

HOUSING CHOICE VOUCHER PROGRAM (HCV) SECTION 8

ANNUAL BRIEFING

1

2019

HOURS

MONDAY – THURSDAY

7:00AM-6:00PM

CLOSED FRIDAY

**MONDAY, TUESDAY, & THURSDAY
HOUSING SPECIALIST BY
APPOINTMENT ONLY**

WALK-IN WEDNESDAYS

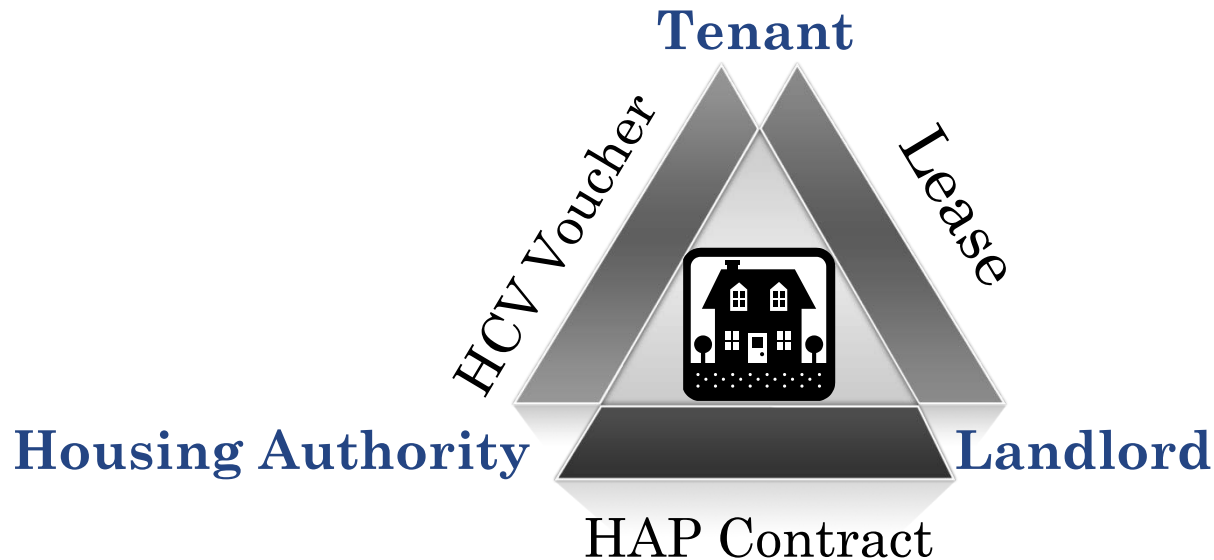
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FAMILY SELF-SUFFICIENCY PROGRAM - (FSS)

- Enroll for:
 - Better Job – career advisors, job readiness, and training/educational opportunities to overcome any barriers to employment.
 - Case Management w/ supportive services for skills, personal development, money management, parenting, self-esteem.
 - Financial Incentive – for increases of your earned income while you are active in the FSS program.

Donna Hunter (480) 644-3540 – donna.hunter@mesaaz.gov
Applications can be found online.

HOUSING AUTHORITY, TENANT, AND LANDLORD RELATIONSHIP



Landlords are to enforce the lease according to the Arizona Landlord and Tenant Act

Any notices given to tenant must be provided to Housing Authority, attention your assigned housing specialist

ANY NOTICES GIVEN TO TENANT MUST BE PROVIDED TO HOUSING AUTHORITY

- Lease violation notices from Landlords to Tenants **MUST** be turned into the Housing Authority
- Rent Increases – The Landlord is responsible to provide a 60-day notice of any rent increase to the Housing Authority.

The Rent Increase Form can be found online along with other forms needed for the Landlord/Owner

ANNUAL RE-CERTIFICATION

○ Annual Re-certification - MANDATORY

○ Biennial Inspection (every other year)

- Even if you are moving
- Could be 3-4 months before effective annual date

○ Annual Application

- Including all income, assets, expenses and etc.



ANNUAL RE-CERTIFICATION

- Criminal background check for ALL adult household members ANNUALLY (drug/criminal activity for the last 5 years)
- Sex offenders
- False/mis-leading information is FRAUD



INCOME SOURCES



- Wages/employment
- Social Security
- Disability
- Unemployment
- Child Support
- Alimony
- TANF/Cash Assistance
- School Financial Aid
- Worker's Comp
- Pension benefits
- VA
- Retirement
- Military Pay
- Regular contributions (private support)

FAMILY OBLIGATIONS

- Family Obligations are listed on your voucher and back of the annual certification packet.

