

# RENTAL ASSISTANCE DEMONSTRATION

## Instructions to Applicants: Public Housing Agencies


### INTRODUCTION

- 1 In accordance with Notice PIH-2012-32, this Excel-based Application Form shall be used by public housing agencies (PHAs) in submitting applications under the Rental Assistance Demonstration (RAD).
- 2 As part of the application, the user will be completing both an Operating Pro-Forma and a Development Budget for the proposed conversion. An application cannot be submitted (see "fatal error" message, below) if the Pro-Forma or Development Budget do not balance or otherwise contain error messages.

### GENERAL INSTRUCTIONS

- 1 Complete one Application Form for each public housing project proposed for conversion.
- 2 Upon completion of the application, print out the associated attachments.
- 3 Submit the completed application, along with the signed attachments (where applicable), and email to RADApplication@hud.gov.

### HOW THIS EXCEL WORKBOOK WORKS

- 1 In order to obtain this Excel workbook, go to the RAD website ([www.hud.gov/rad](http://www.hud.gov/rad)), and click on '**Obtain Excel Application for PHAs**'. Enter the project's PIC Development Number. The web site will auto-populate certain cells with information on the project from HUD systems. You can then download this Excel workbook and save it on your computer.
- 2 Fill in all items that appear in grey highlight.
- 3 Bright blue squares containing a white question mark offer additional guidance.  Place the mouse cursor over the square to read this guidance.
- 4 Note that, for the purposes of reviewing applications, HUD has standardized some of the financing assumptions. These benchmarks/assumptions are only for the purposes of reviewing the applications; actual lender underwriting may be different. If an entry trips one of these assumptions, an error message will appear, indicating either that the user provide an explanation or that the user enter not less than the indicated amount.
- 5 If a "fatal error" message appears in red, the application cannot be submitted. Review the fatal error message and correct the input(s) as needed. The fatal error message will disappear once the input(s) has been corrected.

## RENTAL ASSISTANCE DEMONSTRATION

### Instructions to Applicants: Public Housing Agencies

- 6 Once all information has been entered, print the following form-generated attachments (where applicable):
  - **Board Approval Form.** This is a document that the PHA and the PHA Board must approve. A PDF copy of the signed document must be submitted with the RAD Application. It summarizes key aspects of the application. Failure to submit an executed form with the application will result in its rejection.
  - **Financing Letter of Interest.** This is a document that a lender or equity investor must sign. A PDF copy of the signed document must be submitted with the RAD Application. It is designed to give the lender or equity investor information on key aspects of the proposed transaction. A separate Financing Letter of Intent must be submitted for each proposed source of funding. Failure to submit all of the required Letters of Intent with the application will result in its rejection.
  - **Mixed-Finance Affidavit.** This is a document that the PHA and the owner-representative of the mixed-finance project must sign. A PDF copy of the signed document must be submitted with the RAD application for any mixed-finance project. PHAs should note that the Notice provides that mixed-finance projects are eligible only if the Date of Full Availability (DOFA) is July 1, 2002 or earlier;, and
  - **Choice-Mobility Letter Agreement.** This is a document that will be signed by both the PHA that is providing choice-mobility vouchers and by the PHA (or Mod Rehab project owner) whose RAD project will receive the choice-mobility vouchers. A PDF copy of the signed document must be submitted with the Application in order to qualify for the choice-mobility ranking factor.

These attachments will include the name of the authorized representative identified in the application. Additionally, the Board Approval Form and the Financing Letter of Interest will include both a Statement of Sources and Uses and a Financing Pro-Forma, generated from the information submitted on the Application Form.

Note that the Application Form, along with all the attachments, must be submitted electronically as part of the submission package. The full list of attachments needed will be automatically generated at the end of the Application Form once it has been completed.

# RENTAL ASSISTANCE DEMONSTRATION

## Instructions to Applicants: Public Housing Agencies

### THE VALIDATION WORKSHEET

This worksheet shows the detailed calculations for potential PBRA and PBV rents. It also shows the historical FASS-PH data for the referenced project.

