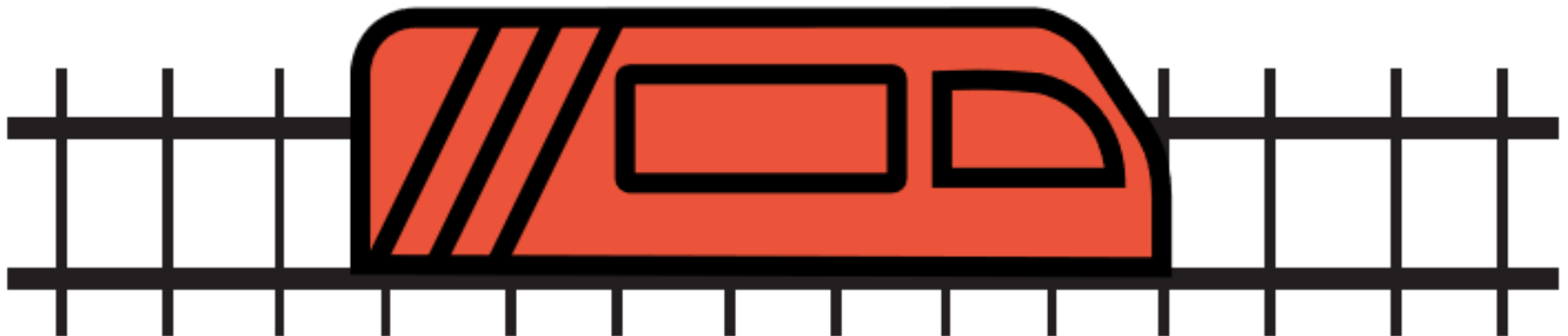


Housing Choice Voucher Orientation



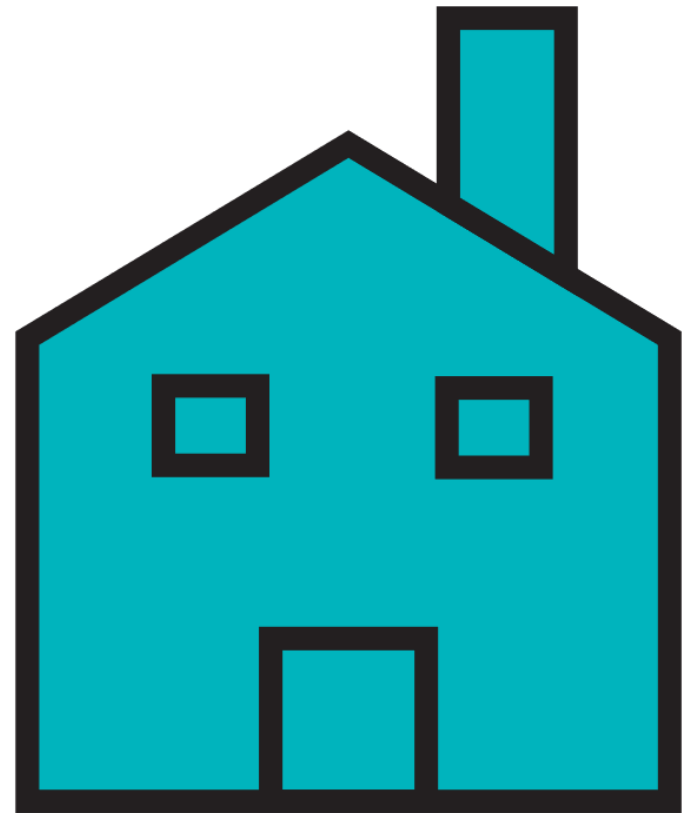
Let's Get Started!

- Please silence your cell phones!
- Please follow along with the instructor and do not skip ahead.



Questions?

