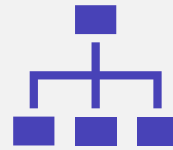




Managing Project-Based Voucher (PBV) units

DHC PBV Points of Contact



PBV Jr. Project Manager: For program administration issues or concerns



PBV Housing Specialists: For tenant issues and regular communication

Inspections for New Construction or Rehab Projects

Provide the PBV project manager with the construction or rehab schedule

Certificate of Occupancy is required before approval for inspections

Passing inspections for the entire building is required before leasing can begin

The inspection contractor will contact the property for scheduling

A housing specialist will be assigned to the property

Waitlists



The property should prepare leasing efforts 90-120 days before construction or rehab completion, and this will include opening the site's waiting list.



Leasing and HAP contract execution can begin when all PBV units have passed inspection.



DHC will manage the waiting list, evaluate applicants for program eligibility, and send applicants as referrals to the property's leasing team.

Eligibility and Intake

DHC eligibility standards may differ from the property's tenant selection plan, but applicants must be approved by both teams before moving in.

The property's leasing team must communicate with the housing specialist to collect and verify the applicant's eligibility.

Applicants who are denied by the property must be formally denied with a letter, reason, and appeal instructions. The denial letter must be shared with the housing specialist.

Referral for DHC-approved applicants

PBV units may be occupied if:

- The HAP contract is executed, and all inspections have passed.
- Approved applicants were formally referred by the housing specialist.
- Applicants with both approvals have been briefed by the housing specialist, are aware of their portion of rent, and have signed the Statement of Family Responsibility.

Reasonable Accommodation



A knowledgeable professional must complete a reasonable accommodation form to confirm that an accommodation is needed for housing.



Internal relocations are permitted so long as the required PBV unit is available, and the family meets any additional qualifications.

Rent changes

This slide is related to changes in the tenant's portion of rent.

- Tenants may request an interim if there has been a change that affects the family's financials. Changes to the family's rent portion and special payments will be detailed on the adjustment notification as confirmation that the change has been processed.
- After monthly payment reconciliation, if there is a discrepancy, contact the housing specialist for a remedy. Discrepancies must be reported within 30 days of the originating payment change.

Rent increase Request



Approval of a rent increase is not guaranteed or automatic, even when regulatory criteria are met. Funding availability may cap or delay rent increase requests. Request packages must be submitted in full to the PBV project manager 60-90 days before the desired effective date.

- The rent reasonable test for comparable units within a 5-mile radius
- Current rent roll for all units within the property
- HUD Fair Market Rents
- Unit inspections have been scheduled and passed

After the determination has been made, all parties will be formally notified.

