



UHA Bulletin

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Housing Choice Voucher Participants and Owners

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Upland Housing Authority

1200 N. Campus Avenue

Upland, CA 91786

Phone: (909) 982-2649

Fax: (909) 982-0237

www.uplandhousing.com

Section 8 Staff:

Assisted Housing Supervisor:

Vivian - ext. 102

Office Assistant:

Monica - ext. 100

Eligibility Workers:

Carole - ext. 103

Antrina - ext. 104

Occupancy Specialist/

Inspectors:

Annette - ext. 106

Sylvia - ext. 105

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UHA Is On The Web!

Visit our website to:

- Learn about Housing Quality Standards (HQS) inspections
- Get a Change of Status Form, Certified Statement packet, or application form
- Find your worker's e-mail address
- See our Utility Allowances, Payment Standards, and Income Limits
- Owners can fill out a listing form for rental properties
- View past editions of the UHA Bulletin and upcoming events at UHA
- Report suspected fraud
- Find links to other agencies

www.uplandhousing.com

SAFETY ADVISORY FOR SECTION 8 PARTICIPANTS, LANDLORDS AND OWNERS

UHA recently learned of a situation in which two men impersonated HUD employees in order to gain access to a Section 8 participant's residence. Two men, both approximately twenty years old, told the participant that they were with HUD and needed to perform an inspection of the participant's home. They advised the participant that the inspection was to verify an anonymous report that an unauthorized person was living in the participant's home.

When the participant asked to see identification, the two young men allowed the participant to view their ID very briefly. After allowing the two men to enter the unit, the family was asked to wait on the couch while the inspection was performed. When the participant attempted to call the Housing Authority to verify that the appointment was legitimate, one of the two men took the phone out of the participant's hand. At that point the participant suspected that the two men were not with HUD and the two men fled the unit.

UHA and HUD staff will follow specific procedures any time they must inspect or enter a participant's unit. By understanding these procedures you can protect yourself from persons impersonating UHA or HUD staff. Below are some reminders about what you can expect when a UHA or HUD staff person visits your home:

- UHA and HUD employees are required to carry an official HUD or UHA ID card. The employee will always identify themselves and provide the ID for inspection when asked. If proper identification is not available, DO NOT allow the individual into your home.
- If a HUD inspector must visit your home to perform an inspection, the inspector will almost always be accompanied by a Housing Authority staff member.
- UHA will always provide advance notice of the inspection, usually through a written notice. If you were not notified of the inspection in advance, always ask for a phone number where you can confirm the appointment before allowing the individual into your home. If the individual is a UHA employee, you can call (909) 982-2649 and speak with a UHA employee to confirm the appointment.
- UHA employees are required to wear a uniform shirt while performing inspections.

Finally, if you have any concerns about an inspection, do not allow the individual into your home until you have confirmed the inspection with the HUD or UHA office.

HOUSING QUALITY STANDARD INSPECTIONS: WHAT YOU NEED TO KNOW



The inspection process is an important part of the Section 8 program. In order for any unit to be leased under the Section 8 program, the U.S. Department of Housing and Urban Development (HUD) requires that the unit pass an inspection prior to move in and at least annually during the time that the unit is occupied by a Section 8 participant. The purpose of the inspection is to verify that the unit is decent, safe, and the proposed rent is appropriate for the size, age, and condition of the unit. Housing Quality Standards (HQS) are the criteria set by HUD and the Housing Authority to determine if the unit is eligible for assistance.

Initial Inspections:

The initial Inspection is the first opportunity the Housing Authority has to verify that the unit meets HQS, and the proposed rent is appropriate for the size, age, and condition of the unit. The results of the initial inspection will determine whether the Housing Authority is able to enter into a contract to assist a participant household to rent the unit.

- Once a participant family has located a unit, the family and owner will complete a Request For Tenancy Approval (RFTA). UHA will conduct an initial inspection of the unit within ten (10) business days of receiving the RFTA.
- UHA will notify the family and the owner/landlord of the inspection date and time by telephone, fax or e-mail.
- After the inspection UHA will notify the family and the owner/landlord of the results of the inspection. If the unit passed inspection, UHA will proceed with reviewing the lease any other items that may still be needed before a contract for assistance can be executed.
- If the unit did not pass inspection, UHA will notify the family and the owner/landlord of any items that did not meet HQS. These deficiencies are commonly referred to as “failed items”. A deadline to correct the failed items will be provided to the owner/landlord.