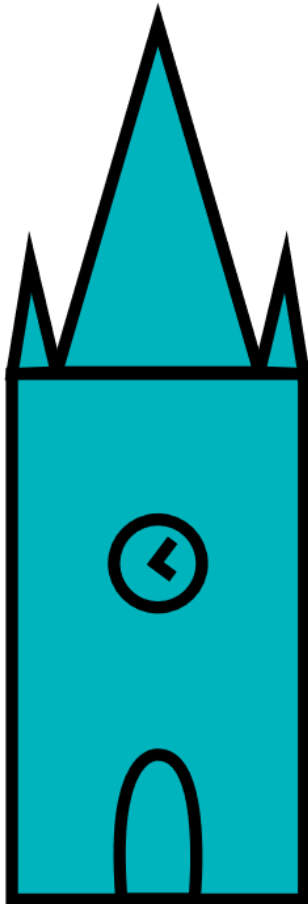
- If you have any questions please wait until the end of topics, I will ask if anyone has questions.
- Complicated or Personal questions should be asked during the one on one time after the orientation.



What is HCV ?

- Housing Choice Voucher was formerly known as Section 8.
- Rental Subsidy Program.
- Tenant based (stays with you).
- You have the **right** to choose your own unit.
- To qualify you need to be low income, disabled/elderly and/or have dependents .

Payment Standards



- The basic standard Housing Connect uses is 2 people per bedroom REGARDLESS of age or gender.
- If you find a larger Unit that does not go over your payments standard. You are allowed to rent that larger unit.

Sign Your Voucher!

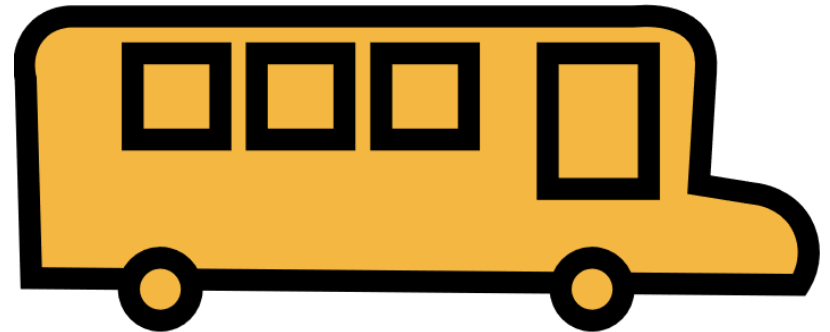
Voucher Housing Choice Voucher Program		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0169 (exp. 07/31/2007)
<small>Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program.</small>			
<small>Please read entire document before completing form. Fill in all blanks below. Type or print clearly.</small>		Voucher Number	
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the family qualifies, and is used in determining the amount of assistance to be paid on behalf of the family to the owner.)	1. Unit Size		
2. Date Voucher Issued (mm/dd/yyyy) <small>Insert actual date the Voucher is issued to the Family.</small>	2. Issue Date (mm/dd/yyyy)		
3. Date Voucher Expires (mm/dd/yyyy) <small>Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)</small>	3. Expiration Date (mm/dd/yyyy)		
4. Date Extension Expires (if applicable)(mm/dd/yyyy) <small>(See Section 6. of this form)</small>	4. Date Extension Expires (mm/dd/yyyy)		
5. Name of Family Representative	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)	
7. Name of Public Housing Agency (PHA)			
8. Name and Title of PHA Official	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)	
1. Housing Choice Voucher Program			
A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.			
B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.			
2. Voucher			
A. When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.			
B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes a participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect.			
C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.			
3. PHA Approval or Disapproval of Unit or Lease			
A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (on the form supplied by the PHA), signed by the owner and the family, and a copy of the lease, including the HUD-prescribed tenancy addendum. Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.			
B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.			
C. The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the HUD tenancy addendum and any provisions of the owner's lease, the provisions of the HUD tenancy addendum shall control.			

When Does My Voucher Expire?

- Your Voucher is initially good for 60 Days.
- It is important to find a unit as soon as you are able to. Vouchers can run out or expire.
- You are not guaranteed housing assistance until you are leased up.

Extensions

- You can request a 30 day extension in writing before your voucher expires
- A second 30 day extension can only be granted in extreme situations and may be denied.
 - Hospitalization/ medical issues (documented proof)
 - Death in family (obituary)
 - Must be approved before your voucher expires.



Vouchers can never exceed 120 days under any circumstance

How does the Voucher Work?



- Housing Connect pays the Landlord a portion of rent and you pay the Landlord a portion of rent.
- Your rent portion is based on your income, you will always pay at least \$50 or between 30%- 40% of your annual adjusted gross income.

