

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

KANSAS CITY KANSAS HOUSING AUTHORITY

HOUSING CHOICE VOUCHER/SECTION 8 ORIENTATION

Office Hours and Staff



THE HCV OFFICE IS OPEN MONDAY THRU
FRIDAY FROM

8:00 A.M. TO 4:30 P.M.

913-281-3300

FAX: 913-279-3477

WALK-INS ARE NOT ACCEPTED.

ADDRESS: 1124 N 9TH ST

KANSAS CITY, KS 66101

WWW.KCKHA.ORG

E-MAIL:

SECTION8@KCKHA.ORG



HCV/SECTION 8 STAFF

EACH FAMILY IS ASSIGNED TO A PROGRAM SPECIALIST. THEY ARE:

TONYA LEWIS (913) 279-3438; TLEWIS@KCKHA.ORG

ARNITA WILSON (913) 279-3468; AWILSON@KCKHA.ORG

CANDICE GRADY (913) 279-3451; CGRADY@KCKHA.ORG

DANA CLARK—COORDINATOR (913) 279-3449; DCLARK@KCKHA.ORG

CHERRIE ESCOBAR—DIRECTOR (913) 279-3442; CESCOBAR@KCKHA.ORG

PROGRAM ELIGIBILITY

QUALIFY AS A FAMILY AS DEFINED BY KCKHA

HAVE INCOME AT OR BELOW SPECIFIED INCOME LIMITS

QUALIFY BASED ON CITIZENSHIP OR ELIGIBLE IMMIGRANT STATUS

PROVIDE SOCIAL SECURITY NUMBER INFORMATION FOR ALL HOUSEHOLD MEMBERS

SIGN CONSENT TO THE KCHA'S COLLECTION AND USE OF FAMILY INFORMATION

Kansas City KS Housing Authority Income Limits for Admissions Income Limits effective May 2022	
Number of Family Members	> 30% but < 50% area median income
1	\$33,900
2	\$38,750
3	\$43,600
4	\$48,400
5	\$52,300
6	\$56,150
7	\$60,050
8	\$63,900

The Voucher Family Obligations

The agreement between
you and KCKHA with
number of bedrooms you
qualify for, issue date, and
expiration date

The Family Must:



- SUPPLY INFORMATION THAT KCKHA DETERMINES TO BE NECESSARY INCLUDING CITIZENSHIP OR IMMIGRATION STATUS AND INFORMATION FOR USE IN A REEXAMINATION OR INTERIM REEXAMINATION OF THE FAMILY INCOME OR HOUSEHOLD SIZE
- VERIFY SOCIAL SECURITY NUMBERS AND SIGN AND SUBMIT CONSENT FORMS



- SUPPLY REQUESTED INFORMATION TO VERIFY THE FAMILY IS LIVING IN THE UNIT OR THE FAMILY'S ABSENCE FROM THE UNIT
- NOTIFY THE KCKHA IN WRITING WHEN THE FAMILY IS AWAY FROM THE UNIT FOR AN EXTENDED PERIOD OF TIME



- ALLOW KCKHA TO INSPECT THE UNIT AT REASONABLE TIMES AND AFTER REASONABLE NOTICE
- NOTIFY KCKHA AND OWNER IN WRITING BEFORE MOVING OUT OR TERMINATING THE LEASE



- USE THE ASSISTED UNIT FOR RESIDENCE BY THE FAMILY. THE UNIT MUST BE THE FAMILY'S ONLY RESIDENCE
- PROMPTLY NOTIFY KCKHA IN WRITING OF BIRTH, ADOPTION OR COURT-AWARDED CUSTODY OF A CHILD



- REQUEST WRITTEN APPROVAL TO ADD ANY OTHER FAMILY MEMBER AS AN OCCUPANT OF THE UNIT
- PROMPTLY NOTIFY KCKHA IN WRITING IF ANY FAMILY MEMBER NO LONGER LIVES IN THE UNIT. GIVE KCKHA A COPY OF ANY OWNER EVICTION NOTICE
- PAY UTILITY BILLS AND PROVIDE AND MAINTAIN ANY APPLIANCES THAT THE OWNER IS NOT REQUIRED TO PROVIDE UNDER THE LEASE

The Voucher Family Obligations (Continued)

If your voucher expires before you find suitable housing, you will have to reapply for the program

The Family Must Not:



- OWN OR HAVE ANY INTEREST IN THE UNIT OTHER THAN IN A COOPERATIVE OR THE OWNER OF A MANUFACTURED HOME LEASING MANUFACTURED HOME SPACE
- COMMIT ANY SERIOUS OR REPEATED VIOLATION OF THE LEASE



- COMMIT FRAUD, BRIBERY OR ANY OTHER CORRUPT OR CRIMINAL ACT IN CONNECTION WITH THE PROGRAM
- ENGAGE IN DRUG-RELATED CRIMINAL ACTIVITY, VIOLENT CRIMINAL ACTIVITY, OR OTHER CRIMINAL ACTIVITY THAT THREATENS THE HEALTH, SAFETY OR RIGHT TO PEACEFUL ENJOYMENT OF OTHER RESIDENTS



