



Housing Authority City of Kennewick



## Section 8 Voucher Briefing

WELCOME!

- Today you will be guided on how the Section 8 program works
- You will need your red briefing packet that was provided to you and a pen.
- This briefing is crucial to your success & compliance in the program.
- Feel free to write down all questions and address them with your Housing Specialist after this briefing. If you state, you have further questions on your briefing certification you will be contacted to address those questions.
- If you state you have no further questions you will be issued a voucher, & affordability. You will be contacted to sign & return your voucher and start searching. You will be provided a copy of your signed voucher.
- Feel free to pause this briefing if you need extra time to read through a document or find a document in your briefing packet. You can also rewind/replay any section, if needed.
- Due to formatting, some of the graphics might be hard to see. Please follow along with the document being addressed that is located inside of your red briefing packet.



# SECTION 8 STAFF & CASELOADS

**Amanda Taylor – HCV Supervisor & Compliance Director**

509-586-8576 Ext: 108 Email: [ataylor@kennewickha.org](mailto:ataylor@kennewickha.org)

**Maria Santana – FSS Coordinator**

509-586-8576 Ext: 109 Email: [msantana@kennewickha.org](mailto:msantana@kennewickha.org)

**Lindsie Plucker– HCV Housing Specialist**

Caseload: A-F

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**Maritza Pattan - Lead Housing Specialist**

Caseload: Thomp-Z, VASH, EHV, Mitchell Manor, Delafield,  
Nueva Vista I & II

509-586-8576 Ext: 106 Email: [housingspecialist05@kennewickha.org](mailto:housingspecialist05@kennewickha.org)

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Caseload: G-Milla

509-586-8576 Ext: 122 Email: [lbailey@kennewickha.org](mailto:lbailey@kennewickha.org)

**Dawn Forsythe – HQS Inspector/Intake Coordinator**

**HQS** 509-586-8576 Ext: 107 Email: [dforsythe@kennewickha.org](mailto:dforsythe@kennewickha.org);

**Intake Eligibility:** [intakeeligibility@kennewickha.org](mailto:intakeeligibility@kennewickha.org)

509-586-8576 Ext: 107

**Hilary Ells – HCV Housing Specialist**

Caseload: Millb - Thomo, Home Ownership & Port Ins

509-586-8576 Ext: 116 Email: [hells@kennewickha.org](mailto:hells@kennewickha.org)



# LET'S BEGIN ON THE LEFT SIDE OF YOUR RED PACKET:

- Please set aside the following:
- Briefing Certification - Certification acknowledging you viewed the Briefing and you will contact your Housing Specialist with any questions
- Housing Choice Voucher (HCV) Briefing Evaluation Form – Your opportunity to evaluate the briefing presentation
- Housing Choice Voucher Briefing Checklist (green colored paper) – Checklist of all the documents that are in your Briefing Packet
- FSS Offer Letter – Letter asking if you would like to meet for a FSS consultation, decline the consultation or if you are currently participating in the program



## Briefing Certification

This certifies that I, \_\_\_\_\_ have completely viewed the Online Section 8 Briefing on \_\_\_\_/\_\_\_\_/\_\_\_\_. This also certifies that I understand that I am responsible for contacting my housing specialist if I have any further questions after watching the video briefing and reading the briefing material on my own time. I also certify that I understand that this briefing is also a temporary tool being used to help stop the spread of COVID-19 in our community.

Head of Household Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you have any further questions?  Yes  No

If you checked the yes box: Due to the Covid-19 pandemic Housing Specialists are currently working a shortened work week. If they are in the office they will contact you within 72 hours upon submission of this document to address further questions

If you have checked the box above please provide your contact information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contacted client on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ am/pm Via: Phone/Email/Other \_\_\_\_\_

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

## Housing Choice Voucher (HCV) Briefing Evaluation Form

HCV Presenter: \_\_\_\_\_  
 Date of Briefing: \_\_\_\_\_  
 Name (optional): \_\_\_\_\_  
 Address (optional): \_\_\_\_\_  
 Phone # (optional): \_\_\_\_\_

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The briefing met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The briefing topics were identified and followed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were applicable and useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The HCV presenter was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The HCV presenter met the training goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Adequate time was provided for questions and discussion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. How do you rate the briefing overall?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. What aspects of the briefing could be improved?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Please feel free to provide any additional comments on the back of this form.					

