

NMA HCV Briefing Checklist

Required Elements for Oral and Written Briefings

Oral Briefing

The PHA may not discourage the family from choosing to live anywhere in the PHA's jurisdiction, or outside of the PHA's jurisdiction under portability procedures, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order.

The PHA must take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6 and 28 CFR part 35, subpart E.

When the PHA selects a family to participate in the HCV program, the PHA must give the family an oral briefing which must include information on the following subjects:

	1.	A description of how the program works.
	2.	Portability information, including:
	a.	An explanation of how portability works.
	b.	An explanation of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability proves with may affect the family's assistance.
	3.	Family and owner responsibilities.
	4.	Where the family may lease a unit, including renting a unit inside or outside the PHA's jurisdiction.
	5.	Any information on selecting a unit that HUD provides.
	6.	An explanation of the advantages of areas that do not have a high concentration of low-income families.
	7.	Information on the reasonable accommodation process.

Briefing Packet

The PHA must take reasonable steps to ensure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and HUD's implementing regulations at 24 CFR part 1.

When the PHA selects a family to participate in the HCV program, the PHA must give the family a packet which must include information on the following subjects:

1.	The Tenancy Addendum.
2.	Where the family may lease a unit.
3.	The RFTA and an explanation of how to request approval of a unit.
4.	A statement of PHA policy on providing information about a family to prospective owners.
5.	Voucher information:
a.	Term of the voucher
b.	Information on voucher suspensions
c.	PHA policy on any extensions of the term and, if applicable, how to request an extension
6.	Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides.
7.	Information of Federal, State, and local equal opportunity laws.
8.	The contact information for the 504 coordinator.
9.	A copy of the housing discrimination complaint form.
10.	Information on how to request a reasonable accommodation or modification, including information on requesting exception payment standards.
11.	Notice that if the family includes a person with disabilities, the PHA is subject to the requirement under 24 CFR 8.28(a)(3) to provide a current listing of accessible units known to the PHA and, if necessary, other assistance in locating an available accessible units.
12.	Family obligations under the program
13.	The advantages of areas that do not have a high concentration of low-income families which may include access to accessible and high-quality housing, transit, employment opportunities, educational opportunities, recreational facilities, public safety stations, retail services, and health services.

	14.	A description of when the PHA is required to give a participant family the opportunity for an informal hearing and how to request a hearing.
	15.	A list of landlords known to the PHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the PHA that may assist the family in locating a unit. The PHAs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
	16.	Subsidy standards
	a.	A copy of the subsidy standards
	b.	A description of when the PHA will consider granting exceptions to the standards, including when exceptions are required as a reasonable accommodation for persons with disabilities
	17.	Portability information
	a.	An explanation of how portability works.
	b.	An explanation of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability proves with may affect the family's assistance.
	18.	How the PHA determines the amount of the housing assistance payment for a family, including:
	a.	How the PHA determines the payment standard for a family.
	b.	How the PHA determines the total tenant payment for a family.
	c.	How the PHA determines the maximum rent for an assisted unit.