



## California Affordable Housing Initiatives, Inc. Complete Package Requirements

### *Option 1B Mark Up to Market*

If you are not eligible for Option 1A – Entitlement, you may still be eligible for Option 1B with HUD approval. Refer to the Section 8 Renewal Policy Guide for details explaining discretionary criteria and the HUD approval process, and for full instructions and requirements for a renewal of a HAP contract (click [here](#) for a full copy).

Owner signed HUD-9624 Contract Renewal Form and Worksheet  
(click [here](#) and complete pages 1-5);

An RCS prepared in accordance with Chapter 9 of the Section 8 Renewal  
(click [here](#) and review Chapter 9);

Owner's RCS Certification  
(sample is found [here](#) labeled Appendix 9-2-1 **and** Appendix 9-2-2);

Tenant One-Year Notification Letter  
(sample is found [here](#) labeled 'One-Year Notification Letter');

Tenant Notification of Rent Increase  
(sample is found [here](#));

Full Utility Allowance Analysis, if applicable  
(FAQ is found [here](#) under the Utility Increases tab);

If there is a decrease in UA, 30-day Tenant Notification of UA Decrease  
(sample is found [here](#));

A signed Owner's Certification of Compliance with Tenant Comment  
Procedures executed after the 30-day comment period  
(sample is found [here](#));

Documentation to support that the property meets at least one of the  
discretionary criteria (Vulnerable Populations, Vacancy Rates or Community  
Support)

HUD has adopted a DocuSign process for all Contract Renewals. Due to this change, a routing slip is required for your contract renewal, regardless of type and/or terms. Please click this [link](#) to download the PBCA routing slip and complete the property portion (page one) of this form. Once completed, please submit it as a Word document to [cahi-submissions@cgifederal.com](mailto:cahi-submissions@cgifederal.com). The property will have another opportunity to verify and update this form (if necessary) before the contract is signed; and

NOTE: This list of documents is not exhaustive. Please be advised that other documents may be required for the renewal option selected. Additionally, with the exception of the HUD forms, the samples within the links serve as acceptable templates. You are not required to use these documents.

Per the section 8 renewal guide, should a notice need to be issued for both a rent increase and a utility allowance decrease, a single notice is sufficient if the owner clearly identifies both items in the notice.

Please submit all Rent Adjustment and Contract Renewal documents via email in pdf format to [cahi-submissions@cgifederal.com](mailto:cahi-submissions@cgifederal.com) with a cc to your CAHI Central Contract Specialist.

Please contact your CAHI Central Contract Specialist if you have questions about complete package requirements. A listing of our staff including contact information can be found at: <https://www.cahi-oakland.org/our-staff>