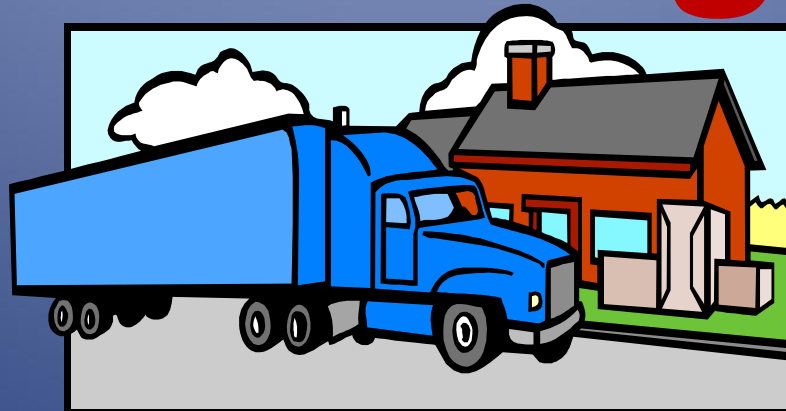




WELCOME TO THE HOUSING CHOICE VOUCHER (HCV) PORT

Briefing





BRIEFING SESSION INCLUDES INFORMATION ABOUT

- YOUR VOUCHER AND VOUCHER PACKET
- YOUR CALCULATION SUMMARY
- GOSECTION8.COM
- AFFORDABILITY WORKSHEET
- PAYMENT STANDARDS
- HOUSING ASSISTANCE PAYMENT
- VOUCHER SIZE POLICY
- TOLLING TIME
- REQUEST FOR TENANCY APPROVAL (RFTA)
- UNIT INSPECTION
- REASONABLE ACCOMMODATION
- FINDING A GOOD PLACE TO LIVE
- FAMILY OBLIGATIONS
- PROTECT YOUR FAMILY FROM LEAD
- DECONCENTRATION INFORMATION
- ASSORTED FORMS



YOUR VOUCHER – THE DETAILS

WHAT YOU SHOULD KNOW

- The voucher is good for the time allotted by the initial PHA plus a 30 day voucher extension provided by SHRA (See Voucher Expiration Notice)
- Any extension requests must be referred to the initial PHA **before** the original voucher expiration date. Voucher extensions will be granted by the initial PHA and not all extensions will be granted.
- If the voucher expires and you have not submitted a Request for Tenancy Approval (RFTA) form, you may be removed from the HCV waitlist, even if the owner was supposed to submit it timely but did not. It is your responsibility to insure that the RFTA is submitted timely.
- **THERE ARE NO HEARING RIGHTS FOR AN EXPIRED VOUCHER**
- If for any reason, the RFTA is voided (unit is not affordable, the rent is not reasonable or it wont pass inspection), you will be given tolling time and a new RFTA but only with the time left from the original 120 days.

Voucher
Housing Choice Voucher Program

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

OMB No. 2577-0169
(Exp. 04/30/2018)

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 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. 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.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names is mandatory. 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. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher issuance.

Please read entire document before completing form
Fill in all blanks below. Type or print clearly.

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.)		Voucher Number t0017430
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.		1. Unit Size 3
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)		2. Issue Date (mm/dd/yyyy) 03/16/2018
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)		3. Expiration Date (mm/dd/yyyy) 07/14/2018
5. Name of Family Representative Test Testy		4. Date Extension Expires (mm/dd/yyyy) No Extension
7. Name of Public Housing Agency (PHA) CA007 - County of Sacramento HA		8. Signature of Family Representative Date Signed (mm/dd/yyyy)
8. Name and Title of PHA Official Alena Pavlyuk	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.

Warning: Tenant Rent Greater than 40% of AMI

Adjusted Monthly Income:	711	Rent Burden:	319
Gross Rent:	1,300.00	40% AMI:	284.40
Actual % AMI:	30.80	Amount over threshold:	34.60

Program: **Section 8 Voucher**
Date Modified: **04/03/2018**
Tenant Phone: **(916) 911-3045**
Unit Address: **630 I Street**
Sacramento, CA 95814

Project Number:
Caseworker: **Alena Pavlyuk**
Mailing Address: **630 I Street**
SACRAMENTO, CA 95814

Calculations Based On:

Action Type: 1	Admit Date: 03/16/2018
Effective Date: 03/16/2018	Date Waitlisted: 10/17/2010
Next Re-exam due: 03/01/2019	Zip Code at Admission: 95814
Status: Current	Move-In Date: 10/18/2010

Family Members:

#	Last Name	First Name	Birth date	Age	Sex	Relation	Citizen	Disabled	Race	Ethnicity	SS#
1	Testy	Test		0							--
2	Test	George		0							--
3	Test	Lydia		0							--

