
INVITATION FOR SECTION 8 EXISTING HOUSING PROGRAM APPLICATION
(HUD Field Office Letterhead)

(Addressee: PHA Director)

Dear _____:

The Department of Housing and Urban Development will accept Applications to administer a Section 8 Existing Housing Program in (Identify geographic area).

Applications may be submitted by any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage or assist in the development or operation of housing for low-income families. The total number of units may not exceed _____ units at gross rents at or below the Fair Market Rents in the enclosed schedule of Existing Housing Fair Market Rents. A separate application must be submitted for each Fair Market Rent area. When more than one application is submitted, documentation common to more than one application need not be duplicated and may be incorporated by reference. 1

An administrative fee calculated at 8 1/2 percent of the two-bedroom non-elevator existing Fair Market Rent or \$15 per unit per month, whichever is greater, is allowed for each unit under Housing Assistance Payments (HAP) Contract. In addition, preliminary expenses are allowed for the cost of establishing the program and bringing into it the total number of families to be assisted.

Applications must be received by _____. (Date)

Upon request, we will be pleased to provide you with copies of Form HUD-52515, Application for Existing Housing, and the applicable program regulations, and also, to meet with you to assist in the preparation of your Application. 2 3 4

Sincerely,

Field Office Director

Enclosure

1 Add the following paragraphs if applicable:

" In addition, HUD has determined, pursuant to Section 882.120 of the regulations, that there are one or more projects of newly constructed or substantially rehabilitated housing completed (legally available for occupancy) no more than six years prior to the date of the leasing of the unit ("Recently Completed Housing"). Accordingly, HUD has established Fair Market Rents for such Recently Completed Housing at 75 percent of those in effect for New Construction, and HUD is hereby inviting applications, to be submitted no later than the date stated below, for not more than _____ dwelling units of such Recently Completed Housing. A separate application must be submitted for Recently Completed Housing. If applicable, add the following language: "Authorization for such housing may be requested for the following household types and unit sizes:"

2 Add the following paragraph if applicable:

"Localities participating in the Community Development Block Grant Program are required to prepare Housing Assistance Plans which contain goals for lower-income housing assistance. A locality's goals must be related to identified housing conditions and needs, and must set forth a program of action to implement goals. The Housing Assistance Plan(s) for the allocation area for which this invitation is issued specify the use of the Section 8 Existing Housing Program to meet housing goals."

3 For PHAs not currently participating in the program add: "This office would like to assist you in developing your application and you are therefore strongly urged to participate in a preapplication conference. Such a conference may be arranged by contacting (name of MHR), telephone, _____."

4 For PHAs currently participating in the program add: "It is recommended that you contact (name of MHR), telephone, _____, to determine whether all the application attachments need to be resubmitted or whether previously approved documents may be incorporated by reference. A preapplication conference will be scheduled at your request."

6/78

Page 2 of 2

7420.3 REV-2 CHG-1

APPENDIX 1-2

INVITATION FOR SECTION 8 MODERATE REHABILITATION PROGRAM APPLICATION
(HUD Field Office Letterhead)

(Addressee: PHA Director)

Dear _____:

The Department of Housing and Urban Development will accept applications to administer a Section 8 Moderate Rehabilitation Program in (identify allocation area).

Applications may be submitted by any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage or assist in the development or operation of housing for low-income families. An application for the Moderate Rehabilitation Program may include units in more than one Fair Market Rent area. 1

Contract authority in the amount of \$_____ is available to provide assistance for an estimated _____ units for the elderly and handicapped, _____ units for families and _____ units for large families (three or more bedrooms). 2/ The Fair Market Rents for the Moderate Rehabilitation Program are 120 percent of the Section 8 Existing Housing Fair Market Rents which are published annually in the Federal Register for each county.

An administrative fee calculated at 8 1/2 percent of the two-bedroom non-elevator Existing Housing Fair Market Rent or \$15 per unit per month, whichever is greater, is allowed for each unit under Housing Assistance Payments (HAP) Contract. In addition, preliminary expenses are allowed for the costs of establishing the program and bringing into it the total number of families to be assisted.

If you propose to submit an application for the Moderate Rehabilitation Program, a pre-application conference is required if you have not previously applied for assistance under this program. Please get in touch with (MHR name) at (phone number) within 15 days of the date of this letter to arrange for the conference. If you are currently participating in the program but would like assistance in the preparation of an application, (MHR name) will be pleased to help, including the scheduling of a pre-application conference if you so request. If you are currently participating in either the Existing Housing or Moderate Rehabilitation Program, you should also check to

Page 17/79

7420.3 REV-2 CHG-1

APPENDIX 1-2

determine whether all the application attachments need to be resubmitted or whether previously approved documents may be incorporated by reference.

You may obtain copies of the application for Moderate Rehabilitation (Form HUD-52515A) and other necessary documents and forms upon request, or at the preapplication conference. The application must be received no later than _____(date)_____. 3/

Sincerely,

Field Office Manager/
Supervisor

1/In the event the Area Office invites on a State-wide basis, one or more of its allocation areas includes both metropolitan and nonmetropolitan areas, or a State or regional PHA will be invited to apply for units in both metropolitan and nonmetropolitan areas, add the following language:

"However, separate applications must be submitted for units in metropolitan and nonmetropolitan areas. When two applications are submitted, documentation common to both applications need not be duplicated and may be incorporated by reference."

2/In the event the Area Office invites on a State-wide basis, or one or more of its allocation areas includes both metropolitan and nonmetropolitan areas, add the following language:

"Of this total, the household types for metropolitan areas and nonmetropolitan areas, respectively, shall be as follows: elderly and handicapped: ____ and ____; families: ____ and ____; large families: ____ and ____."

