

PROJECT BASED VOUCHER PROGRAM PROCESS FLOWCHART

COMPETITIVE SELECTION AWARD

LIHTC/HOME

RENTAL DEVELOPMENT

MOU/Inclusion Plan or Addendum III **Time Frame:** 2 – 3 weeks for review once received.

RENTAL ASSISTANCE AND HOMELESS SOLUTIONS

PBV Owner Letter of Intent (LOI) **Time Frame:** 5 working days to review and get

back with owner

Initial On Site - PBV Site Review
Time Frame: 2 weeks from receipt of LOI

PBV Initial Contract Rents

Time Frame: 1 week after competitive

process award

Feasibility Proforma

Time Frame: 2/3 weeks after competitive

award

PBV Owner Proposal

Time Frame: maximum 30 working days for review, owner response to request of additional information if needed.

PBV Preliminary Award Letter

Time Frame: prepared after complete review

PBV SUBSIDY LAYERING PROCESS HUD/MSHDA

Time Frame: Maximum 30 working days for New Construction and Rehab Projects. Existing Projects N/A

AHAP/ New Construction and Rehab Projects

Time Frame: 15 working days; once subsidy layering and NEPA is complete.

RD/RAHS PBV Lease up Meeting

Time Frame: will vary depending on status of construction for New Construction/Rehab. Existing projects: 2/3 weeks after NEPA and Preliminary Award Letter.

HAP Contract

Time Frame: Maximum 30 days after construction work is complete. Units must be inspected by Housing Agent. PBV Specialist must review inspections, verify rents and prepare HAP for internal and external signatures.

Follow Up Meetings with Partners

Time Frame: Will vary depending on partners and need.

On Going Oversight of Services/MOU Inclusion Plan and Addendum || - Homeless Assistance Specialist.

PBV on going administration and contract rent adjustments. **Project Based Voucher Specialist.**