

## Chapter 17

### PROJECT-BASED VOUCHERS

#### INTRODUCTION

This chapter describes HUD regulations and MBHA policies related to the project-based voucher (PBV) program in nine parts:

Part I: General Requirements. This part describes general provisions of the PBV program including maximum budget authority requirements, relocation requirements, and equal opportunity requirements.

Part II: PBV Owner Proposals. This part includes policies related to the submission and selection of owner proposals for PBV assistance. It describes the factors MBHA will consider when selecting proposals, the type of housing that is eligible to receive PBV assistance, the cap on assistance at projects receiving PBV assistance, subsidy layering requirements, site selection standards, and environmental review requirements.

Part III: Dwelling Units. This part describes requirements related to housing quality standards, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Rehabilitated and Newly Constructed Units. This part describes requirements and policies related to the development and completion of rehabilitated and newly constructed housing units that will be receiving PBV assistance.

Part V: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution, term, and termination of the HAP contract. In addition, it describes how the HAP contract may be amended and identifies provisions that may be added to the HAP contract at MBHA's discretion.

Part VI: Selection of PBV Program Participants. This part describes the requirements and policies governing how MBHA and the owner will select a family to receive PBV assistance.

Part VII: Occupancy. This part discusses occupancy requirements related to the lease, and describes under what conditions families are allowed or required to move. In addition, exceptions to the occupancy cap (which limits PBV assistance to 25 percent of the units in any project) are also discussed.

Part VIII: Determining Rent to Owner. This part describes how the initial rent to owner is determined, and how rent will be redetermined throughout the life of the HAP contract. Rent reasonableness requirements are also discussed.

Part IX: Payments to Owner. This part describes the types of payments owners may receive under this program.



## PART I: GENERAL REQUIREMENTS

### 17-I.A. OVERVIEW [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21]

The project-based voucher (PBV) program allows a PHA that already administers a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. MBHA may only operate a PBV program if doing so is consistent with MBHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

#### MBHA Policy

MBHA Housing Authority has determined that project-basing some of its housing vouchers (not to exceed 20% of the inventory) is in the community interest. This effort is an appropriate option because it will deconcentrate poverty and expand housing and economic opportunity. The specifics of what the Housing Authority is seeking will be contained in an advertisement published in the manner prescribed by HUD that varies depending upon whether the units to be brought into the program are new construction, rehabilitated, or existing units. The actual selection of the units to be project-based shall also be in full accordance with HUD requirements.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, MBHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, MBHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC [24 CFR 983.6].

#### **Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21]**

MBHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap. Units qualify under this exception if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.
- Are specifically made available to house families that are comprised of or include a veteran.
  - Veteran means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.

### **Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17]**

PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation when PBV assistance is attached to them.

In addition, units that were previously subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD are not subject to the cap. The unit must be covered under a PBV HAP contract that first became effective on or after 4/18/17.

### **17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]**

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of MBHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at **24 CFR 983.2**.

#### MBHA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, MBHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

### **17-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]**

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at **49 CFR part 24**.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. MBHA may not use voucher program funds to cover relocation costs, except that MBHA may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in **24 CFR 982.155** and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and **49 CFR part 24, subpart B**. It is the responsibility of MBHA to ensure the owner complies with these requirements.

### **17-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]**

MBHA must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at **24 CFR 5.105(a)**. In addition, MBHA must comply with MBHA Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with **24 CFR 903.7(o)**.

## **PART II: PBV OWNER PROPOSALS**

### **17-II.A. OVERVIEW**

MBHA must describe the procedures for owner submission of PBV proposals and for MBHA selection of PBV proposals [24 CFR 983.51]. Before selecting a PBV proposal, MBHA must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing [24 CFR 983.53 and 983.54], complies with the cap on the number of PBV units per project [24 CFR 983.56], and meets the site selection standards [24 CFR 983.57]. MBHA may not commit PBVs until or unless it has followed the proposal selection requirements defined in 24 CFR 983.51 [Notice PIH 2011-54].

### **17-II.B. OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51(b)]**

MBHA must select PBV proposals in accordance with the selection procedures in MBHA administrative plan. MBHA must select PBV proposals by either of the following two methods.

- MBHA request for PBV Proposals. MBHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to MBHA request. MBHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.
- MBHA may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. The PHA need not conduct another competition.

### **Units Selected Non-Competitively [FR Notice 1/18/17]**

For certain public housing projects where MBHA has an ownership interest or control and will spend a minimum amount per unit on rehabilitation or construction, MBHA may select a project without following one of the two processes above.

## **Solicitation and Selection of PBV Proposals [24 CFR 983.51 (c)]**

MBHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by MBHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of MBHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

### MBHA Policy

#### MBHA Request for Proposals for Rehabilitated and Newly Constructed Units

MBHA will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in the following newspapers.

#### **The Sun News or Myrtle Beach Herald**

In addition, MBHA will post the RFP and proposal submission and rating and ranking procedures on its electronic web site if one is set up.

MBHA will publish its advertisement in the newspapers mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units MBHA estimates that it will be able to assist under the funding MBHA is making available. Proposals will be due in MBHA office by close of business 30 calendar days from the date of the last publication.

In order for the proposal to be considered, the owner must submit the proposal to MBHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

MBHA will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria:

- Owner experience and capability to build or rehabilitate housing as identified in the RFP;

- Extent to which the project furthers MBHA goal of deconcentrating poverty and expanding housing and economic opportunities;

- If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

- Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, MBHA will rate partially assisted projects on the percent of units assisted. Projects with the lowest percent of assisted units will receive the highest score.

### **MBHA Requests for Proposals for Existing Housing Units**

MBHA will advertise its request for proposals (RFP) for existing housing in the following newspapers.

#### **Sun News or Myrtle Beach Herald**

In addition, MBHA will post the notice inviting such proposal submission and the rating and ranking procedures on its electronic web site if a web site is set up.

MBHA will periodically publish its advertisement in the newspapers mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units MBHA estimates that it will be able to assist under the funding MBHA is making available. Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:

Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;

Extent to which the project furthers MBHA goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Extent to which units are occupied by families that are eligible to participate in the PBV program.

**MBHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program**

MBHA will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.

MBHA may periodically advertise that it is accepting proposals, in the following newspapers:

**Sun News or Myrtle Beach Herald**

In addition to, or in place of advertising, MBHA may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

Proposals will be reviewed on a first-come first-served basis. MBHA will evaluate each proposal on its merits using the following factors:

Extent to which the project furthers MBHA goal of deconcentrating poverty and expanding housing and economic opportunities; and

Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.

**MBHA-Owned Units [24 CFR 983.51(e) and 983.59, FR Notice 1/18/17, and Notice PIH 2017-21,]**

A MBHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that MBHA-owned units were appropriately selected based on the selection procedures specified in MBHA administrative plan. If MBHA selects a proposal for housing that is owned or controlled by MBHA, MBHA must identify the entity that will review MBHA proposal selection process and perform specific functions with respect to rent determinations and inspections.

In the case of MBHA-owned units, the term of the HAP contract and any HAP contract renewal must be agreed upon by MBHA and a HUD-approved independent entity. In addition, an independent entity must determine the rent to owner, the redetermined rent to owner, and reasonable rent. Housing quality standards inspections must also be conducted by an independent entity.

The independent entity that performs these program services may be the unit of general local government for MBHA jurisdiction (unless MBHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

MBHA Policy

MBHA may submit a proposal for project-based housing that is owned or controlled by MBHA. If the proposal for MBHA-owned housing is selected, MBHA will use the Conway Housing Authority to review the MBHA selection. MBHA will obtain HUD approval of the Conway Housing Authority prior to selecting the proposal for MBHA-owned housing

MBHA may only compensate the independent entity from MBHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). MBHA may not use other program receipts to compensate the independent entity for their services. MBHA and independent entity may not charge the family any fee for the appraisal or the services provided by the independent entity.

### **MBHA Notice of Owner Selection [24 CFR 983.51(d)]**

MBHA must give prompt written notice to the party that submitted a selected proposal and must also give prompt public notice of such selection. Public notice procedures may include publication of public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice.

#### MBHA Policy

Within 10 business days of MBHA making the selection, MBHA will notify the selected owner in writing of the owner's selection for the PBV program. MBHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner.

MBHA will also post the notice of owner selection on its electronic web site.

MBHA will make available to any interested party its rating and ranking sheets and documents that identify the PHA basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. MBHA will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner. MBHA will make these documents available for review at MBHA during normal business hours. The cost for reproduction of allowable documents will be \$1.00 per page.