- SUBLEASE OR LET THE UNIT OR ASSIGN THE LEASE OR TRANSFER THE UNIT
- RECEIVE OTHER HOUSING SUBSIDY FOR THE SAME UNIT OR A DIFFERENT UNIT WHILE RECEIVING HOUSING CHOICE VOUCHER PROGRAM HOUSING ASSISTANCE



- DAMAGE THE UNIT OR PREMISES BEYOND ORDINARY WEAR AND TEAR OR PERMIT ANY GUEST TO DAMAGE THE UNIT
- RECEIVE HOUSING CHOICE VOUCHER PROGRAM ASSISTANCE WHILE RESIDING IN A UNIT OWNED BY A FAMILY MEMBER UNLESS THE KCKHA HAS APPROVED AS A REASONABLE ACCOMMODATION FOR A PERSON WITH DISABILITIES



- ENGAGE IN ABUSE OF ALCOHOL IN A WAY THAT THREATENS THE HEALTH, SAFETY OR RIGHT TO PEACEFUL ENJOYMENT OF THE OTHER RESIDENTS AND PERSON RESIDING IN THE IMMEDIATE VICINITY OF THE PREMISES

Maintaining the Voucher



- SEARCH FOR YOUR OWN HOUSING
- PAY SECURITY DEPOSIT



- REPORT NEEDED REPAIRS TO YOUR LANDLORD
- CLEAN YOUR UNIT



- PAY YOUR PORTION OF RENT TO THE LANDLORD
- KEEP YOUR UTILITIES ON



- REPORT ALL CHANGES IN INCOME AND FAMILY COMPOSITION WITHIN 10 DAYS BY COMPLETING HOUSING AUTHORITY DOCUMENTS
- CONTACT YOUR PROGRAM SPECIALIST TO OBTAIN THE PAPERWORK



- DOCUMENTS MAY BE RETURNED BY MAIL OR IN THE DROP BOX IN THE SECTION 8 LOBBY

Denial or Termination of Assistance

KCKHA may at any time deny or terminate assistance

If the family does not agree with the decision, it may request an informal hearing to appeal it.

Acts

- VIOLATION OF ANY FAMILY OBLIGATION
- PREVIOUS PHA TERMINATION OF ASSISTANCE UNDER THE PROGRAM FOR ANY FAMILY MEMBER

Criminal

- DRUG RELATED CRIMINAL ACTIVITY OR VIOLENT CRIMINAL ACTIVITY BY ANY MEMBER OF THE FAMILY
- FRAUD, BRIBERY OR CORRUPT CRIMINAL ACT IN CONNECTION WITH ANY FEDERAL HOUSING PROGRAM

Debts

- OUTSTANDING DEBT TO THE PHA
- FAILURE TO REIMBURSE THE PHA FOR ANY AMOUNTS PAID TO AN OWNER UNDER A HAP CONTRACT

Behavior

- BREACH OF AN AGREEMENT WITH KCKHA TO PAY BACK ANY AMOUNTS OWED
- ABUSIVE OR VIOLENT BEHAVIOR TOWARD KCKHA PERSONNEL

Additional Roles



- ESTABLISH TENANT PORTION OF RENT
- ASSURE LANDLORDS TO COMPLY WITH HQS INSPECTION
- REVIEW ANNUALLY FAMILY SIZE AND INCOME
- ISSUE HOUSING ASSISTANCE PAYMENT (HAP) TO LANDLORD



- ACCEPT KCKHA HAP CONTRACT
- SCREEN AND SELECT TENANTS
- MAINTAIN PROPERTY IN COMPLIANCE WITH HQS STANDARDS
- FAIR HOUSING COMPLIANCE
- INFORM KCKHA OF CHANGES TO LEASE OR TENANCY

HOW YOUR PORTION OF RENT IS CALCULATED

An Estimated Rent Calculation Worksheet will be provided at Voucher issuance

Your family portion is calculated based on your annual income. The landlord receives two payments: one from the family and one from KCKHA. The family's share is called the total tenant payment (TTP). The HCV program has both a minimum and maximum TTP regulation. The minimum TTP is required to be the highest of:

- 30% of the family's monthly adjusted income
- 10% of the family's monthly gross income

The maximum TTP is set at 40% of the family's monthly adjusted income for the initial move-in.

This means that families must pay at least 30% of their income, but could pay as much as 40% , toward rent and utilities.

In this example, the family will pay at least \$240 toward rent but could pay up to \$320.