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

U.S. Department of HUD, Form HUD-5260 (DRAFT)  
Office of Public Housing, Office of Multifamily Housing

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.

Development Number  Name of Development

Public Housing Agency (PHA) Name  Data Universal Numbering System (DUNS) #

Executive Director  Telephone Number  Email

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

Enter the requested contact information and complete the below questions regarding the project.

PHA Contact Name  Title  Telephone Number  Email

Type of Conversion:

Is this Project an existing Mixed Finance Project

Are you requesting the Choice-Mobility Exemption for this project?

Review the below table of project unit counts, by bedroom size, per the PIC data extract as of 06/01/12

PIC Bedroom Distribution							Total Units	Average Bedroom per Unit
0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR		
0	0	0	0	0	0	0	0	0.00

Is the above PIC information correct?

Actual Bedroom Distribution (PIC corrected)							Total Units	Average Bedroom per Unit
0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR		
							0	

Enter the date corrected or PIC ticket created (MM/DD/YYYY)

**Proposed Post-RAD-Conversion Unit Distribution.** Below, show the mix of units that you have proposed to convert, as well as other dwelling units at the project

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	Total Units
Units Converting								0
Market Rate								0
Other Affordable								0
Total	0	0	0	0	0	0	0	0

For units converting under RAD, enter the current utility allowances and estimated reasonable rent determinations for each unit type.

?

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
Utility Allowances							
Reasonable Rents							

### Section 3: De Minimis Reduction

The table below compares the current total public housing units, the number proposed for conversion, the number proposed to be reduced, and the applicable de minimis threshold. Indicate the number of reductions by category in the rows that follow, along with an explanation in the accompanying text box.

Current Public Housing Units	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
0	0	0	5

Skip to section 4

- Units have already received Section 18 Demolition-Disposition approval from HUD
- Reconfiguring efficiency apartments
- Facilitating social service delivery
- Units vacant for more than 24 months
- Partial conversion ?
- Total

Please provide an explanation for each affected category. Please limit response to 200 words

Explanation of reduction in number of assisted units

### Section 4: Existing Indebtedness, Capital Needs, and Replacement Reserves

Enter below information on the project's existing indebtedness, if applicable:

?

Energy Performance Contract (EPC)	<input type="text"/>	Per Unit	<u>\$0</u>
Capital Fund Financing Program (CFFP)	<input type="text"/>	Per Unit	<u>\$0</u>

Other			Per Unit	<u>\$0</u>
Other			Per Unit	<u>\$0</u>
Other			Per Unit	<u>\$0</u>
Total		<b>\$0</b>	Per Unit	<u>\$0</u>

Enter the most recent estimate of capital needs for the projet, broken down by Immediate, Short-term, and Long-term needs. If these break-downs are not available, provide reasonable estimates.

**Capital Needs:** ?

What are your capital needs?

Year 1 (Immediate)	?		Per Unit	<u>\$0</u>
Years 2-5 (Short-term)			Per Unit	<u>\$0</u>
Years 6-20 (Long-term)			Per Unit	<u>\$0</u>

Please explain how you have arrived at these estimates.

Explanation

**Replacement Reserve Funding** ?

Enter the Initial Deposit and Annual Deposit to replacement reserves below.

	Formula Amount	Your Proposal
Initial Deposit to Repl. Reserve (IDRR)	<u>\$0</u>	
Annual Deposit to Repl. Reserve (ADRR)	<u>\$0</u>	

**Section 5: Vacancy Loss and Bad Debt Loss, for Assisted Units**

Enter vacancy and bad debt data for the proposed conversion.

