

# **RENO HOUSING AUTHORITY**

Project Based Voucher (PBV)  
Program Briefing



# Welcome!

This briefing will include:

- A voucher program overview
- Family, Owner, and RHA responsibilities
- Information on Reasonable

Accommodations



# Frequently Used Acronyms

- **HAP** – Housing Assistance Payment: The portion of the rent RHA is responsible for paying to the landlord.
- **HCV** – Housing Choice Voucher: The most common of the many voucher programs offered. Formerly known as Section 8.
- **HQS** – Housing Quality Standards: HUD standards for the condition of assisted housing.
- **HUD** – US Department of Housing and Urban Development: The federal department over voucher programs.

# Frequently Used Acronyms

- **NSPIRE** – National Standards for the Physical Inspection of Real Estate: The inspection protocol used by RHA to conduct the HQS inspections.
- **PBV** – Project-Based Voucher: a type of voucher where the housing assistance is tied to the unit.
- **PHA** – Public Housing Authority
- **RHA** – Reno Housing Authority

# Rental Assistance Employee Roles

## Housing Specialist

- This is your “case worker”. They respond to calls and emails, rotate walk-in days, and process changes to your income & regular recertifications.

## Leasing Agent

- Issues transfer vouchers, processes RFTAs, checks for reasonableness & affordability of prospective units, and prepares HAP Contracts.

## General Office Clerk

- Serves as our receptionists, receives & logs incoming mail, and sends out recertification & verification paperwork.

# Rental Assistance Employee Roles

## Inspections Clerk

- Schedules move-in, regular (biennial) & special inspections and provides the results. Notifies the landlord when you are approved to sign a lease.

## Inspector

- Visits the unit to ensure HUD standards have been met (following the NSPIRE inspection protocol).

## Landlord Liaison

- The primary point of contact for landlords regarding questions and concerns.

# Rental Assistance Employee Roles

## **Rental Assistance Administrator**

- Oversees staff, conducts file reviews for terminations & upon your request, and ensures the department runs smoothly by managing daily operations.

## **Director of Rental Assistance**

- Oversees entire department, developing new programs and ensuring policies follow federal regulations.

# Questions Regarding Your Assistance?



## Email

Send any questions to [section8@renoha.org](mailto:section8@renoha.org) for a response within 1-2 business days.



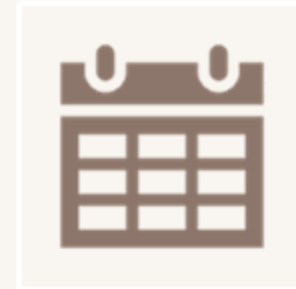
## Phone Call

775-329-3630 option 5 to leave a message with your name, Social Security Number and detailed message. We will return your call within 1-2 business days.



## Walk-In

Thursdays from 9am - 11:30am and 1pm - 4 pm, no appointment needed. You will see the On-Duty Housing Specialist.



## Scheduled Appointments

Your Housing Specialist will reach out (by mail) if an in-person meeting is necessary, but you are welcome to call and request a scheduled in-person meeting as well.

