



## FAQs for New Housing Providers

### What is the Emergency Housing Voucher (EHV) Program?

The Emergency Housing Voucher (HCV) is a new program that is providing about 500 vouchers to individuals and families to enable them to afford decent, safe, and sanitary housing in the private rental housing market. The program is funded by the American Rescue Plan Act (ARPA) of 2021. The EHV program provides for Housing Locators, higher payment standards, landlord incentives, and expedited service to help with the lease up process. In Sacramento, the EHV program for the City and County of Sacramento (including all incorporated cities in the County) is operated by the Housing Authority of the County of Sacramento.

### Who are Voucher holders?

Voucher holders qualify as low income households. They are homeless, at risk of becoming homeless or previously homeless members of our community, and many are working families. Voucher holders come from many backgrounds. A voucher holder can be:

- The senior citizen living on social security.
- A homeless veteran looking for housing.
- A single mother heading back to school for a better job.
- The two-parent family who is surviving paycheck to paycheck.
- A barista at the local coffee shop.
- A woman fleeing domestic violence.

Each of our voucher holders have a different story to share.

### Will voucher holders take care of my property?

Just like with any other tenant, the housing provider is responsible for selecting the tenant and enforcing their lease. Thorough screenings and clearly communicated property rules and expectations will help reduce tenant-landlord conflicts. A voucher holder who does not abide by their lease and damages the property has more to lose than a conventional tenant as they risk being terminated from the EHV Program and not receiving rental assistance. Many voucher holders have case managers/family who can intervene and work with the tenant to ensure they are abiding by the property rules and lease agreement if needed.

### How much can I charge for rent?

Approvable rent is based on a calculation that takes several factors into consideration:

- The EHV payment standard for the area (See EHV Payment Standards Handout or go to [www.shra.org/ehv](http://www.shra.org/ehv)). *Please note that this payment standard is higher than the Housing Choice Voucher payment standard.*
- The tenant's income.
- The utility allowance.
- Rent comparison to similar units in the area.

There are two formulas used to determine if the rent is approvable:

1. Rent Reasonableness Determination Analysis which will compare the rent to similar units in the area.  
**AND**
2. The tenant's portion of rent plus the utility allowance is less than 40% of the family's adjusted annual income.

If the gross rent amount (Rent + Utility Allowance) is not approvable and you still want to rent to the family, you may do so by reducing your rent or changing the utility responsibilities to ensure that the tenant's portion of rent + the utility allowance is less than 40% of the family's adjusted annual income as long as the





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rent still meets the US Department of Housing and Urban Development's (HUD's) rent reasonableness standard.

The EHV Affordability Calculator on the [www.shra.org/ehv](http://www.shra.org/ehv) website can be used to determine if a unit is considered affordable.

### How do I start accepting EHV vouchers?

SHRA has EHV Housing Locators who can partner with you to connect with EHV holders. They can assist you in finding potential tenants, assist with the application process, and help with the expedited processing of the Request for Tenancy Approval Packet (RFTA). You can reach them at the contact information below.

### I have chosen a qualified tenant. What should I do next?

After you choose a tenant that has a EHV voucher, they will provide you with a RFTA packet from the tenant. This RFTA packet is the formal documentation that when completed begins the enrollment process with the EHV Program.

1. Once all relevant sections of the RFTA packet are completed and signed by **BOTH** the tenant and the housing provider, the packet must be submitted to the Housing Authority.
2. Information in the packet is reviewed by staff and, once approved, an inspection of the unit is scheduled.
3. When the unit has passed a Housing Quality Standards (HQS) inspection as required by HUD, the tenant may sign the separate lease with the housing provider (landlord) and take possession of the unit. A contract is then executed between the housing provider and the Housing Authority which will enable the owner to receive the housing assistance payment (HAP) from the Housing Authority.

It is **highly recommended** that you consider attending the monthly owner orientation meeting to learn about the voucher process and how to be successful as an EHV landlord (Please see flyer).

### How long is the initial term for the lease-contract?

The initial term is one year. After the initial lease-contract is expired, you may request a rent increase, change the utility responsibilities, or choose whether to continue tenancy.

### How will I be paid?

Once the contract is executed, you (the housing provider) will setup direct deposit on the Housing Authority's online landlord portal. The housing assistance payment from the Housing Authority will be paid through direct deposit, and the landlord will be able to manage their ledger through the landlord portal.

The tenant will be responsible for paying their portion of the rent (between 30-40% of the family's adjusted annual income) to the housing provider. If the tenant has \$0 income, the Housing Authority will pay 100% of the rent and utilities.

For more information on becoming an EHV housing provider, visit [www.shra.org/ehv](http://www.shra.org/ehv) or contact EHV's Housing Locators at (916) 449-1275.