	3 Yr Historical Avg	Proposed	
Vacancy Rate (%)	?	3.38%	
	Fatal Error. Must be 3% or above		<b>Fatal Error: Must be 3.00% or above</b>
Bad Debt Rate (%)	?	0.00%	
	Skip; no explanation necessary		<b>Fatal Error: Must be 2.00% or above</b>

**Section 6: Other Rent Potential, Vacancy Loss and Bad Debt Loss**

In addition to units included under the HAP contract, enter other rent potential, vacancy loss, and bad debt loss for the proposed conversion.

Type of Add'l Gross Potential Rent	Annual GPR	Vacancy Loss %	Bad Debt Loss %
------------------------------------	------------	----------------	-----------------

Market rate apartments			
Other affordable apartments			
Office space			
Retail space			

### Section 7: Other Income

Enter othr income for the planned project. ?

	Annual	
Late / NSF charges		Explanation
Damage charges		Explanation
Laundry / Vending		Explanation
Other		Explanation
Other		Explanation
Other		Explanation

### Section 8: Operating Expenses

Are you proposing the conversion in conjunction with new construction?

	Latest Approved Operating Budget	Proposed
Administrative		
Explanation		
Asset Management Fee		
Explanation		
Tenant Services		
Explanation		
Utility Expense		
Explanation		
Ordinary Maint and Ops		
Explanation		

Protective Services		
Explanation		
Real Estate Taxes		
Explanation		
Property Insurance		
Explanation		
Liability Insurance		
Explanation		
Other General Expenses		
Explanation		
<b>Total Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>
<b>3 Year Historical Expenses</b>	<b>?</b>	<b>n/a</b>

No explanation is required.

Explanation

### Section 9: Net Operating Income

Presented below is a summary calculation of the proposed project's Net Operating Income. Before proceeding, review and make any necessary changes in the applicable section of the application.

Apartment Gross Potential Rent:			
RAD Units	\$0	0 Units	\$0 per unit annual
Market Rate Units	\$0	0 Units	\$0 per unit annual
Other Affordable Units	\$0	0 Units	\$0 per unit annual
Office / Retail GPR	\$0		
Vacancy and Bad Debt Loss	\$0	0.0% weighted average	
Other Income	\$0		
<b>Effective Gross Income</b>	<b>\$0</b>		
Total Operating Expenses	\$0		\$0 PUPA
Annual Reserve Deposit	\$0		\$0 PUPA
<b>Net Operating Income</b>	<b>\$0</b>		



## Section 10: First Mortgage Loan Sizing

Are you proposing to take out a first mortgage loan for this project?

**No first mortgage proposed. Skip this section.**

Interest Rate % per Year

?

Mortgage Insurance Premium %

?

Length of Loan in Years

?

Debt Service Coverage Ratio

?

Maximum Supportable Mortgage Loan

\$0

Proposed Mortgage Loan Amount

?

Calculated Annual Debt Service

\$0

Is there a proposed balloon payment?

If there is a proposed balloon payment, in how many years is it due?

?

## Section 11: Total Uses of Funds (Total Development Cost)

Enter uses of funds for the proposed conversion.

### Acquisition Costs

Building and Land Acquisition

?

Payoff Existing Loans

\$0

Other Costs

?

### Construction Costs

\$0

### Relocation Costs

?

### Professional Fees

Architecture & Engineering

?

Physical Conditions Assessment

?

Borrower's Legal Counsel

?

Lender's Legal Counsel

?

Feasibility Studies (LEAN Costs)

?

Environmental Reports

?

Appraisal / Market Study

?

Accounting

?

Survey

?

Other Costs

?

### Loan Fees and Costs

FHA MIP

?

FHA Application Fee

?

FHA Inspection Fee

?

Financing Fee

?

Organizational Costs

?

Title Insurance/Exam Fee	?	
Recordation Fee	?	
Closing Escrow Agent Fee	?	
Prepayment Penalty/Premium	?	
Payables	?	
Construction Interest	?	
Construction Loan Fees	?	
Cost of Bond Issuance	?	
Other Costs	?	
<b>Reserves</b>		
Initial Deposit to Replacement Reserve	?	
Initial Operating Deficit Escrow	?	
Operating Reserve	?	
Tax and Insurance Escrow	?	
Other Costs	?	
<b>Developer Fees</b>	?	

