



COLUMBIA HOUSING AUTHORITY

HOUSING CHOICE VOUCHER PROGRAM

New Resident Briefing

**Please Sign In and
Sign and Date
Handbook Table of
Contents Sheet**



PARTICIPANT HANDBOOK

All you need to know about
the HCV Program

TERMS OF THE VOUCHER

- 120 Calendar Days
- Extension:
 - 30 Days
 - Must be Submitted in Writing to Director with Supporting Documentation (Progress Report)
 - Two Weeks Prior to Expiration
- Suspension:
 - Once CHA has Landlord Packet
- Expiration
 - Cannot file Extension After
 - Can Reapply when Waitlist is Open



RENT CALCULATION

- Annual Income – Allowance = Adjusted Annual Income
- TTP (Total Tenant Payment) is the highest of the following:
 - 30% of Adjusted Monthly Income
 - 10% of Monthly Income
 - Or Minimum Rent (CHA minimum rent is \$50.00)
- Max Rent Burden: 40% of adjusted monthly income toward the initial rent and utilities for the unit. This limit applies only at time of leasing of a unit and not after being continuously assisted in the same unit.



RENT CALCULATION (CONT.)

- Payment Standards: Rent + Utilities
 - 1 bdrm: \$948
 - 2 bdrm: \$1,107
 - 3 bdrm: \$1,496
 - 4 bdrm: \$1,761
 - 5 bdrm: \$2,026
- Rent Reasonableness:
 - If Rent Exceeds Standards, Tenant Pays Difference
 - Can Not Exceed Max Rent Burden (40% Income)
 - Must be within reason (+1 bedroom, Better Location and Age, Unit Type, Security, etc.)




WHAT IS PORTABILITY?

- Portability is a term used to describe a family's ability to move from one Public Housing Agency's (PHA) jurisdiction to another location outside the jurisdiction of the original PHA and continue to receive assistance
- If the head or spouse of the assisted family did not have a legal residence at the time of its application, the family will not have any right to lease a unit outside of CHA jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of CHA.
- Portable families will be required to comply with the receiving housing agency's procedures for portable families and they will determine the family unit size based on their subsidy standards.



SUBSIDY STANDARDS (VOUCHER BEDROOM SIZE)

Number of Bedrooms	Number of People	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10
6	8	12

- 2 Persons per room, except:
 - Persons of the opposite gender (other than spouses or children under 2)
 - Children of same gender with an age difference of 18 years
 - Live-in Aides will be allocated a separate bedroom
 - Single Persons will be allocated 1 bedroom
 - *Exceptions: Reasonable Accommodations
- 

FAMILY OBLIGATIONS TO THE HOUSING AUTHORITY

The family must follow the rules listed below in order to continue participating in the Housing Choice Voucher Program

- Supply Complete & Truthful Information requested by CHA (Citizenship, Income, Composition, Social Security Numbers, etc.)
- Maintain HQS & Correct any Tenant Responsible Defects
- Allow CHA to Inspect Unit
- Do NOT Commit Lease Violations (Nonpayment of Rent, Disturbance, Destruction, Damage, Criminal Activity, etc.)
- Notify CHA of Move-out, Termination of Lease, or Eviction (in writing!)
- Notify CHA of changes in Family Composition (Compete an Add to Lease **prior** to Move In or Notify CHA of a Move Out)
- Must Live in the Unit, Not Sublease Unit, nor Currently Own the Unit (either in your name or family member name)
- Notify CHA of Extended Absence (14 days)
- Keep Utilities Current
- Do NOT Commit Fraud nor Engage in Criminal Activity
- No other Rental Subsidy other than HCV



GROUNDS FOR TERMINATION

- Eviction for Serious Lease Violations
- Drug Related and Violent Criminal Activity
- Violation of Any Family Obligation
- Commit Fraud, Bribery or any Act of Corruption
- Owing Rent or Debts to CHA
- Violating Repayment Agreements and Non-Reimbursement
- Physical/verbal Abuse toward CHA Personnel
- Absent from Unit for 30 Consecutive Days
- Unauthorized Guest
- Shut-off of Utilities
- Failure to Attend Appointments
- Failure to Supply Requested Documents
- Failure to Report Change in Composition or Income
- Insufficient Funding*



