

Housing Choice Voucher (HCV) Briefing



HCV Briefing

Welcome!

- Please **turn off** or **silence** your cell phone.
- Please **no texting** during the presentation.
- Please provide us your **full attention**.

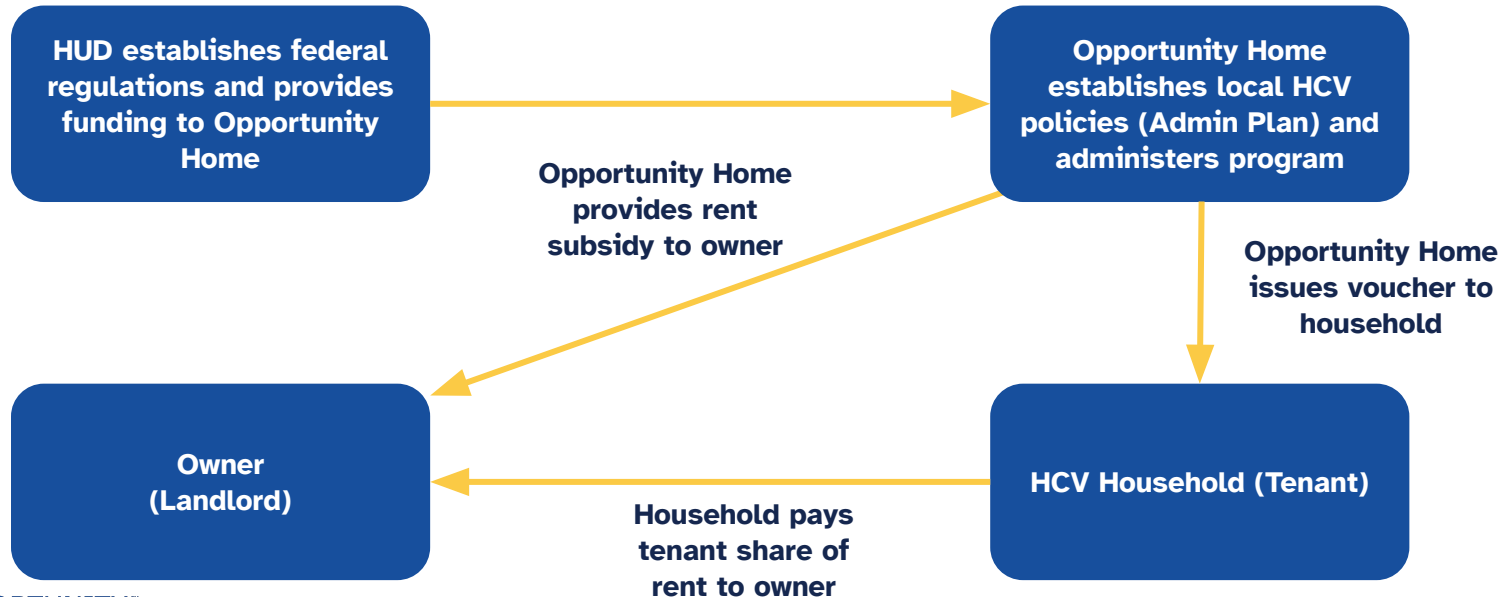
What You Will Learn:

- Moving Packet
 - Voucher Dates
 - How your rent portion is calculated
- How to Search for a Unit
- Next Steps Once You Find a Unit
- Family Obligations

Housing Choice Voucher Program

- The U.S. Department of Housing and Urban Development (HUD) administers the Housing Choice Voucher (HCV) Program, which offers the opportunity for low-income families to choose affordable housing.
- The HCV program provides tenant-based assistance rather than unit-based assistance, allowing the family to move without losing assistance.
- Through this program, individuals and families receive a voucher, which represents a subsidy that can be used to rent any housing that meets HCV program requirements.
- The rules and regulations of the HCV program are determined by HUD. Opportunity Home is afforded choices in the operation of the program included in Opportunity Home's Administrative Plan, a document approved by Opportunity Home's Board of Commissioners.

