



Akron Metropolitan Housing Authority
100 West Cedar Street
Akron, Ohio 44307
(330) 762-9631
www.akronhousing.org

Akron Metropolitan Housing Authority

Housing Choice Voucher Briefing

Serving Summit County, Ohio



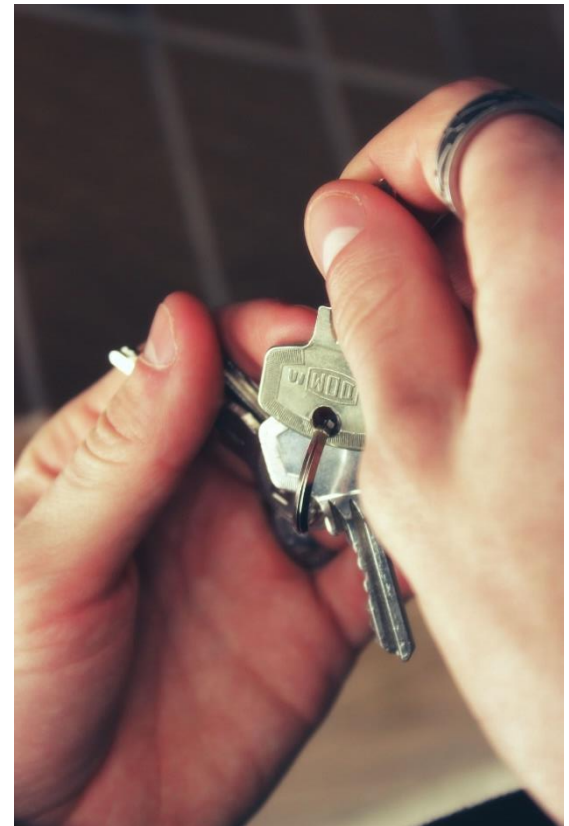
Mission Statement



The Akron
Metropolitan Housing
Authority provides
quality, affordable
housing as a platform
to develop people,
property and
community.

Housing Choice Voucher Program

- Federal Government's largest program, funded by the Department of Housing and Urban Development (HUD)
- You can choose any housing that meets requirement of the program
 - Health and safety standards and reasonable rent requirements
- You are responsible for finding your own housing that meets standards
- A housing subsidy is paid to the landlord by the Housing Authority
- You will pay a portion of the rent and utility cost, usually 30-40% of your gross income
- Moves are allowed after 1 year with proper notice to the Housing Authority and landlord
- Security deposit cannot be more than one month's rent and is your responsibility



Steps to Assistance

1. You will complete the voucher briefing and receive a voucher, RTA and other required moving documents

2. Once you have found a unit, you or the landlord must submit the completed RTA form with your signed voucher attached

Forms that are not completed in their entirety will not be processed until they are completed

3. The Contract and Leasing team will contact the landlord with an upfront rental quote

- If accepted, the unit will be scheduled for inspection within 10 business days
- If declined, the client will be mailed a new RTA

4. Once the unit passes inspection, the landlord will be contacted to finalize the rental offer and find out when the client is going to receive the keys to the unit

5. The Contract and Leasing team will mail out the contract within 10 business days of the final rent quote for the landlord to sign and return to AMHA along with the lease and tenancy addendum

6. Once the documents have been determined to be in compliance, payment will be released for the next payment cycle

Your Voucher and RTA

Voucher

- Only valid for 120 days
 - Use it while you can!
- You may request one 60 day extension on your voucher
 - Please email or call AMHA to request
 - Persons with disabilities should contact the RA Coordinator if additional search time is needed

Request for Tenancy Approval (RTA)

- Landlord will complete the RTA and you will sign it
- Can be mailed in or submitted in the drop box outside of AMHA
- You can only have one RTA submitted at a time
- Tolling: Stopping the clock on the expiration of your voucher from the time when you submit an RTA until the time when AMHA approves or denies the request



