



# Metropolitan Development and Housing Agency

## Project Based Voucher (PBV) Program Waiting List

### **FREQUENTLY ASKED QUESTIONS (FAQs)**

This document is provided to answer common questions regarding the application process (pages 1-3) and general program requirements (pages 4-6).

### **APPLICATION PROCESS**

#### **How do I apply?**

During an open enrollment period, you may apply online at <http://www.nashville-mdha.org/> from any computer or smart phone with internet access (be sure to include <http://> in the web address). **You will need a valid email address, and will need to register a new user name. You may use the same password as the one used for any previous application, but YOU MUST REGISTER A NEW USER NAME in order to submit an application. Click on the “Click Here to Register” link to get started.**

#### **What will I need to apply?**

You will need to provide:

- A current mailing address and telephone number where you can be reached
- Names of the Head of Household and Spouse, if applicable, and the following for each:
  - Social Security number
  - Date of birth
  - Gender (male/female)
  - Race and ethnicity
- Whether you or anyone who will live with you who has a disability
- The annual income of the household (including all household members)
- The age and sex of any other family members in your household

#### **How will I know my pre-application was submitted successfully?**

When you have completed the online pre-application successfully, you will immediately see a confirmation page on the computer screen with a confirmation number and your name. You may print this page as your confirmation. If you cannot print, write down your confirmation number or snap a screen shot of your phone. You will also receive an email confirming your application has been submitted.

#### **What is a confirmation number?**

This is a number you receive when your online pre-application is successfully submitted. It is **NOT** a waiting list number. It is only for reference that a pre-application was successfully submitted. It also does not mean that the associated pre-application will be placed on the waiting list if the pre-application is a duplicate, incomplete or otherwise rejected.

#### **What happens if I attempt to submit an incomplete online pre-application form?**

If you leave any required fields on the pre-application form blank, you will not be able to complete the submission process. If you enter partial or incomplete information in a required field, you will be able to submit; however, incomplete information in a required field could result in your pre-application being disqualified or you not receiving written correspondence from MDHA at a later time. For example, an incomplete street address could affect mail delivery.



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### **What if I do not have access to a computer, smart phone, tablet or the internet, or need assistance or an accommodation to complete my pre-application?**

You may access any computer including those at public libraries free of charge to complete a pre-application. For a list of locations, click here: <https://library.nashville.org/locations>. If you are unable to complete the online pre-application yourself, you may ask a trusted friend, family member or service organization to complete it for you with your information. Elderly and disabled applicants may also call the information line at **615-782-3960** between 7:30 a.m. and 4 p.m., Monday through Friday during the opening period and a representative can assist you by taking your information over the phone and completing the online application on your behalf. At the end of the call, you should write down and save the confirmation number provided to you.

For additional assistance, a limited number of computers will be available along with MDHA staff at the MDHA Randee Rogers Training Center at 1419 Rosa L. Parks Blvd, Nashville, TN 37208 from noon until 3 p.m. on Wednesday July 10<sup>th</sup>.

Assistance will also be provided by Catholic Charities of Tennessee from 9 a.m. until 3 p.m. Monday through Friday during the open application period at their C.E. McGruder Family Resource Center at 2013 25th Ave. North, Nashville, TN 37208.

### **Can someone else complete a pre-application for me or on my behalf?**

Yes, you may have a trusted friend or family member to enter your information on the online pre-application. You should not provide your personal information to anyone you do not know. You should not pay anyone to assist you. The pre-application process is completely free and secure.

### **Is there a cost to apply?**

No. There is absolutely no cost to submit a pre-application online. You should only apply through the MDHA website at <http://www.nashville-mdha.org/> ***Do not provide anyone with a credit card number or pay anyone. The pre-application is completely free.***

### **What if I experience a problem with the website?**

Although we do not anticipate any problems, should you experience a problem, wait a few minutes and then try the website again. You may also need to close and re-open your web browser.