### **17-II.C. HOUSING TYPE [24 CFR 983.52]**

MBHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a housing assistance payments contract that was executed prior to the start of construction. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of MBHA selection, the units substantially comply with HQS. Units for which new construction or rehabilitation began after the owner's proposal submission but prior to the execution of the HAP do not subsequently qualify as existing housing. Units that were newly constructed or rehabilitated in violation of program requirements also do not qualify as existing housing.

MBHA must decide what housing type, new construction, rehabilitation, or existing housing, will be used to develop project-based housing. MBHA choice of housing type must be reflected in its solicitation for proposals.

## **17-IL.D. PROHIBITION OF ASSISTANCE FOR CERTAIN UNITS**

### **Ineligible Housing Types [24 CFR 983.53]**

MBHA may not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes and transitional housing. In addition, MBHA may not attach or pay PBV assistance for a unit occupied by an owner and MBHA may not select or enter into an agreement to enter into a HAP contract or HAP contract for a unit occupied by a family ineligible for participation in the PBV program. A member of a cooperative who owns shares in the project assisted under the PBV program is not considered an owner for purposes of participation in the PBV program. Finally, PBV assistance may not be attached to units for which construction or rehabilitation has started after the proposal submission and prior to the execution of an AHAP.

### **Subsidized Housing [24 CFR 983.54]**

A MBHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or MBHA in accordance with HUD requirements.

**17-ILE. SUBSIDY LAYERING REQUIREMENTS [24 CFR 983.55, FR Notice 11/24/08, FR Notice 7/9/10 and FR Notice 6/25/14]**

MBHA may provide PBV assistance only in accordance with HUD subsidy layering regulations [24 CFR 4.13] and other requirements.

The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

Subsidy layering requirements do not apply to existing housing. A further subsidy layering review is not required for new construction or rehabilitation if HUD's designee has conducted a review that included a review of PBV assistance in accordance with the PBV subsidy layering guidelines.

MBHA must submit the necessary documentation to HUD for a subsidy layering review. Except in cases of noted above MBHA may not enter into an agreement to enter into a HAP contract or a HAP contract until HUD, or a HUD-approved housing credit agency (HCA), has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements. . However, in order to satisfy applicable requirements, HCAs must conduct subsidy layering reviews in compliance with the guidelines set forth in the *Federal Register* notice published July 9, 2010.

The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

## **17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT**

### **25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21]**

In general, MBHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the project.

### **Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21]**

As of April 18, 2017, units are not counted against the 25 percent or 25-unit per project cap if:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) eliminated the project cap exemption for projects that serve disabled families and modified the exception for supportive services. Projects where these caps were implemented prior to HOTMA (HAP contracts executed prior to 4/18/17) may continue to use the former exceptions and may renew their HAP contracts under the old requirements, unless the PHA and owner agree to change the conditions of the HAP contract. However, this change may not be made if it would jeopardize an assisted family's eligibility for continued assistance in the project.

### **Supportive Services**

MBHA must include in the MBHA administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. As of 4/18/17, the project must make supportive services available to all families receiving PBV assistance in the project, but the family does not actually have to accept and receive supportive services for the exception to apply to the unit, although the family must be eligible to receive the supportive services. It is not necessary that the services be provided at or by the project, but must be reasonably available to families receiving PBV assistance at the project and designed to help families in the project achieve self-sufficiency or live in the community as independently as possible. MBHA may not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered.

## **Projects not Subject to a Project Cap [FR Notice 1/18/17; Notice PIH 2017-21]**

PBV units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD are exempt from the project cap. In other words, 100 percent of the units in these projects may receive PBV assistance.

## **Promoting Partially-Assisted Projects [24 CFR 983.56(c)]**

MBHA may establish local requirements designed to promote PBV assistance in partially assisted buildings. A *partially assisted building* is a building in which there are fewer units covered by a HAP contract than residential units [24 CFR 983.3].

MBHA may establish a per-project cap on the number of units that will receive PBV assistance or other project-based assistance in a multifamily project containing excepted units or in a single-family project. MBHA may also determine not to provide PBV assistance for excepted units, or MBHA may establish a per-project cap of less than 25 percent.

## **17-II.G. SITE SELECTION STANDARDS**

### **Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)]**

MBHA may not select a proposal for existing, newly constructed, or rehabilitated PBV housing on a site or enter into an agreement to enter into a HAP contract or HAP contract for units on the site, unless MBHA has determined that PBV assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. The standard for deconcentrating poverty and expanding housing and economic opportunities must be consistent with MBHA Plan under **24 CFR 903** and MBHA administrative plan.

In addition, prior to selecting a proposal, MBHA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders, and that the site meets the HQS site and neighborhood standards at **24 CFR 982.401(i)**.

#### MBHA Policy

It is MBHA goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal MBHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

However, MBHA will grant exceptions to the 20 percent standard where MBHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent.

Under no circumstances will MBHA approve PBV assistance in a census tract with a concentration factor greater than 75 percent of the community-wide poverty rate or forty percent, whichever is lower.

#### **Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)]**

MBHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards. The site must:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

#### **New Construction Site and Neighborhood Standards [24 CFR 983.57(e)]**

In order to be selected for PBV assistance, a site for newly constructed housing must meet the following HUD required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless MBHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and

- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

#### **17-II.H. ENVIRONMENTAL REVIEW [24 CFR 983.58]**

MBHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The *responsible entity* is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (**42 U.S.C. 4321** et seq.). MBHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

In the case of existing housing, the responsible entity that is responsible for the environmental review under **24 CFR part 58** must determine whether or not PBV assistance is categorically excluded from review under the National Environmental Policy Act and whether or not the assistance is subject to review under the laws and authorities listed in **24 CFR 58.5**.

MBHA may not enter into an agreement to enter into a HAP contract or a HAP contract with an owner, and MBHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the environmental review is completed.

MBHA must supply all available, relevant information necessary for the responsible entity to perform any required environmental review for any site. MBHA must require the owner to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

## **PART III: DWELLING UNITS**

### **17-III.A. OVERVIEW**

This part identifies the special housing quality standards that apply to the PBV program, housing accessibility for persons with disabilities, and special procedures for conducting housing quality standards inspections.

### **17-III.B. HOUSING QUALITY STANDARDS [24 CFR 983.101]**

The housing quality standards (HQS) for the tenant-based program, including those for special housing types, generally apply to the PBV program. HQS requirements for shared housing, manufactured home space rental, and the homeownership option do not apply because these housing types are not assisted under the PBV program.

The physical condition standards at **24 CFR 5.703** do not apply to the PBV program.

#### **Lead-based Paint [24 CFR 983.101(c)]**

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, The Lead-based Paint Poisoning Prevention Act (**42 U.S.C. 4821-4846**), the Residential Lead-based Paint Hazard Reduction Act of 1992 (**42 U.S.C. 4851-4856**), and implementing regulations at **24 CFR part 35, subparts A, B, H, and R**, apply to the PBV program.

### **17-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (**29 U.S.C. 794**) and implementing regulations at **24 CFR part 8**. MBHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (**29 U.S.C. 794**), as implemented by HUD's regulations at **24 CFR 8, subpart C**.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at **24 CFR 100.205**, as applicable. (**24 CFR 983.102**)

## **17-III.D. INSPECTING UNITS**

### **Pre-selection Inspection [24 CFR 983.103(a)]**

MBHA must examine the proposed site before the proposal selection date. If the units to be assisted already exist, MBHA must inspect all the units before the proposal selection date, and must determine whether the units substantially comply with HQS. To qualify as existing housing, units must substantially comply with HQS on the proposal selection date. However, MBHA may not execute the HAP contract until the units fully comply with HQS.

### **Pre-HAP Contract Inspections [24 CFR 983.103(b)]**

MBHA must inspect each contract unit before execution of the HAP contract. MBHA may not enter into a HAP contract covering a unit until the unit fully complies with HQS.

### **Turnover Inspections [24 CFR 983.103(c) FR Notice 1/18/17, and Notice PIH 2017-20 ]**

Before providing assistance to a new family in a contract unit, MBHA must inspect the unit. MBHA may not provide assistance on behalf of the family until the unit fully complies with HQS, unless MBHA has adopted a policy to enter into a HAP contract for units that fail the initial HQS inspection as a result of only non-life-threatening conditions or if the unit passed an alternative inspection.

#### MBHA Policy

MBHA will not provide assistance in turnover units until the unit fully complies with HQS.

