

**Project Based Voucher Program
Frequently Asked Questions for Property Owners**

What is the PBV Program, and how does it work?

The PBV Program provides rental assistance that is attached to specific housing units, not tenants. THDA partners with property owners to make those units available to eligible low-income families, seniors and individuals with disabilities. The subsidy remains with the unit, and tenants pay a portion of rent based on their income.

When can property owners apply for PBV's?

THDA will provide public notice and publish offering dates on THDA's website.

How do I submit my proposal?

All application materials must be submitted electronically via Electronic Data Transfer (EDT). Detailed submission instructions will be provided during the application workshops and on the THDA website.

Where can I review the PBV requirements in advance?

Partners are encouraged to review the PBV Program Chapter in THDA's Administrative Plan, available on the THDA website. This chapter outlines program rules, eligibility, unit requirements, and compliance expectations.

Who do I contact if I have a question?

If you have any questions regarding PBV, please contact RAPBV@THDA.org.

What is Electronic Data Transfer (EDT) and how do I gain access to?

Electronic Data Transfer (EDT) is the process of sending and receiving digital files, between different systems or networks. To access EDT to submit your application you must email RAPBV@THDA.org to request access, include the users full name and email address.

How many total vouchers will THDA award?

The number of PBV THDA is seeking to award under each Offering will be announced in the Offering.

How many vouchers will be awarded per project?

The maximum PBV's to be awarded per project will be the greater of 25 units or 25% of total eligibility.

How will I know that my paperwork has been received?

EDT will confirm receipt of your submission.



How long will it take before I know if I've been awarded PBV's?

THDA will provide written notice to the party that submitted a selected proposal and public notice of such selection within fourteen (14) calendar days of such selection.

Can I submit more than one proposal for different properties or units?

Yes, you may submit one (1) application per property

What are the eligibility requirements for a project to qualify for PBV's?

Eligibility Criteria for selection to receive PBV is detailed in the Notice of Offering

Will there be an opportunity to correct or supplement my proposal if something is missing?

Applications are not considered submitted until all required supporting documents have been received. THDA will conduct an initial review of applications and notify applicants by email of any technical deficiencies and an applicant will have seven (7) calendar days from the date of issuance of the deficiency letter to submit the corrections to THDA.

Is there a cap on the number of units that can be assisted under this PBV offering?

The maximum PBV's to be awarded per project will be the greater of 25 units or 25% of total eligibility.

Can new construction projects apply or is this limited to existing housing?

Yes, the project must be new Construction or Existing Housing as defined:

- New Construction: A project containing housing units that do not exist on the proposal or project selection date and are developed after the date of selection for use under the PBV program.
- Existing Housing: A housing unit is considered an existing unit for purposes of the PBV Program if, at the time of notice of selection, the units fully or substantially comply with housing quality standards (HQS) subject to the National Standards for the Physical Inspection of Real Estate (NSPIRE), which THDA defines as units with no life-threatening violations that will pass HQS within twelve (12) months of the HAP contract execution date.

What is the term of the Housing Assistance Payment (HAP) Contract?

Contract terms are typically up to 20 years, depending on the project and funding availability. The contract details, including length and number of units are established during the award process.

Are there any preferences or priorities for certain populations or project type?

Who maintains that waiting list?

THDA will allow owner-maintained PBV waiting lists for PBV projects

Who qualifies to live in PBV units?

Eligible tenants are low-income individuals and families, including seniors and people with disabilities. THDA determines tenant eligibility and refers applicants from the waitlist for available PBV.

Will THDA pay market rent for the units?

Rent must meet HUD's rent reasonableness requirements and fall within the payment standard for the area. Owners receive a portion of the rent from THDA and the remainder from the tenant based on their income.

What are Housing Quality Standards (HQS) requirements for PBV units?

All units under the PBV program must meet HUD's HQS/NSPIRE both at initial lease-up and throughout the contract term. Units will be inspected by THDA before the Housing Assistance Payments (HAP) contract is executed and must pass reinspection to avoid abatement or termination of subsidy.

How often are PBV units inspected for HQS/NSPIRE compliance?

THDA conducts HQS inspections at move-in and then 20% of the units biennially or as needed (e.g., tenant complaints or quality control reviews). If a unit fails inspection, repairs must be completed within the required timeframe, and units must pass reinspection to avoid abatement or termination of subsidy.