Termination

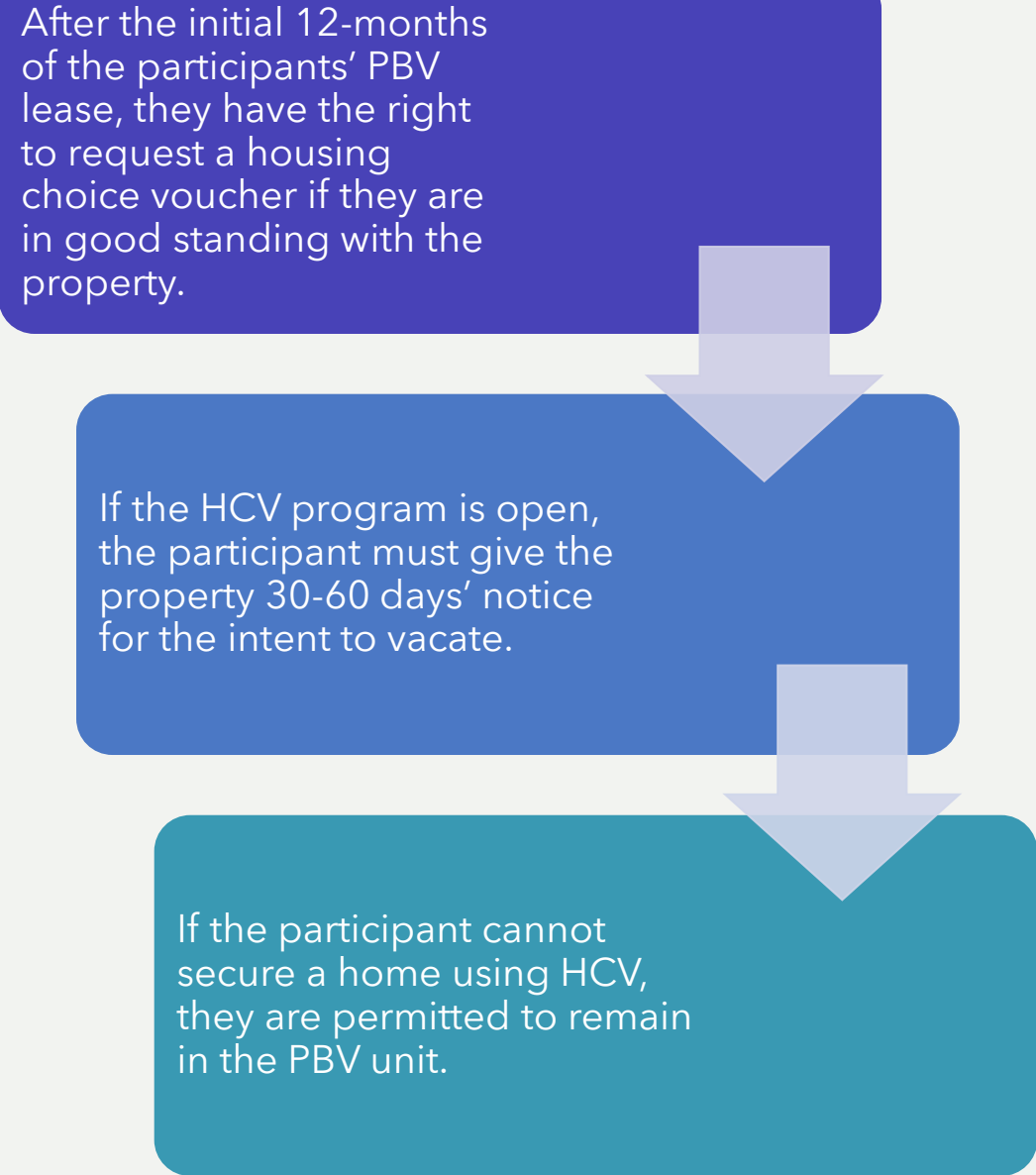
The most common reasons for PBV program termination:

- Property has a good case to pursue legal actions
- Participant abandons the unit or passes away
- Participant doesn't uphold their PBV program obligations
- Participant is over the income limits and graduates from the program after 180 days.
- The property's HAP contract is terminated

The family must vacate the PBV unit because they are no longer active on the PBV program.

Tenant's right to move to HCV

After the initial 12-months of the participants' PBV lease, they have the right to request a housing choice voucher if they are in good standing with the property.



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graph TD; A[After the initial 12-months of the participants' PBV lease, they have the right to request a housing choice voucher if they are in good standing with the property.] --> B[If the HCV program is open, the participant must give the property 30-60 days' notice for the intent to vacate.]; B --> C[If the participant cannot secure a home using HCV, they are permitted to remain in the PBV unit.];
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If the HCV program is open, the participant must give the property 30-60 days' notice for the intent to vacate.

If the participant cannot secure a home using HCV, they are permitted to remain in the PBV unit.

Housing Assistance Payments (HAP)

HAP will be disbursed when an executed lease has been sent to the assigned housing specialist as notice of a new move-in.

Be sure that the unit has a passing inspection on record, the applicant is DHC-approved, and that all information is correct on the lease. An adjustment notification will be sent as confirmation that the lease-up has been completed.

Inspections: After move out

PBV units must be inspected before every new occupant

The Intent to Vacate process must start upon notice of the upcoming vacancy

Inspection Request form must be sent to the housing specialist for processing, and the inspection contractor will reach out for scheduling.

Forms & Documents

- HUD PBV Rules & Regulations: [Project Based Vouchers | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)
- DHC Administration Plan: [MI001jv01-Admin Plan.pdf](#)
- Inspection Request form: [https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:61bf6031-b49d-485f-9f47-45717703c05d](#)
- Intent to Vacate form: [https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:34a154a0-c4df-4018-98f5-3a276ec99696](#)
- Reasonable Accommodation forms:
[https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:c66553fc-919e-446c-a8ed-5131fc5974ed](#)
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