

# RENTAL ASSISTANCE DEMONSTRATION

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

OMB Approval Number 2577-xxxx  
(Issue Date x/xx) (Expires x/xx)

**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-2012-032. 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.

**Note:** This Excel Spreadsheet has multiple worksheets listed in the tabs below. Depending upon each worksheet's applicability to your application, you may be required to fill out several of these worksheets in order for HUD to consider your application complete. To navigate among the worksheets, click the individual worksheet tabs at the bottom of this window. If no worksheet tabs are visible, select "Options ..." from the "Tools" menu. In the dialogue box, select the "View" tab and then "Normal".

## 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](mailto:RADApplication@hud.gov).

### HOW THIS EXCEL WORKBOOK WORKS

# RENTAL ASSISTANCE DEMONSTRATION

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

OMB Approval Number 2577-xxxx  
(Issue Date x/xx) (Expires x/xx)


**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-2012-032. 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.

**Note:** This Excel Spreadsheet has multiple worksheets listed in the tabs below. Depending upon each worksheet's applicability to your application, you may be required to fill out several of these worksheets in order for HUD to consider your application complete. To navigate among the worksheets, click the individual worksheet tabs at the bottom of this window. If no worksheet tabs are visible, select "Options ..." from the "Tools" menu. In the dialogue box, select the "View" tab and then "Normal".

## Instructions to Applicants: Public Housing Agencies

- 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 an amount that complies with the standardized assumption.
- 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

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

OMB Approval Number 2577-xxxx  
(Issue Date x/xx) (Expires x/xx)

**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-2012-032. 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 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.

**Note:** This Excel Spreadsheet has multiple worksheets listed in the tabs below. Depending upon each worksheet's applicability to your application, you may be required to fill out several of these worksheets in order for HUD to consider your application complete. To navigate among the worksheets, click the individual worksheet tabs at the bottom of this window. If no worksheet tabs are visible, select "Options ..." from the "Tools" menu. In the dialogue box, select the "View" tab and then "Normal".

## 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/Intent.** 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 Interest/Intent must be submitted for each proposed source of funding. Failure to submit all of the required Letters of Interest/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 funded with HOPE VI grants are eligible only if the Date of Full Availability (DOFA) is October 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/Intent 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

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

OMB Approval Number 2577-xxxx  
(Issue Date x/xx) (Expires x/xx)

**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-2012-032. 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.

**Note:** This Excel Spreadsheet has multiple worksheets listed in the tabs below. Depending upon each worksheet's applicability to your application, you may be required to fill out several of these worksheets in order for HUD to consider your application complete. To navigate among the worksheets, click the individual worksheet tabs at the bottom of this window. If no worksheet tabs are visible, select "Options ..." from the "Tools" menu. In the dialogue box, select the "View" tab and then "Normal".

## 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

Office of Public Housing, Office of Multifamily Housing

OMB Approval Number 2577-xxxx (Issue date x/xx) (Expires x/xx)

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.

AL086000001

FULTON/BROOK/HICKORY/RED HOLLOW

Development Number

Name of Development ?

Jefferson County Housing Authority

101705270

Public Housing Agency (PHA) Name

Data Universal Numbering System (DUNS) #

Lewis McDonald

2058490123

[lmcdonald@jcha.com](mailto:lmcdonald@jcha.com)

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: PBRA (Project Based Rental Assistance) ?

Is this Project an existing Mixed Finance Project No ? *The formulaic result from FASS data*

Is this Project an existing Mixed Finance Project No ? *Corrected PHA entry (if applicable)*

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	20	104	65	16	0	0	205	2.38

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	20	104	65	16	0	0	205	2.38

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	20	104	54	16	0	0	194
Market Rate								0
Other Affordable								0
Total	0	20	104	54	16	0	0	194

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	M
Utility Allowances								
Reasonable Rents								

**Fatal Error: Reasonable Rents are not entered for all Unit Types**

### 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	Units above the de minimis threshold
205	194	11	10	1

**A beyond de minimis reduction in number of assisted units is proposed. Indicate how many above de minimis units apply to each reduction reason below. Do not count the units more than once. An explanation for each of these units is required.**

- 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 ? **Fatal Error: No explanation of unit(s) over de minimis is provided.**

0 Total **Fatal Error: The total must equal the number of units above de minimis.**

Please provide an explanation of each unit above de minimis in re each affected category.

