



Housing Choice Voucher (HCV) Program

How Does It Work?

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Housing Choice Voucher Program Director**



Who Qualifies for a Voucher?

- **Families with income at (or below)- 50% of Area Median Income (AMI)**
 - **50% of AMI for a family of four in Hamilton County is \$42,700**
 - **Must apply during wait list opening**
 - **Satisfactory criminal records background check**
 - **No outstanding debt to any public housing authority**
 - **Must complete a mandatory program briefing *before* voucher is issued**



Responsibility of Voucher Holder:

- Annual Recertification
- Report all household changes
- Abide by terms of lease agreement with property owner
- Payment of tenant portion of rent
- Abide by all program rules
- Maintain the property



What Qualifies a property for HCVP?

- **Eligible and willing property owner**
- **Unit must continually meet or exceed Housing Quality Standards (HQS)**
- **Rent must not exceed amount paid by unassisted renters in the local market**
- **No delinquent property taxes**
- **No outstanding building code violations**



Responsibility of Owners:

- Maintain the assisted unit – interior and exterior within established standards
- Manage the property and enforce the Lease Agreement
- Report any lease violations to CMHA immediately
- Abide by the terms of the HAP Contract with CMHA

RTA Process

RTA received in the office



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Background Screening &
Rent Reasonableness Assessment



Affordability test



Unit is listed for inspection



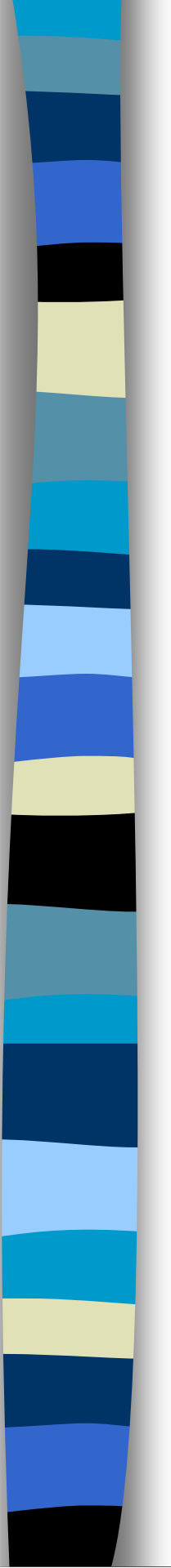
Unit is inspected by HCV Inspector



Move-In Approval

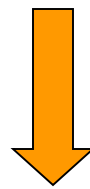


Hap Contract and Tenancy Addendum
Mailed to Landlord



RTA Process Cont.

HAP Contract, Lease
Agreement and Tenancy
Addendum returned to
CMHA



HAP payments made to
Landlord



RTA Review

- Unit Type
- Bedroom Size
- Year Constructed
- Proposed Contract Rent & Security Deposit
- Utilities- who's responsible for what?
- Appliances
- Lead Paint Disclosure
- Property Owner, Managing Agent, Hap Payee
- Tax Information
- Owner Certification



Rent Reasonable

§ 982.507 Rent to owner: Reasonable rent.

The PHA may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent and before any increase in the rent to owner;



Affordability

HUD Regulation § 982.508

Maximum family share at initial occupancy.

At the time the PHA approves a tenancy for initial occupancy of a dwelling unit by a family with tenant-based assistance under the program, and where the gross rent of the unit exceeds the applicable payment standard for the family, **the family share must not exceed 40 percent of the family's adjusted monthly income.**



Rent Calculation

- A family pays 30% to 40% of adjusted monthly income for rent
- Deductions are granted for dependents, childcare, medical and other eligible expenses
- Family's portion = "TTP" or Total Tenant Payment
- Subsidy to the owner = Housing Assistance Payment or "HAP"
- Family may or may not pay utilities
- Utility expense is included when determining TTP



How much can my tenant afford?

Annual income $\$507.00 \times 12$
\$6084.00

Dependent Deduction
(960.00)

Adjusted Annual Income
\$5124.00

TTP 30%
128.00

TTP 40%
170.00



How much can my tenant afford?

Annual income

\$12,000.00

Dependent Deduction

(480)

Adjusted Income

\$11,520.00

TTP 30%

288.00

TTP 40%

384.00

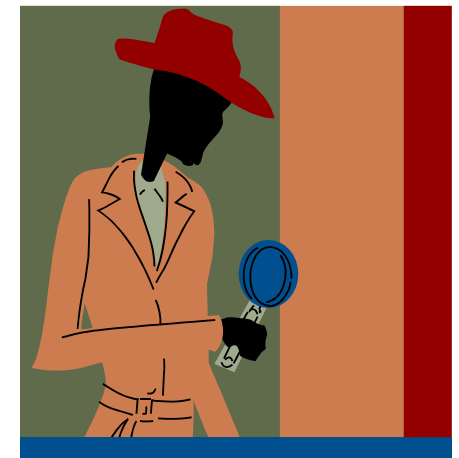


Inspection

Once the unit passes the affordability test, the unit is listed for an inspection.

