

**APPLICATION PACKET**  
**Project Based Housing and Urban Development**  
**Vouchers**  
**“Walk-up” Applications**



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ALBUQUERQUE HOUSING AUTHORITY

*“Empowering people in our community through affordable housing and self sufficiency opportunities.”*

**Submissions must be in the form of 1 original and 1 hard copy.**

**Submit Applications to:**

**Andrew Estocin, Deputy Director**  
**Albuquerque Housing Authority**  
**1840 University SE**  
**Albuquerque, NM 87106**  
**(505)764-3991**

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## Introduction

The Albuquerque Housing Authority (AHA) is presently accepting walk-up proposals from property owners to receive an allocation of Project Based Section 8 Vouchers (PBV). Owners must have received funding through a competitive process through a federal, state or local housing process. Funding must have been awarded within three years of the proposal selection date.

## AHA Profile

The HUD Housing Choice Voucher Program provides rent subsidies on behalf of very low- income Albuquerque households so they can live in decent, safe, and affordable housing. Administered by the AHA. The Albuquerque Housing Authority serves approximately 4,100 households who are primarily senior, disabled, or working. The AHA also administers the Family Self-Sufficiency Program which encourages independence from government assisted programs. The AHA maintains a waiting list for program assistance that includes over 1,300 applicants. For more information on AHA programs, please visit [www.abqha.org](http://www.abqha.org)

## Project Based Voucher Description

Funding for this Project Based Voucher Program (PBV) comes from funding from Section 8 funds disbursed to AHA. Unlike Housing Choice Vouchers that stay with the tenant, project based vouchers remain at a specific property.

AHA is seeking proposals from owners of existing housing or new construction with Section 8 Housing Choice Voucher experience. Special attention must also be given to the specific needs of deconcentrating poverty in the City of Albuquerque as well as serving disabled families.

Proposed projects must be located within the City of Albuquerque. Proposed projects must meet all of the criteria outlined in the AHA Section 8 Administrative Plan.

All proposals are to be site specific. The applicant must have site control at the time of application as evidenced by a deed, option, purchase and sale agreement, development agreement, or other instrument acceptable to AHA.

Walk-up applications are reviewed on a first-come, first served basis. If selected by the AHA for project based vouchers, the selection is conditional and subject to:

- a. completion of an environmental review, and
- b. a subsidy layering review, if applicable. If selected, the owner may not take any action prohibited under 24 CFR 983.58(d) until applicable environmental review and/or subsidy layering review and HQS inspection is completed. Any project based contract entered into with the AHA after selection will not provide for vacancy payments to the owner.
- c. passing Housing Quality Standards Inspection.
- d. other requirements as outlined in the Section 8 Administrative Plan section on Project Based Vouchers pages 86-120.
- e. review and Approval by HUD that the competitive process cited meets HUD guidelines.

If any of the items described and required in this section are incomplete or missing, they will be treated as a curable deficiency and AHA may contact an applicant to clarify or request missing information. Applicants must supply the requested information within two business days of the date requested or the AHA reserves the right to no longer consider the application for PBV allocation.

Applicants should also understand the following:

- a) applications are to be for no more than 25% of the total units in a project unless that it meets the exceptions under 24 CFR 983.5(a) as well the Section 8 Administrative Plan. AHA will make the determination of units assigned based on availability and if the project furthers AHA goals as stated in our Section 8 Administrative Plan.
- b) applicants are to consult [24 CFR 983.251(b)] regarding in-place families.
- c) applicants are to consult Chapter XX-II.G. SITE SELECTION STANDARDS regarding AHA priorities regarding site selection

## Application Cover Sheet

Date of application: \_\_\_\_\_

Total Project Based Vouchers Requested: \_\_\_\_\_

(No more than 25% of total units in project unless the project is exempted from the Cap. Please see Section III)

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
TAX ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name of contact person regarding this application

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

### Certifications

By signing this application, the following certifications are made:

- 1) The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act,

Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.

- 2) The owner and its agents will comply with effective communication requirements pursuant to section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR 8.6.
- 3) The owner agrees that, if selected, the selection is conditional and subject to:
  - a. Successful award of PBV funding by the Albuquerque Housing Authority with approval by HUD.
  - b. Completion of an Environmental Review prior to execution of a Housing Assistance Payments contract, and
  - c. Subsidy layering review, if applicable.
  - d. Compliance with Housing Quality Standards (HQS)
- 4) The owner agrees that, if selected, the owner may not take any action prohibited under 24 CFR 983.58(d) until applicable environmental review and/or subsidy layering review is completed.
- 5) The owner has read and understood the guidelines outlined in the AHA Section 8 Administrative Plan including policies regarding site selection.

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Signature of Authorized Representative

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Print Name/Title

## Threshold Criteria

The following are minimum requirements and must be submitted with the proposal packet. If the required information is not provided, the proposal does not meet the threshold requirements and will be rejected by AHA.

- 1) The application cover sheet included with this Request for Proposals signed by owner or an authorized representative.
- 2) Documentation of site control.
- 3) Documentation of that the proposed project has received funding through a competitive process within three years of the proposal selection date. This competitive process may be through a federal, state, or local housing assistance program process. (Please include a copy of the RFP and the award letter.)
- 4) A description of the proposed project including:
  - a. Project address;
  - b. Total number of Project Based Vouchers requested;
  - c. Project location by census tract;
  - d. Total number of buildings;
  - e. Total number of units by bedroom size in each building;

- f. Number and bedroom sizes of Project Based units in each building; and
  - g. Target population, if any, of any non-Project Based Voucher units.
  - h. Resumes of the owners, management and other key stakeholders.
  - i. A narrative describing the timeline for readiness of units
  - j. Project development budget
  - k. Pro-forma operating budget
  - l. Details of other sources of funding and subsidy.
  - m. Details how the project meets neighborhood site selection standards as outlined in Chapter 24 (G) of the Section 8 Administrative Plan
- 5) An explanation of how the project is consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities as well as serving disabled families.

SUPPLEMENTAL INFORMATION REQUEST: If AHA determines in its sole discretion that additional information is required for a fair and complete review of an application, AHA may issue a supplemental information request. The additional information requested must be delivered to AHA within two business days of the date of notice.