

## Rental Assistance Demonstration (RAD) Application

U.S. Department of HUD, Form HUD-5260

OMB Approval Number 2577-0278

(Issue Date 04/04/16) (Expires 04/30/19)

In accordance with Notice PIH-2012-32 (HA) H-2017-03, REV-3, this Excel-based Application Form shall be used by public housing agencies (PHAs) in submitting applications under the First Component of the Rental Assistance Demonstration (RAD).

### INSTRUCTIONS

- 1 The first step is downloading this Excel file from [www.hud.gov/rad](http://www.hud.gov/rad) > RAD Public Housing > Application Materials. Unlike in the past, there is a single application form for all PHAs across the country. It is pre-loaded with all possible PIC Development #s (i.e., AMPs), which, once selected, will cause the application to auto-populate the AMP Name and PHA.
- 2 Make separate submissions for each "project" proposed for conversion. A project is a single, manageable and marketable entity. A PHA may propose a project that is a portion of the units in an AMP (in which case the Application simply needs to show the units proposed for conversion) or that encompass units from multiple AMPs (in which case the PHA would complete the "Many-to-One Worksheet." If you are applying for a "many to one" project, you should complete the Application Form tab for the PIC Development Number that is contributing the most number of units and then complete the "Many-to-One Worksheet" for the remaining PIC Development Numbers that are also contributing units.
- 3 Begin by completing the "Application Form." The Application has been significantly simplified from its previous form. HUD anticipates that in most cases PHA staff can complete the Application.
- 4 The purpose of the application is to 1) solicit basic information HUD can use to quickly confirm the eligibility of the property to convert under RAD and 2) convey the basic, initial conversion plans. On the latter point, conversion plans frequently change from those proposed in the Application. This is permitted and expected as long as the PHA adequately updates residents as plans are modified.
- 5 Once all information has been entered, the full list of attachments needed to be submitted with the Application will be automatically generated at the end of the Application form. This will always include:
  - The Excel-based Application form
  - A signed PDF of the Application form evidencing Board Approval
  - A summary of resident comments and the PHA responses
  - A screenshot of the Development Profile and Summary from PIC, to confirm the units are under ACC

Based on the information entered in the Application, the PHA may also need to submit:

- For **existing HOPE VI properties** with a DOFA date of less than 10 years old, in order for HUD to determine whether it is eligible for RAD evidence that the project is in financial distress or that this is the PHA's only remaining Public Housing project
- For **conversions to PBV**, evidence of the PHA's ability to administer the PBV contract via a letter on the PHA's letterhead. If the PHA applying for conversion does not have a voucher program, it must secure a letter from another PHA that has jurisdiction to operate a voucher program in the area in which the property is located. If the PHA applying for conversion currently operates a voucher program, a simple letter on PHA letterhead affirming that fact is sufficient.
- If the PHA is claiming that the Application meets one of the criteria to qualify as a Priority Application, **evidence that the property qualifies as a Priority Application**

- For properties developed through public housing Mixed-Finance, a PDF of the **Mixed-Finance Affidavit** (see separate tab) that the PHA and the owner-representative of the Mixed-Finance project must sign.
  - For applications that are the first Application of a Multiphase Application in which the PHA wishes to reserve units for the remaining phases, the **Multi-phase worksheet** (see separate tab)
  - For applications that are being submitted as part of a **Portfolio application request**, a Portfolio application, which is available at [www.hud.gov/rad/application-materials](http://www.hud.gov/rad/application-materials).
  - For applications that propose a single conversion from multiple PIC Development #'s, the **Many-to-One Worksheet** (see separate tab)
- 6 Submit the Application form and all required attachments via email to [RADapplications@hud.gov](mailto:RADapplications@hud.gov). Questions about the application may be sent to the same address. **Reminder:** You must submit a copy of the Excel file in the Excel format in addition to the PDF attachments.

**Paperwork Reduction Notice:** The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520). 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 applying to the Rental Assistance Demonstration pursuant to PL-112-55 and HUD requirements as explained in PIH Notice PIH-2012-32 (HA) H-2017-03, REV-3. The information will be used to provide HUD with sufficient information to enable a determination that the proposed conversion is financially feasible and that HUD statutory and regulatory requirements have been met.

Please address any comments or questions on this data collection to [rad@hud.gov](mailto:rad@hud.gov) and the appropriate personnel will respond to your inquiry in a timely manner. HUD may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB number. Limited confidentiality is assured.

