

Spring 2012

**Online  
Edition!**

## Upland Housing Authority

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## UHA Is On The Web!

Visit our website to:

- Check out our ONLINE edition of the *UHA Bulletin*
- Learn about HQS inspections
- Get a Change of Income form or Certified Statement Packet
- Find your caseworker's e-mail address
- See current utility allowances, payment standards and income limits
- Owners: fill out a listing form for your rental property or download a W-9 form
- Report suspected fraud
- Find links to other resources

## ► Special Update: UHA Will Apply for the HUD Moving to Work Demonstration Program

The Housing Authority of the City of Upland (UHA) is seeking comments from participants, property owners, and the public on its application to become a Moving to Work (MTW) housing authority under the U.S. Department of Housing and Urban Development's MTW demonstration program. This article includes information about the MTW program, UHA's proposed application, and how to submit comments.

### What is the MTW demonstration program?

The Moving to Work (MTW) demonstration program is a test program for public housing authorities (PHAs). MTW housing authorities have the opportunity to design and test policies and strategies that use funding more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. PHAs that are chosen to participate in the MTW program are given more flexibility with how they use their Federal funding and are given exemptions from many existing rules of the Section 8 and Public Housing programs. MTW housing authorities use the flexibility to inform HUD about ways to better address local community needs.

The MTW demonstration program is overseen by the Office of Public Housing Investments (OPHI), within the Office of Public and Indian Housing (PIH) at HUD headquarters. There are currently 34 MTW housing authorities across the country.

*Continued on next page.*

### UHA Needs to Hear From You!

If you have comments about UHA's application to become a Moving to Work housing authority, please use the comment form on page 4 of this newsletter.

Your comments will be reviewed and considered as UHA prepares the application.

## ► New! The UHA Bulletin Is Going Green

UHA is doing its part to protect our environment. Beginning this summer, the UHA Bulletin newsletter will be available only on the UHA website, [www.uplandhousing.com](http://www.uplandhousing.com). This small change will save almost 7,000 sheets of paper each year!



The online edition of the UHA Bulletin will continue to include updates, current information and reminders that are important to our Section 8 participant families and property owners/managers.

**Thank you for checking out the online edition of the *UHA Bulletin*!**

## ► Special Update: UHA Will Apply for the HUD Moving to Work Demonstration Program (*continued from page 1*)

### Why is UHA applying?

On February 27, 2012, the U.S. Department of Housing and Urban Development (HUD) published a Request for Applications for the MTW demonstration program. Up to four more housing authorities will be given MTW status. UHA intends to submit an application to become an MTW housing authority. If HUD accepts UHA's MTW proposal, UHA proposes to modify the current rules applicable to the Public Housing and Section 8 Housing Choice Voucher (HCV) programs in order to encourage and reward self-sufficiency, increase program efficiencies, reduce UHA's dependency on federal subsidies, assist more low and lower-income families, and shorten the time applicants spend on the UHA's waiting lists.

### How can I learn more about the MTW demonstration program and UHA's application?

- **Check out the Fact Sheet on the next page.** The fact sheet summarizes the changes that UHA would make to its Section 8 program rules if UHA is selected to become an MTW housing authority.
- **Visit HUD's Moving to Work website.** The website has detailed information about the MTW program. [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/mtw](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/mtw)
- **Visit UHA's website, [www.uplandhousing.com](http://www.uplandhousing.com).** You'll find a detailed overview of UHA's proposed application, additional information and helpful links.
- **Join us for a coffee break on May 15<sup>th</sup>.** UHA staff will be available from 9:00 a.m. to 10:00 a.m. and from 3:00 p.m. to 4:00 p.m. on Tuesday, May 15<sup>th</sup>, to answer your questions. Please call (909) 982-2649 extension 111 to RSVP.
- **Call or E-mail.** E-mail your questions to [nicole@uplandhousing.com](mailto:nicole@uplandhousing.com) or call (909) 982-2649 extension 111.