CMHA will inspect the unit, determine if the unit satisfies the HQS requirements and the appearance of the property is in keeping with neighborhood standards.

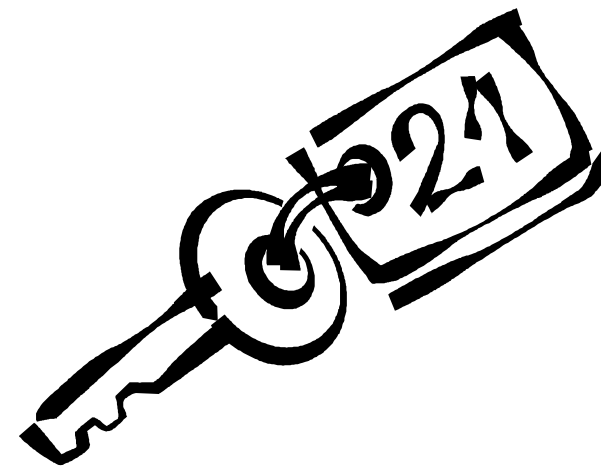
CMHA will make every reasonable effort to conduct initial inspections as quickly as possible.



Move In

Once the unit passes inspection, CMHA will contact the owner and/or voucher holder to discuss the move in date. Keys should not be exchanged without approval from CMHA.

CMHA will not pay on a unit prior to it passing inspection.





HAP Contract and Tenancy Addendum

Once the move in date is established, the housing specialist will complete the file and so the HAP Contract and Tenancy Addendum can be mailed.

Housing Assistance Payments Contract

OMB Approval No. 2577-0169

exp. 7/31/2022 **U.S. Department of Housing and Urban Development Office of Public and Indian Housing**

- (HAP Contract)
- **Section 8 Tenant-Based Assistance**
- **Housing Choice Voucher Program**
- **How to fill in Part A**
- Section by Section Instructions
- Section 2: **Tenant**
- Enter full name of tenant.
- Section 3. **Contract Unit**
- Enter address of unit, including apartment number, if any.
- Section 4. **Household Members**
- Enter full names of all PHA-approved household members. Specify if any such person is a live-in aide, which is a person approved by the PHA to reside in the unit to provide supportive services for a family member who is a person with disabilities
- Section 5. **Initial Lease Term**



HAP Contract and Tenancy Addendum cont.

The Tenancy Addendum lists the following information:

- The household members of the assisted family.
- The utilities, if any the family is responsible for.
- The contract rent
- The HAP to the owner
- The tenant rent to owner
- The UAP payment to the family
- Any prorated rent amounts



HAP Contract and Tenancy Addendum cont.

The HAP Contract is a contract between the owner and CMHA and outlines the responsibilities of both parties.

The owner must return to CMHA the 2 signed originals of the HAP Contract and one original Tenancy Addendum, signed by both the owner and the client, along with a copy of the owner's Residential Lease Agreement with the client.

CMHA will review the owners lease agreement to make sure it complies with HUD Regulations, CMHA's Administrative Plan and local housing laws.



HAP Contract and Tenancy Addendum cont.

The owner's Residential Lease Agreement must be consistent with state and local law and must state the following:

- **The names of owner and tenant(s).**
- **The address of the unit rented including apartment number.**
- **The amount of monthly rent to the owner and any other charges the family is responsible for paying.**
- **Any additional charges are subject to approval by CMHA.**



HAP Contract and Tenancy Addendum cont.

- The utilities and appliances to be supplied by the owner.
- The utilities and appliances to be supplied by the family.
- The owner's lease must also include the Lead Base Paint Warning Statement and disclosure information required by 24 CFR 35.92(b).
- The lease must provide that drug related criminal activity engaged in by the family or guest is grounds for termination of the tenancy.
- The effective date of the Lease Agreement must match the effective date of the HAP Contract.



Required Activities

HUD requires a PHA to conduct the following activities:

- A family must be recertified for continued assistance for the HCV program annually.
- An assisted unit must have a biennial HQS inspection or inspection in response to a complaint.

CMHA's Role in the HCV Process





Goals

- To increase the availability of decent, safe and affordable housing.
- To administer an efficient, high-performing program.
- To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components.
- To promote a program which maintains quality service and integrity to both owners and our assisted families, while providing an incentive to private property owners to rent to low to moderate income families.