THANK YOU FOR YOUR PARTICIPATION!

## KENNEWICK HOUSING AUTHORITY Housing Choice Voucher Briefing Checklist

Name: \_\_\_\_\_  
 (Print First and Last Name)

The enclosed *Housing Choice Voucher Briefing Packet* contains the following items:

### LEFT SIDE - LEASE PACKET DOCUMENTS

- Intent to Vacate Notice for Public Housing (Item #1)
- Checklist to Public Housing (Item #2)
- Intent to Vacate for Public Housing (Item #3)
- Section 8 Housing Choice Voucher Family Obligations & Occupancy Rules Certification (Item #4)
- EIV Pamphlet (Item #5)
- HCV – How it works (Item #6)
- Payment Standards (Item #7)
- Can I Afford the Unit (Item #8)
- Utility Allowances (Item #9)
- Voucher—Housing Choice Voucher Program (Item #10)
- Rental Contact List (Item #11)
- Where Can I rent a Unit (Item #12)
- Low and Moderate Income Map (Item #13)
- Request for Tenancy Approval (Item #14)
- Landlord Account Information Verification Form (Item #15)
- HUD Tenancy Addendum (Item #16)
- New Legal Protection (Item #17)

### RIGHT SIDE - PROGRAM & HOUSING SERVICES INFORMATION

- Section 8 Handbook (Item #18)
- "Your Rights as a Tenant" (Item #19)
- "Is Fraud Worth It?" (Item #20)
- "Protect Your Family from Lead In Your Home" (Item #21)
- "A Good Place to Live" (Item #22)
- "Are You a Victim of Housing Discrimination?" (Item #23)
- FSS Brochure (Item #24)
- Violence against Women Act (VAWA) NOTICE (Item #25)
- "Fair Housing, Equal Opportunity for All" (Item #26)

My signature below acknowledges receipt of the *Housing Choice Voucher Briefing Packet*

\_\_\_\_\_  
 (Head of Household Signature) (Date)



## FSS OFFER LETTER

January 9, 2024

Dear KHA Participant,

Have you heard about KHA's Family Self Sufficiency Program (FSS)? Are you expecting a rent increase because you or someone in your household is making more money at work? Would you like the chance to save that increase toward your future financial goals?

If your rent is increasing, you can save money by enrolling in the FSS program if you sign up **THU** months before your rent is scheduled to increase.

### What is the Family Self-Sufficiency (FSS) Program?

It is a voluntary program administered by the Housing Authority City of Kennewick (KHA) that helps individuals and families become economically independent. This program helps participants who are unemployed or underemployed achieve goals that will enable them to become financially self-sufficient within five (5) years.

### How Does FSS Work?

Each adult in the household voluntarily enrolls by filling out an application, meeting with the program coordinator, and signing a Contract of Participation with the KHA. The contract outlines the responsibilities of the participant and KHA to meet identified goals to achieve self-sufficiency. The participant works with the program coordinator who helps them define career goals and the available resources to achieve the goals.

### What is FSS Income Assessor?

Participating families receive an interest-bearing escrow savings account that accrues as the household's earned income increases. You are rewarded when you can save more money at work. When you, or a household member, increase your earned income (by a raise, new job or extra hours) you get to save part of your monthly rent increase! KHA will automatically deposit a part of your monthly rent increase into your FSS Savings Account. You may receive the full funds in the account upon finalizing. Once the family has successfully completed his or her five-year contract and has fulfilled their goals, the escrow account is theirs to use as they wish!

### Who is Eligible?

Anyone currently participating in KHA's Section 8 Housing Choice Voucher and Public Housing Programs who wish to become independent of all welfare programs may enroll. Participant must be willing and able to work and be a KHA participant in good standing.

Are you interested in a consultation with the FSS Program Coordinator?

- Yes, I would like a consultation with the FSS Program Coordinator.
- No, I am **NOT** interested in the FSS program currently.
- I am already enrolled in the FSS Program.