Example

- If your monthly adjusted gross income is \$1000, your rent would be 30% of your income before taxes, meaning your monthly rent would be 300\$.
- If your income changes so will your portion to always be 30% of your adjusted gross income.
- The lowest your rent can go is \$50 (minimum rent) .

40% Option

- The 40% option can only be applied to those with some sort of income.
- If you find a unit that is a little more than what your payment standard is allowing you may pay up to an extra 10% of your income to get a more expensive unit.
- If your income is \$1000 monthly 10% of your income would be \$100 you could potentially add up to that amount to any type of unit. Meaning your monthly rent would be \$400.

What is Adjusted Gross Income?

- Your adjusted gross income is calculated after we apply any deductions you qualify for:
 - Elderly/Disabled deduction = \$400 per year. One deduction per household. Head or co-head must be disabled or elderly (62 or older).
 - Out of pocket medical expenses for elderly/disabled families only 3% threshold.
 - Disability assistance expense.
 - Dependent deduction = \$480 annually per child under the age of 18 and disabled adult or full-time student that is not the head or co-head.
 - Out-of-pocket Child care expenses.

Housing Voucher Calculation

HOUSING CHOICE VOUCHER MAXIMUM RENT CALCULATION WORKSHEET

Family Name: **John and Jane Doe**
Client Number: **# t0001234**

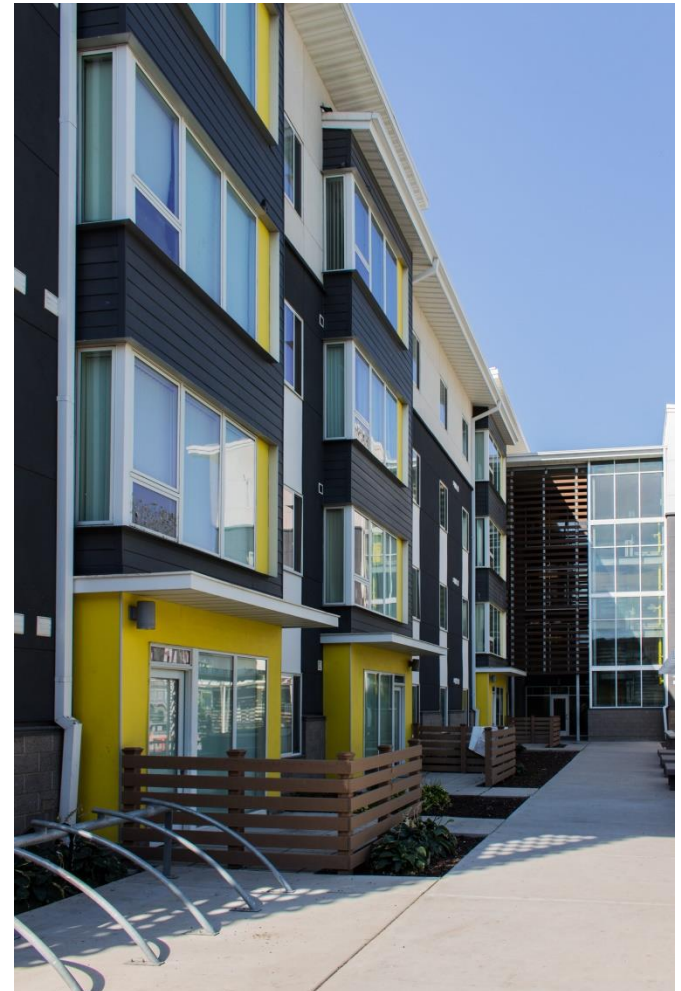
Approved Bedroom Size: **3**

1	Approved Payment Standard	\$	1,106
2	Total Annual Gross Income	\$	12,345
3	Dependent Deduction	\$	960
4	Elderly/Disabled Deduction	\$	-
5	Child Care Cost Deduction	\$	-
6	Medical Allowance Deduction	\$	-
7	Annual Adjusted Income	\$	11,385
8	Monthly Adjusted Income	\$	949
9	40% of Monthly Adjusted Income	\$	380
10	30% of Monthly Adjusted Income	\$	285