Family's monthly adjusted income	\$800
Minimum total tenant payment @ 30% of \$800	\$240
Maximum total tenant payment @ 40% of \$800	\$320

HOW YOUR PORTION OF RENT IS CALCULATED (CONTINUED)

Utility Allowance

The amount the PHA determines is necessary to cover the resident's reasonable utility cost

- A UTILITY ALLOWANCE IS THE HOUSING AUTHORITY'S ESTIMATE OF THE AVERAGE UTILITY BILLS FOR AN ENERGY-CONSCIOUS HOUSEHOLD. IF ALL UTILITIES ARE INCLUDED IN THE RENT, THERE IS NO UTILITY ALLOWANCE.
- THE UTILITY ALLOWANCE WILL VARY BY UNIT TYPE, SIZE AND UTILITIES THE FAMILY IS RESPONSIBLE TO PAY.
- WHEN THE TTP IS LOWER THAN THE UTILITY ALLOWANCE, THE FAMILY MAY RECEIVE A UTILITY REIMBURSEMENT CHECK FROM THE HOUSING AUTHORITY.

CHOOSING WHERE YOU MAY WANT TO LIVE



- THE FAMILY MAY LEASE A UNIT ANYWHERE WITHIN THE BOUNDARIES OF WYANDOTTE COUNTY. THE OWNER MUST BE WILLING TO LEASE TO YOU AND PARTICIPATE ON THE PROGRAM. IF YOU ARE RENTING AND YOUR LANDLORD IS WILLING TO PARTICIPATE, YOU CAN USE YOUR VOUCHER IN YOUR CURRENT RESIDENCE.

Choosing Where You May Want to Live (continued)

Portability

Voucher holders that are in good standing, under portability can move anywhere in the United States and Puerto Rico and lease a unit outside the issuing agency's jurisdiction.



A VOUCHER HOLDER RESIDING IN WYANDOTTE COUNTY AT THE TIME OF VOUCHER ISSUANCE IS ELIGIBLE TO PARTICIPATE IN THE PORTABILITY PROCESS



CLIENTS NOT RESIDING IN WYANDOTTE COUNTY AT THE TIME OF VOUCHER ISSUANCE ARE OBLIGATED TO UTILIZE THE VOUCHER IN THIS JURISDICTION FOR AT LEAST ONE YEAR



KEEP IN MIND: DIFFERENT AGENCIES HAVE DIFFERENT

- RULES
- POLICIES
- DEADLINES
- SUBSIDY STANDARDS
- RENTS

Portability

Choosing Where You May Want to Live (continued)

Choosing a Unit That Meets
Your Family's Needs

How to Search

- ONLINE
- NEWSPAPERS
- DRIVE AROUND
- A HOUSING LIST WILL BE PROVIDED AT VOUCHER ISSUANCE

What to Look At

- NEIGHBORHOOD
- SCHOOLS
- JOB OPPORTUNITIES
- PUBLIC SERVICES
- TRANSPORTATION

Choosing Where You May Want to Live (continued)

Housing Quality Standards (HQS) General Inspection

Three types of inspections:

1. Initial—prior to move-in
2. Annual—during lease
3. Special—quality control

HQS Inspection Performance Requirements:



- SANITARY FACILITIES
- FOOD PREP AND REFUSE DISPOSAL
- SPACE AND SECURITY



- THERMAL ENVIRONMENT
- ILLUMINATION AND ELECTRICITY



- STRUCTURE AND MATERIALS
- INTERIOR AIR QUALITY
- WATER SUPPLY



- LEAD BASED PAINT
- ACCESS



- SITE AND NEIGHBORHOOD
- SANITARY CONDITION
- SMOKE DETECTORS

REQUEST FOR TENANCY APPROVAL (RFTA)

THE REQUEST FOR TENANCY APPROVAL (RFTA) IS USED TO TELL KCKHA WHERE YOU WANT TO LIVE.

SAVE FOR MOVING EXPENSES. YOU MAY BE RESPONSIBLE FOR THE FOLLOWING FEES:

SECURITY DEPOSIT

APPLICATIONS

UTILITY DEPOSIT

THIS FORM WILL BE PROVIDED AT VOUCHER ISSUANCE.

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. 7/31/2022

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

1. Name of Public Housing Agency (PHA) 2. Address of Unit (street address, unit #, city, state, zip code)

3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
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9. Structure Type

Single Family Detached (one family under one roof)

Semi-Detached (duplex, attached on one side)

Rowhouse/Townhouse (attached on two sides)

Low-rise apartment building (4 stories or fewer)

High-rise apartment building (5+ stories)

Manufactured Home (mobile home)

10. If this unit is subsidized, indicate type of subsidy:

Section 202 Section 221(d)(3)(BMIR)

Tax Credit HOME

Section 236 (insured or uninsured)

Section 515 Rural Development

Other (Describe Other Subsidy, including any state or local subsidy) _____

11. Utilities and Appliances
The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		

QUICK STEPS TO USING YOUR VOUCHER

ATTENDANCE IS REQUIRED AT A SCHEDULED BRIEFING FOR VOUCHER ISSUANCE

01

Briefing Appointment

Acknowledgement of obligations
Voucher
Rent calculation worksheet
Request for Tenancy Approval

02

Housing Search

Find suitable housing prior to expiration
date of voucher
Request landlord to complete the RFTA
Submit RFTA to KCKHA

03

Lease-Up With Voucher

Unit approved at passed inspection and
rent is accepted
Lease is signed with agreed move-in
date
Owner gives keys