

**REQUEST FOR PROPOSALS**

**FOR**

# **Project Based Voucher Program (RFP)**

**ALLEGHENY COUNTY, PENNSYLVANIA**

*CONTRACT NO. ACHA-1713*

**CLOSING DATE:**

**May 31, 2024**

**ALLEGHENY COUNTY HOUSING AUTHORITY**

**301 Chartiers Avenue**

**McKees Rocks, PA 15136**

**(412) 402-2546**

**FAX: (412) 355-2175**

## 1. SOLICITATION TYPE AND DESCRIPTION

A. ☐ Invitation for Bid ☐ Request for Quotation ☒ Request for Proposal

B. Date Issued: 05/17/2024

C. Project Name: ACHA - Project Based Voucher Program

D. Description of Supplies/Services: Responsible property owners interested in providing project based voucher assistance for low-income families in Allegheny County, excluding the City of Pittsburgh and the City of McKeesport, in a census tract area with a poverty rate of less than 10% or in a census tract area with a poverty rate between 10% and 15%.

E. Sealed Proposals will be accepted for the following application period:

- Opening Date: Friday, May 17, 2024 @ 8:00 am
- Closing Date: Friday, May 31, 2024 @ 2:00 pm

Applications received after this application period will not be accepted and returned to the original applicant. No applications will be considered after **May 31, 2024 at 2:00 pm** for this RFP. Submit applications to:

Ms. Kimberly Longwell  
Director, Housing Choice Voucher Program  
Allegheny County Housing Authority  
301 Chartiers Avenue  
McKees Rocks, PA 15136  
412-402-2546  
412-642-2392 Fax

F. For information, contact Ms. Kimberly Longwell, Director, Housing Choice Voucher Program, 412-402-2410 or [klongwell@achsng.com](mailto:klongwell@achsng.com).

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## Section A - Invitation

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### Request for Proposals - Project Based Voucher Program (RFP)

Contract No. ACHA - 1713

The Allegheny County Housing Authority is seeking proposals from responsible property owners interested in providing expanded rental housing opportunities for low income residents of Allegheny County. Properties must be existing housing in Allegheny County, excluding the City of Pittsburgh and the City of McKeesport, in areas with a poverty rate of less than 10% or in a census tract area with a poverty rate between 10% and 15%. The minimum contract term will be 15 years with a maximum contract term of 20 years at the ACHA's option.

The ACHA will begin to accept proposals on a one-time basis beginning **Friday, May 24, 2024** with a closing date of **Friday May 31, 2023**. Any proposal received after the expiration of this application period will not be considered.

Once received, each proposal will be rated for the program compliance with the goals of deconcentrating poverty, expanding housing and economic opportunities. Once reviewed the successful proposer will be notified in writing of award as well as required public notification.

Detailed Applications and selective information will be provided by request to the:

Ms. Kimberly Longwell  
Director, Housing Choice Voucher Program  
Allegheny County Housing Authority  
301 Chartiers Avenue  
McKees Rocks, PA 15136  
412-402-2410  
412-355-2175 Fax  
[klongwell@achsng.com](mailto:klongwell@achsng.com)

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Frank Aggazio  
Executive Director  
Allegheny County Housing Authority



## Section B – Scope of Services

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### I. Introduction

The Allegheny County Housing Authority is seeking proposals from responsible property owners interested in providing expanded rental housing opportunities for low income residents of Allegheny County. Properties must be existing housing in Allegheny County, excluding the City of Pittsburgh and the City of McKeesport, in areas with a poverty rate of less than 10% or in a census tract area with a poverty rate between 10% and 15%. The minimum contract term will be 15 years with a maximum contract term of 20 years at the ACHA's option.

Be advised the Project based Voucher Program does not provide any funding for construction or rehabilitation costs, only for rental assistance upon acceptance of any qualified housing unit. Evaluation and selection of owner will be in accordance with the evaluation criteria specified in this RFP and the ACHA Administrative Plan.

Technical questions during the proposal phase may be addressed, IN WRITING ONLY, to:

Ms. Kimberly Longwell  
Director, Housing Choice Voucher Program  
Allegheny County Housing Authority  
301 Chartiers Avenue  
McKees Rocks, PA 15136

412-402-2410  
412-642-2392 Fax  
[klongwell@achsng.com](mailto:klongwell@achsng.com)

No verbal requests for clarification or information will be accepted. All such requests must be made in writing. All such requests must be submitted to the Authority by email, fax or hand delivery. All questions and clarifications will be answered in a written addendum(s), to be issued to any Proposers who have been issued a copy of this RFP and have been duly recorded as having received a copy in the Authority's RFP distribution log. Include your email address with your query submission.