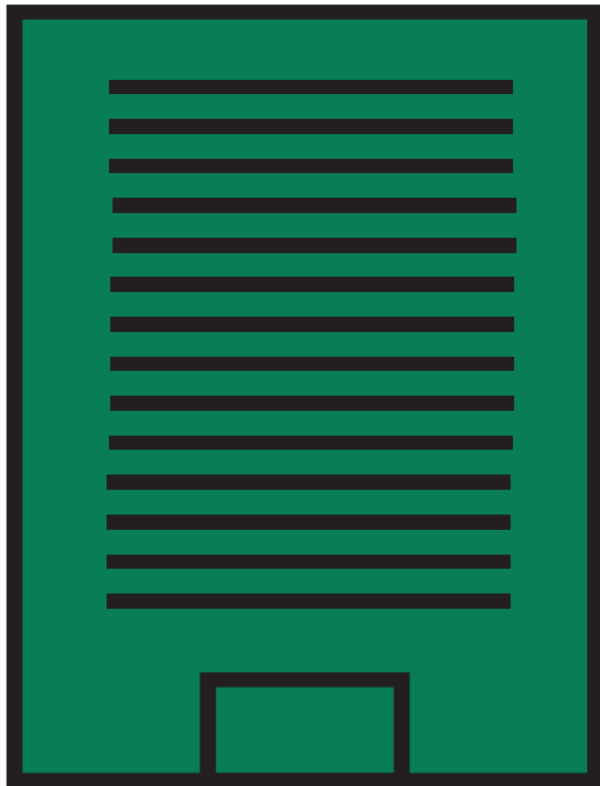
(If line 10 is \$50 or less max rent is Payment Standard minus Utility Allowance)

Searching for a Unit

- Select a type of unit, House, Duplex, Apartment.
- Time is of the essence.
- Be confident when working with your potential landlord.
- Select a unit and location you will enjoy.
- Remember first impressions last.



Things to Consider When Looking at a Unit



- Is the rent reasonable?
- Ask Landlord what utilities you will pay.
 - Units that are all electric are very expensive.
- Living outside of High Poverty areas:
 - Talk with neighbors, look up crime rates, average utility cost, noise?
 - Is there graffiti?
 - Close to bus lines, schools, work, grocery stores?
- Will I be happy living here for an entire year?

Are There Resources to Help Me Find a Unit?

We are not Housing Locaters, it is your responsibility to find a unit. Here are some good starting places.

- Newspaper
 - Online classifieds
- Rental Agencies
- Apartment Guide/listings in Lobby
- Internet/Local library
 - FindHousing.Utah.GOV
 - Rentalfinders.com
 - Ksl.com
 - Gosection8.com

Security Deposit

- The Voucher program does not assist with security deposits, only rent.
- The Security Deposit is your responsibility.
- Landlords can charge whatever the market will allow.
- If you need deposit assistance contact:
 - Community Action Program 801-359-2444
 - DWS, contact local workforce services
 - Local Churches

The Lease

- Must be a 1 year lease.
- Must state who pays which utilities.
- The contract rent amount.
- Must be signed by both client and landlord .
- You must sign a new 1 year lease if you are staying in the same unit you currently live in.

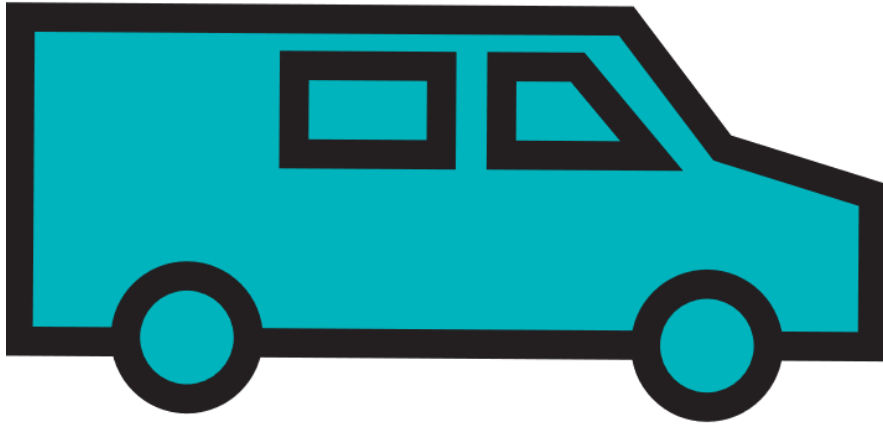


Utilities

Ask what utilities will be included and what utilities you will be required to pay for.