### How can I share my comments on UHA's proposed application?

A comment form is included on page 4 of this newsletter. You can fill out the comment form and return it by mail, fax or e-mail. If you have comments, please submit them no later than 4:30 p.m. on May 21, 2012. All comments received by the deadline will be considered as UHA prepares its final application.

### What Happens Next?

Before the application can be submitted to HUD, UHA must hold a public hearing and the application must be approved by the UHA Board of Commissioners.

The public hearing is an opportunity for the public to comment on UHA's final application. Any comments made during the public hearing cannot be considered in preparing the application, but will be considered by the UHA Board of Commissioners before they vote on whether or not to approve the application for submission to HUD.

The public hearing on UHA's application to become a Moving to Work housing authority will be held on Monday, June 11, 2012, at 5:30 p.m. during the meeting of the UHA Board of Commissioners. The meeting will take place at the Upland City Hall council chambers, at 460 North Euclid Avenue in Upland.

The UHA Board of Commissioners will vote on whether or not to approve the application for submission to HUD at the June 11, 2012, meeting. The application is due to HUD on June 27, 2012. HUD has not specified when applicants would be notified if their application was approved.

### Important Dates to Remember

- **May 21 at 4:30 p.m.:** Comments due to UHA
- **June 11 @ 5:30 p.m.:** Public Hearing and UHA Board of Commissioners vote on MTW application

## Upland Housing Authority Moving to Work Demonstration (MTW) Program Fact Sheet

The Upland Housing Authority (UHA) proposes, if HUD accepts the UHA's MTW proposal, to modify the current rules applicable to the Housing Choice Voucher program in order to encourage and reward self-sufficiency, increase program efficiencies, stabilize program size, decrease errors and omissions, and assist a larger number of low and lower-income families/shorten time on the UHA's waiting list.

The following list of proposed changes to the program will apply to all new households entering the UHA's Housing Choice Voucher Program (Section 8) after HUD approval of the MTW proposal. The proposed changes will not apply to households participating in UHA's Housing Choice Voucher program prior to HUD approval of the MTW proposal.

Category	Current Method	Proposed MTW Method
Rent Calculation and Income Deductions	Initial tenant rent is 30% of adjusted household income. Income deductions are provided for dependents (\$480 per dependent), elderly/disabled households (\$400 per qualified household), medical expenses and other categories.	Tenant rent is based on 27% of adjusted income. Income deductions are provided for dependents (\$480 per dependent) and elderly/disabled households (\$400 per qualified household) only.
Rent Determination	Rents are determined at least annually based on anticipated family income.	Rents are determined every 2 years, with the exception of decreases in family income, which will be adjusted the month following that in which the family reports the decrease.
Income Calculation - <i>Income Inclusions and Exclusions</i>	Income from assets is <u>included</u> in annual income calculations.	Income from assets is <u>excluded</u> in annual income calculations.
	Foster care and kin-gap income, and TANF sanctions are <u>excluded</u> from annual income.	Foster care and kin-gap income, and TANF sanctions are <u>included</u> in annual income.
Income Calculation - <i>Earned Income Disallowance</i>	Earned Income Disallowance requires the PHA to exclude new annual earned income for unemployed individuals who become employed.	The earned income disallowance is eliminated.
Re-Examination Frequency	The PHA must conduct an annual re-examination to determine anticipated family income and calculate tenant rent. Family composition and other data used for reporting and statistical purposes are captured at the annual re-examination.	The PHA will conduct bi-annual re-examinations (every two years) to determine anticipated family income and calculate tenant rent. Family composition and other data used for reporting and statistical purposes will be captured at the bi-annual re-examination.
Utility Allowances	PHA applies utility allowances based on a variety of utility types for each utility paid by the family	Utility allowances will be simplified.
Portability	Families porting into the PHA's jurisdiction are subject to the HCV program rules.	Families porting from another PHA to the UHA's jurisdiction will be subject to the UHA's MTW rules.
Minimum Rents	UHA's current minimum rent is \$50.00.	UHA's minimum rent is \$125.00.
Unit Transfers	Families may transfer up to once per year.	Families may transfer up to two times during the family's participation in the HCV program.
HQS Inspection Frequency	The PHA must conduct annual inspections for 100% of assisted units.	The PHA will conduct bi-annual HQS inspections (every two years) for 100% of assisted units.
Portability	Families may move to another PHA's jurisdiction under a billing arrangement without limitation.	Families may move to another PHA's jurisdiction under a billing arrangement only if the receiving PHA will honor UHA's MTW rules. Families may move to another PHA's jurisdiction without limitation if the receiving PHA will absorb the family.