INFORMAL/ FORMAL HEARINGS

- Reasons to File:
 - Determination for Annual/Adjusted Income
 - Determination of Utility Allowance
 - Determination of Unit Size or Over-Housing
 - Termination of Program Assistance
 - Termination of Family Self Sufficiency Contract
- Scheduling:
 - 10 Days from Decision of CHA (letter)
 - In Writing at Admin
 - CHA will Schedule Hearing with Director
- Formal Hearing:
 - Same Process
 - Hearing w/ Board



CHANGE OF INCOME OR FAMILY MEMBERS

- Participant must report:
 - Increase or Decrease in Household Income or Source
 - Change in Family/Household Members
- Submit within 10 Day
- ...IN WRITING!



EASY LEASING STEPS

1. Find Suitable Unit (within 60 days)
 - Schedule a Showing/Inspect/ Drive by Day, Night and Weekend
 - Look up Neighborhood on Columbia Police Dept Website for Activity
2. Request Owner/Manager to fill out Landlord Packet
3. Landlord returns the Completed Packet
4. HCV Specialist Reviews & Approves Proposed Rent
5. Unit Passes Inspection
6. Verification of Utilities given within 10 days
7. Housing Assistance Contract & Lease is signed & returned to CHA

You May Now Move In!



CRIME FREE ADDENDUM

- ALL violent criminal activity
- ALL drug related criminal activity
- ALL sexual offenses
- ALL crimes of robbery/arson/burglary
- ALL crimes of felony stealing
- ALL crimes of armed criminal action
- ALL crimes against the public order
- ALL crimes of prostitution
- ALL crimes of domestic assault
- ALL street gang activity
- Chronic & Persistent DWI
- Animal abuse



Violation of
the lease
addendum for
crime free
housing will
result in

Termination



TENANCY ADDENDUM

- Rules and Regulations for the CHA, Tenant and Landlord
- Goes Over:
 - Terms of the Program, Lease, Use of Contract
 - Family Payment to Owner
 - Other Fees/ Charges
 - Maintenance, Utilities and Other Services
 - Termination (Requirements and Grounds)
 - Protection for Abuse Victims
 - Security Deposit
 - Prohibition of Discrimination
 - Changes in Lease or Rent
 - Definitions
- Examples of Content:
 - 12 month lease term
 - CHA must be given 60 day notice of Rent Increase
 - Tenant will receive 30 day Notice of Payment Increase
 - No “Extra” Deals made with Landlord
 - Unit to be Maintained to HQS Expectations
 - Landlord Eviction
 - CHA must have 30 days intent to vacate unit



HOUSING QUALITY STANDARDS INSPECTIONS

Unit Scheduled for Inspection



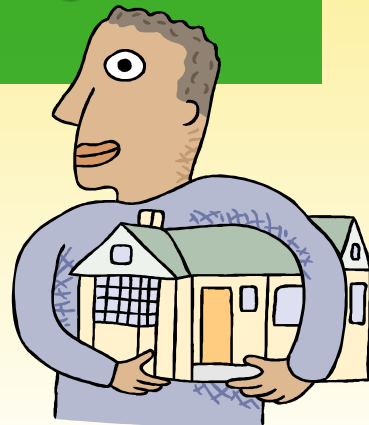
- ✓ Unit Passes
- ✓ Landlord & Tenant Sign Lease
- ✓ Landlord, Tenant and CHA sign HAP Contract

- x Unit Fails
- x Landlord Advised of Required Repairs

Landlord completes repairs (Go to Unit Passes)

OR

- x Landlord Doesn't Complete Repairs (Applicant Continues House Searching)





Maintain Your Unit & Appliances

MOVE-IN INSPECTION REQUIREMENTS AND A GOOD PLACE TO LIVE!



How to Spot a Good Place that will Pass Inspection
and be Safe and Sanitary for your Family

KNOW YOUR RIGHTS!

- Landlord- Tenant Laws
- Court Process
- Protecting Victims of Domestic Violence
- Crime Victims Rights
- Consumer Laws
- Sunshine Law
- Housing Discrimination (HUD)
- VAWA



LEAD IN YOUR HOME?