**Total Development Cost** \$0 aka Total Uses of Funds

**Section 12: Total Sources of Funds**

Enter sources of funds for the proposed conversion.

New First Mortgage Loan		\$0
Public Housing Operating Reserves		
Public Housing Capital Funds		
Replacement Housing Factor		
Low Income Housing Tax Credit Equity		
Other/Local		
Other/Local		
Other/Local		
<b>Total Sources of Funds</b>	?	\$0

Sources and uses are in balance

**Section 13: Projects Utilizing 9% Low Income Housing Tax Credits ('LIHTCs')**

**You are not proposing to use 9% LIHTC. Skip this section** ?

Do you have a LIHTC reservation?

Briefly discuss the application submission and approval timing that is provided under the current QAP. Please provide sufficient detail that HUD can understand when you will submit an application, when you will be notified regarding selection, and when a LIHTC Reservation letter would be issued to you.

Discussion of QAP timing

RAD requires that you demonstrate recent success, internally or through development team partners, in obtaining 9% LIHTCs. Below, briefly discuss your capacity and experience in obtaining 9% LIHTCs from the relevant State allocating agency.

Demonstration of recent success obtaining 9% LIHTCs

Do you have a letter from the credit-issuing authority as described in Section 1.9(B) of the RAD Notice?

Provide evidence that the applicant diligently attempted to secure such a letter

Efforts to secure letter from credit-issuing authority

RAD requires that you attach a self-scored QAP application. Below, briefly discuss why you believe that a QAP application for the subject project, at the indicated score, is likely to receive a 9% LIHTC award.

Likelihood of obtaining 9% LIHTCs

**Section 14: Ranking Factors**

1) Do you want to designate this project as your PHA's priority project?

2) Are you applying for a ranking factor for Choice Mobility

Yes (a) Are you receiving choice-mobility vouchers **Enter code of the sponsoring agency**

Yes (b) Are you providing choice-mobility vouchers **Enter code of the recipient project**

3) Are you requesting the Ranking Factor for Green Building and Energy Efficiency?

Describe the certification you will pursue, if applicable

**Section 15: Additional Narratives**

Provide written responses in the grey highlighted rows below. Please limit each responses to 200 words.

Briefly describe the land, location / neighborhood, and physical plant for the project.

Description

Discuss any known environmental or building product risks such as lead based paint, asbestos, PCBs, flood zone status, aluminum wiring, and fuel storage tanks (whether underground or above ground), along with associated remediation measures.

Explanation

Discuss any needed accessibility modifications. 

Explanation

Discuss any known market competitiveness issues, such as small unit sizes or limited on-site parking, and how the conversion plans to address these issues.

Explanation

Discuss any proposed relocation plans for the project.

Explanation

Discuss the capacity of the development team to undertake the proposed conversion. 

Explanation

## Section 16: Required Attachments

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

- Yes      Board Approval Form
- No        Mixed-finance Affidavit

- No Financing Letter of Interest/Intent for New First Mortgage Loan
- No Financing Letter of Interest/Intent for 4% LIHTCs
- No Financing Letter of Interest/Intent for 9% LIHTCs
- Yes Choice-Mobility Letter Agreement
- No 9% LIHTC Reservation Letter
- No Letter from credit-issuing authority
- No Self-Scored QAP Application for 9% LIHTCs
- No QAP Timeline

The 2 attachments indicated 'Yes' above must be included in your electronic application package. Incomplete application packages will be rejected, and if you re-submit, your place on the waiting list will be based on the date of re-submission.

