

MEMORANDUM

TO: Property Owners and Service Agencies

RE: New procedure for renewal of Project-Based Voucher (PBV) Housing Assistance Payment (HAP) contracts with HASCO for service-enriched family units

DATE: December 2, 2013

In order to bring HASCO's PBV HAP contracting in line with PBV regulations, HASCO will no longer approve scattered site PBV HAP contracts and will convert all existing scattered site PBV HAP contracts to individual contracts for each property upon contract expiration, or sooner if feasible.

In addition, HASCO is implementing a new procedure in 2014 for renewal of all PBV HAP contracts with HASCO for service-enriched family units. The new procedure is as follows:

1. At least 120 days prior to contract expiration, HASCO will send a letter to the property owner and the service agency requesting that the property owner and service agency confirm they want to renew the PBV HAP contract for one year.
2. The owner and agency must return the signed letter to HASCO within 30 days. If the owner and agency want to renew the PBV HAP contract, they must also send the *HAP Contract Renewal Form* (attached) along with the letter.
3. HASCO staff will review the HAP contract renewal request and make a recommendation to HASCO's Board of Commissioners regarding renewal.
4. The HASCO Board will vote to authorize the one year renewal the month before contract expiration, or sooner if feasible.
5. For PBV HAP contracts that the owner, agency, or HASCO does not wish to renew, HASCO will work with the partners to transition the PBV units out of the property without negatively impacting the current PBV households. This could include renewing the PBV HAP contract for one final year and phasing out the units through attrition during that year.

Attached is a list of the PBV HAP contracts with HASCO for service-enriched family units that are up for renewal in 2014.

PBV HAP Contracts with HASCO for service-enriched family units that are up for renewal in 2014

Property	PBV Units	Property Owner	Service Agency	Renewal Date
Heatherwood	15	HNN	CCS	02/17/2014
Maple Leaf Meadows	21	Housing Hope	Housing Hope	04/14/2014
Avondale	14	Housing Hope	Housing Hope	06/01/2014
Winters Creek North	11	Housing Hope	Housing Hope	06/01/2014
Winters Creek South	5	Housing Hope	Housing Hope	06/01/2014
Lincoln Way	15	Mercy Housing NW	VOA	07/01/2014
Westwood Crossing	10	HASCO	CCS	09/18/2014
Whispering Pines	10	HASCO	CCS	09/18/2014