### **Annual/Biennial Inspections [24 CFR 983.103(d); FR Notice 6/25/14]**

At least once every 24 months during the term of the HAP contract, MBHA must inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Turnover inspections are not counted toward meeting this inspection requirement.

#### MBHA Policy

MBHA will inspect on an annual basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS

If more than 20 percent of the sample of inspected contract units in a building fails the initial inspection, MBHA must reinspect 100 percent of the contract units in the building.

### **Other Inspections [24 CFR 983.103(e)]**

MBHA must inspect contract units whenever needed to determine that the contract units comply with HQS and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. MBHA must take into account complaints and any other information coming to its attention in scheduling inspections.

MBHA must conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an HQS violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of HQS.

In conducting MBHA supervisory quality control HQS inspections, MBHA should include a representative sample of both tenant-based and project-based units.

### **Inspecting MBHA-Owned Units [24 CFR 983.103(f)]**

In the case of MBHA-owned units, the inspections must be performed by an independent agency designated by MBHA and approved by HUD. The independent entity must furnish a copy of each inspection report to MBHA and to the HUD field office where the project is located. MBHA must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP contract by MBHA-owner.

## **PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS**

### **17-IV.A. OVERVIEW [24 CFR 983.151]**

There are specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing. This part describes the requirements unique to this type of assistance.

Housing selected for this type of assistance may not at a later date be selected for PBV assistance as existing housing.

### **17-IV.B. AGREEMENT TO ENTER INTO HAP CONTRACT**

In order to offer PBV assistance in rehabilitated or newly constructed units, MBHA must enter into an agreement to enter into HAP contract (Agreement) with the owner of the property. The Agreement must be in the form required by HUD [24 CFR 983.152(b)]. MBHA may not enter into an Agreement if construction or rehabilitation has started after proposal submission [24 CFR 983.152(c)]. Construction begins when excavation or site preparation (including clearing of the land) begins for the housing. Rehabilitation begins with the physical commencement of rehabilitation activity on the housing.

In the Agreement the owner agrees to develop the PBV contract units to comply with HQS, and MBHA agrees that upon timely completion of such development in accordance with the terms of the Agreement, MBHA will enter into a HAP contract with the owner for the contract units [24 CFR 983.152(a)].

#### **Content of the Agreement [24 CFR 983.152(d)]**

At a minimum, the Agreement must describe the following features of the housing to be developed and assisted under the PBV program:

- Site and the location of the contract units;
- Number of contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act and section **504 of the Rehabilitation Act** of 1973 apply to units under the Agreement. If applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the Agreement. For rehabilitated units, the description must include the rehabilitation work write up and, where determined necessary by MBHA, specifications and plans. For new construction units, the description must include the working drawings and specifications.
- Any additional requirements for quality, architecture, or design over and above HQS.

## **Execution of the Agreement [24 CFR 983.153]**

The Agreement must be executed promptly after MBHA notice of proposal selection to the selected owner. MBHA may not enter into the Agreement if construction or rehabilitation has started after proposal submission. Generally, MBHA may not enter into the Agreement with the owner until the subsidy layering review is completed. Likewise, MBHA may not enter into the Agreement until the environmental review is completed and MBHA has received environmental approval. However, MBHA does not need to conduct a subsidy layering review in the case of a HAP contract for existing housing or if the applicable state or local agency has conducted such a review. Similarly, environmental reviews are not required for existing structures unless otherwise required by law or regulation.

### MBHA Policy

MBHA will enter into the Agreement with the owner within 10 business days of receiving both environmental approval and notice that subsidy layering requirements have been met, and before construction or rehabilitation work is started.

## **17-IV.C. CONDUCT OF DEVELOPMENT WORK**

### **Labor Standards [24 CFR 983.154(b)]**

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in **29 CFR part 5**, and other applicable federal labor relations laws and regulations. MBHA must monitor compliance with labor standards.

### **Equal Opportunity [24 CFR 983.154(c)]**

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at **24 CFR part 135**. The owner must also comply with federal equal employment opportunity requirements.

### **Owner Disclosure [24 CFR 983.154(d) and (e)]**

The Agreement and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the Agreement, the HAP contract, or HUD regulations.

#### **17-IV.D. COMPLETION OF HOUSING**

The Agreement must specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The Agreement must also specify the deadline for submission by the owner of the required evidence of completion.

##### **Evidence of Completion [24 CFR 983.155(b)]**

At a minimum, the owner must submit the following evidence of completion to MBHA in the form and manner required by MBHA:

- Owner certification that the work has been completed in accordance with HQS and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.

At MBHA's discretion, the Agreement may specify additional documentation that must be submitted by the owner as evidence of housing completion.

##### MBHA Policy

MBHA will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. MBHA will specify any additional documentation requirements in the Agreement to enter into HAP contract.

##### **MBHA Acceptance of Completed Units [24 CFR 983.156]**

Upon notice from the owner that the housing is completed, MBHA must inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with HQS and any additional requirements imposed under the Agreement. MBHA must also determine if the owner has submitted all required evidence of completion.

If the work has not been completed in accordance with the Agreement, MBHA must not enter into the HAP contract.

If MBHA determines the work has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion, MBHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

## **PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)**

### **17-V.A. OVERVIEW**

MBHA must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. With the exception of single-family scattered-site projects, a HAP contract shall cover a single project. If multiple projects exist, each project is covered by a separate HAP contract. The HAP contract must be in the form required by HUD [24 CFR 983.202(a)].

### **17-V.B. HAP CONTRACT REQUIREMENTS**

#### **Contract Information [24 CFR 983.203]**

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of **Section 504 of the Rehabilitation Act of 1973** and implementing regulations at **24 CFR part 8**;
- The HAP contract term;
  - The number of units in any project that will exceed the 25 percent per project cap, which will be set-aside for occupancy by qualifying families(elderly and/or disabled families and families receiving supportive services) ; and
- The initial rent to owner for the first 12 months of the HAP contract term.

## **Execution of the HAP Contract [24 CFR 983.204]**

MBHA may not enter into a HAP contract until each contract unit has been inspected and MBHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after MBHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract must be executed after MBHA has inspected the completed units and has determined that the units have been completed in accordance with the agreement to enter into HAP, and the owner furnishes all required evidence of completion.

### MBHA Policy

For existing housing, the HAP contract will be executed within 10 business days of MBHA determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 10 business days of MBHA determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

## **Term of HAP Contract [24 CFR 983.205; FR Notice 1/18/17, and Notice PIH 2017-21]**

MBHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than fifteen (15) years for each contract unit. The length of the term of the HAP contract for any contract unit may not be less than one year, nor more than 15 years. In the case of MBHA-owned units, the term of the HAP contract must be agreed upon by MBHA and the independent entity approved by HUD [24 CFR 983.59(b)(2)].

### MBHA Policy

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

.At the time of the initial HAP contract term or any time before expiration of the HAP contract, MBHA may extend the term of the contract for an additional term of up to 15 years if MBHA determines an extension is appropriate to continue providing affordable housing for low-income families. A HAP contract extension may not exceed 15 years. MBHA may provide for multiple extensions; however, in no circumstances may such extensions exceed 15 years, cumulatively. Extensions after the initial extension are allowed at the end of any extension term, provided that not more than 24 months prior to the expiration of the previous extension contract MBHA agrees to extend the term, and that such extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities. Extensions after the initial extension term shall not begin prior to the expiration date of the previous extension term. Subsequent extensions are subject to the same limitations. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension. In the case of MBHA-owned units, any extension of the term of the HAP contract must be agreed upon by MBHA and the independent entity approved by HUD [24 CFR 983.59(b)(2)].

### MBHA Policy

When determining whether or not to extend an expiring PBV contract, MBHA will consider several factors including, but not limited to:

The cost of extending the contract and the amount of available budget authority;

The condition of the contract units;

The owner's record of compliance with obligations under the HAP contract and lease(s);

Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and

Whether the funding could be used more appropriately for tenant-based assistance.

**Termination by MBHA [24 CFR 983.205(c) and ; FR Notice 1/18/17]**

HAP contract must provide that the term of MBHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by MBHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

In times of insufficient funding, HUD requires that MBHA first take all cost-saving measures prior to failing to make payments under existing PBV HAP contracts.

If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, MBHA may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

**Termination by Owner [24 CFR 983.205(d), FR Notice 11/24/08]**

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to MBHA. In this case, families living in the contract units must be offered tenant-based assistance.