**Public Comments (Optional)**

**Housing Authority of the City of Upland (UHA)  
Moving To Work Demonstration Proposal  
Due By: May 21, 2012**

**Please mail, fax, or e-mail to:**

Don Swift, Executive Director  
1200 N. Campus Avenue  
Upland, CA 91786  
Fax 909-946-3767  
[dswift@uplandhousing.com](mailto:dswift@uplandhousing.com)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

The reason(s) I support or oppose the proposal is as follows:


## ► Rent Increases During the First Year of the Lease



Under Section 8 regulations, rent increases during the first year of a participant’s lease are not permitted. UHA is unable to approve rent increases during the first year of the lease for any reason, including rent charges for the addition of household members, pet rent, and other increases.

## ► Tolling Time For Voucher Holders: What Is It and Do I Qualify?

As a property owner/manager or a Section 8 participant, you have probably heard the phrase “tolling time”. Because tolling time rarely applies, it can be a confusing topic. This article will help to clarify what it is, when it applies, and when it doesn’t.



Tolling time applies to Section 8 applicants and participants that have been issued a voucher to search for a unit, either as a new applicant joining the program or as an existing participant moving to a new unit. Tolling time only applies in special situations.

When UHA issues a voucher, it is usually valid for only 60 days. In other words, voucher holders have a total of 60 days to search for a rental unit. The voucher holder must turn in a Request For Tenancy Approval, known as an RFTA, to UHA before the end of the 60 days. If the voucher holder does not turn in an RFTA before the end of the 60<sup>th</sup> day, the voucher expires and the voucher holder can no longer search for a unit.

After the RFTA is submitted to UHA, UHA must inspect the unit and take other actions before approving the unit for the voucher holder to move in. In most cases the unit is approved easily, but sometimes the unit cannot be approved. For example, if the unit does not pass inspection, or if the landlord decides not to rent the unit to the voucher holder after all, UHA cannot approve the unit. Tolling time is applied in situations like these when UHA does not approve a unit.

If the unit is not approved, UHA will notify the property owner/manager and the voucher holder. Any time that was on the voucher when the RFTA was submitted and that was used up while UHA processed the RFTA is added back to the voucher. This time is known as “tolling time”. After the tolling time is added back onto the voucher, the voucher holder can continue searching for a unit for number of days that were on the voucher when the RFTA was submitted to UHA.

It is important to remember that tolling time is only given if UHA does not approve the unit or if the property owner/manager cancels the RFTA. If the voucher holder cancels the RFTA, UHA will not add back any tolling time and the voucher will only be able to keep searching for a unit if there is still time on the voucher when they notify UHA that they are canceling the RFTA.

## ► Upcoming Events At UHA

Date	Event
May 14, 2012	UHA Board Meeting at 5:30 p.m. at City Hall
May 28, 2012	Holiday - UHA Office Closed
June 11, 2012	UHA Board Meeting at 5:30 p.m. at City Hall
July 4, 2012	Holiday - UHA Office Closed
July 9, 2012	UHA Board Meeting at 5:30 p.m. at City Hall