Assets:

Family Member	Type of asset	Description	Cash value of asset	Anticipated Income
Test Testy	Savings	BofA	\$ 5	\$ 0
Test Testy	Checking	BofA	\$ 150	\$ 0
Test Testy	Savings	Golden One	\$ 6	\$ 0
George Test	Savings	Golden One	\$ 465	\$ 0
Test Testy	401K	Vanguard	\$ 1,017	\$ 131
Totals:			\$ 1,643	\$ 131

Passbook Rate: **0.00**

Imputed Income: \$ 0
Final Asset Income: \$ 131

Income:

Family Member	Income code	Description	Dollars per year	Income Excluded	Income after Exclusion	Deduction Type	Dollars per Year
Test Testy	S	overpayment	\$ 10,749	\$ 0	\$ 10,749		\$ 0
Total Annual Income:			\$ 10,880	Total Deduction:	\$ 0		



Finding a New Home

In order to assist you in finding a new home SHRA has a tool to help bridge the gap between tenants in search of a rental and landlords looking to rent their property. This tool is located at:

<http://sacramento.gosection8.com>

Information about the website can be found in your briefing packet.



Affordability Worksheet

- The Housing Authority will approve different amounts of assistance in different zip codes. Where rent costs more, the Housing Authority will pay more.
- The Affordability Worksheet is an interactive tool to aide you in determining if the rent for a unit you are considering may be affordable for your amount of income.
- The Worksheet does not determine if a requested rent will be approved by the Housing Authority. The rent must be “reasonable.”
- To use the tool, you must go to the SHRA website at:
www.shra.org or
<https://portal.shra.org/HCVForms/AffWorksheet>
 - Then click on the links:
 - » Housing
 - » Housing Choice Vouchers
 - » HCV Forms
 - » Affordability Worksheet



It is also located at <http://sacramento.gosection8.com>

Rent Affordability Worksheet for Housing Choice Voucher Participants

Worksheet Date	1	<input type="text" value="mm/dd/yyyy"/>	5	Type of Unit	<input type="text"/>
Authorized Voucher Size	2	<input type="text" value="0"/>	6	Actual BR Size	<input type="text" value="0"/>
Gross Annual Income	3	<input type="text" value="0.00"/>	7	Adjusted Annual Income	<input type="text" value="0.00"/>
How much is the rent?	4	<input type="text" value="0.00"/>	8	Zipcode	<input type="text" value="0"/>

Utilities - indicate which utilities tenant will be paying (not paid for by the owner)

Cooking	9	<input type="text" value="Tenant not paying"/>	14	Heating	<input type="text" value="Tenant not paying"/>
Water Heating	10	<input type="text" value="Tenant not paying"/>	15	Other Electric- if tenant pays electricity bill	<input type="checkbox"/>
Air Conditioning- if unit has a/c and tenant pays electric bill	11	<input type="checkbox"/>	16	Water- if tenant pays water bill	<input type="checkbox"/>
Sewer- if tenant pays sewer bill	12	<input type="checkbox"/>	17	Trash - if tenant pays trash collection bill	<input type="checkbox"/>

Tenant supplied appliances - indicate if tenant provides

Range or Microwave if there is no range	13	<input type="checkbox"/>	18	Refrigerator	<input type="checkbox"/>
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Optional Information

Name	<input type="text"/>	Tenant Code	<input type="text"/>		
Prospective Address	<input type="text"/>	Thomas Grid	<input type="text"/>		
Voucher Issue Date	<input type="text" value="mm/dd/yyyy"/>	19	Voucher Expiration Date	<input type="text" value="mm/dd/yyyy"/>	20

- 1 Date worksheet completed
- 2 Voucher size listed on the voucher
- 3 Gross income listed on the voucher
- 4 Actual rent amount the owner is asking for the unit
- 5 Unit type, house, apartment, duplex or mobile home
- 6 Bedroom size of the unit you are looking to rent
- 7 Adjusted annual income listed on the voucher
- 8 Zip Code of the unit you are looking to rent
- 9 Type of utility for cooking (gas or electric) select gas or electric if tenant pays for cooking
- 10 Type of utility for the water heater select gas or electric if tenant pays for the water heater
- 11 If unit has Air Conditioning, check the box
- 12 Check this box if the tenant pays the monthly sewer bill
- 13 check this box If the tenant provides the stove, leave blank if the owner supplies the stove
- 14 Type of utility used for heating, select gas or electric if tenant pays for heating
- 15 check this box if the tenant is responsible for other electric (lights or plugs)
- 16 Check this box if the tenant pays the monthly water bill
- 17 Check this box if the tenant pays the monthly trash bill
- 18 Check this box if the tenant is supplying the refrigerator to the unit
- 19 Add the voucher issuance date
- 20 Add the voucher expiration date
- 21 Click the Approvable box. If red, the unit is not approvable, if green, the unit is approvable