No changes were made to the PIC data

***This application will be rejected if submitted; there are 4 fatal errors.***

# Attachment 1A: Board Approval Form

*This application will be rejected if submitted; there are 4 fatal errors.*

## RAD Application for

AMP No:	0
Units	0

<b>Type of Conversion</b>
0

Proposed Units for Conversion and De Minimis			
Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
		0	0
Explanation for De Minimis reduction			Unit Count

Pro Forma Sources and Uses		
Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$0	\$0
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity	\$0	\$0
Other	\$0	\$0
Other	\$0	\$0
Other	\$0	\$0
<b>Total Sources of Funds</b>	<b>\$0</b>	<b>\$0</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$0	\$0
Construction Costs	\$0	\$0
Relocation Costs	\$0	\$0
Professional Fees	\$0	\$0
Loan Fees and Costs	\$0	\$0
Reserves	\$0	\$0
Developer Fees	\$0	\$0
<b>Total Uses of Funds</b>	<b>\$0</b>	<b>\$0</b>

Stabilized Cash Flow Pro Forma		
	Total	PUPA
Gross Potential Rents for RAD Units	\$0	\$0
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	\$0	\$0
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$0</b>	<b>\$0</b>
Total Operating Expenses	\$0	\$0
Annual Deposit to Replacement Reserve	\$0	\$0
<b>Net Operating Income</b>	<b>\$0</b>	<b>\$0</b>
First Mortgage Debt Service	\$0	\$0
<b>Operating Cash Flow</b>	<b>\$0</b>	<b>\$0</b>

<b>PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$0)</b>
N/A

<b>PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion</b>
N/A

# Attachment 1A: Board Approval Form

*This application will be rejected if submitted; there are 4 fatal errors.*

**RAD Application for**

**PHA's Explanation of the Proposed Total Operating Cost being less then 85% of the 3 Year Historical Operating Expenses**

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$350,000	\$375,000	\$400,000	\$375,000	\$0

N/A

**PHA's Explanation of the Capital Needs and Replacement Reserves Estimates**

N/A

**Discussion of QAP timing**

N/A

**Demonstration of recent success obtaining 9% LIHTCs**

N/A

**Likelihood of obtaining 9% LIHTCs**

N/A

# Attachment 1A: Board Approval Form

*This application will be rejected if submitted; there are 4 fatal errors.*

**RAD Application for**

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (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 the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) 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; (8) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (9) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

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)

**PHA Certification: By ( )**

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

December 30, 1899  
Date:



**Attachment 1B: Financing Letter of Intent**

**RAD Application for**

AMP No:	0
Units	0

**Type of Conversion**

0
---

**Pro Forma Sources and Uses**

Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$0	\$0
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity	\$0	\$0
Other	\$0	\$0
Other	\$0	\$0
<b>Total Sources of Funds</b>	<b>\$0</b>	<b>\$0</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$0	\$0
Construction Costs	\$0	\$0
Relocation Costs	\$0	\$0
Professional Fees	\$0	\$0
Loan Fees and Costs	\$0	\$0
Reserves	\$0	\$0
Developer Fees	\$0	\$0
<b>Total Uses of Funds</b>	<b>\$0</b>	<b>\$0</b>

**Stabilized Cash Flow Pro Forma**

	Total	PUPA
Gross Potential Rents for RAD Units	\$0	\$0
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	\$0	\$0
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$0</b>	<b>\$0</b>
Total Operating Expenses	\$0	\$0
Annual Deposit to Replacement Reserve	\$0	\$0
<b>Net Operating Income</b>	<b>\$0</b>	<b>\$0</b>
First Mortgage Debt Service	\$0	\$0
<b>Operating Cash Flow</b>	<b>\$0</b>	<b>\$0</b>

**PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses**

	2009	2010	2011	Average	Proposed
3 Year Historical Average Comparison	\$350,000	\$375,000	\$400,000	\$375,000	\$0
N/A					

**PHA's Explanation of the Capital Needs and Replacement Reserves Estimates**

N/A
-----

**Discussion of QAP timing**

N/A
-----

**Demonstration of recent success obtaining 9% LIHTCs**

N/A
-----

**Likelihood of obtaining 9% LIHTCs**

N/A
-----

**Statement of Lender / Equity Provider:**  
 The project appears feasible for ABC Mortgage Corporation to fund. Our general repayment terms and any conditions are stated above and/or in the comment block below. ABC Mortgage Corporation understands and acknowledges the RAD program requirements and policies and agrees to cooperate with the applicable RAD processes, as appropriate. This letter of intent is not a firm commitment. Final approval will be contingent on the results of ABC Mortgage Corporation due diligence process and approvals.