**Rental Assistance Demonstration (RAD)  
Public Housing Program Application**

U.S. Department of HUD, Form HUD-5260

Office of Public Housing, Office of Multifamily Housing

Revision 2.0 5/15/18

OMB Approval Number 2577-0278 (Issue date 04/04/16) (Expires 04/30/19)

There are several explanation boxes that extend the full width of this form. Increase or decrease the height of the box as needed (click to the left on the horizontal line below the row number, then drag the line up or down as needed).

**Section 1: PIC Development Number and Name**

Enter the PIC Development Number and Name.

NM001000003

MORRIS-LAFAYETTE-12TH-PA

Development Number

Name of Development ?

City of Albuquerque Housing Authority

6100 Harper

Public Housing Agency (PHA) Name

Project name for tracking purposes ?

Enter the requested contact information that HUD will use for any questions about the application

Dan Foster

Projects Manager

505-764-3925

[dfoster@abqha.org](mailto:dfoster@abqha.org)

PHA Contact Name

Title

Telephone Number

Email

**Section 2: Background Information on the PHA and the Project**

Was this project developed with a HOPE VI grant in the past 10 years?

No ?

Has this property been approved for Section 18 Demolition or Disposition?

No ?

Is the property subject to a Capital Fund Financing Program (CFFP), Energy Performance Contract (EPC), or repayment agreement?

CFPP

EPC

Other: \_\_\_\_\_

**Initial Conversion Plans**

Identify which of these items are expected to occur as part of the conversion (check all applicable):

New Construction

Rehabilitation

Transfer of Assistance (TOA)

No Rehabilitation

Type of Conversion (PBV or PBRA)

PBRA (Project Based Rental Assistance) ?

For all conversion, a PHA must provide a RAD Information Notice to all residents prior to the resident meetings to inform residents of projects proposed for conversion of their rights in connection with a proposed conversion.

Date of RIN issuance:

8/9/2018 ?

A PHA must provide any resident that may be displaced as a result of acquisition, rehabilitation, or demolition with a General Information Notice (GIN) detailing potential rights under the Uniform Relocation Act. The GIN may be issued simultaneous with the RIN, but no later than 30 days following the issuance of a CHAP.

Date of General Information Notice (GIN) issuance (if applicable)?

n/a ?

**Proposed Unit Bedroom Distribution Post RAD Conversion:** Identify the bedroom distribution of units to be included in your CHAP; entire should reflect the post-conversion property. (Applicants must attach a screen shot from PIC of the AMPs' Development Profile and Summary Information as evidence that the PHA currently has this number of units under ACC).

Units Converting	BEDROOM SIZE							Total Units
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	
			36	19	4			59

\*If units are converting from multiple PIC Development #s, complete the "Many-to-One" worksheet

**Current Utility Allowances.** Enter the utility allowances currently in effect at the public housing project or project(s). These amounts will be included in your CHAP award if your Application is approved. If there are multiple sites covered by this application with different utility allowances, input a weighted average for the purposes of the application (but note that the RAD Conversion Commitment and subsequent PBV or PBRA HAP contract can accommodate different utility allowances for the same bedroom configuration):

Current Public Housing Utility Allowances	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
			\$94	\$124	\$142		

Check this box if the Utility Allowances shown above are weighted averages

**Overview of Proposed Conversion.** Provide a general description of the proposed conversion, including a description of the existing site(s), the general scope of work (new construction, moderate rehab, minimal rehab), whether units will be replaced on-site or off-site, major anticipated financing sources, and any other information that will help HUD to understand the conversion plan (i.e., anticipated use of FHA-insurance, 4% or 9% LITHC, etc.). Additionally, if not all of the units at the AMP are included in the conversion provide a description of plans for the remaining units in the AMP. It is acceptable and anticipated that conversion plans will change from what is presented in this application.

Albuquerque Housing Authority proposes to convert 1212 Candelaria Rd NW, 615 Arno St NE, 415 Fruit Av NE, 701 5th Street SW, 1840-1876 Broadway Place NE, 320 Roma Av NE, 6100 Harper Dr NE, 120 La Plata Rd NW, and 3224 Lafayette Dr NE from the public housing program to Section 8 rental assistance under the HUD Rental Assistance Demonstration (RAD) program which will allow AHA to use a combination of Low Income Housing Tax Credits, grants funds, and/or commercial debt to finance renovations at each of the properties. This second phase of a multiphase application proposes the conversion and rehabilitation of the property at 6100 Harper Dr NE, Albuquerque NM 87109. Anticipated financing sources for this phase includes 9% Low Income Housing Tax Credits, commercial debt, seller take-back financing, grant funds, and AHA loans. The property is in fundamentally decent condition but has not received renovation since it was originally constructed in 1982. The contemplated financing structure will allow for substantial rehabilitation of the property.

