Wichita Housing Authority

Housing Choice Voucher Program

Overview

Housing Provider Conference

March 25, 2022
Housing Choice Voucher (HCV) Program

• The Housing Choice Voucher program is one of the federal government's major programs for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.

• Housing assistance is provided on behalf of the family or individual, participants find their own housing, including single-family homes, townhouses and apartments.

• 24 CFR Part 982, HCVP Administrative Plan, HUD regulations
In 2018, Housing Choice Vouchers helped 5.2 million people. Who are they?

- Nationwide, approximately **2.3 million families** utilized a Housing Choice Voucher in 2018
- **3 in 4 low-income families** who would qualify for rental assistance **do not receive it** due to limited funding
  - As a result, in Kansas, **3 in 10 low-income people** are homeless or pay over half their income for rent

*Source: Center for Budget and Policy Priorities*
Wichita Housing Authority

- Part of the City of Wichita’s Housing and Community Services Department.
  - Includes HCVP and Public Housing

- HCVP jurisdiction – Sedgwick County, Butler County, and Harvey County, outside the city limits of Newton.

[wichita.gov/section8](wichita.gov/section8)
Housing Choice Voucher (HCV) Program

• Staff – 19
  • 4 Senior HSs, 5 HSs, 3 Clerks, 3 Inspectors, 3 Interns, 1 PM

• Current Allocation (02/22) – 3,098

• Current Units Leased (02/22) – 2,903

• Per Unit Cost (PUC) (02/22) – $487
Apply for HCV Waiting List
- Current estimate for a local applicant: 18-24 Months

Reach the Top of the Waiting List
- Formal application mailed to applicant, applicant must submit documentation

Submit Required Documents
- Applicants are typically given 2-3 weeks to submit paperwork
- Extensions may be granted if applicant communicates with WHA

Eligibility Determination
- Eligibility Determination can take up to 6 weeks depending on multiple factors

Search for Unit
- Voucher recipients have 120 days to locate a unit.

Receive Voucher
- Must attend a voucher briefing meeting and fill out additional paperwork

Inspection
- All units must pass a Housing Quality Standards inspection to ensure the property is “decent, safe and sanitary”

Sign Lease
- A unit must pass an inspection before a lease can be signed and a HAP executed.

Submit RFTA Request For Tenancy Approval

HAP Contract Executed
- HAP contract is between WHA and Landlord/Property Manager.
What is the Eligibly Criteria?

• Applicants can apply to the wait list at: https://wichita.myhousing.com

• Eligibility for a housing voucher is determined by the PHA based on the total annual gross income and family size and is limited to US citizens and specified categories of non-citizens who have eligible immigration status.

• Median income levels are published by HUD and vary by location. https://www.huduser.gov/portal/datasets/il.html
## Income Limits

**2021 FEDERAL ADJUSTED INCOME LIMITS**
(Based on Area Median Income for Wichita, KS) ($75,800)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>30% HCV</th>
<th>50% HCV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15,950</td>
<td>26,550</td>
</tr>
<tr>
<td>2</td>
<td>18,200</td>
<td>30,350</td>
</tr>
<tr>
<td>3</td>
<td>21,960</td>
<td>34,150</td>
</tr>
<tr>
<td>4</td>
<td>26,500</td>
<td>37,900</td>
</tr>
<tr>
<td>5</td>
<td>31,040</td>
<td>40,950</td>
</tr>
<tr>
<td>6</td>
<td>35,580</td>
<td>44,000</td>
</tr>
<tr>
<td>7</td>
<td>40,120</td>
<td>47,000</td>
</tr>
<tr>
<td>8</td>
<td>44,660</td>
<td>50,050</td>
</tr>
</tbody>
</table>
Eligibility Continued

• During the application process, we collect information from the individual or family.

• Information that **must** be provided to determine eligibility include:
  • All required paperwork completed and signed
  • Proof of income from past 90 days for ALL adults over the age of 18
  • Copies of Social Security Cards for ALL household members
  • Copies of Birth Certificates for ALL minors in the household
  • Copies of past 90 days bank statements, if client has one
What does HUD consider as income?

- Employment Income
- TANF *(Temporary Assistance For Needy Families)*
- Child Support Income
- Social Security *(SSDI or SSI)*
- Veterans Benefits
- Self – Employment
- Unemployment
- Workers Compensation
- Alimony

- Regular Contributions or Gifts from Organizations or Individuals
- Retirement Benefits, Annuities, or Pensions
- Trusts
- Student Income *(may be excluded if qualified)*
Eligibility Continued

• Once all paperwork has been submitted and the family is determined eligible based on income the PHA will complete a background check on ALL household members over the age of 18

• Once background check is completed the family may be issued a voucher if they are determined eligible.
# Housing Choice Voucher Program

**U.S. Department of Housing and Urban Development**

**Office of Public and Indian Housing**

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. Assumptions 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 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.)

