

Subsidy Layering Review Checklist for Projects Using Section 8 Project-Based Vouchers

Project Name: _____

Project Location: _____

1. Summary information, including:

- HUD Field Office with oversight of the project's PBV subsidy (San Francisco or Los Angeles or other)
- HUD Field Office point of contact name, phone #, and address
- Public Housing Agency providing the project-based vouchers (PBVs)
- Public Housing Agency's PHA Code (for example CA008)
- Safe harbor date by which you need TCAC to complete the subsidy layering review

2. Narrative description of project, including:

- Total number of units
- Type of unit, bedroom distribution
- Portion and type of units receiving assistance, compliance with partial assistance requirements
- Tenant population served by project with specifics on population served by PBVs

(Note: Make sure that the narrative description includes a clear, detailed description of the tenant population with special attention to any special needs tenants and the tenants served by the PBVs.)

3. Entirely updated/current TCAC electronic application, not just selected sheets, and in particular for the subsidy layering review make sure the following are updated/current:

- "Subsidy Contract Calculation" sheet of the TCAC electronic application
- "15 Year Pro Forma" sheet of the TCAC electronic application
- "Application" sheet of the TCAC electronic application, Part III, Sections 1.A. & 2.A. of construction and permanent financing summary tables

Note: Make sure the project's gross income components (tenant rental income and PBV subsidy income) are reconciled among the various documents: Housing agency's PBV commitment (contract rents), the updated TCAC application's "Application" sheet Part III, Sections 3.A & 3.D. (income information tables) and "15 Year Pro Forma" sheet.

4. Narrative description of each funding source (updated/current TCAC application checklist/tab #2 Financing Plan)

- Loan information should include type, source, amount, term, interest rate, and other terms
- Other funding sources (as applicable)

5. Commitment letters from all sources of financing disclosing significant terms

- Copy of all funding commitment letters

Note: If commitments were provided in the original TCAC application (9% projects) and they have not changed, then just explain no changes and that already provided to TCAC. If any changes or if the commitments were not included in the TCAC application (4% projects primarily), please provide the current commitment letters. If assumed loans with accrued interest, include lender documentation for the assumed principal and the assumed accrued interest.

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6. Appraisal report establishing the “as is” value of the property before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based assistance
___ Appraisal report
7. Tax Credit Allocation Commitment letter from state Housing Finance Agency
___ Amount of Credits Reserved (copy of TCAC preliminary reservation letter) OR
___ IRS Form 8609
8. Historic tax credits (as applicable)
___ Amount of credit
9. Equity investment commitment letter
___ Amount of Investment (updated/current TCAC attachment/form 16 – syndicator’s letter) AND
___ Equity Contribution Schedule showing amount and timing (copy of Letter of Intent and/or Limited Partnership Agreement, if executed/available)

Note: The TCAC attachment form 16 should correspond to the Letter of Intent, and/or Limited Partnership Agreement, and the updated/current TCAC application.

10. Bridge loan information (as applicable)
___ Funding commitment disclosing significant terms and details
11. Standard disclosure and perjury statement
___ Form HUD-2880 completed and executed

Notes: Be sure to complete the top section of the HUD 2880 form with all of the requested information. Under #4 “Amount of HUD Assistance Requested/Received”, it requires a dollar figure, not the number of PBVs.

If Part II of the form is required to be completed, include any tax-exempt bond financing and the low-income housing tax credits as part of the “Other Government Assistance”. You may need to put the information on an attachment since space on the form is limited.

12. Identity of interest statement
___ Form completed and executed
13. PHA commitment letter for PBV assistance, including contract rents, utility allowances, and gross rents by unit type
___ If more than 25% of the units have PBV assistance, provide the basis for the exception to the 25% PBV limit. *See Fiscal Year 2015 MTW Annual Plan project-based voucher initiative
___ Supportive Services Plan – qualifying families receive supportive services (as applicable)
___ Units in Single Family Homes of 4 units or fewer (as applicable)
___ Qualifying families – elderly or disabled (as applicable)
___ Other (as applicable)
14. Proposed PBV gross rent amounts by unit type
___ Form HUD-92273
___ Rent comparability study

END