- HUD requires Tenants be provided EPA pamphlet
- Homes built before 1978 may contain lead based paint, be aware!
- Landlords must notify Leasee of lead based paint/ hazards if present before the Lease takes effect.

WHERE TO LOOK: HOUSING SEARCH



- AffordableHousing.com
- Internet
- Newspaper
- Call
- Word of Mouth

- Housing Searching Progress Report (Request for Extension)

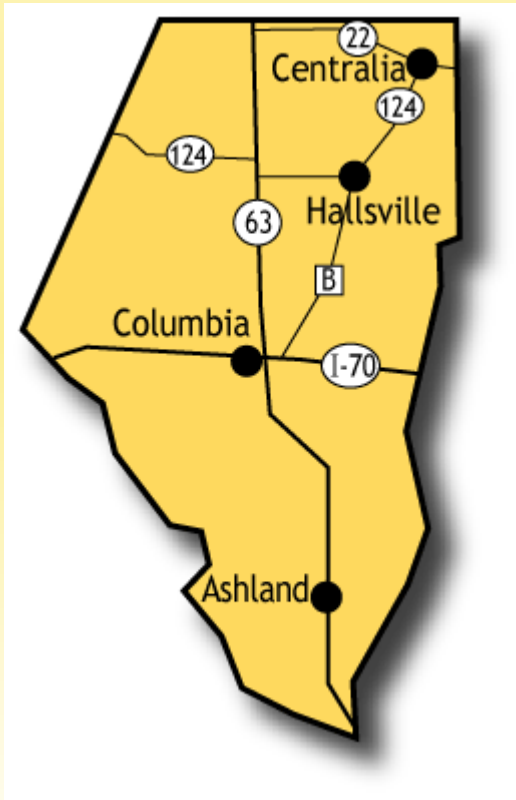


WHERE YOU MAY LIVE

Boone County

Surrounding Counties or States*

- Ashland
- Centralia
- Harrisburg
- Hallsville
- Hartsburg
- Huntsville
- Rocheport
- Sturgeon
- McBaine
- Easley
- Sapp
- Columbia



*Requires Porting

RESOURCES AND REFERRALS

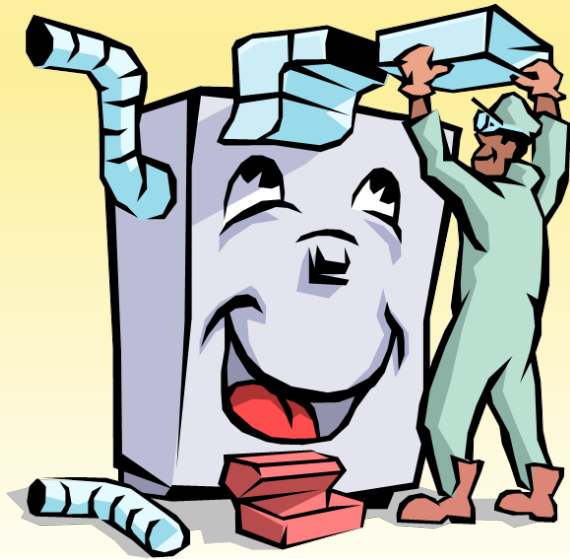
- Employment
- Education
- Basic Needs: Clothes, Food, Household
- Utility/Deposit Assistance
- Baby/Child Needs
- After School
- Medical
- Elderly Services
- Transportation
- Legal/Cultural Services

- * TerraCom Wireless (Free Smartphone)



COMPLAINT INSPECTION PROCEDURE

- Report to Landlord in Writing (Repair, Date, Time)
- Send Copy to CHA
- If No Repair, Report to CHA in Writing
- CHA 24-Hour Repairs (Emergency Only)



