

APPENDIX K

Supportive Housing Development Program (SHD)

Sample Project-Based Voucher Assistance Letter (on letterhead)

Date _____

Subject: Project-Based Voucher Assistance - **[Name of Applicant Project and location]:**

Dear _____:

In recognition of a need for affordable rental housing in _____ County, North Carolina the - _____ Housing Authority ("PHA") **[select one of the following, whichever is applicable]:** (1) is willing to amend its Annual Plan to include project-based voucher assistance as a component of our Section 8 Housing Choice Voucher program by _____ **OR** (2) has included project-based voucher assistance as a component of our Section 8 Housing Choice Voucher program in the PHA's HUD-approved Annual Plan for its fiscal year beginning _____.]

The PBV Selection Policy **[select one of the following, whichever is applicable]:** (1) is stated in the Annual Plan **OR** (2) will be stated in the Annual Plan by _____. **[select one of the following, whichever is applicable: (1) This Selection Policy has been reviewed and approved by HUD. OR (2) The PHA will submit the Selection Policy to HUD for review and approval.]**

[select one of the following, whichever is applicable]: (1) The PHA currently has the capacity to convert tenant vouchers to project-based vouchers. **OR** (2) The HA does not currently have the capacity to convert tenant vouchers to project-based vouchers: however, once the advertising and selection process described below is complete, the HA will seek a waiver from HUD to allow conversion.]

The PHA expects to advertise for proposals in _____ and receive responses in _____. The PHA plans to select winning proposal(s) in _____ and forward it/them to HUD for review and approval in _____.

If your project is selected by the PHA and approved by HUD, the PHA will renew rental assistance contingent upon Congressional funding, and subject to the ongoing compliance requirements for the receipt of project-based voucher assistance.

The current HUD Fair Market Rents (FMR) are listed below by bedroom size.

	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms
Payment Standard	\$	\$	\$	\$	\$	\$	\$

The PHA maintains a utility chart for units to determine the utility amount that must be subtracted from the FMR to determine the Contract Rent for the units. Approved rents can range up to 90% to 110% of FMR, depending upon the PHA's Rent Comparability study and the PHA's Voucher Payment Standards.

Rents receive annual adjustments that are generally less than ____%. Moreover, the households receiving project-based assistance must be able to convert to tenant-based after one year.

Thank you for your interest in using project-based Vouchers for your development.

Sincerely,