. Be sure to identify what personnel will perform the maintenance of units and common areas, note where they are located and hours of operation.

- b. Do you have a written plan for the management of the units?  Yes  No

If "Yes," include the plan with this application. If "No," identify what personnel manages the units, note where they are located, hours of operation and any other descriptive information about their functions.

- c. If applicable, list any service that will be provided to tenants; identify service providers:

THIS SECTION NOT FOR SERVICES FOR EXCEPTED UNIT PLANS.  
PLEASE SUBMIT EXCEPTED UNIT PLANS, IF APPLICABLE, AS A SEPARATE ATTACHMENTS AS PER THE RFP.

POPULATION	TYPE OF SERVICE	SERVICE PROVIDER

**Identity of Interest**

Provide the required information on a separate sheet of paper and attach to this application. The identity of the owner and other project principals and the names of officers and principal members, shareholds, investors, and other parties having a substantial interest; certification showing that the above-mentioned parties are not on the U.S. General Services Administration list of parties excluded from Federal procurement and nonprocurement programs; a disclosure of any possible conflict of interest by any of these parties that would be a violation of the PBV Housing Assistance Payments (HAP) contract; and information on the qualifications and experience of the principal participants. Information concerning any participant who is not known at the time of the owner's submission must be provided to HACP as soon as the principal is known.

I, \_\_\_\_\_, attest and certify that all of the information herein contained is true and accurate to the best of my knowledge. I understand that by submitting this application for Project-based Housing Choice Voucher Program assistance, there is no promise or guarantee from the Housing Authority of the City of Pittsburgh (HACP) that my proposal will be accepted. I understand that in-place existing tenants must be certified as eligible to receive project-based assistance, and if they are not eligible, I will not displace them in order to qualify the unit for PBV assistance. I understand and agree to abide by the PBV assistance requirements to select tenants for vacant units from the site-based waiting list established for this purpose.

_____ Signature of Owner	_____ Owner's Phone Number	_____ Date
_____ Email address of Owner	_____ Owner's Address	
_____ Name of Contact	_____ Email address of Contact	_____ Contact Phone Number