



PHA Template: Project-based Voucher Supportive Housing Program Owner Application Checklist

This template is designed to assist Public Housing Agencies (PHAs) in reviewing owner-applications for project-based vouchers and ensuring compliance prior to entering into an Agreement or HAP Contract. A PHA's own owner application checklist should reflect its unique program policies and any applicable HUD requirements. This template was not reviewed or approved by HUD.

PROJECT SUMMARY

Applicant Organization:

Project Name:

Contact:

Housing Type:

Number of Units:

Location:

ORGANIZATIONAL INFORMATION

Completed?
Yes/No

Project Description: property and neighborhood amenities (i.e. unit size, utilities, accessibility to appropriate services and transportation, etc.)

Organizational qualifications and description of relationship between all partners.

Section 3 Certification

Statement of non-debarment, non-suspension, and non-prohibition

Insurance Requirements and Evidence of Insurance

Copy of W-9

Equal Opportunity Clause

Program Accessibility Certification

DESCRIPTION OF HOUSING PROGRAM

Completed?
Yes/No

PHA site visit

Number of units by bedroom size

Copy and review of floor plans

EXISTING HOUSING

Completed?
Yes/No

Completed lead-based paint risk assessment (if built before 1978)

Evidence of plans to minimize displacement and/or plan to comply with Uniform Relocation Act (URA)	
Evidence of Site Control	
NEW CONSTRUCTION & REHABILITATION PROJECTS	Completed? Yes/No
Schedule of Completion	
Evidence of plans to comply with Davis Bacon wages. Name of entity responsible for monitoring compliance	
Evidence of compliance with NEPA and HUD final release of HUD funds	
HOUSING MANAGEMENT	Completed? Yes/No
Housing management experience (including any contracted agencies)	
Plans for advertising available units including referral sources	
Tenant selection methods and criteria	
Lease and addendums that include any service requirements	
SUPPORTIVE SERVICES	Completed? Yes/No
Supportive service delivery experience (including any contracted agencies)	
Service delivery plan	
FINANCING	Completed? Yes/No
Proposed contract rent per unit. Supplemental rent reasonable data if applicable	
Utility structure for each utility and who pays them (worksheet)	
Operating Pro Forma for the life of the HAP showing project-based voucher income and reflecting sufficient project operating revenue to support the management and maintenance of the housing and appropriate capitalized reserves	
Operating and Capital sources and uses for subsidy layering review. Completion of subsidy layering review	
Supportive Services budget including all funding sources for the life of the HAP reflecting sufficient revenue to provide proposed services	

Note that the HAP Contract will contain at a minimum the following exhibits:

Lead Based Paint Certification

HQS Inspection

Other