



Vermont State Housing Authority

One Prospect Street, Montpelier VT 05602-3556

802/828-3295 (Voice) • 800/798-3118 (TTY)

800/820-5119 (Messages) • 802/828-2111 (Fax)

www.vsha.org



May 8, 2023

Dear Owner/Agent:

Vermont State Housing Authority is evaluating our Project-Based Voucher program and working to ensure we're in compliance with HUD regulation¹ and VSHA policy² regarding our PBV utilization. To accomplish this, we will be assessing our PBV utilization on a monthly basis. Ensuring VSHA is allocating subsidy to the areas where it is most needed and will be utilized.

In Project-Based properties where there has been an unused Project-Based voucher for 120 days or longer, VSHA will notify the owners/agents that these unused subsidies will be subject to recapture the following month.

It may be possible to add additional Project-Based Vouchers to the HAP contract at a future date without having to go through the RFP process. However, these requests for additional Project-Based Vouchers will be subject to the program/project cap³.

If you have any questions about the process for filling vacancies or would like to speak about your Project Based Voucher utilization, please contact me directly.

Sincerely,

Bethany Lunn, PBV coordinator
(802)828-1900 | Bethany@vsha.org

¹§ 983.254 Vacancies. (b) *Reducing number of contract units*. If any contract units have been vacant for a period of 120 or more days since owner notice of vacancy (and notwithstanding the reasonable good faith efforts of the PHA to fill such vacancies), the PHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (by number of bedrooms) that have been vacant for such period.

² If any contract units have been vacant for 120 days, the PHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The PHA will provide the notice to the owner within 10 business days of the 120th day of the vacancy. The amendment to the HAP contract will be effective the 1st day of the month following the date of the PHA's notice.

³ [FR-2017-01-18.pdf \(govinfo.gov\)](https://www.federalregister.gov/documents/2017/01/18/fr-2017-01-18.pdf)