At their discretion MBHA may specify in the HAP contract that the maximum rent on a unit will not be less than the initial rent

## **Statutory Notice Requirements: Contract Termination or Expiration [24 CFR 983.206; FR Notice 1/18/17, and Notice PIH 2017-21]**

Not less than one year before the HAP contract terminates, or if the owner refuses to renew the HAP contract, the owner must notify MBHA and assisted tenants of the termination. The notice must be provided in the form prescribed by HUD. If the owner does not give timely notice, the owner must permit the tenants in assisted units to remain in their units for the required notice period with no increase in the tenant portion of their rent, and with no eviction as a result of the owner's inability to collect an increased tenant portion of rent. An owner may renew the terminating contract for a period of time sufficient to give tenants one-year advance notice under such terms as HUD may require.

Upon termination or expiration of the contract, a family living at the property is entitled to receive a tenant-based voucher. Tenant-based assistance would not begin until the owner's required notice period ends. MBHA must provide the family with a voucher and the family must also be given the option by MBHA and owner to remain in their unit with HCV tenant-based assistance as long as the unit complies with inspection and rent reasonableness requirements. The family must pay their total tenant payment (TTP) and any additional amount if the gross rent exceeds the applicable payment standard. The family has the right to remain in the project as long as the units are used for rental housing and are otherwise eligible for HCV assistance. The owner may not terminate the tenancy of a family that exercises its right to remain except for serious or repeated lease violations or other good cause. Families that receive a tenant-based voucher at the expiration or termination of the PBV HAP contract are not new admissions to the MBHA HCV tenant-based program, and are not subject to income eligibility requirements or any other admission requirements. If the family chooses to remain in their unit with tenant-based assistance, the family may do so regardless of whether the family share would initially exceed 40 percent of the family's adjusted monthly income.

## **Remedies for HQS Violations [24 CFR 983.208(b)]**

MBHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS. If MBHA determines that a contract does not comply with HQS, MBHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

### MBHA Policy

MBHA will abate and terminate PBV HAP contracts for non-compliance with HQS in accordance with the policies used in the tenant-based voucher program. These policies are contained in **Section 8-II.G., Enforcing Owner Compliance.**

## **17-V.C. AMENDMENTS TO THE HAP CONTRACT**

### **Substitution of Contract Units [24 CFR 983.207(a), and Notice PIH 2017-21]**

At MBHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit. Before any such substitution can take place, MBHA must inspect the proposed unit and determine the reasonable rent for the unit.

### **Addition of Contract Units [FR Notice 1/18/17]**

MBHA and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at **24 CFR 983.51(b)** for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however, are still subject to the PBV program cap and individual project caps. Prior to attaching additional units without competition, MBHA must submit to the local field office information outlined in **FR Notice 1/18/17**. MBHA must also detail in the administrative plan their intent to add PBV units and the rationale for adding units to the specific PBV project

## **17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.207(c) and 983.302(e)]**

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

## **17-V.E. OWNER RESPONSIBILITIES UNDER THE HAP [24 CFR 983.210]**

When the owner executes the HAP contract s/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by MBHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit;
- The family does not own or have any interest in the contract unit (does not apply to family's membership in a cooperative); and
- Repair work on the project selected as an existing project that is performed after HAP execution within such post-execution period as specified by HUD may constitute development activity, and if determined to be development activity, the repair work undertaken shall be in compliance with Davis-Bacon wage requirements

## **17-V.F. ADDITIONAL HAP REQUIREMENTS**

### **Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.208(a)]**

The owner is required to maintain and operate the contract units and premises in accordance with HQS, including performance of ordinary and extraordinary maintenance. The owner must provide all the services, maintenance, equipment, and utilities specified in the HAP contract with MBHA and in the lease with each assisted family. In addition, maintenance, replacement and redecoration must be in accordance with the standard practice for the building as established by the owner.

MBHA may elect to establish additional requirements for quality, architecture, or design of PBV housing. Any such additional requirements must be specified in the Agreement to enter into a HAP contract and the HAP contract. These requirements must be in addition to, not in place of, compliance with HQS.

#### MBHA Policy

MBHA will identify the need for any special features on a case-by-case basis depending on the intended occupancy of the PBV project. MBHA will specify any special design standards or additional requirements in the invitation for PBV proposals, the agreement to enter into HAP contract, and the HAP contract.

### **Vacancy Payments [24 CFR 983.352(b)]**

At the discretion of MBHA, the HAP contract may provide for vacancy payments to the owner for a MBHA-determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by MBHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit).

#### MBHA Policy

MBHA will not make any payments on vacant units.

## **PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS**

### **17-VI.A. OVERVIEW**

Many of the provisions of the tenant-based voucher regulations [**24 CFR 982**] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

### **17-VI.B. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)]**

MBHA may select families for the PBV program from those who are participants in MBHA's tenant-based voucher program and from those who have applied for admission to the voucher program. For voucher participants, eligibility was determined at original admission to the voucher program and does not need to be redetermined at the commencement of PBV assistance. For all others, eligibility for admission must be determined at the commencement of PBV assistance.

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and MBHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [**24 CFR 982.201(a)** and **24 CFR 983.2(a)**]. In addition, an applicant family must provide social security information for family members [**24 CFR 5.216** and **5.218**] and consent to MBHA's collection and use of family information regarding income, expenses, and family composition [**24 CFR 5.230**]. MBHA may also not approve a tenancy if the owner (including a principal or other interested party) of the unit is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless needed as a reasonable accommodation. An applicant family must also meet HUD requirements related to current or past criminal activity.

#### MBHA Policy

MBHA will determine an applicant family's eligibility for the PBV program in accordance with the policies in Chapter 3.

### **In-Place Families [24 CFR 983.251(b)]**

An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by MBHA is considered an “in-place family.” These families are afforded protection from displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on MBHA’s waiting list. Once the family’s continued eligibility is determined (MBHA may deny assistance to an in-place family for the grounds specified in **24 CFR 982.552** and **982.553**), the family must be given an absolute selection preference and MBHA must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements.

This regulatory protection from displacement does not apply to families that are not eligible to participate in the program on the proposal selection date.

### **17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]**

MBHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. MBHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by MBHA. If MBHA chooses to offer a separate waiting list for PBV assistance, MBHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a MBHA decides to establish a separate PBV waiting list, MBHA may use a single waiting list for MBHA’s whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

#### MBHA Policy

MBHA may establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance. MBHA currently has waiting lists for the following PBV projects:

**Alliance Inn**

**Villa’s at Swansgate**

**Carver Grove**

#### **17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]**

Applicants who will occupy units with PBV assistance must be selected from MBHA's waiting list. MBHA may establish selection criteria or preferences for occupancy of particular PBV units. MBHA may place families referred by the PBV owner on its PBV waiting list.

#### **Income Targeting [24 CFR 983.251(c)(6)]**

At least 75 percent of the families admitted to MBHA's tenant-based and project-based voucher programs during MBHA fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

#### **Units with Accessibility Features [24 CFR 983.251(c)(7)]**

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, MBHA must first refer families who require such features to the owner.

#### **Preferences [24 CFR 983.251(d), FR Notice 11/24/08]**

MBHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. MBHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

MBHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the MBHA PHA plan. MBHA may not, however, grant a preference to a person with a specific disability [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If MBHA has projects with "excepted units" for elderly families or supportive services, MBHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

## **17-VI.E. OFFER OF PBV ASSISTANCE**

### **Refusal of Offer [24 CFR 983.251(e)(3)]**

MBHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under MBHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

### **Disapproval by Landlord [24 CFR 983.251(e)(2)]**

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

### **Acceptance of Offer [24 CFR 983.252]**

#### ***Family Briefing***

When a family accepts an offer for PBV assistance, MBHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, MBHA must provide a briefing packet that explains how MBHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

#### ***Persons with Disabilities***

If an applicant family's head or spouse is disabled, MBHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, MBHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

#### ***Persons with Limited English Proficiency***

MBHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with **Title VI of the Civil Rights Act of 1964** and **Executive Order 13166** (see Chapter 2).

## **17-VI.F. OWNER SELECTION OF TENANTS**

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253(a)(2) and (a)(3)].

### **Leasing [24 CFR 983.253(a)]**

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by MBHA from MBHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on MBHA's subsidy standards.

### **Filling Vacancies [24 CFR 983.254(a)]**

The owner must promptly notify MBHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, MBHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. MBHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

### **Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]**

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, MBHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

## **17-VI.G. TENANT SCREENING [24 CFR 983.255]**

### **MBHA Responsibility**

MBHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, MBHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

MBHA must provide the owner with an applicant family's current and prior address (as shown in MBHA records) and the name and address (if known by MBHA) of the family's current landlord and any prior landlords.

