



Section 8 Housing Choice Voucher Program

LANDLORD WORKSHOP

Landlord Workshop

AGENDA

Welcome

D. J. Haynes, Executive Director

Presenters:

Tim Halbert, Deputy Director

Amy Farnsworth, Assisted Housing Programs Manager

- PHA at a Glance
- Basics of the Housing Choice Voucher Program
- PHA Responsibilities
- Participant/Tenant Responsibilities
- Landlord Responsibilities
- Payment Standards, Rent Reasonableness & Affordability
- Unit Standards and HQS
- Requirements to Being a Landlord
- Benefits to the HCV Program
- Landlord Communication

The Parkersburg Housing Authority At A-Glance

The Authority is a private, non-profit corporation chartered by the State of West Virginia and created by the City of Parkersburg in 1967. The Authority's directives are outlined in federal legislation and in U.S. Department of Housing and Urban Development guidelines and regulations.

The Parkersburg Housing Authority's mission is to assist low income families with safe, decent affordable housing opportunities as they strive to improve the quality of their lives through economic independence and homeownership.

Three distinct programs are managed by the Authority:

- Homecrest Manor Apartments a 148 unit public housing development.
- 5(h) Homeownership Program
- Section 8 Housing Choice Voucher Program – assisting over 1400 families with a portion of their rent through contracts with private owners.

The Authority's jurisdiction covers the West Virginia counties of Wood, Wirt, Pleasants, Tyler, Ritchie, Wetzel, Doddridge and Marshall. Through a cooperative agreement with Washington County Community Action, families may also choose dwelling units within the city limits of Belpre.

Basics of the Housing Choice Voucher Program

- Congress passed the Housing and Community Development Act of 1974, further amending the U.S. Housing Act of 1937 to create the Section 8 Program.
- Public Housing Authorities provide “Vouchers” to eligible families from a waiting list.
 - Tenant pays 30% of income towards rent, subsidy pays balance of rent.
 - Vouchers authorize families to lease a unit from a private owner.
 - Voucher size based on number of household members.

Basics of the Housing Choice Voucher Program

(continued)

- Family may lease larger unit but subsidy will only be for the size of the voucher.
- Maximum subsidy is based on payment standards (90% - 110% of the Fair Market Rent).
- Public Housing Authorities inspects units based on Housing Quality Standards (HQS).
- Public Housing Authorities approves rent based on rent reasonableness and affordability.

Parkersburg Housing Authority Responsibilities

(HUD ACC; HAP Contract with Owner; Voucher with Family)

The Housing Authority has the following major responsibilities:

- Determine initial and continued eligibility of families;
- Correctly calculate tenant rent and housing assistance payments;
- Certify that the units meet Federal Housing Quality Standards and take action when units are not in compliance;
- Pay Housing Assistance to landlords and enforce compliance with the HAP contract;
- Take action when participants violate their family obligations;
- Administer the program in accordance with HUD regulations and PHA policies.

Family Responsibilities

(Voucher and Lease Agreement)

The family has the following major responsibilities:

- Abide by the requirements of the lease;
- Pay rent on time;
- Maintain the unit and the yard (if single family unit);
- Not damage the unit beyond normal wear and tear;
- Provide the household income to the PHA and report changes in income within two (2) weeks;
- Cooperate with PHA inspections and reexaminations of income and family composition;
- Secure permission of the landlord and PHA before adding family members.