- Useful tips for Appliances:
 - -Gas dryers and ranges cost half as much operate as electric appliances.
 - -Side-by-side refrigerator usually cost more to run the top or bottom freezer models. Newer auto defrost refrigerators cost much less to operate then older ones.
 - -Don't Expect wall or window air conditioners to cool a multi room apartment.
 - -The most expensive way to heat water is with an electric water heater. An energy-efficient natural gas water heater heats water for half as much.
 - -Ask if the shower has a low flow showerhead. It helps to conserve water and energy.
- - You can control your comfort and your budget if the thermostat is located in your apartment. An older two or three unit apartment building may have only one heating system with one thermostat. If heat is not included in the rent, find out how the heating bill is divided.

Inspection



- If the unit does not pass inspection you could be required to find another unit!
- We will only inspect a unit twice.
- Do not move in or sign a lease until it has passed the Housing Connect's inspection.
- Use the inspection checklist to help you avoid the most commonly failed items.

When does Housing Connect start paying the landlord?

- When the inspection has passed and we have a copy of the new lease.
- Payments start from the day it passes inspection or the lease start date whichever is later.
- Usually within 2 weeks after we have both the passed inspection and the lease.

Lets Open Our Folders!



Please Take out the Pages on the
Left side of your packet.

Family Self-Sufficiency Program

Family Self Sufficiency (FSS) is an employment focused program for individuals and families receiving assistance from Housing Connect.

Types of goals they can help you accomplish:

- Increasing Education.
- Repairing your credit.
- Getting out of debt.
- Expunging your criminal record.
- Gaining job skills and exploring new careers .
- Buying a home.



Process After Orientation

This Page is your step by step guide as to what needs to happen when you leave today.

Steps 1-8 are very important to follow exactly.

Please do not bring your packets in without an appointment. You will not be seen and sent away.

Violence Against Women Act

Information on a federal law that went into effect in 2013 which protects individuals who are victims of domestic violence, dating violence, sexual assault, or stalking.

These rights pertain to all in your household, men, women, and children.

Table of Contents

This Packet goes over the information that was covered in this slide show.

This information is provided to you so that if you have questions you have the information readily available .

