



METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
RENTAL ASSISTANCE DEPARTMENT

PROJECT BASED VOUCHER (PBV) PROGRAM WAITING LIST

FREQUENTLY ASKED QUESTIONS (FAQ)

This document answers common questions regarding general information about the PBV program (pages 1-2), the application process (pages 3-5) and the waiting list (page 6-7).

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 that MDHA may determine you eligible for assistance, but the owner may deny your application to live in their unit.

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.

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 Urban 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
\$37,450	\$42,800	\$48,150	\$53,450	\$57,750	\$62,050	\$66,300	\$70,600

What is the definition of a family?

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



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 visit MDHA's website at 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.

Is MDHA accepting regular Section 8 applications?

At this time MDHA is not accepting housing choice voucher (HCV) applications. Please visit the MDHA website at nashville-mdha.org for announcements and other housing assistance options that may be available. Information on other subsidized housing that may be more immediately available may be found at resources.hud.gov. Also, see rdmfhrentals.sc.egov.usda.gov to search by town or zip code for other subsidized housing in rural areas. Resources for those with other needs may be found at wttin.org.

MDHA may accept applications for its properties and other forms of assistance throughout the year. Please visit 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?

The current HCV waiting list was established in October 2019. Any HCV applications submitted prior to October 2019 are no longer valid. MDHA selects from the HCV waiting list each month. How many are selected varies depending on the number of vouchers available. Be sure to keep your contact information updated.



PRE-APPLICATION PROCESS

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.

How do I submit a pre-application?

During an open enrollment period, you may apply online at nashville-mdha.org from any computer or smartphone with internet access. ***You will need a valid email address and will need to register a new user name. You may use the same email and password as the ones used for any previous application, but YOU MUST REGISTER A NEW USERNAME in order to submit an application. Click on the "Click Here to Register" link to get started.***

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

If you are unable to complete the online pre-application yourself, you may ask a trusted friend, family member or case worker to help you complete it. Applicants who are 62 years or older or who have a disability may also call the MDHA information line at **615-782-3960** between 7:30 a.m. and 4 p.m., Monday through Friday during the open enrollment 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.

Please note that you ***should not*** provide your personal information to anyone you do not know unless you are 62 years or older or have a disability and are calling the MDHA information line for a representative to assist you in completing the online application.

Can I come to MDHA's office to apply?

For anyone needing access to a computer or assistance in completing an online application, a limited number of computers will be available along with MDHA staff at the MDHA Rental Assistance office, 302 Foster St., Nashville, TN 37207 from 1 to 3 p.m. Thursday, Sept. 19, and from 8 a.m. to 12 noon Tuesday, Sept. 24. You may also visit a public library to access a computer.

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 nashville-mdha.org. ***Do not provide anyone with a credit card number or pay anyone. You should not pay anyone to assist you. The pre-application process is completely free and secure.***



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 member:
 - 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

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.

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 to 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 the 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.

How will I know if 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 screenshot on 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.



Can I submit more than one pre-application?

Only one 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 per waiting list, 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 for which you do not meet the eligibility requirements. For example, if a location is for applicants 62 or older only and you are not at least 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 unless necessary as a reasonable accommodation for a person who has a disability.

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.

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. Because the PBV waiting lists are not first-come, first-served, as long as the pre-application is submitted during the open waiting list period, it has a chance of being placed near the top of the waiting list.



THE WAITING LIST

How will my application be placed on the waiting list?

All applications submitted during the enrollment period will be accepted. Applicants must meet all eligibility requirements for the PBV location in order to be placed on the waiting list. All preliminary applications received by the deadline date will then be entered into an application pool. **From the application pool, MDHA will conduct a "lottery" to randomly assign each pre-application a lottery number. The pre-applications will then be placed on the applicable PBV waiting list in sequential order based on the assigned lottery number, and then sorted by preference(s) to determine the family's position on the waiting list. Because there are a limited number of PBVs for each site, MDHA may limit the number of applications placed on each PBV waiting list. MDHA will notify all applicants whether they have been placed on the waiting list.**

More information on each PBV location and any special eligibility requirements will be available on the online application portal.

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.

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 an email and 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 have been added to the waiting list?

If MDHA notifies you that your application has been added to the waiting list, it is your duty to immediately inform the MDHA Rental Assistance Department 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 bit.ly/MDHARentalAssistance and sign on using the same username and password created when you submitted your application and make updates to your contact information. Or you may email us at section8@nashville-mdha.org or submit this information in writing to the following address:

MDHA, Rental Assistance Department
302 Foster St.
Nashville, TN 37207

Phone: 615-252-6500
Fax: 615-252-6614
Email: section8@nashville-mdha.org

For other general information, please visit MDHA’s website at nashville-mdha.org.

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