



# Housing Families with SHRA

Project Based Housing

# Intake Orientation

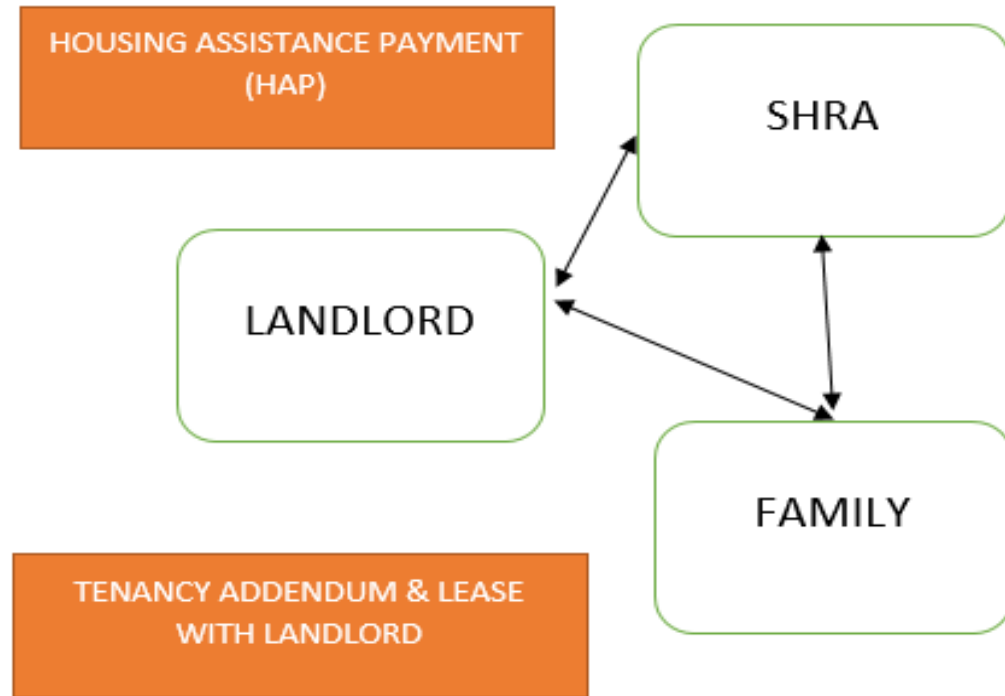
*WELCOME*

# Project Based Housing

- ❖ Project Based Voucher (PBV) Program Overview
- ❖ PBV Housing –vs- Housing Choice Voucher
- ❖ PBV Housing –vs- Public Housing
- ❖ Property Approval
- ❖ SHRA Approval
- ❖ Unit Availability
- ❖ Site sends Rental Agreement and 2 Pages of the Request for Tenancy Approval to SHRA
- ❖ PBV Tenancy Addendum/ Statement of Responsibility
- ❖ Activate Tenancy Addendum for Payment

# Project Based Voucher

Three way partnership between SHRA, the Landlord, and the Family



# Project Based Voucher

- ❖ This is not the Housing Choice Voucher Program (Section 8)
- ❖ SHRA enters into a contract with property owners to subsidize units
- ❖ Some complexes only percentage of units subsidized, some 100% of complex subsidized

# Conventional Housing (CNV)

## What is Conventional Housing?

- ❖ Unit based assistance program
- ❖ SHRA is the landlord
- ❖ Cannot move from unit to unit with assistance
- ❖ Assistance is not transferrable to another city, county, or state
- ❖ If you move from CNV Housing, you move without further rent assistance

# Housing Choice Voucher (HCV) Program

## What is the Housing Choice Voucher Program?

- ❖ HCV is a tenant based program
- ❖ Can rent from any private landlord
- ❖ After initial 12 month lease may move to another unit and take assistance to new unit
- ❖ Assistance is transferrable to any other city, county, or state that has HCV Program