Please limit response to 200 words.

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

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

?

Energy Performance Contract (EPC)		Per Unit	\$0
Capital Fund Financing Program (CFFP)		Per Unit	\$0
Other		Per Unit	\$0
Other		Per Unit	\$0
Other		Per Unit	\$0
<b>Total</b>	<b>\$0</b>	Per Unit	<b>\$0</b>

Enter the most recent estimate of capital needs for the project, 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)	?	\$0	Per Unit	\$0
Years 2-5 (Short-term)		\$0	Per Unit	\$0
Years 6-20 (Long-term)		\$0	Per Unit	\$0

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)	\$0	\$0
Annual Deposit to Repl. Reserve (ADRR)	\$0	\$0 ?

**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 (%)	2.06%	3.00%
Skip; no explanation necessary		
Bad Debt Rate (%)	1.80%	2.00%
Skip; no explanation necessary		

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

In addition to units that will be 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 other 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?

*Enter only the proposed conversion Operating Expenses. Leave the first column as zero. No explanations are required at this time.*

*New Construction; Proposed entries are required for all applicable line items*

	Latest Approved Operating Budget	Proposed
Administrative	\$0	
Explanation		
Asset Management Fee	\$0	
Explanation		
Tenant Services	\$0	
Explanation		
Utility Expense	\$0	
Explanation		
Ordinary Maint and Ops	\$0	
Explanation		
Protective Services	\$0	
Explanation		
Real Estate Taxes	\$0	
Explanation		
Property Insurance	\$0	
Explanation		
Liability Insurance	\$0	
Explanation		
Other General Expenses	\$0	
Explanation		
<b>Total Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>

**3 Year Historical Expenses:**  *New Construction: Historical Operating Expenses are N/A*

**PHA Corrected 3 Year Historical Expenses:** *New Construction: Corrected Operating Expenses N/A*

New Construction : Section Not Applicable. 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	\$1,308,936	194 Units	\$6,747 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	(\$65,447)	5.0% weighted average	
Other Income	\$0		
<b>Effective Gross Income</b>	<b>\$1,243,489</b>		
Total Operating Expenses	\$0		\$0 PUPA
Annual Reserve Deposit	\$0		\$0 PUPA
<b>Net Operating Income</b>	<b>\$1,243,489</b>		

### Section 10: First Mortgage Loan Sizing

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

Enter the below information regarding the anticipated first mortgage loan.

Do you anticipate using FHA Insurance?

Interest Rate % per Year	<input type="text" value="?"/>	<input type="text"/>	<i>Fatal Error: Interest + MIP must be at least 3.50%</i>
Mortgage Insurance Premium %	<input type="text" value="?"/>	<input type="text"/>	
Amortization Term	<input type="text" value="?"/>	<input type="text"/>	<i>Less than reasonable amount of years</i>
Maturity Term	<input type="text" value="?"/>	<input type="text"/>	
Debt Service Coverage Ratio	<input type="text" value="?"/>	<input type="text"/>	<i>Fatal Error: Must be at least 1.20</i>
Maximum Supportable Mortgage Loan		<b>\$0</b>	
Proposed Mortgage Loan Amount	<input type="text" value="?"/>	<input type="text"/>	
Calculated Annual Debt Service		<b>\$0</b>	

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

Enter uses of funds for the proposed conversion.

<b>Acquisition Costs</b>		
Building and Land Acquisition	<input type="text" value="?"/>	<input type="text"/>
Payoff Existing Loans		\$0
Other Costs	<input type="text" value="?"/>	<input type="text"/>
<b>Construction Costs</b>	<input type="text" value="?"/>	\$0
<b>Relocation Costs</b>	<input type="text" value="?"/>	<input type="text"/>

**Professional Fees**

Architecture & Engineering	?	
Physical Conditions Assessment	?	
Borrower's Legal Counsel	?	
Lender's Legal Counsel	?	
Feasibility Studies	?	
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	?	