Landlord Responsibilities

(HAP Contract and Lease Agreement)

The Landlord has the following major responsibilities:

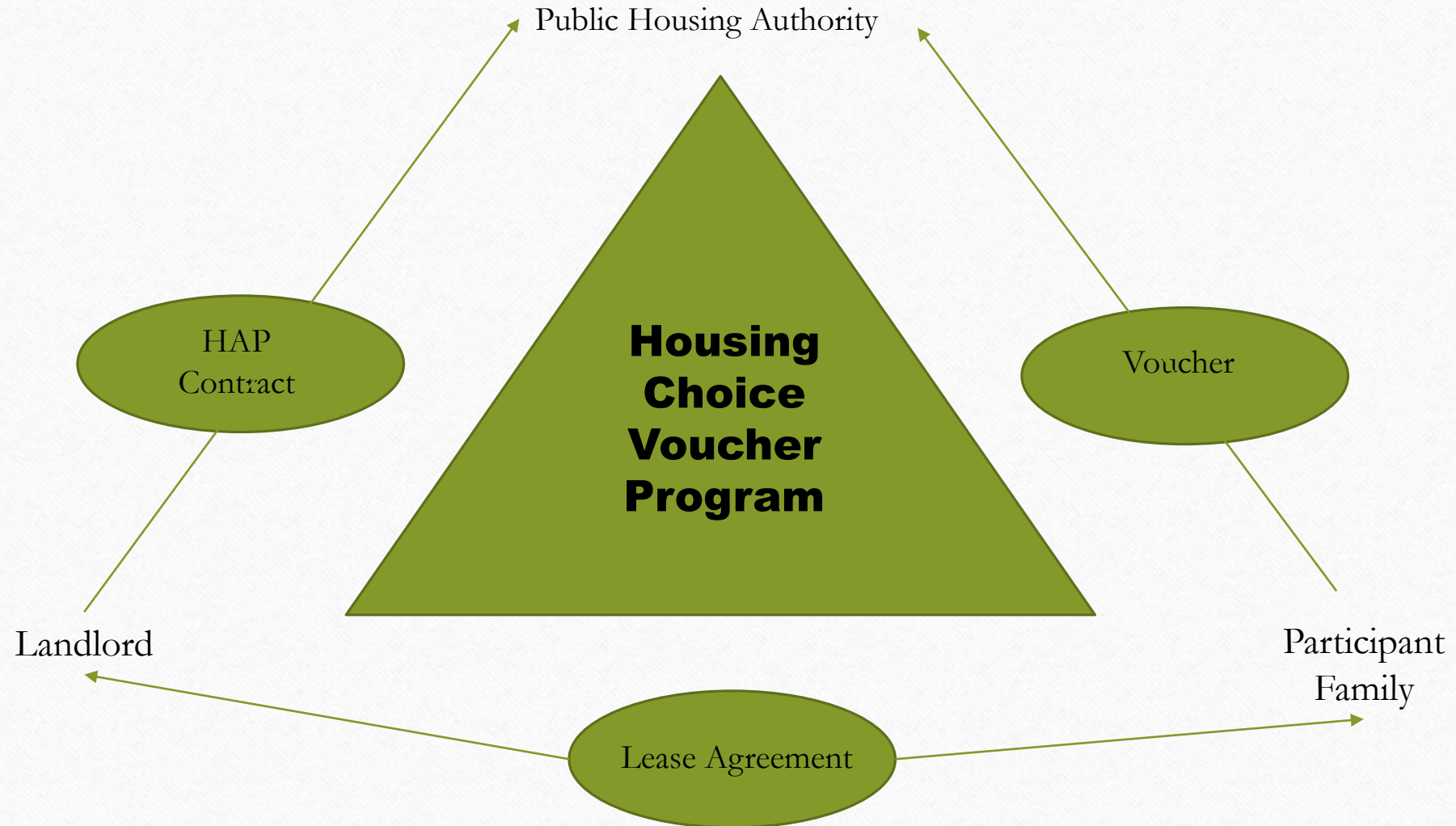
- Tenant selection and background screening;
- Compliance with the Housing Assistance Payment (HAP) Contract
- Maintain the unit in accordance with the federal Housing Quality Standards;
- Collect the tenant portion of the rent;
- Enforce the lease, take action when there are lease violations and provide housing authority written documentation of all lease violations as well as filing of evictions;
- Cannot collect from tenant any amount owed by the PHA nor any other amounts not included in the Housing Assistance Payments Contract.

