

Fall 2013

Upland Housing Authority

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UHA Is On The Web!

Visit our website to:

- Learn about HQS inspections
- Get a Change of Income form or Participant Statement Packet
- Email your eligibility worker
- See current utility allowances, payment standards and income limits
- List your vacant unit with UHA
- Report suspected fraud
- Find links to other resources

A Message for Housing Choice Voucher (Section 8) Participants and Landlords

December 2013 and January 2014 Landlord Payment Schedule:

The Upland Housing Authority (UHA) worked diligently with HUD and members of Congress in October to overcome challenges associated with funding reductions primarily resulting from 2013 Sequestration cuts. As a result, December Housing Assistance Payments (HAP) is scheduled to be paid on December 4, 2013.

2014 represents a new funding year for the Section 8 program with new funding challenges. The current Continuing Resolution funds the government through January 15, but at 2013 levels. As a result, UHA is again working to ensure funding challenges for January are addressed so that there is sufficient funding is available to cover Housing Assistance Payments (HAP) Contracts. January HAP is currently expected to be paid on January 3, 2014.

Thank you for your continued patience and understanding, and thank you to those of you who have contacted your congressional representatives over the past month to communicate how important sufficient funding for this program is now and into the future.

Don Swift

Executive Director

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Contact Telephone Numbers to your Congressional Members:

Senate

Senator Diane Feinstein	Washington, D.C.: 202-224-3841 Local Office: 310-914-7300
Senator Barbara Boxer	Washington, D.C.: 202-224-3553 Local Office: 951-684-4849

House of Representatives

Representative Gary Miller – District 31	Washington, D.C.: 202-225-3201 Local Office: 909-980-1492
Representative Judy Chu – District 27	Washington, D.C.: 202-225-5464 Local Office: 626-304-0110
Representative Gloria Negrete-McLeod – District 35	Washington, D.C.: 202-225-6161 Local Office: 909-626-2054

UHA's 2014 Agency Plan & Policy Changes are Available for Review & Public Comment

Each year UHA is required to update its Agency Plan. The Agency Plan is a document that informs HUD, residents, and the public of the UHA's mission for serving the needs of low-income and very low-income families, and the strategy for addressing those needs.

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UHA's POLICIES ARE CHANGING

Public comments regarding the proposed 2014 Agency Plan and policy changes are due on or before December 27, 2013.

Visit the UHA website, uplandhousing.com, to obtain a copy of the public comment form and see a complete list of proposed policy changes.

Agency Plan & Proposed Policy Changes, continued

As part of its 2014 Agency Plan, UHA is proposing changes to the policies that govern its Housing Choice Voucher (Section 8) program.

UHA's proposed 2014 Agency Plan and policy revisions are now available on the UHA website, www.uplandhousing.com, for review and comment. A summary of the proposed policy changes is also included below.

Public Comments Due December 27, 2013

UHA invites comments from the public regarding the proposed 2014 Annual Plan and policy changes. All comments will be shared with the UHA Board of Commissioners for their consideration. Comments must be submitted no later than Friday, December 27, 2013, using the Public Comment form available on the UHA website at uplandhousing.com.

Public Hearing and Adoption – January 13, 2014, @ 5:30 p.m.

The proposed Annual Plan and policy changes will be presented to the UHA Board of Commissioners for approval and adoption at the January 13, 2014, meeting of the Board. A public hearing on the proposed policy changes will be held during the Board meeting. Members of the public and current program participants are encouraged to attend the Public Hearing and share their comments regarding the proposed Annual Plan and policy changes.

If approved and adopted by the UHA Board of Commissioners, the Annual Plan will become effective on April 1, 2014, and the policy changes will become effective on February 1, 2014.

Summary of Proposed Changes to Section 8 Policies

UHA's proposed changes to its Section 8 policies (known as the Administrative Plan) are important because they may directly affect participants, landlords, and applicants for the Section 8 program. A brief summary of some of the proposed changes is included here. Please visit the UHA website, uplandhousing.com, for a complete list of the proposed changes.

- **Guest Policy:** Reduces the number of days a guest can stay in the assisted unit from 30 consecutive days and 90 cumulative days per year to 14 consecutive days and 30 cumulative days per year. Also clarifies that any person that uses the address of the assisted unit as their own, pays rent on the unit, or is named on the lease or any utility account for the unit will not be considered a guest and will be considered to be living in the unit.
- **Live-In Aide Policy:** Clarifies that any person who will serve as a live-in aide must be qualified to provide the necessary care, and must be available to provide the necessary care. Under this policy, persons that have a full-time job or attend school would be ineligible to serve as a live-in aide because they are not available to provide live-in care.
- **Pre-Application and Waiting List Policies:** Revises the policies to allow UHA to implement an online waiting list application process instead of accepting applications in writing only. These changes will also cause changes to the order in which applicants are placed on the waiting list. Instead of being placed by the date and time of their application, applicants will be placed based on a randomly assigned lottery number. Applications will still be selected based on any preferences that they qualify for, such as Upland residency or veteran status. This change is necessary in order to implement an online application process.

Please visit the UHA website, uplandhousing.com, for a complete list of proposed policy changes.