<table>
<thead>
<tr>
<th><strong>Voucher Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Unit Size</strong></td>
</tr>
<tr>
<td>2. <strong>Issue Date (mm/dd/yyyy)</strong></td>
</tr>
<tr>
<td>3. <strong>Expiration Date (mm/dd/yyyy)</strong></td>
</tr>
<tr>
<td>4. <strong>Date of Extension Expires (if applicable: mm/dd/yyyy)</strong></td>
</tr>
</tbody>
</table>

**2. Date Voucher Issued (mm/dd/yyyy)**

Insert actual date the Voucher is issued to the Family.

**3. Date Voucher Expires (mm/dd/yyyy)**

Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)

**4. Date Extension Expires (if applicable mm/dd/yyyy)**

(See Section 6 of this form.)

<table>
<thead>
<tr>
<th><strong>Date Signed (mm/dd/yyyy)</strong></th>
</tr>
</thead>
</table>

**5. Name of Family Representative**

<table>
<thead>
<tr>
<th><strong>Name of Public Housing Agency (PHA)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name and Title of PHA Official</strong></td>
</tr>
<tr>
<td><strong>Signature of PHA Official</strong></td>
</tr>
<tr>
<td><strong>Date Signed (mm/dd/yyyy)</strong></td>
</tr>
</tbody>
</table>

**6. Signature of Family Representative**

The name of the head of household who is receiving the voucher.

**7. Signature of the head of household**

This signature confirms receipt by the family.

**8. Signature of PHA Official**

Signature confirming the voucher was issued.

**Units of Size.** Bedroom size for which the family qualifies for.

**Issue Date.** The day you are authorized to begin searching.

**Expiration Date.** The last day to submit a request for tenancy approval (RTA) without extension.

**Extension Date.** Final day to submit RTA if extension was approved.

**Date Signed.** The date that the head of household receives the voucher.
The voucher has a bedroom size that determines the maximum monthly rent for a unit.

**Official Policy: Two heartbeats per room.**

- Head of Household (plus significant other) is assigned a bedroom.
- For every two household members, an additional bedroom is added.
  - Example 1: A single parent with three children would be assigned a 3-bedroom voucher.
  - Example 2: HoH, spouse and their two children would be assigned a 2-bedroom voucher.

The Wichita Housing Authority does not make distinctions based on sex and age of family members, nor the relationship of persons in the family when determining bedroom size.

<table>
<thead>
<tr>
<th>Number of Bedrooms</th>
<th>Number of People in Household</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
</tr>
</tbody>
</table>
The rental amount varies depending on what utilities the landlord pays for.

- If a landlord covers more utilities, they can charge more in rent.
- If they do not pay for any utilities, they cannot charge as much.
- Most units do NOT come as all bills paid, but the rent amount for an all bills paid unit can be higher than what is on your letter. Contact the WHA if you have questions.
- The most common utilities that landlords cover would be water/sewer and/or trash.

<table>
<thead>
<tr>
<th>Bedrooms</th>
<th>Tenant Pays All Utilities</th>
<th>LL Pays Water/Sewer &amp; Trash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$530.00</td>
<td>$610.00</td>
</tr>
<tr>
<td>2</td>
<td>$700.00</td>
<td>$790.00</td>
</tr>
<tr>
<td>3</td>
<td>$915.00</td>
<td>$1,010.00</td>
</tr>
<tr>
<td>4</td>
<td>$1,140.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>5</td>
<td>$1,350.00</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>6</td>
<td>$1,500.00</td>
<td>$1,650.00</td>
</tr>
</tbody>
</table>
The Wichita Housing Authority Housing Choice Voucher Program is committed to ensuring its policies and procedures do not deny individuals with disabilities the opportunity to participate with the program.

A participant may request a reasonable accommodation at any time during your participation on the program.

Accommodations must be reasonable, causing neither an undue financial and administrative burden, nor a fundamental alteration in the nature of the program.

The WHA will work with an applicant/client to make an accommodation that is reasonable to them and that suits their needs.

Reasonable accommodations will be made in response to individual requests from qualified persons with disabilities.

If possible, the requests should be made in advance of the meeting or inspection.
REPORTING CHANGES

• Tenants have **14 days** to report changes in their household composition or income.

• The PHA **must** have documentation of the change from a third party.
  • The PHA do not accept “last pay stubs” as proof.
  • A letter from your employer or person providing support is best.

• Not reporting changes in a timely manner can result in an overpayment where you will be required to reimburse the PHA and/or be terminated.