Landlord Responsibilities

(continued)

- Most important for landlords to enforce the lease;
- If you issue a notice violation, lease termination or eviction to tenant, submit a copy to the Parkersburg Housing Authority;
- We cannot act if we are not aware of a family obligation violation and we do not want to pass on bad behavior to another landlord.
- Rent Increases must be requested 90 days prior to annual recertification date or upon a 90 day notice to the tenant and PHA after the first year of the lease and HAP Contract.
- Please help us maintain and improve program integrity.

Housing Choice Voucher Contractual Relationships



Housing Assistance Payments Contract

- The Housing Assistance Payments (HAP) Contract is between the Parkersburg Housing Authority and the landlord.
- The HAP Contract begins on the first day of the term of the lease (unit must also pass HQS) and ends on the last day of the term of the lease or upon termination by the Housing Authority.
- Housing Assistance Payments are made monthly. The amount of the HAP may change during the Contract term based upon the family's income/composition.
- The landlord may not require the family to pay any amounts over and above the Housing Authority's responsibility.
- PHA will not enter into contract if the owner or other interested party has a familial relationship with the tenant or tenant's family members. Unless, the approval would provide a reasonable accommodation for a person with disabilities.

Housing Assistance Payments Contract

(continued)

- Housing Assistance Contract terminates if:
 - Lease Terminates (family moves from dwelling unit or landlord institutes a termination of lease)
 - HAP Contract Terminates
 - Family's Rental Assistance terminates.
 - Unit no longer meets HQS and owner fails to make repairs.

Lease

- An unexecuted lease, with a term of at least twelve (12) months must be presented along with the Request for Tenancy Approval.
- The PHA will review the lease for compliance with applicable HUD regulations.
- The Housing Authority provides a Lease Addendum that must be attached to the lease.
- The Housing Authority must approve a new lease, transfer or lease extension, in advance. All new leases require the execution of a new HAP Contract.
- Separate agreements must be approved, in advance. Separate agreements are those not included in the rent. i.e. garages, storage facilities, etc.

Subsidy Standards

Subsidy standards determine voucher size and the number of bedrooms on which subsidy will be paid, not the family's actual living arrangements:

Generally, 1 bedroom for each 2 persons in the household, except in the following circumstances:

- Persons of the opposite sex (other than head/co-head, life-partners) will be allocated separate bedrooms.
- Live-in Aid will be allocated a separate bedroom but family members of the live-in aide will not be allocated a separate bedroom.
- A pregnant individual with no other children will be allocated a two bedroom.

Subsidy Standards

(continued)

This is the size of the voucher issued to the family.

Please read entire document before completing form Fill in all blanks below. Type or print clearly.		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	3 Bedroom
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.	2. Issue Date (mm/dd/yyyy)	01/01/2022
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)	3. Expiration Date (mm/dd/yyyy)	03/01/2022
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)	4. Date Extension Expires (mm/dd/yyyy)	
5. Name of Family Representative John Smith	6. Signature of Family Representative	Date Signed (mm/dd/yyyy) 01/01/2022

Payment Standards

Payment standards represent the maximum amount of subsidy that the Housing Authority will pay for housing assistance. The Payment Standard for each family is based on the voucher size.

- Fair Market Rents (FMR) published by October 1st each year;
- PHA's must adopt payment standards between 90% and 110% of the HUD Fair Market Rents;
- Payment Standards are “gross” rent; rent to the owner plus utility allowance for the tenant paid utilities;
- Utility allowances are county wide schedules based on average consumption data and usage for the unit type;
- The PHA reviews the utility schedule annually. If the rate changes by 10%, the allowances must be revised.
- Families can pay up to 40% of their monthly adjusted income towards rent.