## Section C – Qualifications and Required Compliance

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### I. Required Compliance and Basic Qualifications

Although the Authority is not providing such documents any proposer must be or should become familiar with the following documents or regulations.

- 24CFR Part 983- Project Based Voucher Program
- 24CFR Part 982- Basic Tenant Based Voucher Program
- 24CFR 30.68 Civil Money Penalty
- 24CFR 5.105 (c) and 24CFR Part 24 Debarment
- 24CFR Part 5- Disclosure and Verification of Income
- 24CFR Parts 50 and 58 Environmental Review
- 24CFR 5.105 (a) Fair Housing
- Section 504 of The Rehabilitation Act as amended, and the rules and regulations there under as well as the Authority's Voluntary Compliance Agreement with HUD, with regard to provision of accessible housing.
- 24CFR Part 888- Fair Market Rights
- 24CFR Part 792- Fraud
- 24CFR Part 791 Funds
- 24CFR Part 5 subpart F Income and Family Payment
- Davis Bacon Act, Contract Work Hours and Safety Standards (40 U.S.C. 3701-2708) 29CFR Part 5 and regulations pertaining to labor standards applicable to an agreement covering nine or more assisted units.
- Lead Based Paint Poisoning Preventive Act (42USC 4821-4846) and the Residential Lead-Based rent Hazard Reduction Act of 1992 (42USC 4851-4856) 24CFR Part 35, subparts A, B, H and R.
- 24CFR 5.105 (b) Lobbying Restriction
- 24CFR Part 5 subpart E Restrictions on assistance
- 24CFR Part 8 and 9 Program accessibility

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42U.S.C. 4201-4655) 49CFR Part24
- 24CFR Part 5 Subpart H Uniform Financial Reporting
- Fair Housing Amendments Act 24CFR 100.25
- Americans with Disabilities Act of 1990 and The Uniform UFAS
- It is also desirable to have knowledge of the following:
- Pennsylvania Housing Finance Agency
- Federal Low-Income Housing Tax Credits

## II. Ineligible Units

The Allegheny County Housing Authority will not attach or pay Project-Based Voucher assistance for units in the following types of housing;

- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care or intermediate care. Units in an assisted living facility are eligible if they provide home health care services such as nursing and therapy for residents of the housing;
- Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by the institution:
- Manufactured homes;
- Transitional Housing

## III. Prohibition Against Assistance for Owner Occupied Unit

The Allegheny County Housing Authority will not attach or pay Project Based Voucher Assistance for a unit occupied by an owner of the housing.

## IV. Prohibition Against Selecting a Unit Occupied by an ineligible Family

The Allegheny County Housing Authority will not select or enter into an agreement or HAP contract for a unit occupied by a family ineligible for participation in the Project Based Voucher Program.



## V. Prohibition of Assistance for units in subsidized housing

The Allegheny County Housing Authority will not attach or pay Project Based Voucher assistance for a unit in any of the following types of subsidized housing:

- 1) A public housing dwelling unit;
- 2) A unit subsidized with any other form of Section 8 assistance (tenant based or project based)
- 3) A unit subsidized with any government rent subsidy (a subsidy that pays all or part of the rent).
- 4) A unit subsidized with any governmental subsidy that covers all or any part of the operating cost of the housing;
- 5) A unit subsidized with Section 236 rental assistance payments
  - a. However, The Allegheny County Housing Authority may attach assistance for a unit subsidized with Section 236 interest reduction payments:
- 6) A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program).
  - a. However, The Allegheny County Housing Authority may attach assistance for a unit subsidized with Section 515 Interest reduction payments (42 U.S.C. 1485);
- 7) A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
- 8) Section 811 project based supportive housing for persons with disabilities (42 U.S.C. 8013)
- 9) Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- 10) A unit subsidized with any form of tenant based rental assistance (as defined at 24 CFR 982.1 (b) (2) (e.g. a unit subsidized with tenant-based rental assistance under the Home Program, 42 U.S.C. 12701 et seq.)
- 11) A unit with any form of duplicative federal, state, or local housing subsidy, as determined by HUD or by the Allegheny County Housing Authority in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).