Payment Standards – Housing Choice Voucher Program

- Families participating in the Housing Choice Voucher (HCV) program benefit from a subsidy each month to help pay their rent and utilities. The subsidy varies for each family depending upon the family's size and income.
- The U. S. Department of Housing and Urban Development (HUD) has **mandated** 24 jurisdictions in the country, including the Sacramento County Housing Authority (PHA), to begin using Fair Market Rents (FMRs) based on zip codes, called Small Area FMRs (SAFMRs), to establish payment standards, effective April 1, 2018. The Payment Standard is the maximum amount of assistance a family can receive and is based on the region's fair market rent and funding from HUD.
- **This is not the maximum rent that can be charged by landlords. This is the maximum amount a family can receive, but your monthly assistance may be different.**
- The amount of rent a landlord can charge must be “reasonable” when compared to unassisted rental units in the neighborhood with similar amenities.
- If the cost of the rent plus utilities is greater than the payment standard, the PHA may approve the family to pay the difference if they have sufficient income.
- The charts in the packet shows the Payment Standard for Sacramento County zip codes and the bedroom sizes listed.



VOUCHER SIZE POLICY

- The Housing Authority (HA) does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom on the voucher. The HA's subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing Guidelines.
- One bedroom will be assigned to the head of household and spouse or partner, and one bedroom will be assigned for each additional two persons. A single woman, with no other family members and pregnant with an unborn child (with verification of pregnancy) will be counted as a two bedroom family in determining her bedroom size



Voucher Tolling Time

Voucher Tolling Time. This is when a RFTA is submitted and it suspends the voucher time until the Housing Authority notifies the family in writing that a unit is not approvable. For example, if a family submits a RFTA 40 days into the 120 allotted days and the Housing Authority voids the RFTA, they will give the family another RFTA with 80 days on it so they will be able to use the full 120 days.





Request For Tenancy Approval (RFTA) Packet

- A completed **RFTA** must be submitted once you have found a unit
- It may take up to 30 days to process a RFTA.
- When a RFTA is submitted to SHRA, they must verify three things. Is the unit affordable to the family (it cannot exceed 40% of their adjusted monthly income), is the rent reasonable and did the unit pass inspection.
- If any one of these three requirements are not met, SHRA must void the RFTA.
- If the rent is not reasonable or if it exceeds the families 40% of adjusted monthly income, SHRA will attempt to negotiate a lower rent so that it will pass these requirements. If they cannot negotiate the rent down, the RFTA will be voided
- Once a unit has passed inspection, the family may move in. If a family moves into a unit prior to the unit passing inspection, the family will be responsible for the entire rent and if the unit never passes inspection, they could have a hard time getting out of the lease.



UNIT INSPECTION

- A unit inspection is critical. The family must not move into the unit prior to a passed inspection as they will be responsible for the full rent if they do. In addition, if the unit does not pass inspection twice, the Housing Authority will void the RFTA.
- Unit Inspection is scheduled after the requested rent has been approved and
- If the unit passes, the Lease and Contract are generated
- If the unit fails inspection 2 times, the RFTA is voided



REASONABLE ACCOMMODATION

A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to participate in and benefit from the housing programs. A reasonable accommodation must be requested, preferably in writing, in order for it to be considered and the disability and the need for an accommodation must be verified.

The Housing Authority (HA) can deny a request for a reasonable accommodation if:

- The disability is not verified;
- There is no disability-related need for the accommodation;
- The accommodation is not reasonable;
- It would impose an undue financial and administrative burden on the Housing Authority. The determination is made on a case-by-case basis;
- It would fundamentally alter the nature of the Housing Authority's operations; or
- There is an alternative available other than the requested accommodation.

The Housing Authority will only consider reasonable accommodations when a request has been made.



