

# Project-Based Voucher (PBV) Program

## Partner Responsibilities

**Owner Responsibilities** – The owner is ultimately responsible for all conditions identified in the Project-Based Voucher (PBV) Housing Assistance Payment (HAP) contract (HUD 52530A Part I and Part II or HUD 52530B Part and Part II). Specific responsibilities include, but are not limited to:

- A. Performing all management and rental functions for the contract units.
- B. Maintaining the units in accordance with HQS.
- C. Complying with equal opportunity requirements.
- D. Enforcing tenant obligations under the lease.
- E. Paying for utilities and housing services (unless paid by the family under the lease).
- F. Collecting from the tenant any security deposit, tenant rent or any charges for tenant caused damages.
- G. Provide information and access as required by HUD or MSHDA.
- H. Ensuring the supportive service requirements are met per the HAP contract.

**Management Responsibilities** – Management has responsibility for providing, maintaining and operating the PBV units. Specific tasks related include, but are not limited to:

- A. Develop and maintain a Memorandum of Understanding (MOU) with the Lead Agency and Service Partner(s) that describes the procedures to be used to help applicants/participants apply for, get accepted, and maintain tenancy in a PBV unit.
- B. Implement and maintain a communications plan between Management, Housing Agent, Lead Agency and Service Partner(s) that will accommodate staff turnover and assure continuing linkages.
- C. Negotiate reasonable accommodations to facilitate the admittance and retention of applicants/participants in PBV units. **NOTE:** Requests for reasonable accommodations must be reviewed and approved by MSHDA as well.
- D. Help the Housing Agent Lead Agency, Service Partner(s) and applicants understand the rent structure for PBV units, and how rental assistance can be accessed.
- E. Affirmatively market to eligible applicants, and maintain a record of those efforts.
- F. Execute all pertinent documents to create a valid tenancy with the applicants/participants.
- G. Develop working relationships with the Lead Agency, Service Partner(s), and other members of the local services community.
- H. Notify the Lead Agency and Housing Agent regarding anticipated and actual vacancies in PBV units.
- I. Contact the Housing Agent with questions regarding an application for a PBV unit.
- J. Contact the Lead Agency and Housing Agent with issues that arise with participants.

**Lead Agency Responsibilities** – The Lead Agency assists the Housing Agent and Management with the recruitment and selection of applicants for the PBV units. The

Lead Agency has the primary responsibility to help identify the need for supportive services, and implement the means to access them. Duties include, but are not limited to:

- A. Act as a provider, coordinator or referral agent for the range of community services available for applicants/participants.
- B. Determine if applicants meet the supportive housing criteria to reside in the PBV unit via the Certification of Eligibility form.
- C. Assist applicants with the PBV and property application process, directly, or in collaboration with a Service Partner.
- D. Help assess applicants/participants need directly or in collaboration with a Service Partner; and develop a plan for supportive services needed by the tenant to live independently and successfully in a PBV unit,
- E. Provide direct services to applicants/participants; or help them apply for and access other community services.
- F. Act as the point of contact with Housing Agent and Management over the life of the project.
- G. Assist Management and participants, directly or collaboration with a Service Partner, in resolving problems or issues that could lead to evictions.
- H. Assist Housing Agents and Management in resolving participant issues related to the PBV tenancy and recertification process.

**Housing Agent Responsibilities** – The Housing Agent is ultimately responsible for assuring that applicants referred by the Lead Agency meet the Project-Based Voucher program requirements. Duties include but are not limited to:

- A. Receive and process application packages referred by the Lead Agency.
- B. Maintain the waiting list for units covered under the PBV HAP contract.
- B. Verify household income, assets and expenses for initial occupancy for the PBV units.
- C. Ensure applicant households meet the criminal eligibility requirements by running criminal screenings (ICHAT, PSOR, OTIS and Dru Sjodin).
- D. Inspect PBV units at initial lease-up and annually to assure units meet Housing Quality Standards (HQS).
- E. Brief applicants on program rules and tenant/landlord responsibilities.
- F. Re-verify program eligibility for participants annually (income verifications and criminal screenings).
- G. Maintain communication with Management and Lead Agency as it relates to participant issues, moves, vacant units, potential terminations, etc.