In addition, MBHA may offer the owner other information MBHA may have about a family, including information about the tenancy history of family members or about drug trafficking and criminal activity by family members. MBHA must provide applicant families a description of MBHA policy on providing information to owners, and MBHA must give the same types of information to all owners.

MBHA may not disclose to the owner any confidential information provided in response to a request for documentation of domestic violence, dating violence, sexual assault or stalking except at the written request or with the written consent of the individual providing the documentation [24 CFR 5.2007(a)(4)].

#### MBHA Policy

MBHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the turnover HQS inspection or before. MBHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

### **Owner Responsibility**

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
- Compliance with other essential conditions of tenancy.

## **PART VII: OCCUPANCY**

### **17-VII.A. OVERVIEW**

After an applicant has been selected from the waiting list, determined eligible by MBHA, referred to an owner and determined suitable by the owner, the family will sign the lease and occupancy of the unit will begin.

### **17-VII.B. LEASE [24 CFR 983.256]**

The tenant must have legal capacity to enter a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

#### **Form of Lease [24 CFR 983.256(b)]**

The tenant and the owner must enter into a written lease agreement that is signed by both parties. If an owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for assisted tenants, except that the lease must include a HUD-required tenancy addendum. The tenancy addendum must include, word-for-word, all provisions required by HUD.

If the owner does not use a standard lease form for rental to unassisted tenants, the owner may use another form of lease, such as a MBHA model lease.

MBHA may review the owner's lease form to determine if the lease complies with state and local law. If MBHA determines that the lease does not comply with state or local law, MBHA may decline to approve the tenancy.

#### **Lease Requirements [24 CFR 983.256(c)]**

The lease for a PBV unit must specify all of the following information:

- The names of the owner and the tenant;
- The unit rented (address, apartment number, if any, and any other information needed to identify the leased contract unit);
- The term of the lease (initial term and any provision for renewal);
- The amount of the tenant rent to owner, which is subject to change during the term of the lease in accordance with HUD requirements;
- A specification of the services, maintenance, equipment, and utilities that will be provide by the owner; and
- The amount of any charges for food, furniture, or supportive services.

### **Tenancy Addendum [24 CFR 983.256(d)]**

The tenancy addendum in the lease must state:

- The program tenancy requirements;
- The composition of the household as approved by MBHA (the names of family members and any MBHA-approved live-in aide);
- All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease.

### **Initial Term and Lease Renewal [24 CFR 983.256(f)]**

The initial lease term must be for at least one year. The lease must provide for automatic renewal after the initial term of the lease in either successive definitive terms (e.g. month-to-month or year-to-year) or an automatic indefinite extension of the lease term. For automatic indefinite extension of the lease term, the lease terminates if any of the following occur:

- The owner terminates the lease for good cause
- The tenant terminates the lease
- The owner and tenant agree to terminate the lease
- MBHA terminates the HAP contract
- MBHA terminates assistance for the family

### **Changes in the Lease [24 CFR 983.256(e)]**

If the tenant and owner agree to any change in the lease, the change must be in writing, and the owner must immediately give MBHA a copy of all changes.

The owner must notify MBHA in advance of any proposed change in the lease regarding the allocation of tenant and owner responsibilities for utilities. Such changes may only be made if approved by MBHA and in accordance with the terms of the lease relating to its amendment. MBHA must redetermine reasonable rent, in accordance with program requirements, based on any change in the allocation of the responsibility for utilities between the owner and the tenant. The redetermined reasonable rent will be used in calculation of the rent to owner from the effective date of the change.

### **Owner Termination of Tenancy [24 CFR 983.257]**

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see **Section 12-III.B.** and **24 CFR 982.310**). In the PBV program, terminating tenancy for “good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

### **Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)]**

The lease may specify a maximum period of family absence from the unit that may be shorter than the maximum period permitted by MBHA policy. According to program requirements, the family’s assistance must be terminated if they are absent from the unit for more than 180 consecutive days. MBHA termination of assistance actions due to family absence from the unit are subject to **24 CFR 981.312**, except that the unit is not terminated from the HAP contract if the family is absent for longer than the maximum period permitted.

### **Continuation of Housing Assistance Payments [24 CFR 982.258]**

Housing assistance payments shall continue until the tenant rent equals the rent to owner. The cessation of housing assistance payments at such point will not affect the family's other rights under its lease, nor will such cessation preclude the resumption of payments as a result of later changes in income, rents, or other relevant circumstances if such changes occur within 180 days following the date of the last housing assistance payment by MBHA. After the 180-day period, the unit shall be removed from the HAP contract pursuant to **24 CFR 983.211**.

## **Security Deposits [24 CFR 983.259]**

The owner may collect a security deposit from the tenant. MBHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

### MBHA Policy

MBHA will allow the owner to collect a security deposit amount the owner determines is appropriate.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used to reimburse the owner, the owner must promptly refund the full amount of the balance to the tenant.

If the security deposit does not cover the amount owed by the tenant under the lease, the owner may seek to collect the balance from the tenant. MBHA has no liability or responsibility for payment of any amount owed by the family to the owner.

## **17-VII.C. MOVES**

### **Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.260]**

If MBHA determines that a family is occupying a wrong size unit, based on MBHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, MBHA must promptly notify the family and the owner of this determination, and MBHA must offer the family the opportunity to receive continued housing assistance in another unit.

### MBHA Policy

MBHA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within 10 business days of MBHA's determination. MBHA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

If MBHA offers the family a tenant-based voucher, MBHA must terminate the housing assistance payments for a wrong-sized or accessible unit at the earlier of the expiration of the term of the family's voucher (including any extension granted by MBHA) or the date upon which the family vacates the unit. If the family does not move out of the wrong-sized unit or accessible unit by the expiration of the term of the family's voucher, MBHA must remove the unit from the HAP contract.

If MBHA offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move out of the PBV unit within a reasonable time as determined by MBHA, or both, MBHA must terminate the housing assistance payments for the unit at the expiration of a reasonable period as determined by MBHA and remove the unit from the HAP contract.

### MBHA Policy

When MBHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, MBHA will terminate the housing assistance payments at the expiration of this 30-day period.

MBHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

### **Family Right to Move [24 CFR 983.261]**

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to MBHA. If the family wishes to move with continued tenant-based assistance, the family must contact MBHA to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, MBHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, MBHA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

### **Emergency Transfers under VAWA [Notice PIH 2017-08]**

Except where special consideration is needed for the project-based voucher program, MBHA will follow VAWA policies as outlined in Chapter 16 Part IX of this administrative plan, including using the Emergency Transfer Plan as the basis for PBV transfers under VAWA (Exhibit 16-4).

HUD requires that MBHA include policies that address when a victim has been living in a unit for less than a year or when a victim seeks to move sooner than a tenant-based voucher is available.

### MBHA Policy

When the victim of domestic violence, dating violence, sexual assault, or stalking has lived in the unit for less than one year, MBHA will provide several options for continued assistance.

MBHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where MBHA has PBV units. MBHA

will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in MBHA's public housing program. Such a decision will be made by MBHA based on the availability of tenant-based vouchers and/or vacancies in other housing units. Such families must be selected from the waiting list for the applicable program. MBHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, and stalking in both its HCV and housing programs in order to expedite this process. See Section 4-III.C. of this administrative plan.

If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, MBHA will offer the participant an internal transfer to another PBV unit in the same development or a transfer to a different development where MBHA has PBV units. MBHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.

If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to MBHA's tenant based voucher program.

## **17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.262]**

As of April 17, 2018, MBHA may not pay housing assistance under a PBV HAP contract for more than the greater of 25 units or 25 percent of the number of dwelling units in a project unless :

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- The project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates
- If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

If a family at the time of initial tenancy is receiving and while the resident of an excepted unit has received Family Self-Sufficiency (FSS) supportive services or any other service as defined by MBHA and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit. However, if the FSS family fails to successfully complete the FSS contract of participation or supportive services objective and consequently is no longer eligible for the supportive services, the family must vacate the unit within a reasonable period of time established by MBHA, and MBHA shall cease paying HAP on behalf of the family.

Further, when a family (or remaining members of a family) residing in an excepted unit no longer meets the criteria for a “qualifying family” because the family is no longer an elderly family due to a change in family composition, MBHA has the discretion to allow the family to remain in the excepted unit. If MBHA does not exercise this discretion, the family must vacate the unit within a reasonable period of time established by MBHA, and MBHA must cease paying housing assistance payments on behalf of the non-qualifying family.

