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Project Based Voucher Information Sheet For Owners and Property Managers

1. How to apply for PBV assistance: An applicant can apply by submitting a Project-Based Voucher (PBV) application to Portland Housing Authority. A separate sheet is attached to the application informing the applicant of the different PBV properties. The applicant will use that form to check the properties for which they chose to apply. The applicant's name will be entered on all checked PBV waiting lists. The application is available by contacting Portland Housing Authority at 207-773-4753. Some owners require applicants to pick up applications from them to allow them to pre-screen applicants due to the nature of their preferences.

2. Waiting List procedure: If the property has very little turnover the owner must contact Melissa Cote, Intake Housing Officer (mcote@porthouse.org), to request a waiting list when they anticipate a vacancy. If the property has frequent turnover Portland Housing Authority will fax or e-mail a copy of the applicable PBV waiting list to the owner on the 1st day of each month. This will allow the owner to manage the lease up process. The waiting list will contain the applicant's name, address and telephone number. The owner will notify the applicants (in writing or by telephone) in order of the application date. The intent is to allow the owner to have a few clients "ready" for lease up and avoid unnecessary vacancy loss. The owner will contact the applicant and have the applicant complete the owner's application and screening process. Documentation must be retained to show that the owner contacted each applicant on the waiting list. The owner will manage the lease up process on a "first come-first served" basis. If the applicant meets the owner's criteria, the owner can begin the Project-Based Voucher verification process as soon as they are aware of an upcoming vacancy (verification forms are valid for 60 days from the date the application is approved by the PHA). (Please see PBV Wait List Procedures for further details).

3. Updating the waiting list: If the owner determines that an applicant is no longer interested in the PBV property or fails to meet the owner's screening criteria, the owner shall annotate the wait list with the appropriate reason code next to the applicant's name (code "2" denied poor references) to keep our records up to date. The owner can fax or email a copy of the updates to: Melissa Cote, Intake Department, 207-774-6471 or mcote@porthouse.org.

4. Tenant eligibility: The applicant must be eligible to receive assistance under the PBV program and must meet all eligibility requirements. To expedite the process, the owner should obtain copies of social security cards and birth certificates for all household members and INS documentation for all non-citizens. The family should provide verification of all assets, income, and child care expenses. Such verifications are current bank statements, three or more consecutive paystubs, recent social security benefit statements, etc. **For elderly and disabled families only** (head, spouse or co-head is elderly/disabled) the family should also provide verification of medical expenses such as: recent pharmacy statements (prior year) and out of pocket medical expenses. If an owner is not able to obtain the above listed documentation, the application may be mailed to Melissa Cote, Portland Housing Intake Dept, for processing. The eligibility process may take 2-6 weeks. (Please see *Attachment 1: Tenant Eligibility Checklist*).

5. Criminal Records Report: Portland Housing Authority requires a criminal records report for all family members 18 years and older. Tenant eligibility cannot be completed until this process is completed. When Portland Housing Authority receives the eligibility packet from the owner, we will request that the applicant sign a release authorization form to obtain the criminal record from the Maine State Police and any sex offender registration from the US Department of Justice. However, to speed up the process, if the PBV owner has obtained a criminal records report as part of their screening process, the owner can request that the applicant mail a copy to the Intake Housing Officer. The report must be no more than 60 days old. Portland Housing Authority will only accept criminal reports directly from the applicant as the owner should not be sharing this information with another agency (even with a release from the applicant).

6. Time Frame: The Intake Dept. should be able to approve eligibility within 10 working days provided the owner supplies the required documentation and verifications. Once an applicant is approved the owner and applicant is notified and file is forwarded to Eleanor Albert, Occupancy Housing Officer, for lease-up.

7. Lease & HAP Contract: The owner will use his or her own lease. The initial lease term must be for at least one year and the lease must contain an automatic renewal clause. A HUD Tenancy Addendum will be attached to the owner's lease. The PHA may review the owner's lease to determine if the lease complies with state and local laws. The HAP contract will be completed by Portland Housing Authority. (*Please see 24 CFR 983.256 for other lease requirements.*)

8. HQS Inspections: Each PBV unit must meet the HUD Housing Quality Standard. Portland Housing Authority will inspect each unit prior to initial occupancy. When the unit passes inspection, Eleanor Albert notifies all involved. Annual HQS inspections will be completed on 20% of the units within a project.

9. Submission of Vacancy Claims: Portland Housing Authority will pay a vacancy payment to the owner for a vacancy period of up to 60 days from the last day of the move-out month. Vacancy payment may only be made if the owner gives Portland Housing Authority prompt notice of the vacancy, the vacancy is not the fault of the owner, and the owner has taken every reasonable action to minimize the likelihood and length of the vacancy. The unit must be in good repair and meet HQS. The owner may be asked to justify the claim if Portland Housing Authority determines that the owner did not follow the waiting list procedures. The PBV Vacancy Claim Instructions and Vacancy Claim form can be printed from our website or you can contact the housing authority for a copy.