Housing Choice Voucher Program





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Portability

- Transferring your voucher to another jurisdiction is called **Portability**.
- To qualify, you must be an eligible program participant in good standing.
- You may only “port out” of Opportunity Home’s jurisdiction:
 - After the initial term of your lease
 - If you have not ported within the past 12 months
- If you are interested in porting out of Opportunity Home’s jurisdiction, please email **Portability@homesa.org**.

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Looking for a Unit

Where To Look

- Rental ads in the San Antonio Express newspaper
- Friends, family and coworkers
- Neighborhoods you would like to live in: “For Rent” signs

How To Look

- Call potential landlords and make an appointment to see the unit.
- **affordablehousing.com**



Beware of Rental Scams

Signs of a potential rental scam include:

- Vague listing details
- Not being allowed to view the property before paying an application fee
- Rental price is “too good to be true”
- You are asked to pay or sign right away
- No tenant screening process

How to avoid rental scams:

- Study local markets
- Verify contact information
- Verify the property address on Google Maps
- Always request a tour of the property
- Check for tenant screening process
- Don't pay before signing

Looking For A Unit

Viewing The Unit

- Take a list of previous rental history
- Ask the following questions during your appointment:
 - What is the rent and what utilities will I need to pay?
 - Who will be providing the stove and refrigerator?
 - Are pets allowed? If so, are there any restrictions?
- Inspect the unit:
 - Drive around the neighborhood during day and night.
 - Briefing Packet [here](#)

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. 09/30/2017)

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 it displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant 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 assistance.

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(d)(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) _____					

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water/Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

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Request for Tenancy Approval (RTA)

- When you have found a unit, the landlord will need to submit an electronic RTA (homesa.org/rta).
- The RTA will need to include the following:
 - Address of Unit
 - Proposed Rent,
 - Security Deposit,
 - Date the unit is available for inspection
 - Utility/Applicant Responsibility.

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			

Request for Tenancy Approval (RTA)

12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

____ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

____ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

____ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

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Request for Tenancy Approval (RTA)

Owner's Certification must be completed for owners with properties that have more than four units.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

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Request for Tenancy Approval

For more video resources, visit
homes.org/video-resources.

Request for Tenancy Approval (RTA)

Inspection

- If your Request for Tenancy Approval is approved, the landlord will be contacted to schedule an inspection of the unit.
- If the unit does not pass inspection, the landlord will be notified of any items that need repair.
- Opportunity Home **cannot** make any Housing Assistance Payments (HAP) if the unit has not passed inspection.
- If the unit does not pass inspection, it may cause delay in your assistance.

Plan to Move

Costs

- Security deposit
- Your portion of the first month's rent
- Possible utility deposits and hook-up fees
- Cost of moving

When To Move

- Always wait to move in **AFTER** the unit passes inspection.
- If the landlord refuses to make the necessary repairs to meet inspection requirements and you have already moved in, you will need to move out and find a new unit.



Moving In

Get Information From Your Landlord

- Who should you contact for repairs?
- Who should you contact in case of emergency when they're not available?

Remember!

Once you have possession of the unit:

- You are responsible for notifying the landlord about maintenance problems.
- Keep a contact log with your landlord about needed repairs for your records.

Opportunity Home will get involved with maintenance issues **only after you have given written notice to the landlord with a copy to Opportunity Home**, and only if the landlord does not respond.

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Family Obligations

- Use the Housing Choice Voucher
- Supply all accurate information
- Attend all appointments
- Allow for inspections
- Pay your rent portion
- Maintain Housing Quality Standards (HQS)
- Live in the unit for the initial year: you may not move during this time

- Have the unit be your only place of residency
- Report any changes in family composition
- Report any decreases in income
- If you are an FSS, Homeownership or Zero-Income Participant, report any increases in income
- Cannot be absent for greater than 45 days

The Big Three

Changes In Income

- If you have a decrease in income or if you have an increase in income (for special participants), submit a completed “Change of Income Request Form” in person or through email/fax within 10 business days.

Family Composition

- Notify Opportunity Home of any absences, or if any household member stops residing in the unit, within 10 business days by submitting a completed “Change of Family Composition - Remove Household Member Packet.”
- Any additions to the household must be approved before the household member moves in. Submit a completed “Change of Family Composition - Add Household Member Packet.”

