

**Statement of PBV Briefing Completion: Project Sponsor**

I, (employee name: \_\_\_\_\_), being an employee of  
(Project Sponsor<sup>1</sup> name: \_\_\_\_\_), do hereby affirm and state:

1. That (tenant/applicant name: \_\_\_\_\_) was briefed on program requirements for the Project Based Voucher (PBV) Program. This briefing took place on (date of briefing: \_\_\_\_\_), and included:
  - a. a presentation outlining program responsibilities,
  - b. the "Things You Should Know" form,
  - c. the PBV program briefing document,
  - d. appropriate contacts and resources for asking further questions about the PBV program:
    - i. Phone Number: (212) 863 – 8320
    - ii. Fax: 212-863-8828
    - iii. Email: [PBV@hpd.nyc.gov](mailto:PBV@hpd.nyc.gov)
2. That the tenant has reviewed all the briefing materials provided.
3. That my contact information has been provided below.

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SIGNATURE

PRINT NAME

TITLE

DATE

**Project Sponsor Contact Information**

Employee Name and Title: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of sponsor organization: \_\_\_\_\_

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<sup>1</sup> A Project Sponsor may be an owner, property manager, and/or supportive service provider.



**Statement of PBV Briefing Completion: Project Applicant**

I, (tenant/applicant name: \_\_\_\_\_), do hereby affirm and state:

1. That I have been briefed on program requirements for the Project Based Voucher (PBV) Program. This briefing took place on (date of briefing: \_\_\_\_\_), and included:
  - a. a presentation outlining program responsibilities,
  - b. the “Things You Should Know” form,
  - c. the PBV program briefing document,
  - d. appropriate contacts and resources for asking further questions about the PBV program:
    - i. Phone Number: (212) 863 – 8320
    - ii. Fax: 212-863-8828
    - iii. Email: [PBV@hpd.nyc.gov](mailto:PBV@hpd.nyc.gov)
2. That I have reviewed all the briefing materials provided.

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SIGNATURE

PRINT NAME

DATE

**Do you have an email address? Would you like to be contacted using email? If so, provide your email below.**

Email address: \_\_\_\_\_

*Note: providing your email address is **optional**. If you do not provide your email address but sign, print your name and write the date on the signature line above, your certification document will be considered complete.*