Your Voucher Size

- Generally, AMHA assigns one bedroom for two people using the following guidelines:
 - A separate bedroom should be given for:
 - Persons of different generations
 - Unrelated adults
 - Persons of the opposite sex (other than adults who have a spousal relationship)
 - Live-in aides (no additional bedrooms are provided for the aide's family)
 - A single pregnant woman with no other family members is treated as a 2-person family

Voucher Size

0 Bedroom

1 Bedroom

2 Bedrooms

3 Bedrooms

4 Bedrooms

5 Bedrooms

Persons in Household (Min-Max)

1-1

1-2

2-6

3-8

4-10

6-12

Choosing a Unit

- You may choose your current unit or a new unit anywhere within Summit County as long as it meets the program requirements
- Summit Housing Search
 - www.summithousingsearch.org or call 1-877-428-8844
 - Customer Service available 9am -8pm Monday-Friday
- Local newspapers and For Rent signs



Choosing a Unit

- Consider actively looking for units in the suburbs and areas outside of the central city
- Advantages of locating housing in low-poverty census tracts include:
 - Such areas generally have better schools, a lower crime rate, access to jobs, better public services and more shopping and other amenities
 - Data from moving to opportunity programs appear to substantiate that children of families moving away from high poverty areas reach higher levels of school achievement and have higher earnings later in life
 - A study has shown that moving to low poverty areas decreases the chance of obesity, diabetes, and depression
- Call 211 or refer to the Akron Street Card supported by United Way for resources available in Summit County for your housing needs

Unit Requirements

- Rent Reasonableness
 - Ensure the rent to owner is reasonable in comparison to rent for other comparable unassisted units
- Inspection
 - The Initial Inspection will be conducted to:
 - Determine if the unit and property meet health and safety standards
 - Document the information to be used for determination of rent reasonableness
 - All utilities must be in service prior to the first inspection
 - Be aware of defective paint and lead-based paint risks in homes built before 1978
 - See the pamphlet titled "Protect Your Family From Lead in Your Home" for more information
 - If a unit fails the inspection, the landlord will be allowed up to 2 re-inspections or up to 30 days from the first inspection for repair work to be completed



Briefing Packet

In your packet you will find more information on the topics covered in this presentation as well as:

- A description of the method used to calculate the housing assistance payment for a family, including a utility allowance schedule and how the PHA determines the maximum allowable rent
- Tenancy addendum
- The form you must use to request approval of tenancy (RTA form)
- A statement of AMHA's policy on providing information about families to prospective owners
- The HUD brochure on how to select a unit and/or the HUD brochure "A Good Place to Live"
- Information on equal opportunity laws and a copy of the housing discrimination complaint form
- The pamphlet "Fair Housing: It's Your Right" and other information about Fair Housing laws and guidelines
- If the family includes a person with disabilities, notice that AMHA will provide assistance in locating accessible units and a list of available accessible units known to AMHA
- The grounds on which AMHA may terminate your assistance
- Informal hearing procedures
- A map showing areas representing various income levels
- Information regarding AMHA's outreach program which assists families who are interested in, or experiencing difficulty in obtaining available housing units in areas outside of minority concentrated locations
- A list of properties or property management organizations that own or operate housing units outside areas of poverty or minority concentration
- Sample lease

Family Obligations



- You must supply:
 - Any information that AMHA or HUD determines is necessary.
 - Any information requested by AMHA or HUD for use in a regularly scheduled reexamination or interim reexamination.
 - True and complete information.
 - Your household's Social Security Numbers and consent forms for obtaining information.
 - Any information requested to verify that the family is living in the unit or relating to family absence from the unit.

- You must promptly notify or give to AMHA:
 - Before the family moves out of the unit or terminates the lease (also notify the owner at the same time).
 - A copy of any owner eviction notice.
 - Any additions to the household by birth, adoption or court-awarded custody of a child or the removal of any household member.
 - Of any absence from the unit.
 - All changes in income between annual re-exams within 10 days.