State any exceptions or additional conditions

ABC Mortgage Corporation: By Gustavo Martinez (Vice President)

Signature: \_\_\_\_\_ Date: December 30, 1899

# Attachment 1C -Mixed-Finance Affidavit Of And

## Regarding RAD Application for

1. certifies that he or she is the of and that he or she has been authorized by 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. and , through their duly authorized representatives, agree that if the application for ( ), is awarded entry into the Rental Assistance Demonstration, they will, if requested to do so by HUD:

(a) Convert the subject project's current subsidy to long-term Section 8 rental assistance in accordance with the requirements of the Rental Assistance Demonstration ("RAD") including, without limitation, the requirements of Notice PIH-2012-32 (the "Notice").

(b) Agree to Section 8 contract rent levels in accordance with RAD and the Notice.

(c) Comply with all applicable requirements of RAD and the Notice.

(d) 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:

(a) 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

(b) 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.

: By ( )

\_\_\_\_\_

Signature:

December 30, 1899

Date:

: By ( )

\_\_\_\_\_

Signature:

December 30, 1899

Date:



# Attachment 1D – Choice-Mobility Letter Agreement

Between (contributing vouchers)

And (receiving vouchers)

Regarding RAD Application for

1. Capitalized terms herein shall have the meaning given to them in Notice PIH-2012-32 (the "Notice") and in the Rental Assistance Demonstration ("RAD").
2. certifies that he or she is the of and that he or she has been authorized by to enter into this Choice-Mobility Letter Agreement regarding the RAD application submitted by ().
3. certifies that he or she is the of and that he or she has been authorized by to enter into this Choice-Mobility Letter Agreement regarding the RAD application submitted by ().
4. , through its duly authorized representative, commits that if the subject project converts assistance under RAD, will provide Section 8 Housing Choice Vouchers to the assisted residents of the subject project to achieve the choice-mobility objective described in Section 1.18 of the Notice. agrees that this commitment is binding on without regard to whether any RAD application submitted by is selected for participation in RAD.
5. acknowledges that if the subject project's application for RAD conversion is incomplete, fails to meet threshold criteria, or is submitted outside of the Initial Application Period, will not earn any Ranking Factor. However, if such application is submitted during the Initial Application Period, is complete, and meets threshold criteria, then will earn a Ranking Factor regardless of whether such application is selected, or, once selected, is withdrawn or terminated.
6. acknowledges that if the subject project's application for RAD conversion is incomplete, fails to meet threshold criteria, or is submitted outside of the Initial Application Period, will not earn any Ranking Factor.

: By ()

\_\_\_\_\_

Signature:

December 30, 1899

Date:

: By ()

\_\_\_\_\_

Signature:

December 30, 1899

Date:

## Formula RAD Rents (PBRA and PBV)

Funding Baseline (pre-RAD)	Annual	Per Unit	PUPM	0 ACC units in PIC (after any corrections)
Operating Fund	\$0	\$3,464	\$288.67	
Capital Fund	\$0	\$2,079	\$173.25	
Tenant Payments	\$0	\$3,588	\$299.00	
<b>Total</b>	<b>\$0</b>	<b>\$9,131</b>	<b>\$760.92</b>	
<b>Funding Utilized if PBRA Selected</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>0.0% of baseline funding is utilized</b>
<b>Funding Utilized if PBV Selected</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>0.0% of baseline funding is utilized</b>