3/ Add the following paragraph, if applicable:

"Localities participating in the Community Development Block Grant Program are required to prepare Housing Assistance Plans which contain goals for lower-income housing assistance. A locality's goals must be related to identified housing conditions and needs, and must set forth a program of action to implement goals. The Housing Assistance Plan(s) for the allocation area for which this invitation is issued specifies the use of the Section 8 Moderate Rehabilitation Program (if applicable, substitute Existing Housing Program) to meet housing goals."

7/79

Page 2

7420.3 REV-2 CHG-1

APPENDIX 1-3

INVITATION FOR SECTION 8 EXISTING HOUSING AND MODERATE REHABILITATION
PROGRAM APPLICATION
(HUD Field Office Letterhead)

(Addressee: PHA Director)

Dear _____:

The Department of Housing and Urban Development will accept applications to administer a Section 8 Existing Housing Program and/or Moderate Rehabilitation Program in (identify allocation area).

Applications may be submitted by any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage or assist in the development or operation of housing for low-income families. If the PHA wishes assistance under both of these Section 8 programs, separate applications must be submitted. An application for the Moderate Rehabilitation Program. may include units in more than one Fair Market Rent area. 1/ A separate application must be submitted for each Fair Market Rent area in which Existing Housing units are requested. When more than one application is submitted, documentation common to the applications need not be duplicated and may be incorporated by reference. 2/

Contract authority for the Existing Housing Program in the amount of \$_____ is available to provide assistance for an estimated _____ units for the elderly and handicapped, _____ units for families and _____ units for large families (three or more bedrooms). 3/ The Fair Market Rents for the Existing Housing Program are published annually in the Federal Register for each county.

Contract authority for the Moderate Rehabilitation Program in the amount of \$_____ is available to provide assistance for an estimated units for the elderly and handicapped, _____ units for families and units for large families (three or more bedrooms). 3/ The Fair Market Rents for the Moderate Rehabilitation Program are 120 percent of the Section 8 Existing Housing Fair Market Rents.

For both programs, an administrative fee calculated at 8 1/2 percent of the two bedroom non-elevator Existing Housing Fair Market Rent or \$15 per unit per month, whichever is greater, is allowed for each unit under Housing Assistance Payments (HAP) Contract. In addition, preliminary expenses are allowed for the costs of establishing the Programs and bringing into them the total number of families to be assisted.

Page 17/79

7420.3 REV-2 CHG-1

APPENDIX 1-3

If you propose to submit an application for the Moderate Rehabilitation Program, a pre-application conference is required if you have not previously applied for assistance under this program. Please get in touch with (MHR name) at (phone number) within 15 days of the date of this letter to arrange for the conference. If you would like assistance in the preparation of an Existing Housing Application, (MHR name) will be pleased to help, including the scheduling of a pre-application conference if you so request.

If you are currently participating in either program, it is recommended that you contact (MHR name) to determine whether all the application attachments need to be resubmitted or whether previously approved documents may be incorporated by reference.

If you are applying for Existing Housing, the application(s) must be

received by (date); an application for Moderate Rehabilitation Housing must be received by (date).

Either at the pre-application conference or upon request, we will be pleased to provide you with copies of the applications for Existing Housing and Moderate Rehabilitation (Forms HUD-52515 and HUD-52515A, respectively) and other necessary documents and forms. 4/

Sincerely,

Field Office Manager/
Supervisor

1/In the event the Area Office invites on a State-wide basis, one or more of its allocation areas includes both metropolitan and nonmetropolitan areas, or a State or regional PHA will be invited to apply for units in both metropolitan and nonmetropolitan areas, add the following language:

"However, separate applications must be submitted for Moderate Rehabilitation units in metropolitan and nonmetropolitan areas. When two applications are submitted, documentation common to both applications need not be duplicated and may be incorporated by reference."

2/ Add the following paragraph if applicable:

7/79

Page 2

7420.3 REV-2 CHG-1

APPENDIX 1-3

"In addition, HUD has determined, pursuant to Section 882.120 of the Regulations, that there are one or more projects of newly constructed or substantially rehabilitated housing completed (legally available for occupancy) no more than six years prior to the date of the leasing of the unit ('Recently Completed Housing'). Accordingly, HUD has established Fair Market Rents for such Recently Completed Housing at 75 percent of those in effect for New Construction, and HUD is hereby inviting applications, to be submitted no later than the date stated below, for not more than _____ dwelling units of such Recently Completed Housing. A separate application for each Fair Market Rent area must be submitted for Recently Completed Housing." If applicable, add the following language: "Authorization for such housing may be requested for the following household types and unit sizes:"

NOTE: Recently Completed Housing may not be authorized for use under the Moderate Rehabilitation Program.

3/In the event the Area Office invites on a State-wide basis, or one or more of its allocation areas includes both metropolitan and

nonmetropolitan areas, add the following language:

"Of this total, _____ units are designated for metropolitan areas, and _____ units for nonmetropolitan areas. Of this total, the household types for metropolitan areas and nonmetropolitan areas, respectively, shall be as follows: elderly and handicapped: _____ and _____; families: _____ and _____; large families: _____ and _____.

4/ Add the following paragraph if applicable:

"Localities participating in the Community Development Block Grant Program are required to prepare Housing Assistance Plans which contain goals for lower-income housing assistance. A locality's goals must be related to identified housing conditions and needs, and must set forth a program of action to implement goals. The Housing Assistance Plan(s) for the allocation area for which this invitation is issued specifies the use of the Section 8 Existing Housing and/or Moderate Rehabilitation Programs to meet housing goals."