**Reserves**

Initial Deposit to Replacement Reserve	?	\$0
Initial Operating Deficit Escrow	?	
Operating Reserve	?	
Tax and Insurance Escrow	?	
Other Costs	?	

**Developer Fees**

	?	
--	---	--

**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 - 4%		
Low Income Housing Tax Credit Equity - 9%		
Other/Local		
Other/Local		
Other/Local		

**Total Sources of Funds**

**?**

**\$0**

Sources and uses are in balance

*LIHTCs are not proposed; skip to Section 14*

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

**You are not proposing to use LIHTCs. 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

(a) Are you receiving choice-mobility vouchers

(b) Are you providing choice-mobility vouchers

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 Evidence of PHA to Administer PBV Contracts
- No Mixed-finance Affidavit
- Yes 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
- No 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
- Yes Resident Comments

The 3 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 5 fatal errors.***

# Attachment 1A: Board Approval Form

*This application will be rejected if submitted; there are 5 fatal errors.*

## Jefferson County Housing Authority RAD Application for FULTON/BROOK/HICKORY/RED HOLLOW

AMP No:	AL086000001
Units	205

<b>Type of Conversion</b>
PBRA (Project Based Rental Assistance)

Proposed Units for Conversion and De Minimis			
Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	194	11	10
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 - 4%	\$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	\$1,308,936	\$6,747
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$65,447)	-\$337
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$1,243,489</b>	<b>\$6,410</b>
Total Operating Expenses	\$0	\$0
Annual Deposit to Replacement Reserve	\$0	\$0
<b>Net Operating Income</b>	<b>\$1,243,489</b>	<b>\$0</b>
First Mortgage Debt Service	\$0	\$0
<b>Operating Cash Flow</b>	<b>\$1,243,489</b>	<b>\$0</b>

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

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



# Attachment 1A: Board Approval Form

*This application will be rejected if submitted; there are 5 fatal errors.*

**Jefferson County Housing Authority RAD Application for FULTON/BROOK/HICKORY/RED HOLLOW**

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
	\$1,216,159	\$1,152,883	#N/A	\$1,184,521	\$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

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 there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) 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 Lewis McDonald (Executive Director)**

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

Date: December 30, 1899

# Attachment 1B: Financing Letter of Interest/Intent

## Jefferson County Housing Authority RAD Application for FULTON/BROOK/HICKORY/RED HOLLOW

AMP No:	AL086000001
Units	205

<b>Type of Conversion</b>
PBRA (Project Based Rental Assistance)

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 - 4%	\$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	\$1,308,936	\$6,747
Gross Potential Rents for Other Apartment Units	\$0	\$0
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$65,447)	-\$337
Other Income	\$0	\$0
<b>Effective Gross Income</b>	<b>\$1,243,489</b>	<b>\$6,410</b>
Total Operating Expenses	\$0	\$0
Annual Deposit to Replacement Reserve	\$0	\$0
<b>Net Operating Income</b>	<b>\$1,243,489</b>	<b>\$0</b>
First Mortgage Debt Service	\$0	\$0
<b>Operating Cash Flow</b>	<b>\$1,243,489</b>	<b>\$0</b>

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
		\$1,216,159	\$1,152,883	#N/A	\$1,184,521
N/A					

# Attachment 1B: Financing Letter of Interest/Intent

## 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 interest/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:

December 30, 1899

Date:

# Attachment 1C -Mixed-Finance Affidavit Of Jefferson County Housing Authority And

Regarding Jefferson County Housing Authority RAD Application for FULTON/BROOK/HICKORY/RED HOLLOW

1. Lewis McDonald certifies that he or she is the Executive Director of Jefferson County Housing Authority and that he or she has been authorized by Jefferson County 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. Jefferson County Housing Authority and , through their duly authorized representatives, agree that if the application for FULTON/BROOK/HICKORY/RED HOLLOW (AL086000001), 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.