WHAT'S NEWS FOR PROGRAM PARTICIPANTS AND LANDLORDS

If your unit has a gas heater, stove, or water heater, a fireplace, or an attached garage, you must have an operable carbon monoxide detector.

If your unit does not have an operable carbon monoxide detector it will fail the HQS inspection.

Recruitment for the Resident Advisory Board has Closed

In October, UHA attempted to recruit Section 8 and Public Housing program participants to serve as volunteers on the Resident Advisory Board (AKA "RAB"). We made an announcement on its website and sent emails to the families we serve through the Public Housing and Section 8 programs. Unfortunately, UHA did not receive any volunteers to form the RAB. As a result, UHA has designated all families that we assist as members of the RAB.

What This Means for UHA's Section 8 Participants:

You are a member of UHA's Resident Advisory Board (RAB). You are invited to attend a special meeting to discuss UHA's 2014 Agency Plan and proposed changes to UHA's policies that will take effect in 2014. The meeting is optional. It will be held on Tuesday, December 4, 2013, at 2:30 p.m. Seating is limited. Please RSVP to Nicole Beydler at (909) 982-2649 extension 111.

If you do not want to come to the meeting, you can also review the proposed Agency Plan and policy changes on UHA's website, uplandhousing.com. The proposed 2014 Agency Plan and policy changes are available there now.

Carbon Monoxide Detectors are Required for Single-Family Homes and Multi-Family Properties



Carbon monoxide is a colorless, odorless, and tasteless gas that can be fatal. In a closed environment, such as a housing unit, the concentration of carbon monoxide can easily rise to lethal levels.

The Carbon Monoxide Poisoning Prevention Act of 2010 was signed into law in California on May 7, 2010, and requires residences in California to have a carbon monoxide detector if the property has a fireplace, attached garage, or fossil-fuel burning appliance such as a gas heater, stove, or water heater. The detector may be battery-operated, plug-in with battery backup, or hard-wired with battery backup.

As part of every Housing Quality Standards (HQS) inspection, UHA will verify that the unit has an operable carbon monoxide detector. If a unit does not have a carbon monoxide detector, the landlord is responsible to install one. Any unit without a fully functional carbon monoxide detector will fail the HQS inspection and will be subject to rejection or abatement in accordance with HUD regulations and UHA policy.

Where to Get More Information

Please refer to Senate Bill (SB) 183, May 7, 2010, for the full text of this new law. The bill is available on the "legislation" page of the California Senate website, <http://www.sen.ca.gov/>.

What to Do if Your Lease Changes

Sometimes it's necessary to change the lease. Removing a household member that has moved out is a common reason why landlords and tenants agree to make a change to the lease. There are also other reasons, and some of them mean that the Housing Authority must take action. If your lease changes for any of the following reasons, UHA and the landlord must enter into a new Housing Assistance Payments (HAP) contract:

- **The responsibility for paying utilities has changed.** For example, the old lease specified that the cost of electricity is included in the rent but the new lease states that the tenant must pay for electricity.
- **The responsibility for providing appliances has changed.** For example, the old lease stated that a refrigerator and stove will be provided by the landlord but the new lease states the refrigerator and stove are not included in the rent.
- **The term of the lease changes.** For example, the landlord and tenant sign a new one-year lease. Please note: if you enter a month-to-month lease after the initial one-year lease ends, you don't need to notify UHA.
- **The family moves to a new unit, even if the unit is in the same complex.**

If any of the four changes listed above occurs, the landlord and tenant must notify UHA immediately. Failing to notify UHA when the lease changes can result in termination of the HAP contract and loss of assistance. These changes mean that UHA must review the tenancy as though it were brand new, and must go through the same steps that are required for new tenants, including:

1. The landlord and tenant must complete and submit a new Request for Tenancy Approval with a copy of the new lease.
2. UHA will then review the RFTA and the new lease and determine if the new lease is acceptable, including conducting an HQS inspection of the unit and verifying that the rent is reasonable.
3. If UHA approves the changes and the unit passes the inspection and rent reasonableness, UHA and the landlord will enter into a new Housing Assistance Payments contract for the unit.

If you need to report that your lease has changed for any of the reasons listed above, please contact Annette Gonzalez, Section 8 Inspector, at agonzalez@uplandhousing.com or (909) 982-2649 extension 106.

Upcoming Events at UHA

Date	Event
November 28 & 29, 2013	Holiday – UHA office closed
December 9, 2013	UHA Board Meeting: 5:00 p.m. at the UHA office
December 25, 2013	Holiday – UHA office closed
December 27, 2013	Deadline to submit public comments regarding proposed 2014 Agency Plan and Section 8 policy changes
January 1, 2014	Holiday – UHA office closed
January 13, 2013	UHA Board Meeting: 5:30 p.m. at Upland City Hall Council Chambers and Public Hearing regarding 2014 Agency Plan and proposed policy changes

The UHA office is closed every Friday.

If the lease changes for any of the four reasons listed, the tenant and landlord must notify UHA immediately.

Failing to notify UHA when the lease changes for these reasons can result in termination of the HAP contract and loss of Section 8 assistance.