# MTW (Moving to Work) Agency

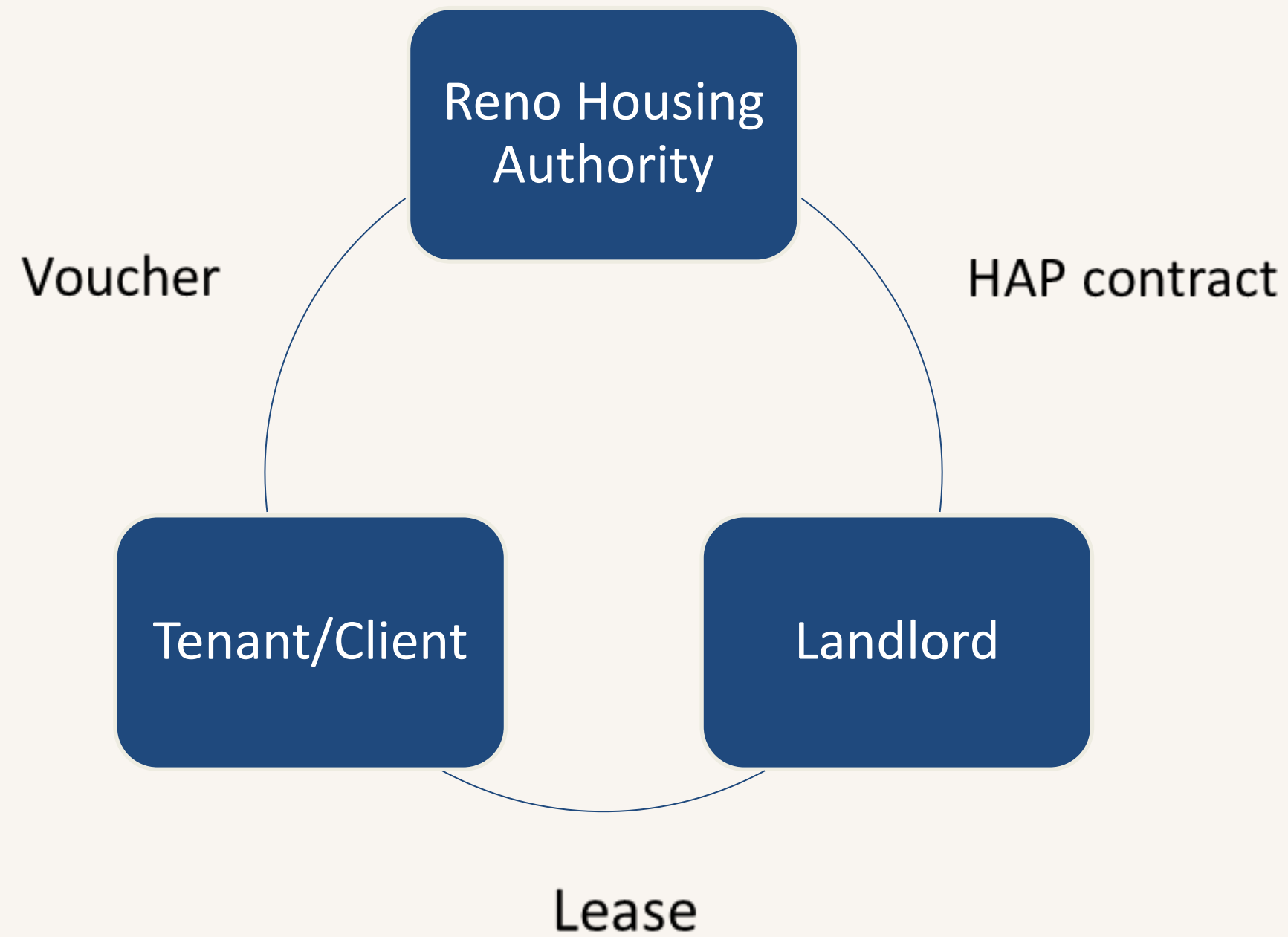
RHA has the unique opportunity to slightly change some of the rules or requirements of the HCV program compared to other Housing Authorities.

Some of these slight changes may impact:

- Recertification timelines
- Medical deductions
- Utility allowances
- Inspections every other year



# Circle of Housing Influence



# How does the PBV program work?

- RHA entered into a long-term contract with the landlord to provide vouchers for specific units.
- RHA will inspect the unit to ensure it meets HUD's standards.
- RHA's Admissions department refers you to an available PBV unit.
- The landlord screens you based on their Tenant Selection Plan.
- RHA will determine the HAP and your portion of the rent.
- You enter a lease with the landlord and sign the PBV Tenancy Addendum.

# How does the PBV program work?

- If you are responsible for utilities, you need to setup service and pay for those utilities (either directly with the utility company or through a 3rd party billing service like RUBS).
- RHA will pay the HAP & you will pay your portion directly to your landlord.
- At the end of your lease, you and your landlord can choose to renew for another year, go month-to-month, or you can look for a new unit. NOTE: In the PBV program, you MUST complete a 1-year lease in the PBV unit before being able to move.

# Contract Rent Changes in PBV Units

- Landlords are eligible to request changes to the contract rent for a PBV unit at the anniversary of the PBV HAP Contract.
- Because the PBV HAP Contract is for all the PBV units at the property and isn't specific to only your unit and your lease, this may mean the contract rent for your unit will change **during the term of your lease**.
- RHA will process the change to the contract rent and send you and the landlord notice of the new rent portions.

# Over- & Under-Housed Families in PBV Units

- Changes in household composition (such as members moving in, moving out, or turning 18) may change the unit size you are eligible for.
- If your household becomes over- or under-housed as a result of a household composition change, **even if you are in an active lease**, you will be given notice to move. HOWEVER, RHA will provide you with comparable rental assistance (either an appropriately-sized PBV unit, public housing unit, or HCV) so that you continue to receive assistance with your rent.

# Converting from PBV to HCV

- Once you have fulfilled your initial 12-month lease, you may request to be issued an HCV, if one is available.
- All requests for HCVs must be made in writing **prior** to any request to move has been made.
- You must be in good standing with RHA in order to be eligible for tenant-based assistance.

