

Processes for applying for Project Based Vouchers (PBV) & Tenant Based Vouchers (TBV)

Steps to applying: PBV (Project Based Voucher unit)

- Applicant name
- Applicant HMIS number
- Applicant is designated Chronically Homeless or General Homeless
- Applicant Case Manager/POC(Point of Contact) email and phone number
- Applicant assigned unit based on Chronic or General designation (A unit has 60 days from the day HACLA passes the unit, if within 60 days tenant is not moved in the unit will need re-inspection)
- Building Management requests applicant be "reversed matched" via email to LAHSA
- LAHSA completes reverse match
- POC ready to start UHA application(can be completed within 2-5 days but can become lengthy if documentation is needed, at times can take 3-4 weeks maybe longer.)
- POC certifies application and informs Property Management UHA is ready for review.
- Property Management reviews UHA file, takes 15-20 minutes to review (if documentation is missing email is sent back to POC for correction)
- Property Management completes file review and "Building Approval" is done
- HACLA reviews UHA file for COE(Certificate of Eligibility) approval
- HACLA approves file, COE issued within 1-2 days of approval
- COE received by Property Management
- COE emailed out to POC same day it was received with request for First Month's rent along with Security Deposit
- POC emails Property Management when funds are secured and move-in date is established
- Applicant signs VOALA Lease and receives unit key
- Move in Authorization sent to HACLA
- HACLA drafts HACLA LEASE(can take 7 days or sometimes months)
- HALCA lease sent to Property Management
- Property Management along with applicant sign HACLA LEASE
- HACLA LEASE sent back to HACLA
- Subsidy is received by VOALA

Steps to Applying: TBV (Tenant Based Voucher Unit)

- Applicant name
- Applicant HMIS number
- Applicant views and agrees to unit desired
- Applicant gives Property Management the name of their HACLA Advisor
- RFTA PACKET (Request for Tenancy Approval) is given to Property Management and filled out alongside applicant.
- Completed RFTA Packet sent back to HACLA Advisor
- HACLA Advisor approves packet and schedules HACLA inspection on assigned unit. (usually takes 5-7 days to have unit inspected)
- Unit passes HACLA inspection and is added to our HAP contract and applicant approved to move in (should the unit not pass, we fix the deficiencies outlined by HACLA and reschedule inspection)
- Move-in date scheduled, VOALA lease signed
- Move in Authorization sent to HACLA
- HACLA Lease created
- VOALA receives HACLA Subsidy