

# **Project-Based Section 8 (PBV)**

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## Introduction

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Project-Based Vouchers (PBV) are a specific type of Section 8. Project-Based Vouchers are tied to specific units rather than to households.

When people think of Section 8, they're usually thinking of Tenant-Based Vouchers (TBV). TBV subsidies work like this:

- A household is awarded a Tenant-Based Voucher
- The household can rent from any landlord that will accept the subsidy and that meets Section 8's criteria
- When a household moves out, the voucher goes with them (as long as they still qualify)

In contrast, Project-Based Vouchers work like this:

- The housing authority has a master contract with a landlord to put a certain number of units in that contract
- The master contract specifies the rent for each unit
- A household must meet Section 8's criteria to move in
- The household does not take the voucher with them when they move out

Project-Based Vouchers are useful to housing authorities because it allows them to guarantee that there will be units available in specific locations.

## PBV Types

For our purposes, there are two types of PBV contracts with different rules:

- Standard PBV
  - Current type of project-based vouchers available
  - Generally has a long-term contract (more than 1 year, may be as many as 20 years)
  - Allows landlord to request an increase via Contract Rent Increase (CRI)
  - Landlord may decide on what to request based on PHA guidelines
- Mod Rehab
  - Old contracts no longer offered for new projects
  - PHA calculates the new increase based on a formula and sends it to the landlord

## **PBV Annual Checklist**

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Files can be found in the following folder:

Property Management SharePoint Site > Operations Library > PBV Contracts

### **Annually**

- Review the “PBV Contract Summary and Deadlines” file
  - Check request schedule for coming year
  - Review properties that didn’t get a previous request or have notes about them

### **During the Request Period**

#### *Making the Request*

- Determine whether we need to send a CRI or whether this is a MOD contract where it will be sent to us (Page 5)

#### *If Sending CRI*

- Determine request details (Page 8)
- Submit CRI (Page 10)

#### *If Mod Rehab*

- Ensure that MOD contract is returned signed (Page 7)

#### *All Contracts*

- Upload supporting documentation to the Property attachments in Yardi (Page 16)
- Do the pre-request audit and add unaccepted charge codes (Page 16)

### **After the Effective Date**

- Perform the final audit and follow up on unprocessed charges (Page 21)

Pages 5 - 9 have been omitted from this sample

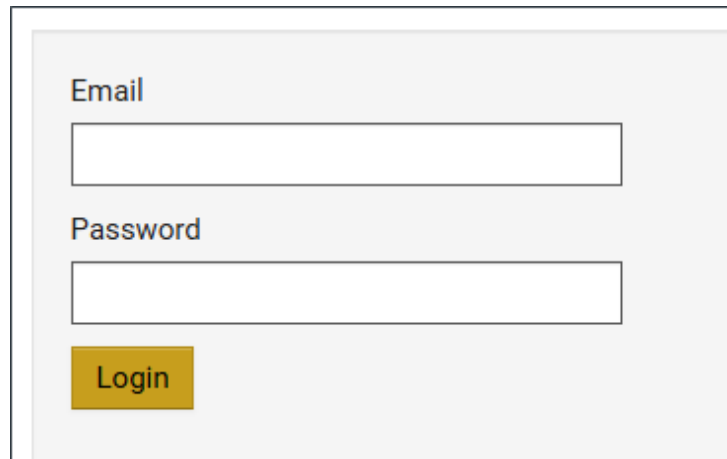
## Requesting CRIs

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The following sections include more details about how to request non-MOD increases from each PHA. Note that this section may become obsolete quickly, so confirm the current instructions with the PBV contract.

There is a 1-month window when we are allowed to request increases. Check the cheat sheet on Page 24 for a reference guide.

### MPHA



The image shows a login form with two input fields: 'Email' and 'Password'. Below the 'Password' field is a yellow 'Login' button. The form is enclosed in a light gray border.

