

APPENDIX C

Sample Housing Authority PBA Letter (when procurement has not been completed)

(on letterhead)

Dear _____:

In recognition of a need for affordable rental housing in _____, the _____ Housing Authority (“PHA”) [select one of the following, whichever is applicable: (1) is willing to amend its Annual Plan to include project-based voucher assistance as a component of our Section 8 Housing Choice Voucher program OR (2) has included project-based voucher assistance as a component of our Section 8 Housing Choice Voucher program in the PHA’s HUD-approved Annual Plan for its fiscal year beginning _____.]

The Selection Policy [select one of the following, whichever is applicable: (1) is stated in the Annual Plan OR (2) will be stated in the Annual Plan in time to meet HUD requirements], in accordance with 24 CFR Part 983.51 as well as 24 CFR Part 85 and applicable OMB circulars. [select one of the following, whichever is applicable: (1) This Selection Policy has been reviewed and approved by HUD. OR (2) The PHA will submit the Selection Policy to HUD for review and approval.]

[select one of the following, whichever is applicable: (1) The PHA currently has the capacity to convert tenant vouchers to project-based vouchers. OR (2) The HA does not currently have the capacity to convert tenant vouchers to project-based vouchers: however, once the advertising and selection process described below is complete, the HA will seek a waiver from HUD to allow conversion.]

The PHA expects to advertise for proposals in _____ and receive responses in _____. The PHA plans to select winning proposal(s) in _____ and forward it/them to HUD for review and approval in _____.

If your project is selected by the PHA and approved by HUD, the PHA will renew rental assistance contingent upon Congressional funding, and subject to the ongoing compliance requirements for the receipt of project-based voucher assistance.

The current HUD Fair Market Rents (FMR) are listed below by bedroom size.

0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
\$_____	\$_____	\$_____	\$_____	\$_____

The PHA maintains a utility chart for units to determine the utility amount that must be subtracted from the FMR to determine the Contract Rent for the units. Approved rents can range up to 90% to 110% of FMR, depending upon the PHA’s Rent Comparability study per 24 CFR Part 983.256 and the PHA’s Voucher Payment Standards.

Rents receive annual adjustments that are generally less than 1%. Moreover, the households receiving project-based assistance must be able to convert to tenant-based after one year. The unit the family occupied will continue to receive PBA, but the family will have the option of exercising housing choice at that time. The PHA will provide tenant-based vouchers to the household as required by 24 CFR Part 983 as amended by Federal Register notice dated January 16, 2001.

Thank you for your interest in using project-based Section 8 Vouchers for your development.

Sincerely,

Sample Housing Authority PBA Letter
(when procurement has been completed)

(on letterhead)

Dear _____:

The _____ Housing Authority ("PHA") has selected your application for _____ Project-Based Section 8 vouchers for _____ development in _____, NC. These units were selected for assistance in accordance with the PHA's HUD-approved unit selection policy. Your application is subject to HUD review and approval.

The allowable contract rents, number of vouchers, and utility allowances for this development are as follows:

	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
Contract Amt.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
# of Vouchers	_____	_____	_____	_____	_____
Utility Allow.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

These rents were determined by the Rent Comparability Study completed by _____, State Certified General Appraiser, in accordance with the requirements of 24 CFR Part 983.256 and the PHA's Voucher Payment Standards.

The PHA will renew rental assistance contingent upon Congressional funding, and subject to the ongoing compliance requirements for the receipt of project-based voucher assistance.

Thank you for your interest in project-based Section 8 Vouchers.

Sincerely,