Please review

- If any of them are broken it may result in termination of your assistance.

INSPECTIONS

○ Biennial Inspections

- Be prepared and if anything needs to be fixed – contact the landlord.

○ Special Inspections

- If your *requested* repairs are not completed in a timely manner, contact your housing specialist.

○ Abatements

- After two consecutive **FAILED** inspections your unit will be abated. The HAP portion will be held until the unit passes inspection. You are still responsible for your portion of rent. You **MUST** pay your portion of rent.

RENT PORTIONS

- You **MUST** pay your portion of rent.
 - Your portion of rent **MUST** be paid on time, according to your lease.
 - If your portion of rent is late, you must also pay any late fees in accordance with your lease.
 - If your portion of rent is not paid, you are violating your signed lease. As part of your family obligation: “The family must not commit any serious or repeated violation of the lease.”
 - You must pay your portion of rent, even if you plan to move out at the end of the month. The security deposit (if owed to you) is **NOT** to be used as last month’s rent.

WILL YOU BE MOVING?

- Complete a “*Notice to Vacate*” at least 30-days prior and no more than 60-days prior. (Form online or in our office)
- Your Housing Specialist will then provide you with your moving paperwork, which includes the voucher, a RFTA, a searching log and “how much can I look for?” form. **You cannot find a unit more than the amounts on this form.**
- *FYI – Landlords must be willing to accept HAP via “direct deposit”*



MOVE-IN PAPERWORK

- The family is notified after the RFTA and Proposed Lease are submitted:
 - 1) if you qualify for the unit
 - 2) your 'estimated' portion of rent
- The unit **MUST** pass inspection before you move in. The Inspector will call the landlord **ONLY** to schedule the inspection.



You SHOULD NOT call the inspector

- Your Housing Specialist will call and let you know
 - 1) the unit passed inspection
 - 2) that it is OK to move in and sign the lease

*** Do not move in until you have been notified that it is ok to sign the lease and move in**

WHEN MOVING FROM CURRENT UNIT

- Leave the unit the same as when you moved-in.
 - Voucher – family must not: #7
 - Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- **Housing has received many complaints on the condition units are being left in after participants of the HCV program move out.
- Pay your portion of rent, even if you plan to move out at the end of the month.

PORTABILITY?



- Submit a “*Notice to Vacate*” (form online)
- Submit a “*Portability Request*” (form online)
- Housing specialist will contact you to come into office to sign the voucher
- Housing Specialist will send portability paperwork to the requested Housing Authority
- You will contact the receiving HA to schedule an appointment.

Other Housing Agencies may have different rules, policies, procedures, payment standards, utility allowances, income limits and occupancy standards

LEAD-BASE PAINT

○ Lead-Base Paint

- Children under the age of 6 are at an increased risk of damage from lead poisoning since their brains and bodies are undergoing rapid development during the first 6 years of their life.
- Units built before 1978 – may have lead-base paint.



CHANGE REPORTS

- Family **MUST** complete a Change Report to report **ALL** changes in household composition, income, assets, expenses, etc.
 - ***Changes MUST be reported within 10 days of the occurrence, on the change report form with all the required backup document for the change.***
 - The *Annual Recertification* packet is not the place to report a change.

CHANGE REPORTS (CONT.)

- At least 30 days for HS to process
- Failure to report changes is grounds for termination
- If there is an increase in your portion of rent, you will be given a 30-day notice
- If there is a decrease in your portion of rent, it will be effective the following month after submission

EIV – ENTERPRISE INCOME VERIFICATION

- EIV is a HUD software system that is used to gather all income sources for all adult household members. This report is compared to your annual certification application.
- If there are any discrepancies your housing specialist will setup a meeting to review the report.



DEBTS OWED

- US Department of Housing and Urban Development maintains a national repository of all debts owed or termination of cause to ALL housing authorities.
- If you are terminated owing any monies to any housing authority in the United States, Puerto Rico or Guam, you will not be approved for housing assistance in any jurisdiction until the debt is paid in full.
 - When reporting changes, especially for new and lost jobs you must report both occurrences.

VIOLENCE AGAINST WOMEN ACT - VAWA

- A federal law reauthorizing the VAWA provides certain rights and protections to HCV assisted tenants and members of their households.

