

## MEMORANDUM

TO: Property Owners and Service Agencies

RE: Project-Based Voucher (PBV) Procedural Changes

DATE: September 14, 2015

---

As a follow up to the memo dated June 19, 2015 titled *New Policies and Procedures for PBV Housing Assistance Payment Contracts with HASCO for Family Units*, this memo explains the procedural changes that are effective immediately to help HASCO implement the PBV policy changes.

- We have changed the PBV Referral Form. The form and PBV application now must come from the property manager, not the case manager. Also, the property manager must certify that they have completed the criminal and sex offender screening and determined service program eligibility prior to submitting the referral form and PBV application to HASCO. Incomplete applications will be returned to the property manager to complete and send back to HASCO.
- We will no longer accept terminations for non-compliance with services for units that are not designated with required services in our system, even if the client agreed to remain in compliance with a service program when they leased up. If a termination request is submitted for non-compliance with services for a unit that is not designated for required services in our system, HASCO staff will return it and notify the property manager that the unit is not designated for required services.
- For PBV units that continue to have a services requirement, if the client is out of compliance with their services program, the property manager must submit the termination request to HASCO staff. If the termination request is submitted by case manager, HASCO staff will return it and instruct the case manager to notify the property manager to submit the termination request.
- HASCO will no longer correspond with the case manager regarding any client activities, including income reviews and inspections.
- Any PBV client that asks for an exit voucher and has met their 12 month tenancy requirement will be given the exit voucher. Property managers and case managers will no longer be involved in approving the exit voucher request. If a PBV client asks their property manager or case manager about an exit voucher, please refer them to HASCO.
- Leasing in place in a PBV designated unit with an exit voucher will no longer be allowed. If the client wants to stay in their unit or cannot find a unit in the private market, they will continue to occupy their PBV unit as a PBV client.
- For units that require services, case managers and property managers should no longer consult with HASCO staff prior to approving completion of the PBV client's supportive services plan.