Visitors

- You may have guests as long as they have a different permanent address and do not spend more than 7 consecutive days in your unit.
- You must follow your landlord’s rules on visitors, detailed in the lease.
- You are responsible for the actions of anyone in your unit.

Termination

- When a decision is made to terminate your rental assistance, the family is sent written notice of that decision, which states:
 - the program violation;
 - how to request an Informal Hearing; and
 - the time frame you have to request the Informal Hearing.
- If the family does not request a hearing within the specified time, the decision will be upheld.
- Hearings are conducted by an individual not involved in making the decision to terminate.
- The family is strongly encouraged to bring supporting documentation of their case to the Informal Hearing.

Fair Housing

Under the Fair Housing Act, it is against the law to base any housing decision on the following:

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

If you feel anyone has refused to rent to you for any of these reasons refer to and or complete the Housing Discrimination Information form in your Applicant Packet.

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Violence Against Women Act (VAWA)

VAWA provides protections for victims of domestic violence, dating violence, sexual assault or stalking.

For all individuals, regardless of sex, gender identity or sexual orientation.

- You cannot be denied admission, denied assistance, terminated or be evicted from rental housing because you are a victim.
- If you are a victim of domestic violence, dating violence, sexual assault or stalking, you may request an emergency transfer.
- Opportunity Home may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA.
- Opportunity Home must keep all VAWA information confidential.



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Current Lessee

- Must give written 30-Day Notice to your landlord.
- Turn in all keys upon moving out of your unit
- Settle all outstanding accounts
 - Not settling your account may lead to termination of your housing assistance
- New HAP Contract/Lease will begin after your scheduled move out date from previous unit.

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)

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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.		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) Insert actual date the Voucher is issued to the Family.	2. Issue Date (mm/dd/yyyy)	
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)	
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 5. of this form)	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)
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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.

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Housing Choice Voucher (HCV)

- Your **Housing Choice Voucher** indicates your eligibility to participate in the HCV Program and enables you to search for a decent, safe and sanitary unit.
- Your voucher will expire in **120 days**. You must find a suitable unit within that time frame.

Voucher Extensions

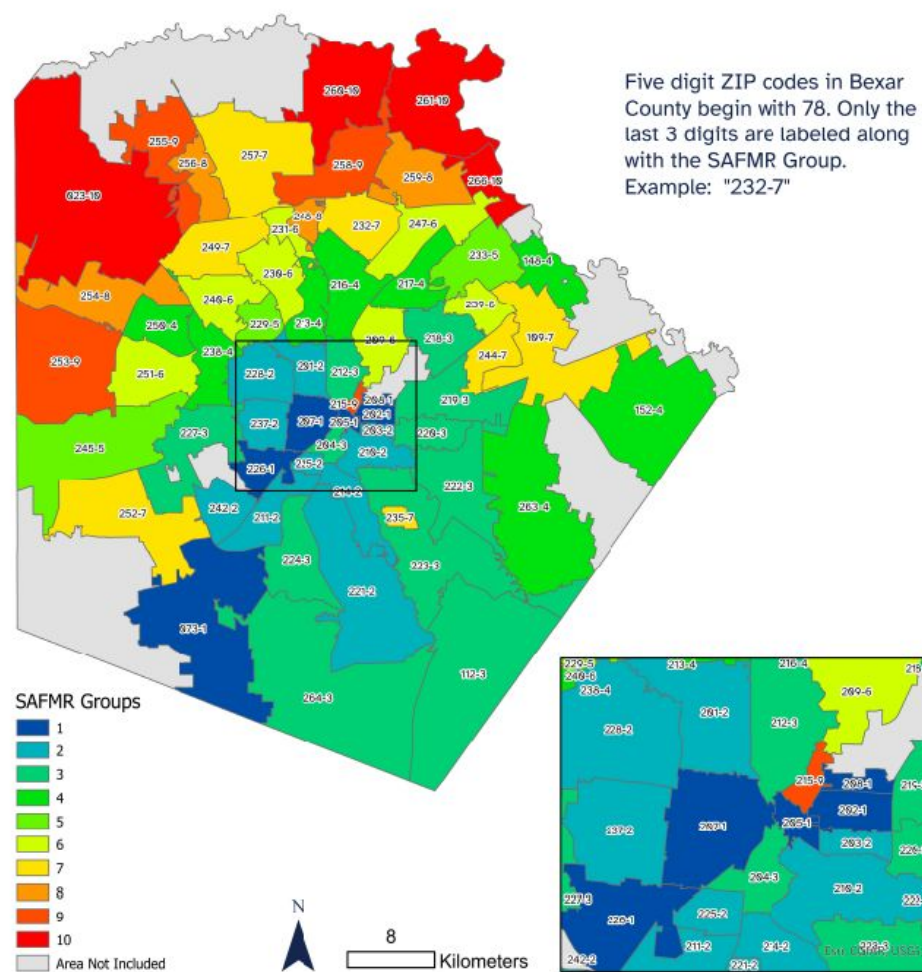
- As of September 1, 2023, **you must submit voucher extension requests in writing.**
- To request an extension, you can find the **Request for Voucher Extension Form** on the **homesa.org/resources** page or email your assigned Housing Assistance Specialist.
- After the first extension, documentation supporting your extenuating circumstances or a Reasonable Accommodation request will be required. **Submission of these does not guarantee your voucher extension request will be granted.**



