

## Roseville Housing Authority Project Based Voucher Application

Project Based Voucher Applications must have the following:

- 1) Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. The cover letter should state the number of PBV units requested; the total number of units in the development along with number of buildings and the type of resident population.
- 2) A cover sheet that outlines the following:
  - Name of sponsor organization
  - Mailing address
  - Telephone numbers, fax numbers and e-mail addresses
  - Principal contact person
  - Executive Officer
  - DBE/MBE/WBE designation if applicable
  - Number of years in business
- 3) Copies of most recent single audit, audited 990's or financial statements of the sponsor organization.
- 4) Project application. Applications for PBV assistance must provide information on the fillable form attached. Attach pages for any item below that requires more space.

1. Developer Name

2. Project Name

3. Number of buildings

4. Number and size of units

5. Quality and location of units

6. Other forms of assistance received, or anticipated to be received

7. Requested contract term

8. Anticipated construction completion date for housing

9. Handicapped accessibility features

10. Unit and neighborhood amenities

11. Intended resident population

12. Affordability restrictions

13. Tenant selection criteria for proposed PBV-assisted units

14. Project need for PBV assistance

#### 5) Project Based Application Appendices

Please attached the rest of the required application materials listed as appendices.

- A. Evidence of Site Control
- B. Owner experience with rental housing
- C. Development Schedule
- D. Tenant selection criteria for proposed PBV-assisted units
- E. Proposed Rents and occupancy status
- F. Management and maintenance information
- G. Service providers, if applicable