

Spring 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

Payment Standards Are Changing

Payment Standards are used to calculate the amount of assistance the Upland Housing Authority (UHA) pays for families in the Housing Choice Voucher (Section 8) program. Due to funding limitations, UHA has reduced its Payment Standards effective May 1, 2013.

What the Change Means for Current Section 8 Participants

For many families, the reduced Payment Standard amount will cause the family's share of the rent to increase. However, the new Payment Standard will not be applied to current families until their annual reexamination after April, 2014. This means that the reduced Payment Standards will not change the family's share of the rent until May 1, 2014, or later. The family's share of the rent may still change for other reasons before that time.

The new Payment Standards will apply for all new contracts effective May 1, 2013. This means that UHA will use the reduced Payment Standards for current participants that move to a new unit on or after May 1, 2013.

UHA's current schedule of Payment Standards is available on our website at uplandhousing.com/Section8PaymentStandards.htm.

UHA's Section 8 Policies Have Changed

UHA's Administrative Plan, which contains the policies that govern UHA's Section 8 program, is reviewed and revised each year. The revisions are made to ensure that UHA complies with changes in program regulations and to clarify or simplify UHA's policies. Changes to the Administrative Plan were approved by the Board of Commissioners on January 14 and are effective April 1, 2013.

- Families that want to move to a new unit must request approval to move 60 days in advance. UHA will deny the family permission to move if UHA has grounds for termination or if the family owes money to UHA;
- UHA may perform criminal background screenings of adult household members at the annual and interim reexamination and when new families port into UHA's jurisdiction;
- UHA will not terminate assistance for eviction by the landlord if a legal eviction order is issued by the court or if the owner gives notice to the family to terminate the lease for serious or repeated lease violations that are also violations of the family's obligations under the HCV program;
- UHA will terminate a family's assistance if the family owes \$5,000 or more to UHA.

A complete summary of the changes made to UHA's Section 8 policies is available on UHA's website, uplandhousing.com.

Direct Deposit Deadline Approaching



Beginning this April, UHA rolled out direct deposit of the monthly Housing Assistance Payments (HAP) for property owners and managers. This convenient service provides quick and reliable deposit of UHA's portion of the rent each month. In addition, an online service called "HAPCheck" allows property owners and managers 24/7 access to view and print HAP statements up to 18 months old.

The deadline to sign up for direct deposit is quickly approaching. Paper checks and statements will continue to be mailed out through July 1, 2013. **After July 1, Direct Deposit and HAPCheck will be the only way to receive monthly HAP checks and statements.**

More information about Direct Deposit and HAPCheck is available on UHA's website, uplandhousing.com. Click on the "Landlords" link at the top of the page.

WHAT YOU NEED TO DO:

- **Complete and return the Direct Deposit authorization form** UHA mailed to you in January with your IRS Form 1099. If you need a new authorization form, you can download one from our website. Go to uplandhousing.com/DirectDeposit.htm and click on the yellow button near the top of the page.
- **Include a voided check** for the account that you want your HAP payments made to. This will expedite processing and ensure that your HAP payment is made on time.

Maintaining the Rental Unit: Whose Responsibility Is It?

Every rental unit requires maintenance and periodic repairs. In most cases, the property owner or manager is responsible to make repairs and perform maintenance. However, the Section 8 program has special requirements for maintaining the unit.



Housing Quality Standards

In order for a unit to be approved under the Section 8 program, the unit must pass an inspection to prove that the unit meets HUD's Housing Quality Standards (HQS). The HQS rules describe the minimum criteria necessary for the health and safety of program participants. The rules also describe deficiencies that would cause a unit to fail an HQS inspection and explain who is responsible for correcting those deficiencies.

Family Responsibilities

The family is responsible for correcting the following HQS deficiencies:

- Any utility out of service (unless the utility is paid by the property owner/manager);
- Failure to provide or maintain appliances that are not included in the lease;
- Damage beyond normal wear and tear to the unit or premises.

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In the Section 8 program, both the property owner/manager and the tenant have responsibilities regarding maintenance of the rental unit.

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Owner Responsibilities

The owner is responsible for correcting all HQS deficiencies not listed as a family responsibility above, even if the violation is caused by the family's living habits (such as insect infestation). However, the lease may allow the the owner to charge the tenant for repairs, or even take legal action to evict the family if the deficiencies constitute a serious or repeated lease violation.

Deadlines for Correcting HQS Deficiencies

When HQS deficiencies are identified, UHA will notify both the owner and the tenant of the deadline for correction and specify who is responsible for making the corrections. The length of time to correct the deficiencies depends on the type of inspection and whether the deficiency constitutes a life-threatening condition.

	Life-Threatening Conditions	Other HQS Deficiencies
Initial Inspection <i>Before family moves in</i>	No more than 15 days	No more than 15 days
Annual or Special Inspection <i>While tenant is living in the unit</i>	24 Hours	No more than 30 days

Penalties for Failure to Correct HQS Deficiencies

UHA cannot provide assistance for a unit that does not pass the HQS inspection, and must take action to enforce family and owner obligations.

- If the **family** fails to make the required corrections by the deadline, UHA will terminate the family's assistance.
- If the **owner** fails to make the required corrections for an **initial inspection** by the deadline, UHA will not approve the unit for occupancy by the assisted family.
- If the **owner** fails to make the required corrections for an **annual or special inspection** by the deadline, UHA will abate the housing assistance payments for the unit. No payments will be made to the owner until the corrections are complete. If corrections are not made within 90 days, UHA will terminate the HAP contract and the assisted family may search for a new unit with Section 8 assistance.

Keeping up with maintenance and repairs is especially important in the Section 8 program. Property owners and managers with units that regularly fail the HQS inspection as a result of poor maintenance may become ineligible for future participation in the Section 8 program. Tenants that damage the unit and cause the unit to fail the HQS inspection may lose their housing assistance.

Please visit UHA's website, uplandhousing.com for more information about maintenance and HQS requirements.

Upcoming Events at UHA

Date	Event
May 13	UHA Board Meeting: 5:30 p.m. at Upland City Hall Council Chambers
May 27	Holiday - UHA Office Closed
June 10	UHA Board Meeting: 5:30 p.m. at Upland City Hall Council Chambers
July 4	Holiday - UHA Office Closed
July 8	UHA Board Meeting: 5:30 p.m. at Upland City Hall Council Chambers

The UHA office is closed every Friday.

Under certain conditions, UHA will provide an extension of time to correct HQS deficiencies.

An extension of time can never be granted for life-threatening deficiencies.

Failure to correct HQS deficiencies by the deadline can result in termination of assistance or HAP abatement.

Once a unit is placed under abatement, the owner will not receive payment from UHA until the corrections are complete.