Individuals in units with supportive services who choose to no longer participate in a service or who no longer qualify for services they qualified for at the time of initial occupancy cannot subsequently be denied continued housing opportunity because of this changed circumstance. MBHA or owner cannot determine that a participant’s needs exceed the level of care offered by qualifying services or require that individuals be transitioned to different projects based on service needs.

If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by MBHA.

MBHA may allow a family that initially qualified for occupancy of an excepted unit based on elderly or disabled family status to continue to reside in a unit, where through circumstances beyond the control of the family (e.g., death of the elderly or disabled family member or long-

term or permanent hospitalization or nursing care), the elderly or disabled family member no longer resides in the unit. In this case, the unit may continue to be counted as an excepted unit for as long as the family resides in that unit. Once the family vacates the unit, in order to continue as an excepted unit under the HAP contract, the unit must be made available to and occupied by a qualified family.

### MBHA Policy

MBHA will allow families who initially qualified to live in an excepted unit to remain when circumstances change due to circumstances beyond the remaining family members' control.

## **PART VIII: DETERMINING RENT TO OWNER**

### **17-VIII.A. OVERVIEW**

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract, the rent to owner is redetermined at the owner's request in accordance with program requirements, and at such time that there is a five percent or greater decrease in the published FMR.

### **17-VIII.B. RENT LIMITS [24 CFR 983.301]**

Except for certain tax credit units (discussed below), the rent to owner must not exceed the lowest of the following amounts:

- An amount determined by MBHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

### **Certain Tax Credit Units [24 CFR 983.301(c)]**

For certain tax credit units, the rent limits are determined differently than for other PBV units. Different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract;

- There are comparable tax credit units of the same bedroom size as the contract unit in the same project, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and
- The tax credit rent exceeds 110 percent of the fair market rent or any approved exception payment standard;

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- The tax credit rent minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

### **Definitions**

A *qualified census tract* is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income of less than 60 percent of Area Median Gross Income (AMGI), or where the poverty rate is at least 25 percent and where the census tract is designated as a qualified census tract by HUD.

*Tax credit rent* is the rent charged for comparable units of the same bedroom size in the project that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., tenant-based voucher assistance).

### **Reasonable Rent [24 CFR 983.301(e) and 983.302(c)(2)]**

MBHA must determine reasonable rent in accordance with **24 CFR 983.303**. The rent to owner for each contract unit may at no time exceed the reasonable rent, except in cases where MBHA has elected within the HAP contract not to reduce rents below the initial rent to owner and, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent. However, the rent to owner must be reduced in the following cases:

- To correct errors in calculations in accordance with HUD requirements
- If additional housing assistance has been combined with PBV assistance after the execution of the initial HAP contract and a rent decrease is required pursuant to **24 CFR 983.55**
- If a decrease in rent to owner is required based on changes in the allocation of the responsibility for utilities between owner and tenant

If MBHA has not elected within the HAP contract to establish the initial rent to owner as the rent floor, the rent to owner shall not at any time exceed the reasonable rent.

#### MBHA Policy

MBHA will elect within the HAP contract not to reduce rents below the initial level, with the exception of circumstances listed in **24 CFR 983.302(c)(2)**. If, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent, MBHA will use the higher initial rent to owner amount.

## **Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]**

When determining the initial rent to owner, MBHA must use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract. When redetermining the rent to owner, MBHA must use the most recently published FMR and the utility allowance schedule in effect at the time of redetermination. At its discretion, MBHA may for initial rent, use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP contract, or for redeterminations of rent, the 30-day period immediately before the redetermination date.

Any HUD-approved exception payment standard amount under the tenant-based voucher program also applies to the project-based voucher program. HUD will not approve a different exception payment stand amount for use in the PBV program.

Likewise, MBHA may not establish or apply different utility allowance amounts for the PBV program. The same utility allowance schedule applies to both the tenant-based and project-based voucher programs.

### MBHA Policy

Upon written request by the owner, MBHA will consider using the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent. The owner must explain the need to use the previous FMRs or utility allowances and include documentation in support of the request. MBHA will review and make a decision based on the circumstances and merit of each request.

In addition to considering a written request from an owner, MBHA may decide to use the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent, if MBHA determines it is necessary due to MBHA budgetary constraints.

## **Use of Small Area FMRs (SAFMRs) [24 CFR 888.113(h)]**

While small area FMRs (SAFMRs) do not apply to PBV projects, PHAs that operate a tenant-based program under SAFMRs may apply SAFMRs to all future PBV HAP contracts. If the PHA adopts this policy, it must apply to all future PBV projects and the PHA's entire jurisdiction. The PHA and owner may not subsequently choose to revert back to use of the FMRs once the SAFMRs have been adopted, even if the PHA subsequently changes its policy.

Further, the PHA may apply SAFMRs to current PBV projects where the notice of owner selection was made on or before the effective dates PHA implementation, provided the owner is willing to mutually agree to doing so and the application is prospective. The PHA and owner may not subsequently choose to revert back to use of the FMRs once the SAFMRs have been adopted, even if the PHA subsequently changes its policy. If rents increase as a result of the use of SAFMRs, the rent increase may not be effective until the first anniversary of the HAP contract.

## **Redetermination of Rent [24 CFR 983.302]**

MBHA must redetermine the rent to owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.

### ***Rent Increase***

If an owner wishes to request an increase in the rent to owner from MBHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by MBHA. MBHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

#### **MBHA Policy**

An owner's request for a rent increase must be submitted to MBHA 60 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.

MBHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

### ***Rent Decrease***

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment, except where MBHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract

### ***Notice of Rent Change***

The rent to owner is redetermined by written notice by MBHA to the owner specifying the amount of the redetermined rent. MBHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

#### **MBHA Policy**

MBHA will provide the owner with at least 30 days written notice of any change in the amount of rent to owner.

### **MBHA-owned Units [24 CFR 983.301(g)]**

For MBHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. MBHA must use the rent to owner established by the independent entity.

## **17-VIII.C. REASONABLE RENT [24 CFR 983.303]**

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by MBHA, except where MBHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

### **When Rent Reasonable Determinations are Required**

MBHA must redetermine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a ten (10) percent or greater decrease in the published FMR in effect 60 days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- MBHA approves a change in the allocation of responsibility for utilities between the owner and the tenant;
- The HAP contract is amended to substitute a different contract unit in the same building or project; or
- There is any other change that may substantially affect the reasonable rent.

### **How to Determine Reasonable Rent**

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, MBHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

#### ***Comparability Analysis***

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by MBHA. The comparability analysis may be performed by MBHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

#### **MBHA-owned Units**

For MBHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for MBHA-owned units to MBHA and to the HUD field office where the project is located.

## **Owner Certification of Reasonable Rent**

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the premises. At any time, MBHA may require the owner to submit information on rents charged by the owner for other units in the premises or elsewhere.

## **17-VIII.D. EFFECT OF OTHER SUBSIDY AND RENT CONTROL**

In addition to the rent limits discussed in Section 17-VIII.B above, other restrictions may limit the amount of rent to owner in a PBV unit. In addition, certain types of subsidized housing are not even eligible to receive PBV assistance (see Section 17-II.D).

### **Other Subsidy [24 CFR 983.304]**

To comply with HUD subsidy layering requirements, at the discretion of HUD or its designee, MBHA shall reduce the rent to owner because of other governmental subsidies, including tax credits or tax exemptions, grants, or other subsidized funding.

For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

For units in any of the following types of federally subsidized projects, the rent to owner may not exceed the subsidized rent (basic rent) or tax credit rent as determined in accordance with requirements for the applicable federal program:

- An insured or non-insured Section 236 project;
- A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action;
- A Section 221(d)(3) below market interest rate (BMIR) project;
- A Section 515 project of the Rural Housing Service;
- A project receiving low-income housing tax credits;
- Any other type of federally subsidized project specified by HUD.

### ***Combining Subsidy***

Rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements.

### **Rent Control [24 CFR 983.305]**

In addition to the rent limits set by PBV program regulations, the amount of rent to owner may also be subject to rent control or other limits under local, state, or federal law.

## **PART IX: PAYMENTS TO OWNER**

### **17-IX.A. HOUSING ASSISTANCE PAYMENTS [24 CFR 983.351]**

During the term of the HAP contract, MBHA must make housing assistance payments to the owner in accordance with the terms of the HAP contract. During the term of the HAP contract, payments must be made for each month that a contract unit complies with HQS and is leased to and occupied by an eligible family. The housing assistance payment must be paid to the owner on or about the first day of the month for which payment is due, unless the owner and MBHA agree on a later date.