Signature of KHA Program Participant \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Program Participant \_\_\_\_\_ Last Four of Social Security Number \_\_\_\_\_



Remember the FSS program is a beneficial program and voluntary program. Participation does not affect your housing assistance. Let your current Housing Specialist know that you are interested in the FSS program or contact the FSS Coordinator at (509) 586-8576 x109.

Thank you for your consideration interest in KHA's FSS Program. KHA looks forward to working with you on your path to self-sufficiency.

Sincerely,  
 FSS Coordinator  
 CC: Clerk de

# PBV AND PUBLIC HOUSING TENANTS

- If you currently reside in a property owned & managed by KHA such as: Sunnyslope Homes, Delafield, Mitchell Manor, Lilac Homes or Nueva Vista - this notice applies to you. If this does apply, please contact your Housing Specialist to assist you with further instructions & guidance.

 **Housing Authority City of Kennewick** 

**NOTICE**  
TO ALL PUBLIC HOUSING TENANTS  
(Sunnyslope Homes & Keewaydin Plaza Development)

**"INTENT TO VACATE NOTICE"**

Dear Public Housing Program Tenant:

This serves as a **Notice** regarding the notification process for tenants intending to vacate their unit while on KHA's Public Housing Program according to *Admissions & Continued Occupancy Policies (ACOP)* and *Dwelling Lease & Addendum*.

**13-1A. TENANT CHOOSES TO TERMINATE THE LEASE** [24 CFR 966.4(k)(1)(ii) and 24 CFR 966.4(i)(1)]

The family may terminate the lease at any time, for any reason, by following the notification procedures as outlined in the lease. Such notice must be in writing and delivered to the project office or the PHA central office or sent by pre-paid first-class mail, properly addressed.

**KHA Policy**

If a family desires to move and terminate their tenancy with the KHA, they must give a written notice of their intention to move and terminate tenancy thirty (30) days prior to the end of the lease term.

Written notice shall be delivered in person the KHA administrative office, or sent by pre-paid first class mail. The KHA prefers, but does not require the tenant to use a KHA Notice of Intent to vacate form.

Resident shall be liable for rent up to the end of the thirty (30) days for which the notice was required or, to the date the unit is re-rented, whichever is first.

A tenant who vacates before the end of the lease term is responsible for paying the rent for the remainder of the term of the lease, or up to the date the unit is re-rented, whichever is first.

The notice of lease termination must be signed by the head of household, spouse, or co-head.

If you have any questions regarding this notice, please contact KHA's Public Housing Specialist at (509) 586-8576, Ext. 102.

Sincerely,

**KHA Management Staff**

1915 W. 4th Place • Kennewick, WA 98538 • (509) 586-8576 • Fax (509) 582-7544 • TTY (509) 586-4460

**ITEM #1**

**NOTICE OF INTENT TO VACATE**

Please complete highlighted areas ONLY

**NOTICE DATE:** \_\_\_\_\_

**NAME OF TENANT:** \_\_\_\_\_ **TENANT NUMBER:** \_\_\_\_\_

**UNIT ADDRESS:** \_\_\_\_\_ **TENANT PHONE #:** \_\_\_\_\_

**BEDROOM SIZE:** \_\_\_\_\_ **DEVELOPMENT #:** \_\_\_\_\_ **PROJECT #:** \_\_\_\_\_

Per Landlord Tenant Act, and according to my dwelling lease with the Kennewick Housing Authority, proper 30-days written notice is to be given 30 days **prior** to the end of the rental period. Tenant shall be liable for rent up to the end of the 30 days for which notice was required, or to when the unit is re-rented, whichever comes first.

I hereby serve notice of my intent to vacate Dwelling Unit: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, because I intend to move to the forwarding address and following reason(s): \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Actual Vacate Date: \_\_\_\_\_ Lease Termination Date: \_\_\_\_\_

I understand it is my responsibility to notify PUD to terminate service on my unit at the time of vacating.