1. Log into MPHA's portal, located at <https://portal-mphaonline.securecafe.com/landlord/mpha-live/login.aspx>.
  - a. Portal login information is stored in the PMD SharePoint site. At this time, the file is located at:

Property Management SharePoint Site > Property Management Library > 01. Rent Collection > Section 8 Portal Access Info > MPHA Portal.dotx

Effective 12/1/2024 all changes in rent should be submitted via the MPHA website. We will no longer accept changes in rent that are submitted in any other way. The link to the page to submit changes in rent is <https://app.smartsheet.com/b/form/0a124453b78d4f5e82b95146f5bbdcc0> If you have any questions regarding changes in rent, please reach out to [owners@mplspha.org](mailto:owners@mplspha.org)

2. At the top of the main page, there's a link to the form to submit normal rent changes. Click on it.

# Notice of Rent Increase Submission

Please use this form to submit your notice of rent increase.

**IF YOU ARE SUBMITTING A RENT INCREASE FOR PBV UNITS,  
FOLLOW THIS LINK TO SUBMIT YOUR REQUEST.**

3. This brings you to the form to submit a normal rent increase for units with tenant-based vouchers. However, at the top, there's another link to take you to the form for PBV units.

To submit your request, fill out the fields on this form, and attach a completed and signed Request for Contract Rent Increase (PBV Program) form. A blank copy of the form as well as the 2025 payment standards can be found [here](#).

4. This will bring you to the correct form. This form also has a copy of the file you need to download, fill out, and have signed. Download the necessary file.



REQUEST FOR CONTRACT RENT INCREASE  
(PROJECT BASED VOUCHER PROGRAM)

Date:

5. Open the fillable PDF you downloaded.

Pages 12 - 24 have been omitted from this sample

## Appendix 3: Payment Standard Examples

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### Example Payment Standard / Utility Allowance

Demo PHA

A = Apartment (3+ Units)

D/T = Duplex or Townhouse

SF = Single-Family Home

#### Payment Standard

OBR \$1,174

1BR \$1,327

	0-Bedroom			1-Bedroom		
	A	D/T	SF	A	D/T	SF
Heating						
Natural Gas	32	39	42	36	43	48
Electric	36	52	86	42	61	101
Cooking						
Natural Gas	4			4		
Electric	7			9		
Other Electric	35	43	47	45	56	61
Water Heating						
Natural Gas	7			8		
Electric	25			29		
Water	10			14		
Sewer	17			24		
Trash	32			32		
Range	4			4		
Refrigerator	4			4		

**Example 1:**

Note: This example uses the Example Payment Standard / Utility Allowance on Page 25.

SAM A104 is a studio unit in a building with 10 units. The tenant pays for electric only. They have an electric stove, but the heating is done via a central boiler.

To determine the utility allowances, we determine that this building is type A (Apartment). So, we would need to include the following amounts in our utility allowance calculation:

	0-Bedroom		
	A	D/T	SF
Heating			
Natural Gas	32	39	42
Electric	36	52	86
Cooking			
Natural Gas		4	
Electric		7	
Other Electric	35	43	47
Water Heating			
Natural Gas		7	
Electric		25	
Water		10	
Sewer		17	
Trash		32	
Range		4	
Refrigerator		4	

So, we can calculate the maximum rent the PHA will authorize like this:

$$\begin{aligned}
 \text{Max PHA Rent} &= \text{Payment Standard} - \text{Utility Allowance} \\
 \text{Max PHA Rent} &= \$1,174 - \$7 - \$35 \\
 \text{Max PHA Rent} &= \$1,132
 \end{aligned}$$

Or in other words:

- The payment standard for this unit size is \$1,174
- The tenant pays electric, which is used for cooking and for other electric uses (e.g. running lights anything the tenant plugs in)
- The PHA has calculated that on average cooking with electric will cost the tenant about \$7/month
- The PHA has calculated that the cost of other electric depends on the type of building, and that on average, tenants in studios in apartment buildings will pay about \$35/month for other electric
- Therefore, the PHA will only authorize rents that are at least \$42 (\$7 + \$35) less than the payment standard for this unit

Pages 27 - 29 have been omitted from this sample