- You must also:
 - Pay for any utilities and maintain appliances for which you are responsible.
 - Correct tenant caused damages beyond "normal wear and tear."
 - Allow AMHA to inspect the unit at reasonable times and after reasonable notice.
 - Use the assisted unit for residence by the family. The unit must be the family's only residence.
 - Request approval to add any other family member.

Family Obligations Continued

- You must NOT:
 - Commit any serious or repeated violation of the lease.
 - Sublease or let the unit.
 - Assign the lease or transfer the unit.
 - Own or have any interest in the unit.
 - Use the unit for legal profit making activities, unless such activities are incidental to the primary use of the unit for residence by the family.
 - Commit fraud, bribery or any other corrupt or criminal act in connection with the Federal housing program.
 - Abuse alcohol or engage in drug-related criminal activity, violent criminal activity, other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises, or be subject to lifetime sex offender registration.
 - Receive another housing subsidy, for the same unit or for a different unit, under any duplicative housing assistance program.
 - Allow visitors to stay overnight more than 15 consecutive days or more than 60 total days in a twelve month period. Visitors who remain past this time without AMHA approval will be considered unauthorized persons and may be a violation of the lease.

Violence Against Women Act

- The Violence against Women Act of 2013 (VAWA) does not allow AMHA and HCV owners to consider actual or threatened domestic violence, dating violence, sexual assault or stalking as a cause for denying assistance, terminating tenancy, occupancy, or program assistance of a victim, regardless of age or gender.
- AMHA and landlords may ask for certification or documentation of victim status, but must keep information relating to a family's domestic violence circumstances confidential.

Payment Standards

- Used to calculate the monthly housing assistance payment for a family
- AMHA establishes payment standard amounts for each unit size
- The payment standard is the maximum monthly subsidy payment (equals rent plus utilities)



Payment Standards Effective 1/1/2022

BEDROOM SIZE	GENERAL	PAYMENT STANDARD IN ZIP CODES 44056, 44067, 44087, 44141, 44221, 44223, 44224, 44236, 44264, 44286, 44303, 44319, 44321, 44333, 44685
	PAYMENT STANDARD	
0	610	671
1	772	772
2	979	979
3	1,126	1,239
4	1,207	1,328
5	1,388	1,527
6	1,569	1,726

- 44056: Macedonia
- 44067: Northfield, Sagamore Hills
- 44087: Twinsburg, Reminderville
- 44141: Brecksville
- 44221: Cuyahoga Falls, Stow
- 44223: Cuyahoga Falls, Akron
- 44224: Stow, Hudson, Silver Lake, Cuyahoga Falls
- 44236: Hudson, Boston Heights
- 44264: Peninsula

- 44286: Richfield
- 44303: Akron
- 44319: Coventry, New Franklin
- 44321: Akron, Copley, Norton, Montrose-Ghent, Pigeon Creek
- 44333: Fairlawn, Bath Township, Montrose-Ghent, Cuyahoga Falls
- 44685: Green, Uniontown

The listed zip codes represent low-poverty census tract areas in Summit County. Other low-poverty census tracts are also available to you, but will use the General Payment Standard amount.

Utility Allowances



- You are responsible for paying any utilities that are the tenant responsibility in your lease and utilities must be in the name of an adult household member (age 18 or older)
- A utility allowance is the estimated cost approved by AMHA of a reasonable consumption of utilities by a household
- If you are eligible for a utility reimbursement, then the payment will be paid through a Key Bank debit card

Total Tenant Payment (TTP)

- The total amount the HUD rent formula requires the tenant to pay toward gross rent and utility allowance. It is the highest of the following amounts, rounded to the nearest dollar:
 - 30% of the family's monthly adjusted income;
 - 10% of the family's monthly income;
 - If the family is receiving payments for welfare assistance from a public agency and a part of those payments is specifically designated to meet the family's housing costs, the portion of those payments which is so designated; or
 - The minimum rent (\$50)
- Depending on the rent to owner, the amount of the utility allowance, and the applicable payment standard for the family size, a family may pay more than their TTP toward rent and utilities