Annual Inspections:

Annual inspections allow the Housing Authority to verify that the unit continues to meet HQS.

- Annual inspections must be performed within twelve months of the last inspection during the term of the assisted tenant’s tenancy.
- UHA will provide written notice of the of the inspection date and time in advance of the inspection.
- As with initial inspections, UHA will notify the family and the owner/landlord of the results of the inspection. If the unit did not pass the inspection, UHA will notify the family and the owner/landlord of any failed items and a deadline to correct the failed items will be provided to the participant and the owner/landlord.

Quality Control Inspections:

The purpose of the quality control inspection is to insure that the regular inspector has inspected the unit in accordance with HUD guidelines. During a quality control inspection a Housing Authority supervisor will reinspect the unit after the regular inspector has performed his/her inspection.

Inspection Results:

Inspections result in pass, fail, or inconclusive reports, and the results are provided to the family and the owner/landlord in writing. Passed inspections require no further action by UHA. Failed or inconclusive inspections require follow-up reinspections or UHA verification to confirm that the failed items have been corrected.

Depending upon the nature of the item, correction of failed or inconclusive items may be the responsibility of the landlord/owner or the family. The written inspection results provided by UHA will specify which party is responsible for correction. Failure to comply with correction notices may result in landlord/owner or tenant sanctions, including termination of assistance or rent abatement.

A detailed HQS checklist to help you prepare for your inspection is available in the *Landlord Info* section of our website at www.uplandhousing.com. If you have any questions or concerns regarding the HQS inspection, please call UHA at (909) 982-2649.

UPDATE: UHA'S PAYMENT STANDARD SCHEDULE

Each year the U.S. Department of Housing and Urban Development (HUD) conducts a study of the average rents for each metropolitan area throughout the nation. The resulting average rents are known as Fair Market Rents (FMRs), and are typically published in the early Fall of each year.

Like other Housing Authorities across the nation, UHA uses the FMRs to set its Payment Standards for the Section 8 program. The FMRs typically become effective on October 1st, and UHA's Payment Standards also take effect on that date. Since last October there have been several changes to UHA's Payment Standards as a result of changing FMRs and economic conditions.

The 2008 FMRs were lower than the 2007 Payment Standards. As a result, UHA's Payment Standards, which were set at 110% of the FMRs, also decreased. In accordance with HUD regulations, the decreased Payment Standards were used immediately for all new contracts. However, they will not be used for existing participants until their annual reexamination effective on October 1, 2009, or later. Participants may see a slight increase in their rent portion at the time of their annual reexamination due to the decrease in Payment Standards.

In order to address severe funding shortages, the UHA Board of Commissioners adopted new Payment Standards set at 100% of the FMRs in April, 2009. The decreased Payment Standards were used immediately for all new contracts, but will not be used for existing participants until their annual reexamination effective on April 1, 2010, or later. Participants may see a slight increase in their rent portion at the time of their annual reexamination due to the decrease in Payment Standards.

The FMRs for 2010 are again lower than last year's. However, at their October meeting the UHA Board of Commissioners adopted a new Payment Standard schedule which will keep the Payment Standard amounts the same as those adopted in April. Because there was no change to the

amounts, the Payment Standards will not change the tenant's rent portion. Please remember that the tenant's portion may still change due to changes in household income or composition.

For more information about the Fair Market Rents published by HUD, please visit <http://www.huduser.org/datasets/fmr.html>.

Bedroom Size	Fair Market Rents Published by HUD September 30, 2009	UHA Payment Standard
0	\$854	\$867
1	\$940	\$954
2	\$1,108	\$1,125
3	\$1,559	\$1,583
4	\$1,818	\$1,846

NEW TOOL FOR TRACKING DEBTS OWED BY PARTICIPANTS

HUD recently provided Housing Authorities across the country access to a new database intended to help insure that only eligible individuals are assisted through the Section 8 and Public Housing programs. This database will list former participants and tenants who owe money to a Housing Authority or who have been terminated for adverse reasons, including eviction, drug-related/violent criminal activity, failure to report income, and other failures to comply with the requirements of the programs. UHA will be required to contribute to this database.