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Small Area Fair Market Rents (SAFMRs)

- **Small Area Fair Market Rents (SAFMRs)** are calculated at the ZIP code level rather than for the entire metropolitan region, which allows for a better reflection of neighborhood rental markets
- SAFMRs provide voucher holders greater access to high-opportunity areas



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SAFMR Groupings

- **Myth:** The less income I make, the more subsidy I receive!
 - Housing Assistance Payment (HAP) is not only determined by income.
- The Shopping Allowance provides your maximum family contribution to rent.
- You must select a unit that best suits your needs according to the zip codes listed on your shopping estimate.

HOH:
Last 4 of SSN:
Certification:
Current Contract Expiration Date:

Contract Rent & Maximum Family Contribution Shopping Allowance (Rent Simplification)

Bedroom size: 1

Rent amounts shown on this document are not final, approved amounts. Rent must be requested and determined to be reasonable through Opportunity Home's review process.

Client Initials _____

	Column A	Column B	Column C
Maximum Rent to Owner:	Tenant Pays Utilities	Owner Pays All Utilities	Maximum Family Contribution:
Zip Code Group 1 78073, 78207, 78208*, 78226	\$886	\$985	\$416
Zip Code Group 2 78201, 78202*, 78203*, 78210, 78211, 78214, 78221, 78225, 78228, 78237, 78242	\$958	\$1,057	\$416
Zip Code Group 3			

SAFMR Shopping Allowance

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Video Resources



For video resources on navigating the moving process and submitting a Request for Tenancy Approval (RTA), **scan the QR code above** or visit **homesa.org/video-resources**.

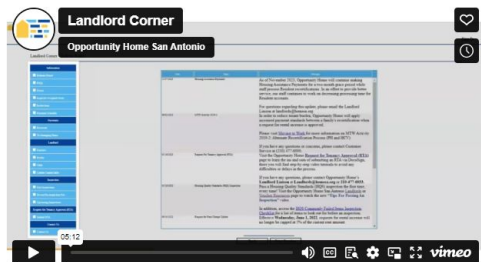
NAVIGATING THE MOVING PROCESS

Have you just received your Briefing Packet? Watch the briefing video to learn more about the moving process.



NAVIGATING THE LANDLORD CORNER

Learn the ins and outs of the Landlord Corner.



REQUEST FOR TENANCY APPROVAL (RTA)

Ready to submit an RTA? Watch the RTA submission video for a guide to using DocuSign and attaching the required documentation.



TIPS FOR PASSING AN INSPECTION

Pass a Housing Quality Standards (HQS) inspection the first time, every time! Watch the video for a guide to successfully passing an HQS inspection.



Questions?



Thank you!