\_\_\_\_\_  
= **Tenant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Administrative Notes:  
\_\_\_\_\_  
\_\_\_\_\_

Number of unit keys returned: \_\_\_\_\_ Move-Out Inspection set for, Date: \_\_\_\_\_ Time: \_\_\_\_\_

Tenant Requesting to be present at Move-Out Inspection: YES \_\_\_\_\_ NO \_\_\_\_\_

Did Resident receive Cleaning Instructions: YES  (attached) NO \_\_\_\_\_

Move-Out Survey given to Tenant: YES \_\_\_\_\_ NO \_\_\_\_\_ Mailed: \_\_\_\_\_ Date: \_\_\_\_\_

Work Order Repair #: \_\_\_\_\_ Date of Work Order Generated: \_\_\_\_\_

<b>Copies of Intent given to:</b>		<b>Copies of Final Action of Intent given to:</b>	
Tenant _____ Date: _____	Tenant _____ Date: _____	Man/CFP Coordinator _____ Date: _____	Man/CFP Coordinator _____ Date: _____
Finance Director _____ Date: _____	Finance Director _____ Date: _____	Finance Director _____ Date: _____	Finance Director _____ Date: _____

P:\Housing Programs Forms/Public Housing/PH Form/Notice of Intent to Vacate - English - Rev. 2-17-09

**WHAT'S EXPECTED WHEN YOU MOVE - CLEANING INSTRUCTIONS**

**KITCHEN**

- Pull out stove and refrigerator, wash down sides.
- Clean stove hood, filter, and replace bulb if necessary.
- Scrub inside of oven and burners on stove.
- Scrub inside of refrigerator.
- Clean refrigerator, defrost and turn down to low setting.
- Clean all cabinets inside and out.
- Clean sink, polish faucet.
- Clean light fixtures, and replace bulbs as needed.
- Vacuum floor and remove spider webs.

**BATHROOM**

- Clean toilet inside and out.
- Wash off cabinets inside and out.
- Clean sink, polish faucet.
- Clean bathtub, shower stall, and polish fixtures.
- Clean fan cover, light fixtures, and replace bulbs as needed.
- Clean mirror and medicine cabinet.

**HALLWAY**

- Clean light fixtures and replace bulb if needed.
- Wipe off smoke alarms and wash walls where needed.
- Vacuum the floor and remove all spider webs.

**PANTRY**

- Scrub the floor and wipe off light switch cover.
- Clean shelves.

**DINING ROOM**

- Clean chandelier and replace bulb as needed.
- Wipe off plug in covers and wash walls as needed.
- Vacuum the floor and remove all spider webs.

**LIVING ROOM**

- Clean air conditioner and filter.
- Wash windows inside and out. Clean sliding glass door tracks.
- Wipe off curtain rods and hang curtains.
- Wipe off plug in covers and wash walls as needed.
- Vacuum floors and remove spider webs.

**BEDROOM**

- Wipe out closets and wipe off doors.
- Wash windows inside and out. Clean sliding window tracks.
- Wipe off curtain rods and hang curtains.
- Wipe off plug in covers and wash walls as needed.
- Vacuum floors and remove spider webs.

