

Project-Based Vouchers

Wait List, Referral and Application Procedures



1. PBV wait lists are managed by FWHS. Applicants for each PBV wait list will apply online at www.applyfwhs.pbv.org.
2. When enough applicants are on a wait list, applications for that wait list will be closed.
3. A separate list will be utilized for each PBV property sorted by date and time of application.
4. The bedroom size listed on the wait list may not be correct due to limitations with our housing software. Properties will have to determine what bedroom size applicants are eligible for based on FWHS subsidy standards for the Tenant-Based Voucher program. (See attached subsidy standards).
5. For properties that are managing their own wait lists, they should be maintained electronically, or other appropriate mechanism to track applications received, approved and referred to FWHS for PBV rental assistance.
6. Wait list should include the PBV property, name of applicant, date and time of application, contact information, date selected from wait list, and if denied the denial reason.
7. Properties must make every effort to fill vacancies timely. Failure to fill vacancies timely may result in the unit being removed from the PBV HAP contract.
8. Properties will document any mailings to applicants on the wait list and keep copies of all wait list correspondence to be submitted for monitoring by FWHS.
9. Properties will give applicants 10 business days to respond to letter before noting an applicant as non-responsive.
10. Properties may process applicants in the order they receive a response when letters are sent in batches.
11. Applicants who applied at the property must use the PBV Application form specific to the property with the original date and time of application provided.
12. Properties must have written tenant selection procedures that are consistent with Fair Housing requirements. They must submit a copy of their tenant selection procedures to FWHS.
13. Applicants who are deemed ineligible by a property, based on its tenant selection policies, must be promptly notified in writing by the property. A copy of the notification must be sent to FWHS.
14. Once an applicant is approved, the property will send the completed PBV Referral and Application forms to pbvteam@fwhs.org.
15. Once the PBV Application form and other documents have been received, FWHS staff will promptly make an eligibility appointment by telephone, email, or letter. The applicant will be provided with a list of items needed to complete the application process.
16. The applicant must submit the applicant ID, Birth Certificate, Income Verification, and other relevant documents needed for each household member age 18 and over, to the PBV Coordinator.
17. FWHS will notify properties and applicants of anyone who is deemed ineligible.
18. Eligible applicants will be briefed during the initial intake appointment. At the briefing the applicant will receive a Statement of Family Responsibility, Briefing packet, and the applicant's rental portion (TTP) for the unit before the utility allowance is included.
19. The PBV Coordinator will submit a copy of the applicants TTP form to the property.



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20. **Inspections:** The property will submit the PBV unit checklist for notification of unit readiness to pbvteam@fwhs.org. If the unit is a newly constructed unit that has passed an inspection within the last 120 days and has not been occupied since the passed inspection, another inspection is not required. For all other units, another inspection will be conducted.
21. After unit passes inspection, FWHS will notify the property and FWHS Contracts team that the unit is ready for occupancy by the family. This is considered the Move-In Approval.
22. **HAP Payment Activation:** The Contracts team will send an email to the property requesting the move-in date. Once the move-in date is known, the Contracts team will complete the Tenancy Addendum, Section 8 Project-Based Voucher Program, Parts A and B (HUD form 52530c) and send it to the property for the signature of **both** parties. This signed document, along with the lease, must be returned to FWHS before payments will be made. The date of the lease cannot be before the approved move-in date.

***RFTAs will no longer be issued. The referral form will include the unit information and the TTP will be provided to the property manager by the PBV Coordinator.**

NO PAYMENTS WILL BE MADE ON BEHALF OF TENANTS THAT ARE MOVED INTO A UNIT PRIOR TO THE COMPLETION OF THE ABOVE PROCESS.



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