(MHA policy and form can be found online or in our office)

REASONABLE ACCOMMODATION

- If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, you may fill out a reasonable accommodation form.
- In accordance with State and Federal Fair Housing laws, the City of Mesa Housing Authority does not discriminate against any person due to a disability

UTILITY BILL ELECTRIC PROVIDER



- **All participants are required to turn in a copy of the Electric Utility Provider Bill.**
 - Participants who are responsible to pay utilities **MUST** show proof that utilities have been turned on in the name of the head of household or another adult household member before rental assistance begins.
 - If your account # changes you **MUST** inform the Housing Authority.

HOUSING ASSISTANCE AMENDMENT

City of Mesa Housing Authority

PO Box 1466
Mesa AZ 85211-1466
480-644-3536



Housing Assistance Amendment

04/17/2013

Donald Duck
1234 E Main St
Suite 101
Mesa, AZ 85208

Dear Donald Duck:

The **Interim Reexamination** certification of your housing assistance has been completed. The following changes have occurred:

Effective Date: 05/01/2013

Total Contract Rent	750.00
Tenant Payment	382.00
Housing Assistance Payments	368.00
Utility Reimbursement	0.00

If you have any questions, please contact me at .

PLEASE KEEP THIS LETTER (AND ANY ENCLOSED DOCUMENTATION) FOR YOUR RECORDS. OTHER AGENCIES MAY REQUIRE THIS DOCUMENTATION AS VERIFICATION OF RENTAL EXPENSE. IF YOU REQUEST COPIES OF THIS OR ANY DOCUMENT ALREADY PROVIDED TO YOU, THERE WILL BE A FEE CHARGED.



HOUSEHOLD INFORMATION

HOUSEHOLD INFORMATION FORM

Basic Information

Resident	Address	Program	Mesa Housing office
Donald Duck	1234 E Main St Suite 101 Mesa, AZ 85208	Application Date Housing Choice Voucher	480-644-3536
SS# 232-12-2323	Unit Size: 2		

Household Composition

Members	Relationship	Sex	DOB	SSN	Citizenship	Notes
Donald Duck	Head	M	07/13/1968	232-12-2323	Eligible Citizen	
Daisy Duck	Spouse	F	11/09/1970	323-32-3232	Eligible Citizen	Disabled
Dalia Duck	Other Youth Under 18	F	02/02/2012	454-54-4545	Eligible Citizen	Minor
Daffy Duck	Other Youth Under 18	M	02/02/2012	545-45-5454	Eligible Citizen	Minor

Household Income

Members with Income	Income Description	Periodic Amount	Periodic Frequency	Annual Amount
Donald Duck	Wages	\$250.00	Weekly	\$13,000.00
Daisy Duck	T A N F	\$162.00	Monthly	\$1,944.00
Daisy Duck	S S I	\$600.00	Monthly	\$7,200.00
Line A Total Anticipated Annual Income for Household :				\$22,144.00

Household Assets

Members with Assets	Asset Description	Asset Value	Anticipated Asset Income
Line B Total Asset Value (if more than , Line B * = Line C)			
Line C Imputed Asset Income (\$0.00 if Line B is not more than)			
Line D			Total Anticipated Asset Income:

Household Expenses

Members with Expense	Description/Type	Source	Periodic Amt	Periodic Freq	Annual Amt
Total Expenses for Household:					

TERMINATIONS

- If you receive a termination letter it will explain the reason for termination and how to request an Informal Hearing
 - Terminations for:
 - Violation of family obligations
 - Fraud
 - Failing to report changes
 - Owing money to the PHA
 - Criminal activity
 - Family eviction

MEDICAL MARIJUANA



- Medical Marijuana Card is not approved by the HCV Program
- According to Federal Government – marijuana is an illegal drug.



BED BUGS



- If your unit is infected by bed bugs – we ask that you not come to our office.
- Inspector will not be able to enter your unit for inspection if you have bed bugs.
- Please call or email your housing specialist.

BED BUGS – AZ LAW



Bed Bugs: 33-1319 Bed Bug Control: landlord & tenant obligations.....Under Arizona's new law, landlords will be obligated to provide existing and new tenants with educational materials on bedbugs and prohibited from knowingly leasing a bed bug infested dwelling unit. The legislation also requires tenants to notify the landlord of a bed bug infestation and disallows them from knowingly moving bed bug infested materials into a dwelling unit.

ARE YOU A REGISTERED VOTER?

- When to Register or Re-Register:
 - Upon turning 18 years old
 - If you become a new citizen
 - Anytime you move
 - If you change your name
 - If you want to change your political party affiliation

Register to vote 29 days before an election:

www.maricopa.vote