City of Columbia

Voucher Payment Standard

Effective January 2025

	0 Bedroom		1 Bedroom		2 Bedrooms		3 Bedrooms		4 Bedrooms		5 Bedrooms	
Total Available Based on Number of Bedrooms	\$ 760.00		\$ 948.00		\$ 1,107.00		\$ 1,496.00		\$ 1,761.00		\$ 2,026.00	
Use if all utilities are paid by landlord	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT
Single Family Detached												
Gas Heat, Gas Range, Gas Water Heater	195	565	208	740	255	852	300	1196	347	1414	395	1631
Gas Heat, Electric Range, Gas Water Heater	197	563	211	737	259	848	305	1191	353	1408	402	1624
Gas Heat, Electric Range, Electric Water Heater	205	555	219	729	268	839	316	1180	365	1396	414	1612
Electric Heat, Electric Range, Electric Water Heater	200	560	216	732	268	839	317	1179	369	1392	420	1606
Gas Heat, Gas Range, Electric Water Heater	203	557	216	732	264	843	311	1185	359	1402	407	1619
Apartment												
Gas Heat, Gas Range, Gas Water Heater	179	581	188	760	223	884	256	1240	291	1470	325	1701
Gas Heat, Electric Range, Gas Water Heater	181	579	191	757	227	880	261	1235	297	1464	332	1694
Gas Heat, Electric Range, Electric Water Heater	186	574	198	750	235	872	269	1227	306	1455	342	1684
Electric Heat, Electric Range, Electric Water Heater	167	593	178	770	218	889	256	1240	296	1465	335	1691
Gas Heat, Gas Range, Electric Water Heater	184	576	195	753	231	876	264	1232	300	1461	335	1691
Mobile Home												
Gas Heat, Gas Range, Gas Water Heater			173	775	216	891	258	1238	302	1459		
Gas Heat, Electric Range, Gas Water Heater			176	772	220	887	263	1233	308	1453		
Gas Heat, Electric Range, Electric Water Heater			184	764	229	878	274	1222	320	1441		
Electric Heat, Electric Range, Electric Water Heater			203	745	246	861	287	1209	330	1431		
Gas Heat, Gas Range, Electric Water Heater			181	767	225	882	269	1227	314	1447		
Duplex												
Gas Heat, Gas Range, Gas Water Heater	191	569	202	746	243	864	285	1211	325	1436	368	1658
Gas Heat, Electric Range, Gas Water Heater	193	567	205	743	247	860	290	1206	331	1430	375	1651
Gas Heat, Electric Range, Electric Water Heater	201	559	213	735	256	851	301	1195	343	1418	387	1639
Electric Heat, Electric Range, Electric Water Heater	183	577	196	752	243	864	291	1205	338	1423	385	1641
Gas Heat, Gas Range, Electric Water Heater	199	561	210	738	252	855	296	1200	337	1424	380	1646
Row/Townhouse												
Gas Heat, Gas Range, Gas Water Heater	191	569	202	746	243	864	285	1211	325	1436	368	1658
Gas Heat, Electric Range, Gas Water Heater	193	567	205	743	247	860	290	1206	331	1430	375	1651
Gas Heat, Electric Range, Electric Water Heater	201	559	213	735	256	851	301	1195	343	1418	387	1639
Electric Heat, Electric Range, Electric Water Heater	183	577	196	752	243	864	291	1205	338	1423	385	1641
Gas Heat, Gas Range, Electric Water Heater	199	561	210	738	252	855	296	1200	337	1424	380	1646
If the following utilities are furnished, add to rent column:												
Water - Municipal		35		35		43		51		59		67
Sewer - Municipal (only choice)		37		37		43		48		53		59
Trash - Municipal		17		17		17		17		17		17
If the following are not furnished, subtract from rent column:												
Range		11		11		11		11		11		11
Refrigerator		12		12		12		12		12		12
Tenant provided A/C: add appropriate amount to rent (see Section 8 Specialist)												