Wood & Wirt County	Bedroom Size	Payment Standard
	1	\$709
	2	\$859
	3	\$1147
	4	\$1238

Marshall County	Bedroom Size	Payment Standard
	1	\$645
	2	\$837
	3	\$1087
	4	\$1251

Wetzel County	Bedroom Size	Payment Standard
	1	\$614
	2	\$808
	3	\$1020
	4	\$1096

Ritchie County	Bedroom Size	Payment Standard
	1	\$633
	2	\$775
	3	\$962
	4	\$1051

Doddridge County	Bedroom Size	Payment Standard
	1	\$718
	2	\$881
	3	\$1089
	4	\$1285
Tyler County	Bedroom Size	Payment Standard
	1	\$722
	2	\$822
	3	\$1017
	4	\$1200
Pleasants County	Bedroom Size	Payment Standard
	1	\$589
	2	\$775
	3	\$1101
	4	\$1130

Rent & Affordability

Example For Determining Rent:	Unit A House	Unit B Apartment
Size of Voucher	3 Bedroom	3 Bedroom
Payment Standard	1147	1147
Utilities to be paid by Tenant	312	306
Amount of Rent for Unit	835	841

* This chart is based on a tenant with zero income. A tenant can rent a unit for more **IF** they have income. The next chart provides examples for rent approvals for tenants with income.

A tenant can rent a unit for more money **IF** they have income. A tenant can pay up to 40% of their monthly adjusted income.

	Family A	Family B
Annual Income	\$12,960	\$6,960
HUD Deductions (2 Children)	\$960	\$960
Annual Adjusted Income	\$12,000	\$6,000
Monthly Adjusted Income	\$1,000	\$500
30% of Monthly Adjusted Income	\$300	\$150
40% of Monthly Adjusted Income	\$400	\$200
<i>Additional Amount of Rent for Unit</i>	<i>\$100</i>	<i>\$50</i>
Maximum Rent for Unit A – House w/family’s income	\$935	\$885
Maximum Rent for Unit B – Apartment w/family’s income	\$941	\$891

Rent Reasonableness

- PHAs must ensure that rents charged by owners to Housing Choice Voucher (HCV) program participants are reasonable.
- The PHA must compare the rent for the voucher unit to rents for similar unassisted units in the marketplace.
- If a PHA approves rents that are too high, government funds are wasted and limited housing subsidies are squandered.
- If rents are approved at levels lower than comparable units in the private market, better owners and higher quality units are discouraged from participating in the program. In addition, families may be inappropriately restricted in where they can live.

Comparability In conducting Rent Reasonableness

- The PHA must determine whether the rent to the owner is a reasonable rent in comparison to rent for other comparable unassisted units. In determining comparability, the PHA must consider the following factors where appropriate and practical:

- Location;
- Quality;
- Size;
- Unit type;
- Age of the contract unit;
- Amenities;
- Housing services;
- Maintenance; and
- Utilities the owner must provide under the lease

Owner Certification of Rents Charged for Other Units

By accepting each monthly housing assistance payment from the PHA, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units on the premises.

The owner must provide information requested by the PHA on rents charged by the owner for other units on the premises, including the rents charged for the three most recently leased, unassisted units in the project, if the project has 4 or more units.

Unit Requirements & Housing Quality Standards

The Federal goal of the Housing Choice Voucher Program is to provide “decent, safe and sanitary” housing at an affordable cost to low-income families.

HQS defines standard housing, establishes minimum quality criteria and assures health and safety of program participants.

Housing Quality Standard – Key Aspects:

- Sanitary Facilities;
- Food Preparation and Refuse Disposal;
- Space and Security;
- Thermal Environment;
- Illumination and Electricity;
- Structure and Materials;
- Interior Air Quality;
- Water Supply;
- Lead-based Paint;
- Access;
- Site and Neighborhood;
- Sanitary Condition; and
- Smoke Detector.