FAMILY OBLIGATIONS

- Family obligations are the rules that your family will be expected to follow in order to stay on the program. If your family violates one of these rules, your family could lose their assistance. The family obligations are part of your voucher packet.
- The family must supply required information
- Any information supplied must be true and correct
- The family must allow the PHA to do inspections and you are responsible for any HQS breach caused by your family
- The family must not commit any serious or repeated violation of the lease
- The family must notify the agency if anyone moves out of the house, not terminate the lease or change the composition of the household without the PHA approval
- The family must not sublet or assign the lease or be absent from the unit for more than 30 days
- The family members may not engage in criminal activity
- Read the complete family obligations given to you as part of your voucher packet

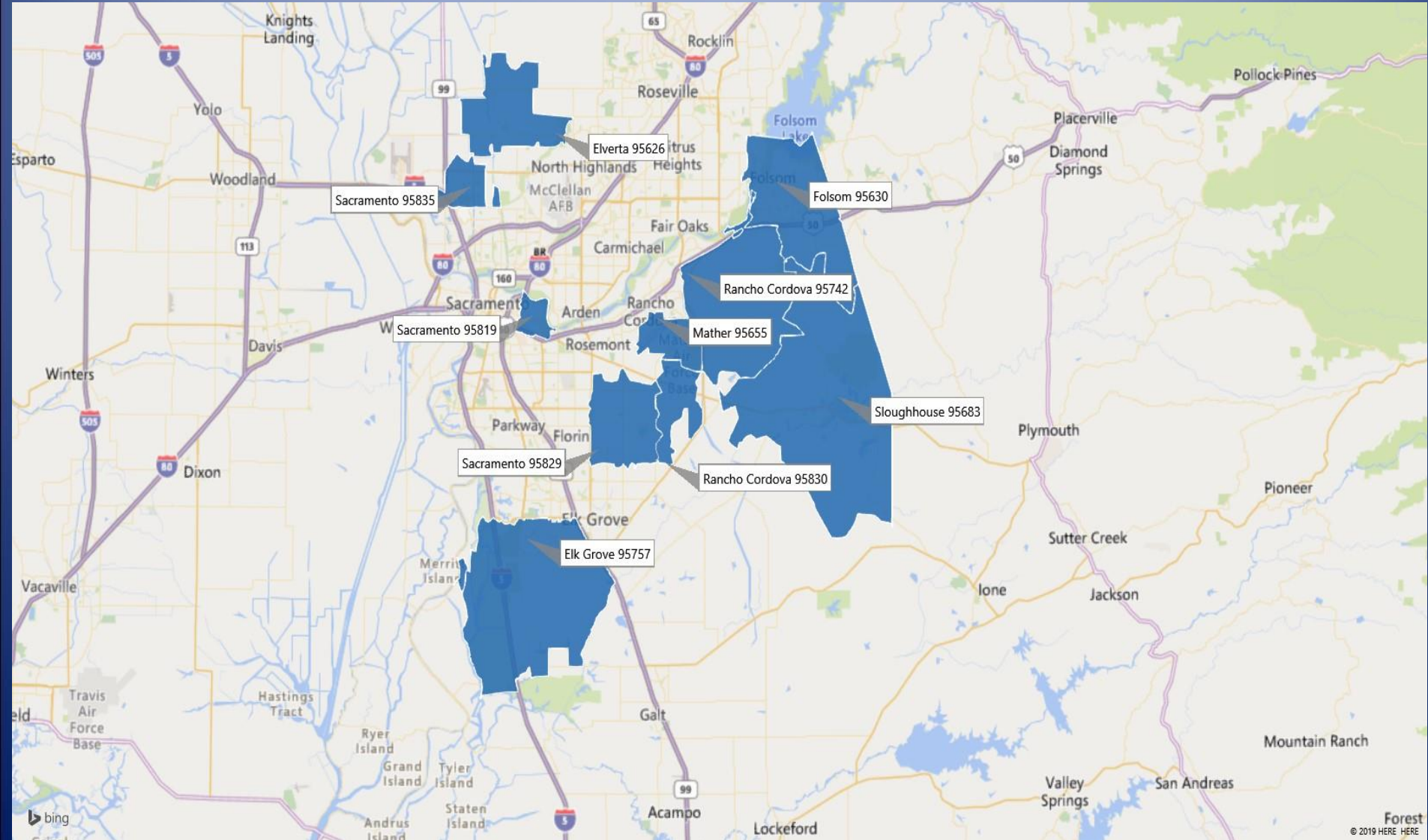


DE-CONCENTRATION

- De-concentration means to move to low poverty areas instead of moving into high poverty and high crime areas.
- It offers your family better schools, job opportunities and security
- Please see the attached map for low poverty areas
- Please read the packet “a good place to live” when doing your housing search as it explains what condition a good apartment or house should be in and what you should look for when doing your inspection
- Please read the “Protect your Family from Lead in your Home” packet
- Please read the “Are You a Victim of Housing Discrimination” packet

Opportunity Zip Codes

Zip codes where there is lower poverty, better schools and jobs





ASSORTED FORMS

- Affordable Housing List
- 10 Tips for Renting a New Place
- Crime and Safety in Sacramento County
- Sacramento School Ratings
- Community Information



The End

Enjoy your new home!!