Boone County Electric

Voucher Payment Standard

Effective January 2025

	0 Bedroom		1 Bedroom		2 Bedrooms		3 Bedrooms		4 Bedrooms		5 Bedrooms	
Total Available Based on Number of Bedrooms	\$ 760.00		\$ 948.00		\$ 1,107.00		\$ 1,496.00		\$ 1,761.00		\$ 2,026.00	
Use if all utilities are paid by landlord	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT	UTILS	RENT
Single Family Detached												
Gas Heat, Gas Range, Gas Water Heater	230	530	244	704	294	813	345	1151	394	1367	445	1581
Gas Heat, Electric Range, Gas Water Heater	231	528	246	702	296	811	348	1148	398	1363	450	1576
Gas Heat, Electric Range, Electric Water Heater	236	524	251	697	302	805	354	1142	404	1357	455	1571
Electric Heat, Electric Range, Electric Water Heater	226	534	242	706	294	813	346	1150	398	1363	449	1577
Gas Heat, Gas Range, Electric Water Heater	235	525	249	699	300	807	351	1145	400	1361	450	1576
Apartment												
Gas Heat, Gas Range, Gas Water Heater	215	545	227	721	266	841	305	1191	345	1416	386	1640
Gas Heat, Electric Range, Gas Water Heater	216	544	229	719	268	839	308	1188	349	1412	391	1635
Gas Heat, Electric Range, Electric Water Heater	219	541	233	715	273	834	312	1184	354	1407	396	1630
Electric Heat, Electric Range, Electric Water Heater	198	562	210	738	253	854	295	1201	339	1422	382	1644
Gas Heat, Gas Range, Electric Water Heater	218	542	231	717	271	836	309	1187	350	1411	391	1635
Mobile Home												
Gas Heat, Gas Range, Gas Water Heater			189	759	235	872	283	1213	330	1431		
Gas Heat, Electric Range, Gas Water Heater			191	757	237	870	286	1210	334	1427		
Gas Heat, Electric Range, Electric Water Heater			196	752	243	864	292	1204	340	1421		
Electric Heat, Electric Range, Electric Water Heater			209	739	253	854	298	1198	343	1418		
Gas Heat, Gas Range, Electric Water Heater			194	754	241	866	289	1207	336	1425		
Duplex												
Gas Heat, Gas Range, Gas Water Heater	226	534	240	708	285	822	331	1165	376	1385	423	1603
Gas Heat, Electric Range, Gas Water Heater	227	533	242	706	287	820	334	1162	380	1381	428	1598
Gas Heat, Electric Range, Electric Water Heater	232	528	247	701	293	814	340	1156	386	1375	433	1593
Electric Heat, Electric Range, Electric Water Heater	211	549	226	722	275	832	324	1172	373	1388	422	1604
Gas Heat, Gas Range, Electric Water Heater	231	528	245	703	291	816	337	1158	382	1379	428	1598
Row/Townhouse												
Gas Heat, Gas Range, Gas Water Heater	226	534	240	708	285	822	331	1165	376	1385	423	1603
Gas Heat, Electric Range, Gas Water Heater	227	533	242	706	287	820	334	1162	380	1381	428	1598
Gas Heat, Electric Range, Electric Water Heater	232	528	247	701	293	814	340	1156	386	1375	433	1593
Electric Heat, Electric Range, Electric Water Heater	211	549	226	722	275	832	324	1172	373	1388	422	1604
Gas Heat, Gas Range, Electric Water Heater	231	528	245	703	291	816	337	1158	382	1379	428	1598
If the following utilities are furnished, add to rent column:												
Water - Consolidated	32		33		42		51		59		68	
Sewer - Municipal (only choice)	58		60		72		85		98		111	
Trash - Independent	20		20		20		20		20		20	
If the following are not furnished, subtract from rent column:												
Range	11		11		11		11		11		11	
Refrigerator	12		12		12		12		12		12	
Tenant provided A/C: add appropriate amount to rent (see Section 8 Specialist).												

HEALTHY HOME CONNECTIONS

- Healthy Home Connections works with participants to connect them to valuable community resources
- Healthy Home Connections coordinates with these agencies, and many more;
- HHC is located at the JW Blind Boone Community Center at 301 N Providence Rd



- Please fill out and return the enclosed brochure to request contact from the Program Coordinator. You must be leased up prior to enrollment.



FAMILY SELF SUFFICIENCY

- Family Self-Sufficiency Program is a 5-year program designed to assist families in setting and achieving personal goals. With the support of a Program Coordinator, the family sets their own goals. The Coordinator assists the family and, through on-going case management, connects the family with resources based upon their individual needs.
- Participating families also may develop an escrow or savings account. The contributions to the account are made with HUD funds and are determined by the earned income and resulting rent portion increases the family experiences during participation in the program.
- Please fill out and return the enclosed brochure to request contact from the Program Coordinator. You must be leased up prior to enrollment.



GOOD LUCK & HAPPY HUNTING!



QUESTIONS ?