Baseline Funding By Unit Type	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	Monthly	Annual
Units	0	0	0	0	0	0	0	0	0
FMR	\$550	\$650	\$775	\$900	\$1,000	\$1,150	\$1,300	\$0	\$0
Ratio FMR : 2BR FMR	0.710	0.839	1.000	1.161	1.290	1.484	1.677		
# Units of 2BR FMR Equivalents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Preliminary Contract Rents</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Formula Rents if Project Based Rental Assistance is Proposed:

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	Monthly	Annual
Units	0	0	0	0	0	0	0	0	0
Preliminary Contract Rents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FMR	\$550	\$650	\$775	\$900	\$1,000	\$1,150	\$1,300	\$0	\$0
Utility Allowance	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$0	\$0
Rent Reasonable	\$400	\$500	\$600	\$700	\$800	\$900	\$1,000	\$0	\$0
120% FMR, minus Utility Allowance	\$620	\$730	\$870	\$1,010	\$1,120	\$1,290	\$1,460	\$0	\$0
150% FMR, minus Utility Allowance	\$785	\$925	\$1,103	\$1,280	\$1,420	\$1,635	\$1,850	\$0	\$0
<b>PBRA-Contract Rent *</b>								<b>\$0</b>	<b>\$0</b>

\* Lower of preliminary contract rent and [120% of FMR minus utility allowance]. Reasonable rent does not affect this calculation.

### Formula Rents if Project Based Vouchers are Proposed:

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	Monthly	Annual
Units	0	0	0	0	0	0	0	0	0
Preliminary Contract Rents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent Reasonable	\$0	\$0	\$600	\$700	\$800	\$900	\$1,000	\$0	\$0
FMR	\$550	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Allowance	\$40	\$50	\$60	\$70	\$80	\$90	\$100	\$0	\$0
110% FMR, minus Utility Allowance	\$565	\$665	-\$60	-\$70	-\$80	-\$90	-\$100	\$0	\$0
<b>PBV-Contract Rents **</b>								<b>\$0</b>	<b>\$0</b>

\*\* Lowest of preliminary contract rent, reasonable rent, and [110% of FMR minus utility allowance]

## Latest Board Approved Operating Expenses

	2008 AFS	2009 AFS	2010 AFS	3 yr Average	will be pulled from FASS
Provided?	Yes	Yes	Yes		
Vacancy Loss %	3.38%	3.38%	3.38%	3.38%	
<b>Total Operating Expenses:</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>		
Administrative	\$30,000	\$30,000	\$30,000	\$30,000	
Asset Management Fee	\$35,000	\$35,000	\$35,000	\$35,000	
Tenant Services	\$40,000	\$40,000	\$40,000	\$40,000	
Utility Expense	\$45,000	\$45,000	\$45,000	\$45,000	
Ordinary Maint and Ops	\$50,000	\$50,000	\$50,000	\$50,000	
Protective Services	\$55,000	\$55,000	\$55,000	\$55,000	
Real Estate Taxes	\$45,000	\$45,000	\$45,000	\$45,000	
Property Insurance	\$35,000	\$35,000	\$35,000	\$35,000	
Liability Insurance	\$25,000	\$25,000	\$25,000	\$25,000	
Other General Expenses	\$50,000	\$50,000	\$50,000	\$50,000	
Bad Debt Loss (\$)	\$35,000	\$35,000	\$35,000	\$35,000	

	2 Years Prior	1 Year Prior	Most Recent	3 yr Average	will be pulled from FASS
<b>Total FASS Operating Expenses:</b>	<b>\$350,000</b>	<b>\$375,000</b>	<b>\$400,000</b>	<b>\$375,000</b>	
	<b>3 yr Average</b>	<b>Corrected</b>			
Vacancy Loss %	3.38%	3.38%			
<b>Total Operating Expenses:</b>	<b>\$410,000</b>	<b>\$410,000</b>			
Administrative	\$30,000	\$30,000			
Asset Management Fee	\$35,000	\$35,000			
Tenant Services	\$40,000	\$40,000			
Utility Expense	\$45,000	\$45,000			
Ordinary Maint and Ops	\$50,000	\$50,000			
Protective Services	\$55,000	\$55,000			
Real Estate Taxes	\$45,000	\$45,000			
Property Insurance	\$35,000	\$35,000			
Liability Insurance	\$25,000	\$25,000			
Other General Expenses	\$50,000	\$50,000			
Bad Debt Loss (\$)	\$35,000	\$30,000			
Other General exp (net of bad debt)	\$15,000	\$20,000			