### **Can I submit more than one pre-application?**

Only one (1) pre-application per applicant will be accepted, but you may apply for more than one PBV waiting list if available, and you are eligible. Please do not submit more than one pre-application as it will not increase your chances of getting on the waiting list. If you submit more than one pre-application, only the last one submitted during the open enrollment period will be accepted. Also, please do not apply for a location that you do not want to move to, or you do not meet the eligibility requirements. For example, if a location is for elderly (62 or older) only and you are not 62 years old, do not apply for that waiting list. Or, if you are a one-person household, do not apply for a two-bedroom waiting list as you will not qualify for a two-bedroom unit.



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### **What if I made a mistake on my pre-application?**

Before you click **Submit** on your online pre-application, you will be able to review all of the information entered. Review it carefully. If you see a mistake, click on the **Previous button** at the bottom of the screen until you get to the page where you need correct your information. Do not use the “back” button. Once you correct the information, click on the **Next button** to return to the **Preview Application** page. Once you are finished reviewing the information and it is correct, click **Submit**.

If you realize you made a mistake on your name, address, date of birth, or social security number, *after you clicked Submit*, you may want to submit another pre-application during the opening period. Should you be placed on the waiting list, all of your information will be reviewed by MDHA when you are selected, and you can provide correct information at that time. Note, only one (1) pre-application per applicant will be accepted. If you submit more than one pre-application, only the last one submitted will be accepted.

### **Can I come to MDHA’s office to apply?**

There will not be any computers or staff available to assist applicants at the Rental Assistance office at 620 Dew St. However, a limited number of computers will be available along with MDHA staff at the MDHA Randee Rogers Training Center at 1419 Rosa L. Parks Blvd, Nashville, TN 37208 from noon until 3 p.m. on Wednesday July 10<sup>th</sup>.

Assistance will also be provided by Catholic Charities of Tennessee from 9 a.m. until 3 p.m. Monday through Friday during the open application period at their C.E. McGruder Family Resource Center at 2013 25th Ave. North, Nashville, TN 37208.



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### GENERAL INFORMATION

#### **What is a PBV?**

Similar to the Tenant-Based Housing Choice Voucher Program, the PBV program provides low to moderate income individuals and families with monthly rental assistance. The family pays 30 percent of their monthly adjusted income and the PBV program pays the difference between the family portion of rent and the monthly rent to the owner. However, PBV assistance is tied to specific units rather than to the family. Eligible families only receive assistance while living in the PBV unit. MDHA selects families from the PBV waiting list, and if determined eligible for assistance, refers them to the owner of the PBV unit to fill their vacancies. Note MDHA may determine you eligible for assistance but the owner may deny your application to live in their unit.

#### **Is MDHA accepting regular Section 8 applications?**

At this time MDHA is not accepting housing choice voucher (HCV) applications. We anticipate accepting applications again in the fall of 2019. Please visit the MDHA website at <http://www.nashville-mdha.org/> for announcement and other housing assistance options that may be available. Information on other subsidized housing that may be more immediately available may be found at <http://www.hud.gov/apps/section8/index.cfm>. Also, see [https://rdmfhrentals.sc.egov.usda.gov/RDMFHRentals/select\\_state.jsp?home=YES](https://rdmfhrentals.sc.egov.usda.gov/RDMFHRentals/select_state.jsp?home=YES) to search by town or zip code for other subsidized housing in rural areas. Resources for those with other needs may be found at <http://www.wttin.org/>.

MDHA may accept applications for its properties and other forms of assistance throughout the year. Please visit [www.nashville-mdha.org](http://www.nashville-mdha.org) often for announcements on when and how to apply.

#### **I applied for MDHA's HCV program previously. Why haven't I heard anything?**

MDHA selects from a HCV waiting list for 24 months. If your application is not selected within the 2 year period the application will be withdrawn and it will be necessary to re-apply. We will notify you by **email** if your application is withdrawn. The 2012, 2013 and 2015 tenant-based Section 8 HCV waiting lists are no longer valid. The 2017 HCV list is still active.

#### **Will I receive PBV assistance if I complete a pre-application?**

Submitting an online pre-application **does not** guarantee placement on the new waiting list and **is not** an offer of housing assistance. Only persons who are placed on the waiting list, selected from the waiting list and determined eligible will be referred to the PBV owner for assistance. You must be approved by the owner of the PBV unit as well.

#### **Is my personal information secure?**

Yes. The online pre-application process is secure. If you use a public computer, be sure to complete the online application or close out the online application (if you do not complete it) so that you do not leave your personal information displayed on the computer.