**Section 3: Application Features and/or Priority Categories**

- No Is this the first Application of a Multiphase Application?
- No Is this Application part of a Portfolio Award request?
- No Is this Application a "many-to-one" request involving units from multiple AMPs?
- No Is this Application part of an existing (awarded) Portfolio award?
- No Is this Application part of an existing (awarded) Multiphase award?
- No Was the public housing project developed through public housing mixed-finance?

*Complete the next section to identify whether the application qualifies for priority selection*

**Priority Categories**

Applications are provided priority selection if they meet certain criteria for "high investment." Identify if the application meets any of the criteria below. Select only one.

- No a. Applications or Multi-phase Applications that will redevelop physically or functionally obsolete housing as evidenced by proposals involving:
  - i. Full or partial demolition of the existing project, with new construction that includes tax credit

- only units and/or market rate units;
- ii. Full or partial demolition of the existing project, with new construction;
- iii. Choice Neighborhoods Implementation grant that HUD has awarded to the subject property; or
- iv. Projects where a majority of the units have been approved for demolition or disposition under

No b. Applications that are part of a comprehensive neighborhood revitalization plan such as:

- i. Choice Neighborhoods Planning grant;
- ii. Promise Zones; or
- iii. Locally recognized neighborhood revitalization plan, as evidenced by a letter of support from the City or County government describing the commitment and backed by significant state or local financial investments (existing or committed) in the community.

No c. Applications that the PHA believes to be in imminent danger of losing financing if they are not provided a CHAP (e.g. as evidenced by a 9% tax credit award)

**Section 4: Required Attachments**

**The Following Must Be Attached as Part of Your Electronic Application:**

- Yes Excel-based "Application Form"
- Yes Board Approval (Signed PDF of Application Form. See below)
- Yes Summary of Resident Comments and PHA Responses
- Yes PIC Development Profile and Summary Screen Shot
- No Evidence of eligibility for HOPE VI project
- No Evidence of PHA to Administer PBV Contracts (on PHA letterhead)
- No Evidence of Priority Category Eligibility
- No Mixed-finance Affidavit
- No Multiphase Worksheet
- No [Portfolio Application \(available at www.hud.gov/radapplication-materials\)](http://www.hud.gov/radapplication-materials)
- No Many-to-One Worksheet

*The 4 attachments indicated 'Yes' above must be included in your electronic application package.*

**Section 5: Certification and Board Approval**

*Complete the fields below for the signature, print this form, sign on the line provided below under the certification, and submit a PDF along with the Excel-based Application*

Print Name of Authorized Signator:	Linda Bridge
Print Title of authorized signator:	Executive Director
Date:	8/24/2018

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the PHA; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand Notice PIH-2012-32 (HA) H-2017-03, REV-3 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (6) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; and (7) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

August 24, 2018

\_\_\_\_\_  
 Linda Bridge  
 Executive Director  
 City of Albuquerque Housing Authority

# Mixed-Finance Affidavit Of City of Albuquerque Housing Authority And

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1. I certify that he or she is the [ ] of City of Albuquerque Housing Authority and that he or she has been authorized by City of Albuquerque Housing Authority to execute this Mixed Finance Affidavit.
2. [ ] certifies that he or she is the [ ] of [ ] and that he or she has been authorized by [ ] to execute this Mixed Finance Affidavit.
3. City of Albuquerque Housing Authority and [ ], through their duly authorized representatives, agree that if the application for MORRIS-LAFAYETTE-12TH-PA (NM001000003), is awarded entry into the Rental Assistance Demonstration, they will, if requested to do so by HUD:
  - (a) Comply with all applicable requirements of RAD and the Notice.
  - (b) Enter into one or more agreements to carry out the foregoing commitments. Such agreements shall include, without limitation, a Housing Assistance Payments (HAP) contract that:
    - (i) In the case of a RAD conversion to project based rental assistance, shall be between the project owner and the contract administrator designated by HUD; and
    - (ii) In the case of a RAD conversion to project based voucher assistance, shall be between the project owner and a public housing authority designated by HUD.

**City of Albuquerque Housing Authority: By [ ] ([ ])**

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

: By ([ ])

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

\_\_\_\_\_  
Date: January 0, 1900

\_\_\_\_\_  
Date: January 0, 1900