Please remind your participants that when they port into another jurisdiction, they must comply with that PHA’s policies and procedures. We complete an issuance briefing for all incoming ports to educate them on our policies and procedures.

Once a family submits the RFTA, the HAB will process the unit to see if it eligible according to rent reasonableness and 40% rule requirements. If the unit passes the above eligibility we will conduct an HQS inspection. The subsidy begins the latest of the day the unit passes HQS, the date the family takes possession of the unit, or the date the lease begins. If the family moves into the unit prior to it passing HQS, they are responsible for 100% of the rent to owner until such time the unit passes HQS.

Please advise your families who are porting to our jurisdiction to contact our office prior to leaving your jurisdiction to schedule an appointment to be briefed on our policies and procedures, and to receive qualification sheets to begin their unit search.

Families must also bring to their appointment documentation for any changes to the 50058 in order for HAB to determine RFTA eligibility.

The HAB’s Section 8 Housing Specialists are very busy and therefore, we do not accept “walk-ins”. Families MUST call and schedule an appointment.

Failure to make prompt contact with our office may affect the family’s ability to request an extension and lease in our jurisdiction.

**OTHER HELPFUL HINTS**

- The receiving PHA always completes Part II-A of 52665.
- The PHA must attach current HUD 50058 whenever the receiving PHA completes items 3 or 4 of 52665.
- Part II-B is completed by the receiving PHA whenever:
  - The family fails to submit RFTA prior to expiration
  - The receiving PHA chooses to Absorb the family or Bill the initial agency.
  - The receiving PHA executes a HAP contract.
  - The HAP amount changes.
  - The HAP payment to the landlord has been abated.
  - The family has been terminated from the program.
  - The HAP contract terminates—please ensure # 7 is completed.

Please advise your porting clients that HAB will conduct screenings of all adult household members and may deny admission or terminate assistance according to its policies.

- At any time, either the initial or receiving PHA may make a determination to deny or terminate assistance to the family in accordance with 24CFR 982.552 and 982.553.

**BILLING**

Please note, Part II-B of the 52665 MUST be completed by the receiving PHA and RECEIVED by initial PHA within 90 days following the initial PHA’s voucher expiration date. Thereafter, Part II-B must be completed and sent within 10 working days form the effective date of the change. If HAB verifies the mailing occurred after 10 days of such action, our agency will consider the family absorbed by your agency and will notify your agency. HAB pays all billings within 30 days of receiving a statement and monthly thereafter. Please contact us immediately if you do not receive a payment within these time frames.

All programs are open to all eligible persons, regardless of Race, Color, National Origin, Disability, Familial Status, Sex, Religion, Creed, Marital Status, Age, Sexual Orientation, or Gender Identity.
Welcome to the Housing Authority of Billings’ Portability Program. As the largest city in the state of Montana, we are striving to make portability moves as simple as possible. Your agency can assist by remembering to comply with HUD’s portability regulations.

We realize that portability can be an administrative burden for most PHAs and we hope this brochure will assist your staff, as it relates to families porting into our jurisdiction. This educational brochure is a valuable tool for both staff and portability families. Please review this brochure and share its contents with potential clients and staff “prior” to submitting portability documents to our Section 8 Housing Specialists.

The clients must notify its PHA (initial) that they wish to exercise portability and port their assistance to the receiving PHA.

The caseworker of the initial PHA must approve the port according to its Administrative Plan and HUD regulations. Please note that participants who move out of their unit in violation of a lease should not be afforded the portability options.

HUD requires the initial PHA to determine income eligibility for the area the family is requesting to port into, when the family has not been under a Section 8 tenant-based lease prior to porting out.

The initial PHA must notify the receiving PHA promptly of clients’ intent by delivering the most recent 50058 and 52665. Part I of the 52665 must be completed, along with a current voucher, income information that matches the 50058, photocopies of social security cards for all family members that have been issued one, a copy of picture ID for all adult household members and birth certificates for all household members. If the family is a Family Self-Sufficiency Participant, that information should also be forwarded. The email for portability is portability@billingsha.org.

If the family is adding another adult to their household, please process this prior to approving portability and ensure this person is on the 50058.

Before the family leaves your jurisdiction, they should call HAB to ensure that their paperwork has been received. The HAB staff will schedule an appointment with your client. The client MUST call for an appointment and arrive on time. Since they are new to the area, please remind them to allow time to locate our office and parking. Clients who are more than 10 minutes late, will have to rescheduled.

HAB will issue a voucher to the family according to our occupancy standards. The voucher will not expire prior to 30 days after the initial PHA’s expiration date. Our Jurisdiction has an extremely low vacancy rate and it is hard for some families to lease up. We respectfully request that your agency not issue vouchers for more than 60 days to participants porting into our jurisdiction.

HAB will promptly notify your PHA when the family leases a unit or if their voucher expires. Ouragency often absorbs all incoming ports.