Housing Authorities are prohibited from assisting persons who owe money to another Housing Authority or whose assistance was previously terminated for certain reasons. The new database will allow Housing Authorities to view information about prior terminations and debts owed by former tenants/participants and insure that the individuals are not assisted until the debt has been repaid.

To prevent incorrect information from being added to the database, the Housing Authority must give sixty (60) days notice to the tenant/participant before adding them to the database. This notice is intended to allow the tenant/participant time to dispute the information, if necessary.

Additional information will be posted on the UHA website at www.uplandhousing.com and in future editions of the *UHA Bulletin* as it becomes available.

QUESTIONS? ASK UHA!

UHA welcomes questions from landlords, property managers, and participants of the Section 8 program. If you have a question that you would like to see featured in an upcoming edition of the *UHA Bulletin*, you can send your question to mroque@uplandhousing.com or contact the Section 8 team at (909) 982-2649. The Section 8 team will respond to you with an answer to your question, and we may feature the question and response in the next *UHA Bulletin*.

This quarter's frequently asked questions:

Q: Is UHA currently issuing vouchers to persons on the waiting list?

A: No. Due to budget constraints, UHA has had to postpone calling individuals from the waiting list to receive vouchers. We expect to begin issuing vouchers again in the next three to six months.

Q: I am a current Section 8 participant. How can I transfer to another area outside of UHA's jurisdiction?

A: Transferring from one Housing Authority to another is called "porting". If you want to port to an area outside of UHA's jurisdiction, you will need to notify your eligibility worker. Your worker will determine if you are eligible to port to another jurisdiction and will explain the procedures and requirements for portability. The

basic steps are:

1. Complete a *Portability Request form* and submit it to your eligibility worker;
2. Your eligibility worker will determine if you are eligible to port. If you are eligible, UHA will begin the paperwork for your transfer, including a review of your current income and a criminal background check;
3. After UHA has approved your portability request you will be issued a voucher to move. You must give your current landlord notice that you will be moving out, but you may not move out until you have received your voucher from UHA;
4. The Housing Authority you are moving to will contact you to issue a voucher from their Housing Authority and complete the process.

HELPFUL LINKS AND COMMUNITY INFORMATION

Annual Breakfast With Santa

The Upland Recreation and Community Services Division and the Upland Kiwanis are putting on a breakfast with Santa Claus on Saturday, December 5th from 8:00-10:30 a.m. at the Gibson Senior Center. Visitors will enjoy a pancake breakfast and a special treat from Santa. Space is limited. Please contact the Recreation and Community Services Office to register.

Send Your Wish List to Santa!

The City of Upland is sponsoring a mail call for Santa Claus. Children of all ages are encouraged to write a letter to Santa. Everyone who sends a letter will receive a response from Santa himself, on official Santa Claus stationary! Letters must be received by December 10, 2009. Send your letter to:

City of Upland Recreation &
Community Services Division

Attn: Santa Claus

P.O. Box 460, Upland, CA 91786

Learn How to Protect Yourself This Flu Season

The U.S. Center For Disease Control and Prevention has a website with information about the Swine Flu and other illnesses. You can learn more about the vaccine for the Swine Flu, how to care for a sick person, and how to protect yourself when you travel. Visit them online at <http://www.cdc.gov/>

UPCOMING EVENTS AT UHA

December, 2009							January, 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5						1 Holiday UHA Offices Closed	2
6	7	8	9	10	11 UHA Offices Closed	12	3	4	5	6	7	8 UHA Offices Closed	9
13	14 UHA Board Meeting 5:00 p.m.	15	16	17	18	19	10	11 UHA Board Meeting 5:00 p.m.	12	13	14	15	16
20	21	22	23	24	25 Holiday UHA Offices Closed	26	17	18 Holiday UHA Offices Closed	19	20	21	22 UHA Offices Closed	23
27	28	29	30	31			24/31	25	26	27	28	29	30