**MISCELLANEOUS CLEANING**

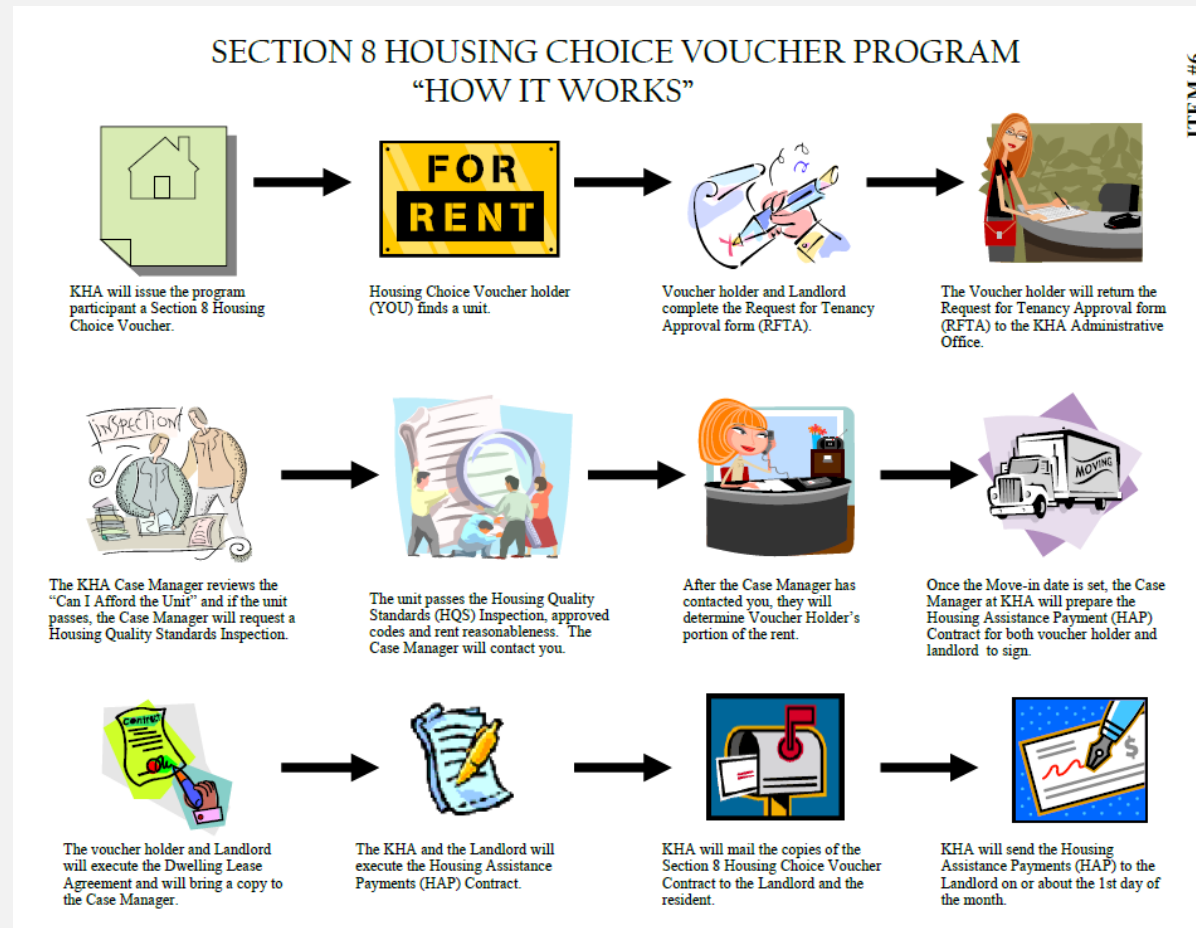
- Clean off porch light and sweep off porch.
- Remove all litter and garbage, we clean all areas (garage, basement, patio, and yard).
- Turn last down to low setting (5) and turn off all lights.

P:\Housing Programs Forms (PH-48)/Move-Out Cleaning Instructions 12-2007



# HOW IT WORKS

- Picture guide for the Section 8 program
- Review & refer back to this picture guide when needed



# PAYMENT STANDARDS



Housing Authority City of Kennewick



## Section 8 Housing Choice Voucher Program

### “PAYMENT STANDARDS”

FY 2025

(Effective January 1, 2025)

(Resolution #1413 – October 23, 2024)

0-Bd.	=	\$1,321.00
1-Bd.	=	\$1,483.00
2-Bd.	=	\$1,803.00
3-Bd.	=	\$2,403.00
4-Bd.	=	\$2,781.00
5-Bd.	=	\$3,198.00
6-Bd.	=	\$3,615.00
7-Bd.	=	\$4,033.00

Based on 120 % HUD's  
Fair Market Rents (FMR'S)  
For Fiscal Year (FY) 2025

Posted 11/24



# CAN I AFFORD THE UNIT I HAVE FOUND



Housing Authority City of Kennewick



## CAN I AFFORD THE UNIT I HAVE FOUND?

DATE: 1/1/2024

TENANT NAME: Betty Boop Income: 11316

VOUCHER #: \_\_\_\_\_ Deductions: 450

COMPLETED BY: \_\_\_\_\_

In the housing choice voucher program, the maximum subsidy is set first. That maximum subsidy is based on a "payment standard" established by the PHA. If you wish to lease a unit with a gross rent (rent plus utilities) that is more than the payment standard, you will have to pay that excess, in addition to a designated "total tenant payment" that is based on a percentage of your income.

Program Regulations prohibit a family from paying more than 40 percent of its adjusted monthly income if the gross rent for the unit is more than the payment standard when rental assistance begins. The following information is provided to assist you in finding a unit that is affordable to you and eligible within the 40 percent maximum guidelines.