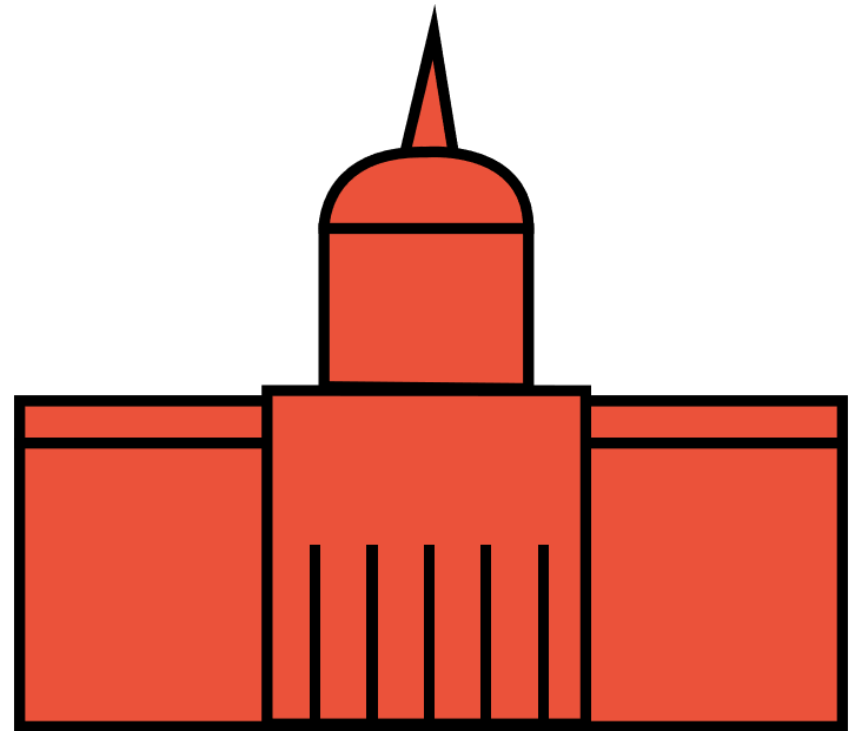
Salt Lake County Map



- This map shows the boundaries of your voucher.
- Behind the map are tips on finding a unit and a list of agencies that may be able to help you in your search.
- There is also a list of apartments that have accepted our vouchers in the past as well as resources if you are looking for a handicap accessible unit.

Section 8 Program Responsibilities

- This is a copy of the responsibilities that you and your family are required to follow to remain receiving assistance under the Section 8 program.
- This is your copy to keep for your records and you do not need to sign it.



Inspection Checklist

- This is a list of the most commonly failed items during an inspection.
- Also provided is information on Smoke Detectors.
- Remember rental assistance does not begin until after the unit has passed the Housing Quality Standards Inspection.

Daycare Deduction Verification Form

If you are paying out of pocket for childcare expenses you may be eligible for a rent deduction.

This form is what you would take to your daycare or babysitter. Additionally you will need to provide verification that you are paying out of pocket.

Employment Verification Form



- This is the form that you will use anytime there is a change in your income.
- This form is good for new jobs, terminations, changes in hours or wage.
- You must report any changes in income within TEN days of the change. Failure to do so may lead to termination from the program.

Fraud

Think about this... is fraud worth it? If you commit fraud to obtain assisted housing, you could be:

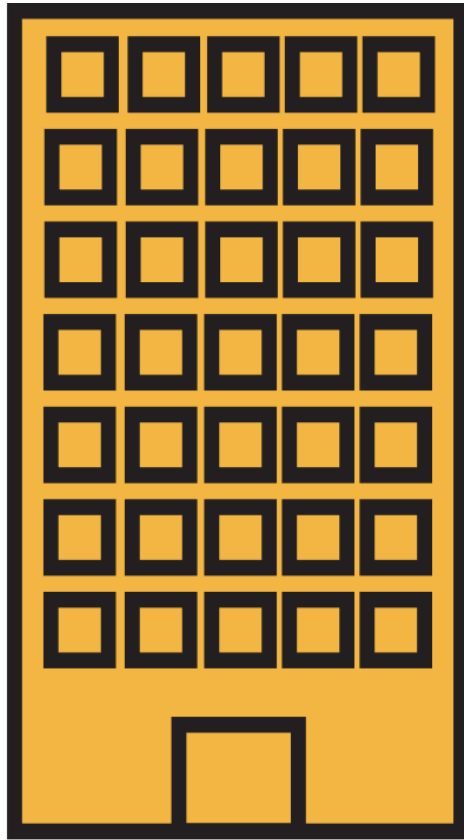
- Evicted
- Required to repay
- Fined
- Imprisoned

The information that you provide on housing assistance and recertification forms **WILL** be checked. Certifying false information is fraud.

A Good Place to Live

- The Section 8 program allows you to choose a house or apartment that you like. It may be where you are living now or somewhere else. There are very basic standards that every apartment or house should have. This is a room by room guide showing which each room must have.
- Every House or apartment must have at least a living room, kitchen, and bathroom.

Lead Paint



- Homes built before 1978 are likely to contain lead based paint.
- Lead exposure can harm babies, young children, Pregnant women, and the elderly.
- Watch for peeling paint, inside or outside the unit.

Are you a Victim of Housing Discrimination?

If you have been denied your housing rights. You may have experienced unlawful discrimination.

It is Unlawful to discriminate in housing based on:

- Race
- Color
- National Origin
- Religion
- Sex
- Familial Status
- Handicap



**EQUAL HOUSING
OPPORTUNITY**

Reasonable Accommodations

A person with a disability may require special accommodations in order to have equal access to the Section 8 Program.

This form goes over how to request those accommodations.



Lets Open Our Folders!