10. Rent adjustments: The owner can request an increase in the rent at the annual anniversary of the HAP contract. Rent increases shall be submitted in writing to Portland Housing Authority 90 days in advance of the requested increase. At all times during the term of the HAP contract the rent for a PBV unit may not exceed the reasonable rent as determined by Portland Housing Authority. HUD Notice PIH 2002-22 regarding LIHTC rents, as extended by Notice 2005-20 and any subsequent extension notices, continues to apply in determining the rent amount for PBV units.

11. Family right to move: The family may terminate the lease at any time after the first year of occupancy in accordance with the lease. The family must give the owner and Portland Housing Authority advance written notice of intent to vacate. Portland Housing Authority will issue the family a Housing Choice Voucher to look for a new unit provided that subsidy is available. If subsidy is unavailable the family will be given a preference for the next available voucher. A voucher will not be issued unless the one-year initial lease term is completed. Communication with the Housing Officer is essential throughout this process.

PBV-Tenant Eligibility Checklist

Portland Housing Authority must receive the following information for each applicant for a PBV property:

- Copy of **PBV waiting list** with the applicant's name on it.
- Copies of **Social Security Cards** for each family member.
- Copy of **Birth Certificates** for each family member.
- Verification of all **assets** dated within the last 60 days. (Recent Statements)
- Verification of all **income** dated within the last 60 days. (Three or more consecutive pay stubs)
- Social Security Benefit letter(s)** dated within the last 60 days. You may request through the National Toll Free Number 1-800-772-1213 or at www.socialsecurity.gov/myaccount .
- Verification of **Child Support** dated within the last 60 days.
- If available, a **copy of Criminal Record** for each family member 18 years and over (supplied to Portland Housing Authority by the applicant).
- Request for Tenancy Approval form** and the **W-9**.

If an applicant indicates that they have had any previous drug related or violent criminal activity Portland Housing Authority will require further documentation to determine eligibility.

If any of the adult household members are subject to the lifetime registration under the state sex offender laws, the applicant is ineligible for assistance.

PLEASE BRING THE FOLLOWING VERIFICATIONS:

IF ANYONE IN THE HOUSEHOLD HAS : MAKE SURE TO BRING THE FOLLOWING

A JOB	The last 3 or more recent consecutive pay stubs with the name and address of the employer OR a letter from the employer, on company letterhead, stating original employment date, hourly wage and average hours worked per week.
CHILD SUPPORT	A letter from absent parent stating the amount they pay or the value of goods they provide including their name, mailing address and phone number OR a copy of the court ordered Child Support Agreement OR indicate on the application that you receive child support through DHHS.
SOCIAL SECURITY/SSI/SSDI	Recent Social Security Benefit Statement. You may request a Benefit Statement online at www.ssa.gov/myaccount , through the national toll free number 1 (800) 772-1213 or the local SS office.
CHECKING OR SAVINGS ACCOUNTS	Recent bank statement(s) for all accounts
LIFE INSURANCE	Recent statement/letter from Life Insurance provider showing the cash surrender value of your policy & policy number(s).
PENSION	Recent statement/letter from Pension with claim number and monthly benefit amount.
INVESTMENTS	Recent statements with names and addresses with account numbers.
SAVINGS BONDS	Recent statement from financial advisor or copies of Bonds.
CHILD CARE	Recent statement or letter from daycare/babysitter verifying parent portion of cost, name of child(ren) or disabled dependent, care is provided for, and number of hours of care provided each week. (Deduction allowed for parent's time spent at work or at school only) If DHHS pays, note recertification form.
MEDICAL EXPENSES (Families with a Disabled or Elderly Head of Household, Spouse or Co-head)	Recent printout from pharmacy verifying prescription amounts not covered by insurance for the last 12 months. Letter from the doctor verifying any anticipated out of pocket expenses for the next 12 months plus receipts.
STUDENT STATUS AND FINANCIAL AID (For dependents and/or Head of Household 17 years of age or older)	Letter from college or high school with student's name, student's part time or fulltime status and date of anticipated completion/graduation. Recent financial award letter including grants, loans or work study if applicable.
DHHS: TANF OR STATE SUPPLEMENT	Recent letter from DHHS showing benefits . If you are receiving benefits from DHHS you can access your benefit information online through the My Maine Connection webpage at www.maine.gov/benefits/account/login . You can create an account which allows you to view your benefits and print a benefit summary. This would benefit you and the PHA making verification of your benefits quicker and less

	expensive for all agencies.
HOMEOWNERSHIP EXPENSES	Recent mortgage statement(s), homeowner's insurance & property tax letters if not escrowed in the mortgage and condo fee statement if applicable.
UNEMPLOYMENT	Recent computer printout of unemployment benefits

IF THERE IS SOMETHING YOU NEED TO REPORT AND VERIFY THAT IS NOT ON THIS LIST PLEASE BRING VERIFICATION.