## VI. Prohibition of Excess Public Assistance

The Allegheny County Housing Authority will only provide Project Based Voucher assistance in accordance with HUD subsidy layering regulations and other requirements. The subsidy layering review is intended to prevent excessive public assistance for the housing by combining (layering) housing assistance payment subsidy under the Project Based Voucher Program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

## VII. PHA owned units

The Allegheny County Housing Authority may project base units that are considered PHA owned. If a unit is considered PHA owned, the regulations require that the unit of general local government or a HUD-approved independent entity perform certain functions for such units, including reviewing the PHA's PBV selection process, establishing the PBV contract rents and determining rent reasonableness.

## VIII. Project Based Voucher Contract Rents

With the exception of certain LIHTC units, the contract rents for the Project Based Voucher program will be established at the lesser of:

- 120% of the applicable HUD published Fair Market Rent (or any exception payment standards approved by the Secretary of HUD) minus the applicable utility allowance;
- The reasonable rent; or
- The rent requested by the owner

## IX. Project Based Voucher Cap per Project

The ACHA may only project base the greater of 25 units or 25% of the total units at a project unless the units are specifically designated for the elderly, provide supportive services or are located in a low-poverty census tract as determined by HUD. In the case of a low poverty census tract area, the ACHA may project base the greater of 40% of the total project or 25 units.

## X. Housing Accessibility for Persons with Disabilities

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. The PHA shall ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR part 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable.

## XI. Authority Rights and Responsibilities

Any agreements made pursuant to this RFP are contingent upon approvals that may be needed from HUD and the ACHA.

It is understood that, in the event that the Authority and said proposers are unable to negotiate a fair and reasonable rent for the housing units described herein, the Authority will not award. THE AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND IS UNDER NO OBLIGATION TO AWARD. The Authority will not be responsible or liable in any manner for costs incurred by Proposers in the preparation and submission of responses to this RFP. All information, including plans, specifications and photos, submitted to the Authority by Proposers in response to this RFP become the property of Authority regardless of award of the contract. The Authority will treat in a sensitive manner private financial statement information provided by Proposer. The Authority reserves the right to award multiple proposals. The award of a Proposal is not a final commitment of assistance. The Authority reserves the right to withdraw assistance at any time.

## Section D - Proposal Submission

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### I. Proposal Submission Guidelines

Submit all proposals in response to this RFP to:

Ms. Kimberly Longwell  
Director, Housing Choice Voucher Program  
Allegheny County Housing Authority  
301 Chartiers Avenue  
McKees Rocks, PA 15136

412-402-2410  
412-642-2392 Fax  
[klongwell@achsng.com](mailto:klongwell@achsng.com)

Proposals may be submitted by mail or by email. All envelopes should be clearly marked on the subject line of the email to indicate: "Project Based Voucher Proposal"

#### Deadline for submissions:

The due date for all proposals pursuant to this RFP is **May 31, 2024 no later than 2:00 pm**. A submission received after this time will not be considered. The Authority may cancel this RFP at any time without notice.

Number of copies: Submit (1) ORIGINAL (with signatures) labeled "Original" and (5) duplicate copies.

The proposal may not exceed 20 pages, typed and double spaced. Unnecessarily elaborate brochures or other presentation beyond those sufficient to present a complete and effective response to this solicitation are not desired and will not be reviewed. Elaborate artwork, expensive paper and bindings and expensive visual and other presentation aids are neither necessary nor desired.



## II. Proposal Required Items

All proposal packages should be bound and tabbed as follows:

Letter of Intent – The letter of Intent must identify all owners and be signed by the owner or ownership entity. The Letter of intent should identify all interested parties and the respective relationships between all principals, owners, agents, or employees of the ownership entity. Additionally, the Letter of Intent should address the organizational structure of any ownership entity.

Certifications - Submit the following certifications/documents:

1. Exhibit A – Certification Regarding Lobbying
2. Exhibit B – Certification Regarding Debarment, Suspension and other responsibility matters.
3. Exhibit C – Applicant/Recipient Disclosure/Update Report – HUD form 2880
4. Exhibit D – Poverty Levels by Percentage for Qualifying Areas

Management Experience - Provide a brief description of the qualifications of the Proposer and proposed roles and responsibilities of each member of the ownership entity. Briefly describe the level of successful experience in managing subsidized low-income family developments, including Low- Income Tax Credits and Section 515 Interest Reduction Payments.