Please put back the Pages on the Left side of
your packet. And Pull out the pages on the
Right side of your packets.

Move Packets

On the Right side of your packet you have 3 Packets:

- The Tenant packet you will fill out on your own.
- The Tenant/Landlord packet you will fill out with your landlord.
- The Landlord Packet your landlord will fill out.

Once all Three (3) of your packets are filled out please call the Eligibility department. Follow the processes after orientation instructions.

You're Moved In, Now What?

- Follow the terms of your lease.
- For maintenance problems notify your landlord in writing.
- Give them time to fix the repairs.
- Tenant/landlord mediation
- Community Action Program 359-2444.
- Notify us in writing within 10 days of any changes in income, deductions or family size throughout the year.



Annual Re-Certification

- We start about this process about 9 months after you have been in your new unit.

- **You'll be sent 2 notices by mail:**

One for inspection and the other to return your re-certification packet.

- You must attend all scheduled appointments!

Income Verifications

At your annual review we have access to information from:

- Social Security.
- TANF, food stamps, Medicaid.
- ORS, Child support payments.
- Employment information – We still also need this information directly from employers.
- Unemployment benefits.

You must report in writing and provide verification of any changes during the year within 10 Days .

Bi-Annual Inspections



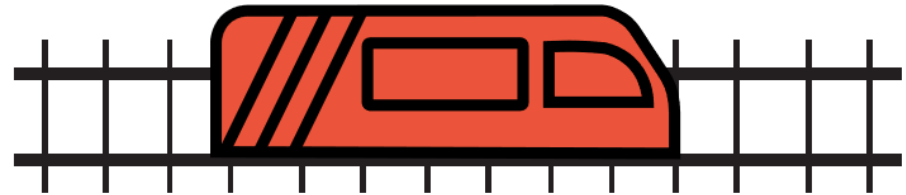
- Inspection every other year (unless your unit does not pass).
- Someone older than 18 must be present.
- Any request for repairs should be made in writing to you landlord .
- Additionally, you should keep a copy for your records.

Reporting Changes

- In writing within 10 days:
 - Provide proof of the change.
 - Read all forms.
 - You'll know to fax, mail, or hand deliver.
 - When faxing, keep confirmation page for your record.
 - If bringing it in, have front desk date, stamp, and make a copy.
- Do not report any changes over the phone
 - No documented proof.
- Follow up – You will receive a letter.
 - If we haven't made a change for you, we may not have the verifications, you are responsible to follow up.

When Can I Move?

- You can move to a new unit after your first year.
- You must fill out a 30 day notice to vacate form and give it to your landlord.
- Fill out a move packet.
- Get approval before moving to new unit.
- Be in good standing with us and the landlord.



What is Portability?

- You may be able to move to another Housing Authority inside or outside of Utah:
 - Be in good standing.
 - Let your caseworker know (approval from us).
 - Give your landlord 30 day notice that you're moving .

How Long Can I Keep My Voucher?

- You are able to keep your voucher as long as you are income eligible.
- You must abide by the family obligations to remain on the program.



You MAY lose your assistance if..

- You, your family members or guests possess or use any Methamphetamine drugs; no assistance for 10 years.
- Drug-related activity no assistance for 5 years.
- Violent criminal activity no assistance for 5 years.
- Non-compliance with any signed documentation.
- Lease violations or evictions.
- Money due.
- Violating any part of your Family Obligations.
- Any action or inaction by family members.

IF YOU DISAGREE WITH THE FOLLOWING DECISIONS YOU HAVE THE RIGHT TO AN INFORMAL HEARING :

- A termination of assistance.
- The amount of income, income adjustments and deductions applied.
- The utility allowance.
- The bedroom size.



How to Request an Informal Hearing

- Whenever a change is made regarding your housing, a letter is mailed out to you explaining your right to request a hearing.
- You must request a hearing in writing within 10 days of the notice.
- Housing Connect will respond within 10 business days of the date the written request for a hearing is received in our office informing you of your hearing date and time.

Informal Hearing Procedures

- An informal hearing gives you the opportunity to meet with your caseworker and a hearing officer to share your point of view.
- Be prepared to provide documents to prove your point.