# Voucher Obligations: Dos and Do Nots

## DO:

- Supply required information
- Allow RHA to inspect unit (with reasonable notice and at reasonable times)
- Give RHA at least 30 days' notice before moving out or terminating your lease
- Give RHA a copy of any eviction notice received
- Use the unit as your only residence.
- Receive RHA approval for all household members & notify RHA promptly if anyone moves out.
- Receive approval to be away from your unit for more than 30 days

# Voucher Obligations: Dos and Do Nots

## DO NOT:

- Damage the unit/premises or allow others to
- Violate lease terms
- Allow unapproved persons to live in unit or receive mail at your address
- Sublease the unit
- Lease a unit you or your family has any ownership of
- Commit fraud, bribery, or other corrupt criminal activities
- Engage in violent criminal activity, use illicit substances, or abuse alcohol
- Receive other housing subsidies while on the program

# Your Responsibilities

- Abiding by the Voucher Obligations and your lease.
- Paying rent according to your lease & RHA notices.
- Taking good care of your unit and reporting maintenance issues timely.
- Living in the PBV unit for one year before requesting to change to a tenant-based voucher.

# Landlord / Owner Responsibilities

- Screening families & determine their suitability as renters.
- Complying with Fair Housing Laws and the HAP Contract with RHA.
- Collecting your portion of the rent, security deposit, & any charges for damages to the unit.
- NOT collecting side payments from you or charging more than approved by RHA (with the exception of items not covered by RHA such as pet rent, cable/internet, etc.).
- Making repairs to the unit.
- Enforcing the lease.

# RHA Responsibilities

- Determining your eligibility for the voucher program.
- Explaining the voucher program and your responsibilities to you.
- Inspecting your selected unit and ensuring the requested rent is reasonable and affordable.
- Calculating the Housing Assistance Payment and your portion of the rent.
- Paying housing assistance to the landlord.
- Ensuring the family and landlord are following voucher program rules.

# Reasonable Accommodations

A reasonable accommodation is a change, exception or adjustment that may be necessary for a person with disabilities. This accommodation is provided to ensure that everyone has an equal opportunity to use and enjoy their unit (common and public spaces included), as well as to fulfill the program requirements.

Reasonable Accommodations for program-related policies (such as a larger voucher due to medical equipment or needing separate sleeping areas) are available through RHA.

Reasonable Accommodations for unit-related items (such as grab bars & parking spaces) are available through your landlord.

# Reasonable Accommodations Continued

Reasonable accommodations are only available to persons with a disability.

There must be a nexus between the requested accommodation and the disability.

RHA will verify the need for the requested accommodation with a qualified professional of your choosing, who must have knowledge of you and your disability.

If you feel you need a reasonable accommodation, please contact your Housing Specialist to discuss and complete the necessary forms.

# Frequently Asked Questions

When can I sign the lease?

After the unit passes inspection and the rent is determined reasonable for the area and affordable for your household, RHA will notify your landlord that you are approved to sign the lease.

What if I am responsible for utilities?

ALL utilities that are listed as your responsibility in the lease and HAP contract are your responsibility to pay.

Can my utilities be in someone else's name?

NO. Utilities must be in your name directly (or someone in the household). Review your lease carefully!

# Frequently Asked Questions

Does RHA help with security deposits or credit checks?

No, the deposit is your responsibility. RHA can only assist with rent, not including any optional amenities offered by a complex (ex. garage, storage unit, etc.)

What happens if my income goes down after move-in?

Your portion of the rent is based on your household's income. If your income goes down, please report changes to your Housing Specialist with an Update Form.

# Documents to Sign

- PBV Tenancy Addendum
- Statement of Family Responsibility
- Emergency Contact Form
- Family Review
- Nixle Opt-In

# Additional Documents to Review

Make sure you also check out the following documents:

- **Briefing Handbook:** This book contains important information regarding your assistance and what we have covered today. It is yours to keep.
- **Section 3 Employment Brochure:** This explains what Section 3 employment is.

# Important Takeaways!

Unless it is part of an approved Reasonable Accommodation, you CANNOT rent from a family member.

Information on the lease-up process, maintaining your assistance, and other important topics can be found at our online video resource library located at [www.renoha.org](http://www.renoha.org).

Information on RHA's Resident Services program can be found online at [www.renoha.org/for-residents/](http://www.renoha.org/for-residents/).

# Thank you for your time.

We are here to help you throughout this process. Please reach out to us if you have any questions or concerns.

Rental Assistance contact information:

- Phone: 775-329-3630 option 5
- Email: [section8@renoха.org](mailto:section8@renoха.org)
- Walk-in: Thursdays 9am – 11:30am and 1pm – 4pm