



11 Tips for Managing a Successful RAD PBV Program

Cydney K. Jones
Samantha Sowards



Questions

1. Are staff trained in PBV and RAD PBV?
2. Was the waiting list properly established?
3. Are the lease, forms, admin plan updated for RAD PBV?
4. How are you going to handle repayment agreements?
5. How will you handle choice mobility?
6. Will you modify the recertification schedule?
7. How will you handle blended units?
8. Who will manage contract rent adjustments?
9. How will families know about new requirements?
10. Will you do anything differently with inspections?
11. Will you conduct annual management reviews?



Are Staff Trained in PBV and RAD PBV?



Some PHAs are administering the program incorrectly

- Some treat it exactly like HCV
 - Some 24 CFR 982 regulations apply
 - But 24 CFR 983 regulations list all the ways PBV is different from HCV
 - Ex: No payment standards
 - Ex: No affordability test



Some PHAs are administering the program incorrectly

- Some treat it like it's still public housing
 - Converted units no longer fall under the ACOP, they fall under the admin plan
 - Ex: HCV Student Rule
 - Ex: HCV subsidy standards



Some PHAs are administering the program incorrectly

- Some treat it like it's just standard PBV
 - RAD requirements are different in some places
 - Ex: Hearing rights
 - Ex: Zero HAP families
 - See Notice PIH 2012-32 (REV-2) or (REV-3)
 - Which version applies to you?



Tip #1 Get Trained

- Don't assume staff know what to do just because they are PH or HCV experts
- If using a management company, have your staff shadow



Was the Waiting List Properly Established?



Waiting Lists

- How will you notify existing applicants of the change from public housing to RAD PBV?
- Will the new list be site-based or community-wide?
- Will the preferences change?
- How will families apply?



Tip #2
Ensure Waiting List is Properly Established

- Online waiting lists are a best practice
- Ensure communication accessibility with disabled persons and Limited English Proficient applicants
- Use the PHA website and social media outlets



Are Your Admin Plan, Lease, and Forms Updated for RAD PBV?



Ask yourself:

✓
Does your admin plan have the needed policy decisions to help guide staff?

✓
Does the lease cover all PBV and RAD PBV requirements?

✓
Have you updated all of your forms with the right language?

✓
Are you using the right forms for RAD PBV not public housing?



Tip #3
Update Documents

- Ensure admin plan has the right policies
- Use correct PBV HUD and PHA forms



How Are You Going to Handle Repayment Agreements?



Repayment Agreements

- Many families may have existing repayment agreements in place
- Repayment agreements are still effective and should be transferred to the PBV program
- If family fails to repay the PHA in accordance with admin plan policies, family could lose assistance
- Cannot be evicted since owner would be required to evict



Tip #4
Transfer Repayment
Agreements

- Review existing repayment agreements
- Ensure management of repayment agreements is in accordance with HCV policies



How Will You
Handle Choice
Mobility?



Everyone Gets a Voucher!

- After one year of occupancy, with proper notice, family may request and the PHA must issue a voucher
 - May create a cap only if total number of PBV units (RAD and standard) exceeds 20% of authorized units
 - Cap is no more than ¼ of turnover vouchers in one year
- If no vouchers available, must create a waiting list
 - These families get priority over HCV waiting list
- Choice mobility applies to standard PBV as well
 - No cap



Everyone Gets a Voucher

- How are you notifying families?
 - It's not a secret!
- How will you handle this if you have standard and RAD PBV?
 - Date/time of request should be used for all
 - Remember, no cap in standard PBV
- If you implement a cap, how will you track it?
 - How do you track ¾ of your turnover vouchers?
 - Families are eligible for a voucher the next year and take priority over new choice mobility families
 - Do you have a policy on how many vouchers will you issue to the same family in a 12-month cycle?



Tip #5 Think Through Choice Mobility

- Create policies and procedures
- Make sure software follows your decisions




Will You Modify the Recertification Schedule?




Recertifications

- Rent adjustments are aligned with PBV contract anniversary date
- Will PHA keep existing recertification dates or change to align with contract anniversary date or other compliance dates (i.e. LIHTC)?
- Are HCV recertification procedures different than former PH procedures?
 - No more community service requirements so recert does not need to align with lease dates.
 - Review interim reporting policy; less is more



Tip #6 Conduct Timely Annual Recertifications

- Think through annual and interim recertifications
- Annual recertifications are measured under SEMAP



How Will You Handle Blended Units?



Blended Units

- RAD conversions likely have LIHTC and maybe HOME
- First year of the LIHTC compliance period is critical
 - Is this the first time you've worked with LIHTC?
- Program rules are different and sometimes conflict
 - Different: Student rule
 - Different: Income limits
 - Conflict: Right to return
 - Conflict: Verification requirements



Tip #7 Protect Your Credits

- Consequences for non-compliance can be severe
- Are staff experts in both?
- Even if it's a management company – ask questions
- You can't run a LIHTC file like a PBV file



Who Will Manage Contracts/Rent Adjustments?



Contract Rent Adjustments

- Be sure to identify who will process the annual rent increase
- PBV projects are only eligible for a rent increase on the contract anniversary date
 - No special adjustments are allowed
- Remember to perform rent reasonableness!
- RAD PBV units use the OCAF and have a rent floor
 - Rents can never fall below initial contract amounts



Tip #8 Assign Someone to Manage the PBV Account

- Only eligible for a rent increase at the contract anniversary date
- RAD PBV units use the OCAF



How Will Families Know About Their Program Responsibilities?



Brief Families

- Although you've already met with families about the conversion, when a family receives PBV assistance, PHA must provide oral briefing
- How is this going to be different than public housing?
 - No more community service
 - No flat rent → Zero HAP
 - Choice mobility
 - Other policies that differ in the admin plan like annuals, interims, adding family members, etc.
- Family must sign PBV Statement of Family Responsibility prior to occupancy



Tip #9 Ensure Families Are Briefed on Program Requirements

- Advise them of choice mobility option after one year



Will You Do Anything Differently With Inspections?



Inspections

- 20% of units per project must be inspected
 - Annual or biennial – which will you choose?
 - How will inspections be scheduled?
 - Will PHA allow alternative inspections?
 - What is process for requesting an initial inspection?
- Annual inspections (Indicator #12) for PBV and RAD PBV is not measured under SEMAP



Tip #10 Streamline PBV Inspections

- Align with other programs
- Allow alternative inspections



Will You Conduct Management Reviews of the Property?



PHA Monitoring

- How will you ensure the project is being managed effectively?
 - Maintenance records and response times
 - Financial solvency and payment of loans
 - Crime rates and neighborhood relationships
 - Reviews and findings of other funding providers
 - Compliance with the RAD PBV contract
- Although not required by HUD, management reviews ensure projects are well managed and reduces the risk of default



Tip #11 Conduct Management Reviews

- Biennially/triennially
- Ensures contract compliance



Tips

1. Get trained
2. Ensure waiting list is established correctly
3. Update policies and forms
4. Transfer repayment agreements
5. Think through choice mobility
6. Conduct timely recertifications
7. Protect your credits
8. Assign someone to manage the PBV contract
9. Ensure families are briefed on requirements
10. Streamline PBV inspections
11. Conduct management reviews



Please take a moment to give us your feedback on this session

- Open The Housing Conference app on your phone and click on the "Schedule" icon
- Choose a day, then scroll down to find the title of this session
- Or search for the session title in the search box
- Click on the title and scroll down to "Surveys"
- Click on "Please take a moment after this session to give us your feedback"
- Thank you!