#### **How will my application be placed on the waiting list?**

Applications for PBV assistance will be accepted on a first come, first serve basis. Applicants must meet all eligibility requirements for the PBV location in order to be placed on the waiting list. More information on each PBV location and any special eligibility requirements will be available on the online application portal.



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### What are the income limits?

If you are selected for the waiting list, MDHA will determine your eligibility. A family's annual income must not exceed the Very Low Income Limit published by the U.S Department of Housing and Development (HUD) for the Nashville Metropolitan Statistical Area. For reference purposes, the current income limits used are listed below, but are subject to change.

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$28000	\$32000	\$36000	\$40000	\$43200	\$46400	\$49600	\$52800

### What is the definition of a family?

A family includes any single individual or two or more persons sharing residency whose income and resources are available to meet the family's needs.

### How do the selection preferences affect my position on the Waiting List?

Generally, applicants with selection preferences have shorter wait times than applicants who have no selection preference. When you are selected and your eligibility is determined, MDHA will verify any preference(s) you selected. If you select a preference you do not qualify for, your application will be returned to the waiting list and repositioned without the preference.

Some PBV sites may have other selection preferences applicable only to the site, but MDHA has the following preference during an open enrollment application period for all PBV waiting lists:

**Residency** - Households who live in Davidson County on the date they submit a pre-application.

### Is this the same thing as the Section 8 Housing Choice Voucher (HCV) and MDHA Property Waiting Lists?

No. The PBV program is a completely different program. To apply for regular Section 8 HCV or an MDHA property, you will need to submit a separate pre-application when applications for those programs are being accepted. For more information about the MDHA property waiting lists, please contact the MDHA Affordable Housing office at 615-252-8469 or [assetmanagement@nashville-mdha.org](mailto:assetmanagement@nashville-mdha.org).

### If I am already on the regular Section 8 Housing Choice Voucher or an MDHA property Waiting List, can I also be on the PBV Waiting List?

Yes. MDHA allows families to be on multiple waiting lists at the same time, but you must submit a separate application during an open enrollment period for each waiting list.

### What is a pre-application and how does it differ from an application?

A pre-application is a short form used to obtain only the basic information needed to place an applicant on the waiting list. This means that if you are placed on the waiting list, when your name reaches the top of the waiting list, you will be required to complete a full application and provide additional information regarding your household composition, income, citizenship status and other information needed to verify your eligibility for the PBV Program.



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### **How will I know if I get on the waiting list?**

Within a few weeks of the open enrollment period ending, MDHA will begin reviewing those applications submitted. You will receive another email once your application has been accepted or rejected. Once your application is accepted, it is placed on the waiting list. Once your application reaches the top of the list and the PBV owner has a vacancy, we will send you a letter to the address entered on your application to complete a full application. At that time, we will verify household member and income information and determine your eligibility for assistance.

### **How long is the wait?**

It depends on the location(s) applied for, whether or not a unit is available at the location(s) applied for and your position on the waiting list(s). It could be a few months or a few years.

### **What do I do if my mailing address or family size changes after I submit a pre-application?**

Once MDHA notifies you that your application has been accepted, it is your duty to immediately inform the MDHA Rental Assistance office of any changes to your contact information including address, email or phone. It is not necessary to change income or household member information as they do not affect your position on the waiting list. You may return to the online application portal at [https://www.rentcafe.com/onlineleasing/mdha/guestlogin.aspx?propleadsourcesource\\_546907=portal](https://www.rentcafe.com/onlineleasing/mdha/guestlogin.aspx?propleadsourcesource_546907=portal) and sign on using the same user name and password created when you entered your application and make updates to your contact information. Or, you may email us at [section8@nashville-mdha.org](mailto:section8@nashville-mdha.org) or submit this information in writing to the following address:

MDHA, Rental Assistance  
620 Dew Street  
Nashville, TN 37206

Phone: 615-252-6500    Fax: 615-252-6614    Email: [section8@nashville-mdha.org](mailto:section8@nashville-mdha.org)

**For other general information, please visit MDHA's website at [www.nashville-mdha.org](http://www.nashville-mdha.org).**

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