**Jefferson County Housing Authority: By Lewis McDonald (Executive Director)**

\_\_\_\_\_

Signature:

December 30, 1899

Date:

: By ()

\_\_\_\_\_

Signature:

December 30, 1899

Date:

# Attachment 1D – Choice-Mobility Letter Agreement

## Between (contributing vouchers)

## And (receiving vouchers)

Regarding Jefferson County Housing Authority RAD Application for FULTON/BROOK/HICKORY/RED HOLLOW

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 FULTON/BROOK/HICKORY/RED HOLLOW (AL086000001).
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 FULTON/BROOK/HICKORY/RED HOLLOW (AL086000001).
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 1.7(5)(C) 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	205 ACC units in PIC (after any corrections)
Operating Fund	\$977,137	\$4,767	\$397.21	
Capital Fund	\$257,496	\$1,256	\$104.67	
Tenant Payments	\$160,121	\$781	\$65.09	
<b>Total</b>	<b>\$1,394,754</b>	<b>\$6,804</b>	<b>\$566.97</b>	
<b>Funding Utilized if PBRA Selected</b>	<b>\$1,308,936</b>	<b>\$6,747</b>	<b>\$562.26</b>	<b>93.8% 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	20	104	65	16	0	0	205	205
FMR	\$605	\$673	\$750	\$952	\$980	\$1,127	\$1,274		
Ratio FMR : 2BR FMR	0.807	0.897	1.000	1.269	1.307	1.503	1.699		
# Units of 2BR FMR Equivalents	0.00	17.95	104.00	82.51	20.91	0.00	0.00	225.36	
BR Adjusted Rents	\$416	\$463	\$516	\$655	\$674	\$775	\$877		
Proposed Units	0	20	104	54	16	0	0		
<b>Preliminary Actual Rents</b>	<b>\$0</b>	<b>\$463</b>	<b>\$516</b>	<b>\$655</b>	<b>\$674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$109,078</b>	<b>\$1,308,936</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	20	104	54	16	0	0	194	194
Preliminary Contract Rents	\$0	\$463	\$516	\$655	\$674	\$0	\$0	\$109,078	\$1,308,936
FMR	\$605	\$673	\$750	\$952	\$980	\$1,127	\$1,274	\$158,548	\$1,902,576
Utility Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent Reasonable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
120% FMR, minus Utility Allowance	\$726	\$808	\$900	\$1,142	\$1,176	\$1,352	\$1,529	\$190,244	\$2,282,928
150% FMR, minus Utility Allowance	\$908	\$1,010	\$1,125	\$1,428	\$1,470	\$1,691	\$1,911	\$237,822	\$2,853,864
<b>PBRA-Contract Rent *</b>		<b>\$463</b>	<b>\$516</b>	<b>\$655</b>	<b>\$674</b>			<b>\$109,078</b>	<b>\$1,308,936</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	20	104	54	16	0	0	194	194
Preliminary Contract Rents	\$0	\$463	\$516	\$655	\$674	\$0	\$0	\$109,078	\$1,308,936
Rent Reasonable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FMR	\$605	\$673	\$750	\$952	\$980	\$1,127	\$1,274	\$158,548	\$1,902,576
Utility Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110% FMR, minus Utility Allowance	\$666	\$740	\$825	\$1,047	\$1,078	\$1,240	\$1,401	\$174,403	\$2,092,834
<b>PBV-Contract Rents **</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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