Annual Income

Examples of Income:

- Employment
- Public Assistance
- Unemployment
- Pensions
- Child Support
- SSI/Social Security
- Informal Support
- TANF
- Odd Jobs Payments
- Any other income to the household

All changes to income or household composition must be reported in writing or by online submission at www.akronhousing.org to AMHA within **10 days** to prevent a back rent.

Income change packets are available on the website or can be submitted by email to your certification specialist or placed in the drop box outside of AMHA. Please make sure to attach the supporting documentation.

Ongoing Requirements

- Annual recertification of income
 - Be on time for your recertification appointment
 - Return recertification paperwork on time

- Annual or biennial inspection of your unit
 - Prepare for the inspection
 - Make sure someone (18 or over) is at home for the inspection



Ongoing Requirements Continued

- Moving

- After you have lived in a unit for at least 1 year you are eligible to receive another voucher to move
- In order to move, you must submit a Request to Move form signed off on by the owner
(available on our website at:
<https://www.akronhousing.org/pages/HCVF-Participant-Forms.html>)
 - The move out date on the form can be updated at any time
 - As long as your landlord agrees, you may choose not to move and stay in your current unit even though you have been issued a voucher

Portability

- Portability is the ability of a family to move from one Housing Authority's jurisdiction to another location
 - To review Housing Authority contact information, please visit https://www.hud.gov/program_offices/public_indian_housing/pha/contacts
- Please be aware that when porting, screening criteria, subsidy, and payment standards for the new Housing Authority can differ from AHMA's and could affect your assistance
- Before the porting process is started, it is recommended to contact the Housing Authority you are planning to move into to inquire about their specific porting policies and procedures
- AMHA Port-Out Process
 - You must complete the required portability paperwork and submit to AMHA
 - Once approved, AMHA will send your file to the requested Housing Authority within 10 business days
 - The Receiving Housing Authority should contact you to verify receipt of port file and schedule a briefing
 - If you are not contacted within 20 business days of submitting paperwork, it is recommended to contact the Receiving Housing Authority
 - The Receiving Housing Authority will submit a completed 52665 to AMHA that they have executed a HAP contract on behalf of the family with the effective date

Reasonable Accommodation Requests

- Applicants and individuals in any AMHA housing program with a disability may ask for a specific change to a policy or practice as an accommodation of their disability so that they may fully access and utilize the housing programs and related services
- How to make a request:
 - RA requests may be submitted in any format (verbal or written)
 - You may contact the RA Coordinator or AMHA staff you are working with for information on requesting an accommodation
 - The RA Request form is the most efficient way to make a request

Contact information:

Amy Marsteller

RA Coordinator

Office Number: 330-376-9788

Email: amarstel@akronhousing.org



Family Self-Sufficiency Program (FSS)

- The Family Self Sufficiency Program (FSS) helps motivated individuals and families fulfill their goals, leading to financial independence. We can help you find a **better paying job**, **increase your income**, get your **bills under control** & increase your **credit score**, create and build a **savings (escrow) account**, and obtain access to **resources** to help you along the path to self-sufficiency!
- Successful graduates of the FSS program have earned escrow accounts ranging from \$20 to over \$30,000. Past graduates have used their FSS escrow to :
 - Become a homeowner
 - Purchase a vehicle
 - Obtain a degree
 - Pay off debt/student loans
 - Start their own business
- To apply, call 330-376-9699 or apply online at www.akronhousing.org



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Welcome to the Housing Choice Voucher Program!

The Akron Metropolitan Housing Authority operates in
accordance with Federal Fair Housing laws.



The Akron Metropolitan Housing Authority is accredited
by the Affordable Housing Accreditation Board.