Tenants should never assume someone else is reporting those changes on their behalf!
Tenant
- Finds unit
- Follows lease terms and program rules
- Communicates with Housing Authority
- Pays their portion of rent to Landlord/Owner

Owner
- Vets tenant for suitability
- Leases unit to tenant
- Enforces lease terms
- Receives rental assistance payments
- Maintains property

Housing Authority
- Reviews rent, approves lease
- Inspects the unit
- Signs payment contract with owner
- Pays a monthly portion of total rent

The Tenant, Landlord and Housing Authority Relationship

Lease

Rental Assistance
### HOUSEHOLD OBLIGATIONS

The Household **Must Not...**

| 1. | Commit any serious or repeated lease violations, which may include damage to the unit caused by program participants or their guests (beyond normal wear). |
| 2. | Own or have any interest in the unit or rent from the parent, child, sister, brother, grandparent, or grandchild of a household member. |
| 3. | Commit fraud, bribery, or any other corrupt or criminal act in connection with the program. |
| 4. | Allow anyone to live in the unit that is not part of the lease.  
A family may have guest(s) in their unit up to 30 days. Guests living in the unit past 30 days will be determined by the Housing Authority as an unauthorized person residing within the unit. |
| 5. | Receive mail at the assisted unit for any person not listed in the household. |
| 6. | Receive duplicate assistance from any other Federal housing assistance program. |
| 7. | Sublease, assign the lease, or transfer the unit. |
| 8. | Engage in drug-related, violent, or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residence residing in the immediate vicinity of the premises. |
MOST COMMON FAMILY VIOLATIONS THAT LEAD TO TERMINATION

- Failure to report income changes
- Failure to provide requested documents/information
- Non-payment of rent and/or tenant responsible utilities
- Eviction
- Unreported household members
- Vacating unit without written notice to WHA and Landlord
- Illegal Drug and Violent Criminal Activity

- If a tenant is terminated from the program, they will not be eligible for readmission for 3 years.
• The WHA is required to inspect all units at least once every two years (biennially).
  • Depending on timing, it may happen more often than once every two years.

• Inspectors are looking for Housing Quality Standards violations caused by both landlord and tenant.

• Two kinds of failures: Emergency failures and standard failures
  • Emergency HQS failures must be corrected within 24 hours.
  • Standard HQS failures must be corrected within 24 days.

• It is the tenant’s responsibility to correct tenant failed items.

• The tenant is responsible for your guests if they damage your unit!
The following items are examples of emergency items that need to be abated within 24 hours:

- No hot or cold water
- No electricity
- Inability to maintain adequate heat
- Major plumbing leak
- Natural gas leak
- Broken lock(s) on first floor doors or windows
- Broken windows that unduly allow weather elements into the unit
- Electrical outlet smoking or sparking
- Exposed electrical wires, which could result in shock or fire
- Unusable toilet when only one toilet is present in the unit
- Security risks such as broken doors or windows that would allow intrusion
- Other conditions which pose an immediate threat to health or safety
- No Utility (Gas, Electric, Water, or Trash Service).
Tenants are required to correct tenant caused damages.

Guests are tenant's responsibility. If they damage the unit, tenant is still responsible for fixing it.

Damage caused by someone breaking in is still considered tenant caused and tenant is responsible for correcting the damage.

Tenants should consider renter’s insurance. A landlord’s insurance covers the unit, NOT tenant possessions or damage caused by, for instance, someone breaking into the unit.
HCV Sub-Programs

• **Mainstream**: Partnership with ILRC/SG Dept. on Aging/Ascension Living HOPE to provide vouchers to assist non-elderly persons with disabilities

• **HUD-VASH**: Provides 208 HCVs to homeless veterans referred by the Dept. of Veterans Affairs
  - VA provides supportive services and case management

• **Foster Youth to Independence Initiative (FYI)**: Provides HCVs to youth ages 18-24 who have left foster care or will soon be leaving foster care
  - DCF provides supportive services and case management

• **FSS (Family Self-Sufficiency)**: is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies.
Homeless Initiatives/Programs

- **Homeless Preference Program (HPP):** City’s Housing Choice Voucher program continues to process the homeless referrals under the limited referral based homeless preference to provide housing assistance for up to 303 households.

- **Emergency Housing Vouchers (EHV):** New program funded by the American Rescue Plan Act (ARP) that provides funding for EHV for families who are homeless or at risk of housing instability, and families fleeing domestic violence, stalking and/or human trafficking.
  - The WHA received 142 EHV which are currently fully allocated.
  - Provides funding for services not traditionally offered in HCV programs such as paying security deposits, basic household items and additional case management.

- **Social Worker Internship Program:** Uses ESG-CV to fund 3 part time social work interns who are Master’s level social work students at WSU and Newman Universities. Partnering with the WPD Homeless Outreach Team (HOT).
Questions?

Thank You

s8@wichita.gov

316-462-3700