Site Selection Standards - A description of the existing housing, including the number and size of units, location by address and neighborhood characteristics. The owner should include the proposed contract rent for the units, the utility type and responsibility. The owner must demonstrate that the proposed project is consistent with HUD's statutory goal of deconcentrating poverty and expanding housing and economic opportunities. Additionally, the owner should provide a description of the location of the project to confirm that it is located in Allegheny County, excluding the City of Pittsburgh and the City of McKeesport. Additionally, the owner should provide evidence that the property is located in close proximity to the Veteran's Administration.

Demonstrated Need – The Proposer must provide a brief description of the financial need for Project Based Voucher Assistance (i.e. preserve housing for Veteran families, make capital improvements to the project, etc.). The owner should include a statement if that property currently receives an award of Low-Income Housing Tax Credits (LIHTC). Also, the proposer should briefly describe the terms of the existing LIHTC award and the current status. This section should identify the critical issues and explain what attempts have been made to overcome these barriers and preserve the affordable housing.



Statement of Financial Responsibility - The Proposer must briefly describe their ability to maintain the project through the term of the PBV HAP Contract. This section must include a recent financial statement (prepared within the last 12 months).

Agreement to Comply with Long Term PBV HAP Contract – The proposer must agree to comply with the terms of the PBV Contract of no less than a 15-years. Additional points will be awarded for the Proposer's agreement to a 20-year contract term agreement to house low-income families.

Site Control. Evidence of ownership and site control of the project should be included here (i.e. deed of trust, tax assessor bill).

Environmental Assessment - All available environmental information on the proposed project to expedite the HUD environmental review process.

## SECTION E - EVALUATION CRITERIA AND SELECTION PROCEDURES

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Each Proposal received will be evaluated by committee based upon the following criteria:

### **Project Meets Site Selection Standards (40 Points)**

- The project is existing housing located in Allegheny County, excluding the City of Pittsburgh and the City of McKeesport (20 points)
- The project is located in an area that is in close proximity to public transportation. (15 points)
- The project is currently receiving an award of Low-Income Housing Tax Credits (LIHTC) (5 points)

### **Proposer's Relative Management Experience (20 Points)**

Level of successful experience in low income family developments, including Housing Finance Agency Low- Income Tax Credits, Section 515 Interest Reduction Payments.

### **Proposer's Demonstrated Need for Project Based Vouchers (30 points)**

Level of demonstrated need for Project Based Voucher assistance to preserve and improve affordable housing in the area.

### **Proposer's Agrees to a Long-Term Project Based Contract (10 Points)**

15 years (5 points)

20 years (10 points)

### **Proposer's Strategy for Project Rehabilitation (25 Points)**

Level of commitment for the long term maintenance of the property.

## SECTION F - EVALUATION SCORING

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### 1. Project Meets Site Selection Standards (40 Points max)

Criteria 1 Score \_\_\_\_\_

#### Rating Definitions

Is the project existing housing and located in Allegheny County, excluding the City of Pittsburgh and the City of McKeesport?

Yes\_\_\_\_\_ (20 points)

No\_\_\_\_\_ (0 points)

Is the project located in an area that is in close proximity public transportation?

Yes\_\_\_\_\_ (15points)

No\_\_\_\_\_ (0 points)

Is the project is currently receiving an award of Low-Income Housing Tax Credits (LIHTC)?

Yes\_\_\_\_\_ (5 points)

No\_\_\_\_\_ (0 points)

## **2. Proposers Relative Management Experience (20 points max)**

**Criteria 2 Score** \_\_\_\_\_

### **Rating Definitions**

Excellent (30-20)

The owner has demonstrated a high level of experience with Housing Finance Agency Low-Income Tax Credits, Section 515 Interest Reduction Payments, Tax Exempt Bonds, and/or Capital Grant Program. This category will include such activities as assemblage of financing packages (including Low Income Housing Tax Credit program funding), previous funded HUD/PHA proposals.

Good (19-10)

The owner demonstrates a moderate level of management experience as described above.

Fair (9-5)

The owner demonstrates a fair level of management experience as described above.

Poor (4-0)

The owner demonstrates a minimal level of management experience as described above.

## **3. Proposers Demonstrated Need for Project Based Voucher assistance. (30 points max)**

**Criteria 3 Score** \_\_\_\_\_

### **Rating Definitions**

Excellent (30-20 points)

Level of demonstrated need for Project Based Voucher assistance to preserve and improve veteran affordable housing in the area is very high.

Good (19-10 points)

Level of demonstrated need for Project Based Voucher assistance to preserve and improve veteran affordable housing in the area is moderate.