	2009 AFS	2010 AFS	#N/A	3 yr Average	
Provided?	Yes	Yes	<b>MISSING</b>		
Vacancy Loss %	1.62%	2.51%	#N/A	2.06%	<b>1 year of data missing; average is 2 years</b>
<b>Total Operating Expenses:</b>	<b>\$1,186,674</b>	<b>\$1,135,141</b>	<b>#N/A</b>		
Administrative	\$458,532	\$436,237	#N/A	\$447,385	<b>1 year of data missing; average is 2 years</b>
Asset Management Fee	\$24,720	\$24,720	#N/A	\$24,720	<b>1 year of data missing; average is 2 years</b>
Tenant Services	\$22,755	\$16,082	#N/A	\$19,419	<b>1 year of data missing; average is 2 years</b>
Utility Expense	\$203,977	\$215,545	#N/A	\$209,761	<b>1 year of data missing; average is 2 years</b>
Ordinary Maint and Ops	\$447,104	\$412,542	#N/A	\$429,823	<b>1 year of data missing; average is 2 years</b>
Protective Services	\$0	\$0	#N/A	\$0	<b>1 year of data missing; average is 2 years</b>
Real Estate Taxes	\$0	\$0	#N/A	\$0	<b>1 year of data missing; average is 2 years</b>
Property Insurance	\$27,947	\$28,376	#N/A	\$28,162	<b>1 year of data missing; average is 2 years</b>
Liability Insurance	\$1,639	\$1,639	#N/A	\$1,639	<b>1 year of data missing; average is 2 years</b>
Other General Expenses	\$0	\$0	#N/A	\$0	<b>1 year of data missing; average is 2 years</b>
Bad Debt Loss (\$)	\$29,485	\$17,742	#N/A	\$23,614	<b>1 year of data missing; average is 2 years</b>

	2 Years Prior	1 Year Prior	Most Recent	3 yr Average	
<b>Total FASS Operating Expenses:</b>	<b>\$1,216,159</b>	<b>\$1,152,883</b>	<b>#N/A</b>	<b>\$1,184,521</b>	<b>1 year of data missing; average is 2 years</b>

	3 yr Average	Corrected	
Vacancy Loss %	2.06%	2.06%	
<b>Total Operating Expenses:</b>	<b>\$1,160,908</b>	<b>\$1,160,908</b>	
Administrative	\$447,385	\$447,385	
Asset Management Fee	\$24,720	\$24,720	
Tenant Services	\$19,419	\$19,419	
Utility Expense	\$209,761	\$209,761	
Ordinary Maint and Ops	\$429,823	\$429,823	
Protective Services	\$0	\$0	
Real Estate Taxes	\$0	\$0	
Property Insurance	\$28,162	\$28,162	
Liability Insurance	\$1,639	\$1,639	
Other General Expenses	\$0	\$0	
Bad Debt Loss (\$)	\$23,614	\$23,614	
Other General exp (net of bad debt)	-\$23,614	-\$23,614	

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

Number of 2+ Bedroom Units	185	PIC data (before any corrections)
Average # Bedrooms	2.38	PIC data (before any corrections)
Family Definition 1	Yes	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	No	All others
Occupancy Type for Preference	Family	Use this designation for purposes of the preference for high-rehab projects

PIC Data Element	PIC Value	Corrected Value
AMP No	AL086000001	AL086000001
0-BR	0	0
1-BR	20	20
2-BR	104	104
3-BR	65	65
4-BR	16	16
5-BR	0	0
6-BR	0	0
Units	205	205
Average Bedroom Size	2.38	2.38
FMR (bedroom adjusted)	\$824	\$824
Utility Allowance (brm adj)	\$117	\$117
Operating Fund per unit	\$4,767	\$4,767
Operating Fund PUM	\$397	\$397
Capital fund per unit	\$1,256	\$1,256
Capital Fund PUM	\$105	\$105
Tenant Payments Per unit	\$781	\$781
Tenant payments PUM	\$65	\$65
Current Funding to FMR %	69%	69%
Primary PHA Signatory	Lewis McDonald	Lewis McDonald
Position	Executive Director	Executive Director
Phone	2058490123	2058490123
Email	<a href="mailto:lmcdonald@jcha.com">lmcdonald@jcha.com</a>	lmcdonald@jcha.com
Mixed Finance	No	No
Housing Authority	Jefferson County Housing Authority	Jefferson County Housing Authority
DUNS number	101705270	101705270

Total Corrections





FYE\_DT (copy for  
lookups)

31-Dec-09