

PROJECT BASED VOUCHERS
Agreement to Enter into Housing Assistance Payments (AHAP) Contract

Checklist

Project Name: _____ **Project County:** _____

Project Owner/Applicant: _____

SHARS ID#: _____

Signature Block of person(s) executing AHAP:

Signatory Name: _____

Official Title(s): _____

(Attach Separate Sheet or Use space for additional signature block):

Contact Mailing Address: _____

Contact Email Address (for electronic AHAP transmittal): _____

Does the project have Flood Insurance? (applies if units are located in areas having special flood hazards and in which flood insurance is available under the National Flood Insurance Program) **Applicable** **N/A**

DATES

Proposed Effective Date: _____

(Effective date must be no later than date of scheduled construction)

Number of Days from Proposed Effective Date Construction MUST Begin: _____ (between 0-60 days)

Number of Days in which Construction MUST be completed: _____

DOCUMENTS NEEDED TO COMPLETE AHAP

Exhibit B: Architect Certification for all Rehab/New Construction (Fair Housing Act, 504, write-up, drawings/design and HQS compliance - SEE TEMPLATE)

Exhibit C: Part 1. Identification of units by size and applicable initial Contract Rents (**Excel format only**)
Part 2. Schedule of Services, Maintenance and Equipment to be provided by the owner at no additional charge to tenants (**Word format only**)

Exhibit E: Davis-Bacon Wage Decision Lock-in – provided by DHCR Davis Bacon Contracting Officer (applicable if 9 or more PBV units) **Check if N/A**

Signed Housing Credit Agency Certification – subsidy layering review has been completed in accordance with HUD Administrative Guidelines.

HUD NEPA Environmental Review – in accordance with HUD guidelines (24 CFR Part 58) NEPA Environmental Review must be completed and clearance letter received from the HTFC Certifying Officer for all PBV's prior to issuance of the AHAP.

****Please ensure PBV Coordinator has been given a minimum of sixty (60) days before closing to review and prepare all AHAP documentation. Late document submission may result in a delay in AHAP issuance.****