Fair (9-5 points)

Level of demonstrated need for Project Based Voucher assistance to preserve and improve veteran affordable housing in the area is low.

Poor (4-0 points)

Owner did not provide demonstrated need for Project Based Voucher assistance.

**5. Proposer Agrees to execute and comply with a long-term Project Based Voucher Housing Assistance Payments Contract. (10 points max)**

**Criteria 5 Score** \_\_\_\_\_

**Rating Definitions**

Owner agrees to 20-year PBV HAP term \_\_\_\_\_ (10 points)

Owner agrees to 15-year PBV HAP term \_\_\_\_\_ (5 points)

Owner agrees to less than 15-year PBV HAP term \_\_\_\_\_ (0 points)

**6. Proposer's Strategy for Project Rehabilitation (25 Points)**

**Criteria 6 Score** \_\_\_\_\_

**Rating Definitions**

Condition of building systems \_\_\_\_\_ (1-10 points)

Condition of roof/s \_\_\_\_\_ (1-5 points)

Condition of concrete/asphalt \_\_\_\_\_ (1-5 points)

Condition of landscaping/curb appeal \_\_\_\_\_ (1-5 points)

## SECTION G - EXHIBITS

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All exhibits must be signed by the ownership entity and attached to the proposal.

Exhibit A – Certification Regarding Lobbying

Exhibit B – Certification Regarding Debarment, Suspension and Other Responsibility Matters.

Exhibit C – Applicant/Recipient Disclosure/Update Report – HUD form 2880

Exhibit D – Poverty Levels by Percentage for Qualifying Areas

## Exhibit A – Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Name of Organization:

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Signature and Date:

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Typed or Printed Name:

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Title

## Exhibit B – Certification Regarding Debarment, Suspension and Other Responsibility Matters

By the submission of this proposal, the prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

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Name of Organization:

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Signature and Date:

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Typed or Printed Name:

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Title:



Exhibit C – Applicant/Recipient Disclosure/Update Report – HUD form 2880  
(Insert PDF HUD Form- 2880)

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing  
and Urban Development

OMB Number: 2501-0044  
Expiration Date: 2/28/2027

**Public Reporting Burden Statement:** 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 the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information

\* UEI Number:

\* Report Type:

INITIAL  
UPDATE

1. Applicant/Recipient Name, Address, and Phone (include area code)

\* Applicant Name:

\* Street 1:

Street 2:

City:

State Abbreviation:

\* Zip Code:

County:

\* Country:

\* Phone:

2. Employer ID Number (do not include individual social security numbers):

3. HUD Program Name:

4. Amount of HUD Assistance Requested/Received: \$

5. State the name and location (street address, City and State) of the project or activity

Project Name:

\* Street 1:

Street 2:

City:

State Abbreviation:

\* Zip Code:

County:

\* Country: USA: UNITED STATES

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.

☐ Yes

☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.

☐ Yes

☐ No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

**Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds.** Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name	Department/State/Local Agency Name
* Government Agency Name:	* Government Agency Name:
Government Agency Address:	Government Agency Address:
* Street 1:	* Street 1:
Street 2:	Street 2:
City: State Abbreviation: * Zip Code:	City: State Abbreviation: * Zip Code:
County:	County:
Country:	Country:
* Type of Assistance:	* Type of Assistance:
* Amount Requested/Provided: \$	* Amount Requested/Provided: \$
* Expected Uses of the Funds:	* Expected Uses of the Funds:

**Note:** For Part 1, use additional pages if necessary. Add Attachment:

**Part III Interested Parties. You must disclose:**

1. All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)		
			\$		%
			\$		%
			\$		%

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)		
			\$		%
			\$		%
			\$		%

**Note:** For Part 2, use additional pages if necessary. Add Attachment:

**Certification:**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §28.10(b)(iii)).

\* Signature:

\* Date: (mm/dd/yyyy):



## Instructions

### Overview.

#### A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

#### B. Update reports (filed by "Recipients" of HUD Assistance):

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

#### Line-by-Line Instructions.

##### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's EIN, as appropriate, is optional. Individuals must not include social security numbers on this form.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

##### Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to either questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

##### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as

any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of Form HUD-2880 funds typically include (but are not limited to) foundations and private contributors.

##### Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower). Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Unique Entity Identifier (UEI), for non-individuals, or city of residence, for individuals, for each organization and person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, or on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.



**Notes:**

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]

2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).

3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or

any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.