# Project Based Voucher (PBV) Program

## What is the Project Based Voucher Program?

- ❖ Combination of CNV & HCV Programs
- ❖ Initial 12 month lease must be at complex selected for
- ❖ After 12 months can request to move and obtain HCV tenant based voucher
- ❖ After HCV tenant based voucher obtained may transfer out of city, county, or state
- ❖ Not required to move from complex after initial 12 month lease



# Application Approval

- ❖ Must be approved by both SHRA and the Complex
- ❖ SHRA screens for program suitability
  - ❖ Must pass criminal background
  - ❖ Must be within income limits
  - ❖ Cannot owe a debt to SHRA or any other Public Housing Authority

# Application Approval cont.

- ❖ Cannot have been terminated from a federally assisted housing program in the last 3 years for violation of family obligations
- ❖ Cannot have been termination from a federally assisted housing program for the manufacturing of methamphetamines

# Application Approval cont.

- ❖ Complex screening may vary depending the their eligibility requirements
- ❖ The complex may run a criminal background check
- ❖ The complex may verify your rental history or request a homeless certification
- ❖ The complex may verify your income and assets

# SHRA Rules and Regulations

- ❖ The determination of eligibility or family's participation may be denied and/or terminated if any family member violates any family obligation(s) under the program for any or all of the following reasons:
- ❖ SHRA Rules and Regulations are comprised of HUD's regulations found in Title 24 Code of the Federal Regulations (CFR) Part 982.551 and the Housing Authority's Administrative policy
  - ❖ PHA means Public Housing Agency. HUD means US Department of Housing and Urban Development

# Family Obligations

- ❖ Must supply any info requested by PHA or HUD necessary in administration of program
- ❖ Must supply info requested for annual re-exam or interim
- ❖ All info provided must be true and complete
- ❖ Must notify PHA in writing within 30 days of all changes in income
- ❖ Must allow unit inspections

# Family Obligations

- ❖ Must adhere to rental agreement
- ❖ Must notify Agency when household member vacates
- ❖ Must notify agency to request to add household member
- ❖ Must notify agency of all notices from landlord
- ❖ Must not allow anyone to use address for mail

# Family Obligations

- ❖ Must not forward mail to another address
- ❖ May not be absent from unit for more than 30 days
- ❖ Fraud is prohibited
- ❖ Alcohol abuse is prohibited
- ❖ Family may not receive multiple rental assistance
- ❖ Criminal activity may be grounds for termination



# Family Obligations

## ❖ MOST COMMONLY VIOLATED FAMILY OBLIGATIONS

- ❖ The family must request PHA approval BEFORE adding any other family member as an occupant
- ❖ The family must notify the PHA in writing, within 30-days of any changes in household composition
- ❖ The family must notify the PHA in writing, within 30-days of any change in income by any family member
- ❖ People receiving mail at the assisted address are thought to be living in the unit and may be considered unauthorized residents. DO NOT LET OTHER PEOPLE USE YOUR MAILING ADDRESS. Also, people who are listed at the bill payer for the utilities at a rental unit are thought to be living in the unit and may be considered to be unauthorized residents

# Unit Availability

- ❖ SHRA has no control over unit availability – the complex landlord will notify you when there is a unit available for you
- ❖ The landlord sets the Security Deposit amount
- ❖ Once a unit is available, the landlord will request an inspection from SHRA
- ❖ Each unit must pass initial inspection prior to move in

# Lease Up

- ❖ Once the unit is available for occupancy – SHRA will notify the landlord of your portion of rent (approximately 30% of your monthly income)
- ❖ The landlord will send SHRA a copy of your Rental Agreement along with the Request for Tenancy Approval pages 1 and 2
- ❖ SHRA staff will generate a Tenancy Addendum and Statement of Family Responsibility for signature by you and the landlord
- ❖ Once the Tenancy Addendum and Statement of Family Responsibility returned to SHRA – Payment Activated

**Questions? Please ask at your  
interview.**