**Orange highlight indicates a change by the user**

## 2010 Capital Needs Study Definition for 'Elderly' and 'Family' Projects

Number of 2+ Bedroom Units	0	PIC data (before any corrections)
Average # Bedrooms	0.00	PIC data (before any corrections)
Family Definition 1	No	At least 1.5 bedrooms per unit
Family Definition 2	No	Between 1.2 and 1.5 <u>and</u> at least 100 2+ bedroom units
Elderly	Yes	All others
Occupancy Type for Preference	Elderly	Use this designation for purposes of the preference for high-rehab projects

**Data Elements Downloaded from PIC Appear in Rows 2-3**

AMP No	0-BR	1-BR
CA2010001	0	0

**Uses Can Enter Corrections in the Grey Highlighted Cells Below in Column C (be sure to make the same cha**

PIC Data Element	PIC Value	Corrected Value
AMP No	CA2010001	CA2010001
0-BR	0	0
1-BR	0	0
2-BR	28	28
3-BR	25	25
4-BR	0	0
5-BR	0	0
6-BR	0	0
Units	53	53
Average Bedroom Size	2.47	2.47
FMR (bedroom adjusted)	\$780	\$780
Utility Allowance (brm adj)	\$84	\$84
Operating Fund per unit	\$3,464	\$3,464
Operating Fund PUM	\$289	\$289
Capital fund per unit	\$2,079	\$2,079
Capital Fund PUM	\$173	\$173
Tenant Payments Per unit	\$3,588	\$3,588
Tenant payments PUM	\$299	\$299
Current Funding to FMR %	109%	109%
Executive Director	Anthony Bond	Anthony Bond
Position	Executive Director	Executive Director
Phone	999-999-9999	999-999-9999
Email	<a href="mailto:abond@aha.org">abond@aha.org</a>	abond@aha.org
Mixed Finance	No	No
Housing Authority	Annandale Housing Authority	Annandale Housing Authority
DUNS number	123456789456	123456789456

Total Corrections

2-BR	3-BR	4-BR	5-BR	6-BR	Units	Average Bedroom Size	FMR (bedroom adjusted)
28	25	0	0	0	53	2.47	\$780
					131		

anges in PIC itself as well)

**Comment**

- Cannot be modified
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- See RAD App Form Section 5 to modify
- 0 Used on Board Approval form only
- 0 Used on Board Approval form only
- 0 Used on Validation sheet
- 0 Not currently used
- 0 Used on Validation sheet
- 0 Not currently used
- 0 Used on Validation sheet
- 0 Not currently used
- 0 Not currently used
- 0 Used on RAD App Form sheet
- 0 Used on RAD App Form sheet
- 0 Used on RAD App Form sheet
- 0 Used on RAD App Form sheet
- 0 Not currently used
- 0 Used on RAD App Form sheet
- 0 Used on RAD App Form sheet

0
---



Utility Allowance (brm adj)	Operating Fund per unit	Operating Fund PUM	Capital fund per unit	Capital Fund PUM	Tenant Payments Per unit	Tenant payments PUM
\$84	\$3,464	\$289	\$2,079	\$173	\$3,588	\$299

Current Funding to FMR %	Executive Director	Position	Phone
109%	Anthony Bond	Executive Director	999-999-9999

Email	Mixed Finance	Housing Authority	DUNS number
<a href="mailto:abond@aha.org">abond@aha.org</a>	No	Annandale Housing Authority	123456789456