Housing Quality Standard Inspections

Three Primary Types of Inspections:

1. Initial Inspections – all units must pass an inspection before a HAP contract can be executed.
2. Eighteen Month Inspection – every unit under contract must pass an inspection every eighteen months.
3. Special Inspection – these inspections are in response to complaints or required quality control inspections.

Housing Quality Standards Enforcement

- Life/safety items must be reinspected within twenty-four (24) hours from date of failed inspection
- All other repairs must be completed within the required time-frame on notice and no more than thirty(30) days
- Failure to make repairs results in abatement (prorated reduction of daily rate of rent for number of days the unit is not in compliance with HQS)
- If no repairs after 30 days of abatement, HAP Contract is terminated
- Tenant issued a voucher to locate a new unit unless fail items are responsibility of the tenant

Benefits to the HCV Program

GUARANTEED RENT: One of the biggest problems landlords face is getting rent on time every month. With the HCV Program, you will always get the HAP on time, every time. Typically, HCV tenants pay their portion on time as well since failure to live up to the lease can cost them their housing voucher.

PRE-SCREENED TENANTS: PHA reviews every case before approving the voucher. Mostly, PHA is looking at income levels and past criminal problems. This screening process may provide extra protection for your rental. Chances are that if the tenant passes *your tenant screening process* and the Housing Authority's, you won't have any problems.

FREE ADVERTISING: You can list your participation in the program on www.parkersburghousing.com. Tenants with vouchers frequently visit this site looking for a landlord who is willing to accept the HCV.

Benefits to the HCV Program

(continued)

PROTECTION FROM TENANT'S FINANCIAL HARDSHIPS: When a tenant experiences a financial hardship and reports it to the Housing Authority, PHA will, in most cases, cover the tenant's portion of the rent; ensuring the landlord receives full rental payment for the unit.

DIRECT DEPOSIT OF ASSISTANCE PAYMENTS: PHA pays a portion of the rental payment every month via direct deposit to the landlord's dedicated account. Deposits are made on the first banking business day of the month. Landlords have access to account information on the Authority's website.

www.parkersburghousing.com

4 Simple Steps to Become a HCV Landlord

#1

Advertise Your Rental Unit

For a unit to be approved, it must meet the following requirements:

- The rent for the unit must be reasonable for the type, size, condition, and location of the unit.
- The unit must pass an HQS Inspection.
- The owner must be willing to enter into a contract with PHA and comply with program rules.

#2

Owner Screens & Selects A Tenant

- Once the owner finds a suitable family, the family is required to submit a Request for Tenancy Approval along with an unsigned lease.
- The owner should review the family's voucher for bedroom size approval.
- The owner is responsible for screening and selecting the family for tenancy.

**Request for Tenancy Approval
Housing Choice Voucher Program**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 10/31/2010)

Public reporting burden for this collection of information is estimated to average .08 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 agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, apartment number, city, State & zip code)				
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection		
9. Type of House/Apartment <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached / Row House <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Garden / Walkup <input type="checkbox"/> Elevator / High-Rise							
10. If this unit is subsidized, indicate type of subsidy <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(e)(3)(B)MIR <input type="checkbox"/> Section 236 (Insured or noninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Home <input type="checkbox"/> Tax Credit <input type="checkbox"/> Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____							

#3

PHA Approves Tenancy & HQS Inspection Process

- The PHA will review the lease for compliance with HUD Regulations.
- Determine if the rent is reasonable and falls within the family's affordability.
- PHA schedules a Housing Quality Standard inspection.

#4

HAP Contract & Payment

- Once the unit passes HQS, the PHA will prepare the HAP Contract for signatures by the family and the landlord/owner.
- Housing Assistance Payments are made by direct deposit the first business day of each month.

Landlord Communication

Owners may contact the Parkersburg Housing Authority at any time regarding issues they are having with tenants, receipt of HAP payments or other questions.

You may reach the Housing Authority at 304-428-6400 or by visiting the Authority's webpage at:

www.parkersburghousing.com

Questions & Answers