Except for discretionary vacancy payments, MBHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

The amount of the housing assistance payment by MBHA is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance).

In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract. Unless the owner complies with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments.

### **17-IX.B. VACANCY PAYMENTS [24 CFR 983.352]**

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if MBHA determines that the vacancy is the owner's fault.

At the discretion of MBHA, the HAP contract may provide for vacancy payments to the owner. MBHA may only make vacancy payments if:

- The owner gives MBHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge);
- The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
- The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
- The owner provides any additional information required and requested by MBHA to verify that the owner is entitled to the vacancy payment.

The owner must submit a request for vacancy payments in the form and manner required by MBHA and must provide any information or substantiation required by MBHA to determine the amount of any vacancy payment.

#### MBHA Policy

MBHA will not pay vacancy payments.

### **17-IX.C. TENANT RENT TO OWNER [24 CFR 983.353]**

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by MBHA in accordance with HUD requirements. Any changes in the amount of tenant rent will be effective on the date stated in MBHA notice to the family and owner.

The family is responsible for paying the tenant rent (total tenant payment minus the utility allowance). The amount of the tenant rent determined by MBHA is the maximum amount the owner may charge the family for rental of a contract unit. The tenant rent covers all housing services, maintenance, equipment, and utilities to be provided by the owner. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by MBHA. The owner must immediately return any excess payment to the tenant.

#### **Tenant and MBHA Responsibilities**

The family is not responsible for the portion of rent to owner that is covered by the housing assistance payment and the owner may not terminate the tenancy of an assisted family for nonpayment by MBHA.

Likewise, MBHA is responsible only for making the housing assistance payment to the owner in accordance with the HAP contract. MBHA is not responsible for paying tenant rent, or any other claim by the owner, including damage to the unit. MBHA may not use housing assistance payments or other program funds (including administrative fee reserves) to pay any part of the tenant rent or other claim by the owner.

#### **Utility Reimbursements**

If the amount of the utility allowance exceeds the total tenant payment, MBHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero.

MBHA may pay the utility reimbursement directly to the family or to the utility supplier on behalf of the family. If MBHA chooses to pay the utility supplier directly, MBHA must notify the family of the amount paid to the utility supplier.

#### **MBHA Policy**

MBHA will make utility reimbursements to the family.

## **17-IX.D. OTHER FEES AND CHARGES [24 CFR 983.354]**

### **Meals and Supportive Services**

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

### **Other Charges by Owner**

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

## **17-X ALLIANCE INN**

### **17-X. A. Housing Assistance Payments Contract**

Upon acceptance of the units by MBHA, a Housing Assistance Program Payments Contract for Project Based Assistance for the Housing Choice Voucher Program will be executed in the format prescribed by HUD (52530-A).

MBHA will execute all PBA HAP Contracts for a period of ten (10) years, subject to future availability of funding under the ACC with HUD. In addition, the HAP Contract will permit two extensions for a period of five years each, based on determination by MBHA that an extension is necessary to achieve long-term affordability of the housing.

The HAP Contract will provide for annual review of the rental amounts. Adjustments of rents will be subject to the annual adjustment factor provided that the rents charged for the PBA units are comparable to unassisted units in the rental market.

Special rent adjustments above the annual adjustment factor shall also be considered if it is determined that the rent continues to be reasonable. The owner shall be responsible for providing MBHA with market comparability data for any special rent increase that is requested.

### **17-X. B. Tenant Selection**

MBHA will maintain the waiting list for Alliance Inn Project Based Assistance. Applicants will be offered project-based assistance as they reach the top of the list by the date, time and bedroom size applicable to the family under the occupancy standards and units are available. If an applicant rejects a PBA unit, they will remain in their same place on the waiting list for tenant-based assistance if they have applied for tenant-based assistance.

Applicants applying to the PBA program must have a written referral from a recognized emergency shelter for the homeless or from a social or medical service agency.

Admission to PBA units is subject to HUD requirements and 75% of all new admissions on an annual basis must be at or below 30% of median income of the area. The remaining 25% shall have annual incomes between 30% and 50% of median income. An exception to this admission criteria will be made for any continuously assisted family in the Section 8 tenant base program or the Public Housing Program who wishes to locate to a PBA unit.

Owners must lease all assisted units to eligible families. Failure to do so will result in a reduction of the units under contract or other legal remedies including suspension or debarment from HUD programs.

After MBHA is notified of the tenant's successful completion of the Alliance Inn Program, a tenant may move. When MBHA receives the notification the Alliance Inn client will complete a voucher status form indicating their desire to remain on the HCV Program or their refusal of the HCV program. If the client refuses HCV, the assistance will be terminated in 30 days. If the client chooses to accept HCV they will be provided the next available voucher. The client must be briefed and issued a HCV within 30 days of completion of the Alliance Inn program. If the

client does not come in within the 30-day period the housing assistance payments will be terminated.

The owner is responsible for screening and selection of tenants in accordance with the written selection criteria approved as part of the original proposal for the PBA program.

If the owner rejects an applicant family who believes the rejection was unlawful discrimination, MBHA will refer the family to the local Fair Housing Center or the HUD Field Office.

When a family is selected for a PBA unit, MBHA will brief the family and provide them with all required written information and documents identified in 24CFR983.203.

#### **17-X. D. Ongoing Activities**

MBHA shall administer the PBA program in accordance with all provisions under the Housing Choice Voucher Program including issuing of monthly HAP payments, annual re-certification of household composition and income and annual inspection of all units to assure compliance with HQS.

The owner is responsible for managing the units in accordance with all requirements under the approved management plan and the Housing Assistance Payments Contract. After initial occupancy, the owner must immediately notify MBHA of any vacancies.

If the agencies have not referred an adequate number of applicant families to the Alliance Inn within sixty (60) days from notification of the vacancy, the owner may advertise and solicit applications from otherwise eligible families. Alliance Inn must supply MBHA documentation of the advertisement and/or solicitation. Upon selection of an applicant, the owner will refer the applicant to MBHA for processing and briefing.

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, MBHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

#### **17-X. E. Other Policies**

All other policies stated in the Section 8 Administrative Plan related to Occupancy of Section 8 tenant-based assisted units will apply to Project Based units as appropriate.

MBHA may provide to the referring agency all information regarding the applicants/participants participation with the PBA program.

#### **17-X. F. Obligations of the Participant**

In addition to the Section 8 tenant-based obligations, the participants of Alliance Inn must comply with the following:

1. The family must obey all posted security guidelines and rules of the property to ensure the safety and well-being of neighbors.

2. The family must actively participate in services recommended by their referring agency and outlined in their goals as a condition of residency.
3. If the referring agency withdraws the referral for the family, the family may be terminated from the program.

## **17-XI Villas at Swansgate**

### **17-XI. A. Housing Assistance Payments Contract**

Upon acceptance of the units by MBHA, a Housing Assistance Program Payments Contract for Project Based Assistance for the Housing Choice Voucher Program will be executed in the format prescribed by HUD (**52530-A**).

MBHA will execute all PBA HAP Contracts for a period of Fifteen (15) years, subject to future availability of funding under the ACC with HUD. In addition, the HAP Contract will permit two extensions for a period of five years each, based on determination by MBHA that an extension is necessary to achieve long-term affordability of the housing.

The HAP Contract will provide for annual review of the rental amounts. Adjustments of rents will be subject to the annual adjustment factor provided that the rents charged for the PBA units are comparable to unassisted units in the rental market.

Special rent adjustments above the annual adjustment factor shall also be considered if it is determined that the rent continues to be reasonable. The owner shall be responsible for providing MBHA with market comparability data for any special rent increase that is requested.

### **17-XI. B. Tenant Selection**

Villas at Swansgate is housing for the elderly, 6 units are set aside for persons with Disabilities. MBHA will maintain the waiting list for Villas at Swansgate Project Based Assistance. Applicants will be offered project-based assistance as they reach the top of the list by the date, time and bedroom size applicable to the family under the occupancy standards and units are available. If the applicant for any reason does not accept the unit offered and wishes to remain on the waiting list for Villas at Swansgate Project Based Assistance, the application will be moved to the bottom of the list with a new date and time based on the date and time MBHA receives their request. The third time an applicant does not accept a unit they will be removed from the list and have to reapply when the list is open. Failure to occupy the unit offered and accepted within 30 days of the unit offer will result in the application being denied. Whether an applicant rejects or accepts a PBA unit, they will remain in their same place on the waiting list for any other waiting list that they have applied for.

Admission to PBA units is subject to HUD requirements and 75% of all new admissions on an annual basis must be at or below 30% of median income of the area. The remaining 25% shall have annual incomes between 30% and 50% of median income. An exception to this admission criteria will be made for any continuously assisted family in the Section 8 tenant base program who wishes to relocate to a PBA unit.

After the initial twelve month of occupancy at the Villas at Swansgate, a tenant may move. When MBHA receives the notification the Villas at Swansgate client will complete a voucher status form indicating their desire to remain on the HCV Program or their refusal of the HCV program. If the client refuses HCV, the assistance will be terminated in 30 days. If the client chooses to accept HCV they will be provided the next available voucher. The client must be briefed and issued a HCV within 30 days of the request if a voucher is available. If the client does not come in within the 30-day period the housing assistance payments will be terminated.

The owner is responsible for screening and selection of tenants in accordance with the written selection criteria approved as part of the original proposal for the PBA program.

If the owner rejects an applicant family who believes the rejection was unlawful discrimination, MBHA will refer the family to the local Fair Housing Center or the HUD Field Office.

When a family is selected for a PBA unit, MBHA will brief the family and provide them with all required written information and documents identified in 24CFR983.203.

#### **17-XI. C. Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]**

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits MBHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by MBHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

##### MBHA Policy

Families may obtain application forms for Villas at Swansgate from MBHA's office during normal business hours. As a reasonable accommodation families may also request that a form be mailed to the family.

Completed applications must be submitted to **MBHA at 605 10th Ave. North, Myrtle Beach or an alternative location as designated by MBHA: during normal business hours, in-person, by facsimile, email or mailed by US Postal Service.** Applications must be complete in order to be accepted by MBHA for processing. If an application is incomplete, MBHA will notify the family of the additional information required.

When the waiting list is open, completed applications will be accepted from all applicants. MBHA will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

The completed application will be dated and time stamped upon its return to MBHA.

Persons with disabilities who require a reasonable accommodation in completing an application may call MBHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **(800-735-2905)**.

The first phase of the application process requires the family to provide limited basic information including name, address, phone number, family composition and family unit

size, racial or ethnic designation of the head of household, income category, and information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list if deemed apparently eligible.

An applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. MBHA Housing Authority will annotate the applicant's file and will update their place on the waiting list.

The second phase is the final determination of eligibility, referred to as a call in. The call in takes place when the family nears the top of the waiting list. MBHA will ensure that verification of all preferences, eligibility; suitability selection factors are current in order to determine the family's final eligibility for admission into the HCV Program.

#### **17-XI. D. Ongoing Activities**

MBHA shall administer the PBA program in accordance with all provisions under the Housing Choice Voucher Program including issuing of monthly HAP payments, annual re-certification of household composition and income and annual inspection of 20% of the units to assure compliance with HQS.

The owner is responsible for managing the units in accordance with all requirements under the approved management plan and the Housing Assistance Payments Contract. After initial occupancy, the owner must immediately notify MBHA of any vacancies.

If The Housing Authority of Myrtle Beach has not referred an adequate number of applicant families to the Villas at Swansgate within sixty (60) days from notification of the vacancy, the owner may advertise and solicit applications from otherwise eligible families. Villas at Swansgate must supply MBHA documentation of the advertisement and/or solicitation.

#### **17-XI. E. Other Policies**

All other policies stated in the Section 8 Administrative Plan related to Occupancy of Section 8 tenant-based assisted units will apply to Project Based units as appropriate.

### **17-XII Carver Grove**

#### **17-XII. A. Housing Assistance Payments Contract**

Upon acceptance of the units by MBHA, a Housing Assistance Program Payments Contract for Project Based Assistance for the Housing Choice Voucher Program will be executed in the format prescribed by HUD (52530-A).

MBHA will execute all PBA HAP Contracts for a period of Fifteen (15) years, subject to future availability of funding under the ACC with HUD. In addition, the HAP Contract will permit two

extensions for a period of five years each, based on determination by MBHA that an extension is necessary to achieve long-term affordability of the housing.

The HAP Contract will provide for annual review of the rental amounts. Adjustments of rents will be subject to the annual adjustment factor provided that the rents charged for the PBA units are comparable to unassisted units in the rental market.

Special rent adjustments above the annual adjustment factor shall also be considered if it is determined that the rent continues to be reasonable. The owner shall be responsible for providing MBHA with market comparability data for any special rent increase that is requested.

#### **17-XII. B. Tenant Selection**

Carver Grove is housing for disabled veterans. Four of the units are set aside for the VASH program. MBHA will maintain the waiting list for Carver Grove Project Based Assistance. The VA will maintain the waiting list for the VASH units located at Carver Grove. Applicants will be offered project-based assistance as they reach the top of the list by the date, time and need for the accessibility features of the available unit. Verification of Disability is required for the Carver Grove Project Based Assistance.

If the applicant for any reason does not accept the unit offered and wishes to remain on the waiting list for Carver Grove Project Based Assistance, the application will be moved to the bottom of the list with a new date and time based on the date and time MBHA receives their request. The third time an applicant does not accept a unit they will be removed from the list and have to reapply when the list is open. Whether an applicant rejects or accepts a PBA unit, they will remain in their same place on the waiting list for any other waiting list that they have applied for.

Carver Grove has both mobility impaired adapted units and sensory impaired adapted units. A priority is given to those applicants who require the adaptive features of the units. A copy of their DD214 or other documentation showing veteran status is required at the time of application. Honorable or General Discharge Under Honorable Conditions veterans are eligible.

Admission to PBA units is subject to HUD requirements and 75% of all new admissions on an annual basis must be at or below 30% of median income of the area. The remaining 25% shall have annual incomes between 30% and 50% of median income. An exception, to this admission criteria, will be made for any continuously assisted family in the Section 8 tenant base program or the VASH Program who wishes to locate to a PBA unit.

The owner is responsible for screening and selection of tenants in accordance with the written selection criteria approved as part of the original proposal for the PBA program.

If the owner rejects an applicant family who believes the rejection was unlawful discrimination, MBHA will refer the family to the local Fair Housing Center or the HUD Field Office.

When a family is selected for a PBA unit, MBHA will brief the family and provide them with all required written information and documents identified in 24CFR983.203. The family has 30 days after being offered a unit and the unit is ready for occupancy to move in or the offer will be terminated and the unit will be offered to the next qualified applicant.

**17-XII. C. Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]**

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits MBHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by MBHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

MBHA Policy

Families may obtain application forms for Carver Grove from MBHA's office during normal business hours. As a reasonable accommodation families may also request that a form be mailed to the family.

Completed applications must be submitted to **MBHA at 605 10th Ave. North, Myrtle Beach or an alternative location as designated by MBHA: during normal business hours, in-person, by facsimile, email or mailed by US Postal Service.** Applications must be complete in order to be accepted by MBHA for processing. If an application is incomplete, MBHA will notify the family of the additional information required.

When the waiting list is open, completed applications will be accepted from all applicants. MBHA will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

The completed application will be dated and time stamped upon its return to MBHA.

Persons with disabilities who require a reasonable accommodation in completing an application may call MBHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **(800-735-2905)**.

The first phase of the application process requires the family to provide limited basic information including name, address, phone number, family composition and family unit size, racial or ethnic designation of the head of household, income category, and information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list if deemed apparently eligible.

An applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. MBHA Housing Authority will annotate the applicant's file and will update their place on the waiting list.

The second phase is the final determination of eligibility, referred to as a call in. The call in takes place when the family nears the top of the waiting list. MBHA will ensure that

verification of all preferences, eligibility; suitability selection factors are current in order to determine the family's final eligibility for admission into the HCV Program.

**17-XII. D. Ongoing Activities**

MBHA shall administer the PBA program in accordance with all provisions under the Housing Choice Voucher Program including issuing of monthly HAP payments, annual re-certification of household composition and income and annual inspection of 20% of the units to assure compliance with HQS.

The Housing Authority of Myrtle Beach is responsible for managing the units in accordance with all requirements under the approved management plan and the Housing Assistance Payments Contract..

If the waiting list for Carver Grove is not sufficient to fill any vacancies within sixty (60) days from notification of the vacancy, MBHA will advertise and solicit applications from otherwise eligible families. MBHA must document the advertisement and/or solicitation.

**17-XII. E. Other Policies**

All other policies stated in the Section 8 Administrative Plan related to Occupancy of Section 8 tenant-based assisted units will apply to Project Based units as appropriate.