PAYMENT STANDARD:		<u>1,447</u>
TOTAL TENANT PAYMENT*		- <u>272</u>
(Monthly Income)	\$ <u>943</u> x .10 =	<u>94</u>
(Adjusted Monthly Income)	\$ <u>906</u> x .30 =	<u>272</u>
MAXIMUM SUBSIDY		= <u>1,175</u>
MAXIMUM SUBSIDY		<u>1,175</u>
40 PERCENT OF MONTHLY ADJUSTED INCOME		+ <u>362</u>
(Adjusted Monthly Income)	\$ <u>906</u> x .40 =	<u>362</u>
MAXIMUM ALLOWABLE GROSS RENT **		= <u>1,538</u>

\* Total Tenant Payment greater of (1) 10 percent of monthly income, or (2) 30 percent of adjusted monthly income.

\*\* Gross Rent= rent plus all utilities to be paid by tenant

### ESTIMATE ONLY

1915 W. 4th Place □ Kennewick, WA 99336 □ (509) 586-8576 □ Fax (509) 582-7544 □ TTY (509) 586-4460



# UTILITY ALLOWANCE SCHEDULE

- The utility allowance schedules are used to calculate the utility allowance of a unit
- We only include utilities you are responsible for

Utility Allowance Schedule		U.S. Department of Housing and Urban Development Office of Public and Indian Housing					OMB Approval No. 25577-0169 exp.7/31/2022
See Public Reporting and Instructions on back.		The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.					Date (mm/dd/yyyy):
Locality: <b>Housing Authority of the City of Kennebec, WA</b>		Unit Type: <b>Apartment</b>					
Utility or Service: <b>City of Kennebec</b>		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
<b>Heating</b>							
a. Natural Gas	\$26.00	\$30.00	\$35.00	\$40.00	\$45.00	\$48.00	
b. Bottle Gas/Propane	\$75.00	\$85.00	\$101.00	\$114.00	\$127.00	\$140.00	
c. Electric ( <i>Benton PUD</i> )	\$12.00	\$14.00	\$19.00	\$23.00	\$28.00	\$32.00	
d. Electric Heat Pump ( <i>Benton PUD</i> )	\$10.00	\$12.00	\$15.00	\$16.00	\$18.00	\$20.00	
e. Oil	\$102.00	\$119.00	\$136.00	\$153.00	\$170.00	\$193.00	
<b>Cooking</b>							
a. Natural Gas	\$4.00	\$4.00	\$6.00	\$7.00	\$10.00	\$11.00	
b. Bottle Gas/Propane	\$10.00	\$10.00	\$16.00	\$23.00	\$29.00	\$33.00	
c. Electric ( <i>Benton PUD</i> )	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00	
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances) ( <i>Benton PUD</i> )	\$13.00	\$15.00	\$21.00	\$27.00	\$33.00	\$39.00	
Air Conditioning ( <i>Benton PUD</i> )	\$3.00	\$4.00	\$5.00	\$7.00	\$8.00	\$9.00	
<b>Water Heating</b>							
a. Natural Gas	\$9.00	\$10.00	\$14.00	\$19.00	\$22.00	\$26.00	
b. Bottle Gas/Propane	\$26.00	\$29.00	\$39.00	\$52.00	\$65.00	\$75.00	
c. Electric ( <i>Benton PUD</i> )	\$8.00	\$10.00	\$13.00	\$16.00	\$18.00	\$21.00	
d. Oil	\$34.00	\$40.00	\$57.00	\$68.00	\$85.00	\$102.00	
<b>Water, Sewer, Trash Collection</b>							
Water ( <i>Inside City Limits</i> )	\$24.00	\$24.00	\$28.00	\$31.00	\$35.00	\$38.00	
Water ( <i>Outside City Limits</i> )	\$52.00	\$53.00	\$61.00	\$68.00	\$76.00	\$84.00	
Sewer ( <i>Inside City Limits</i> )	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	
Sewer ( <i>Outside City Limits</i> )	\$53.00	\$53.00	\$53.00	\$53.00	\$53.00	\$53.00	
Trash Collection ( <i>Waste Management</i> )	\$16.00	\$16.00	\$16.00	\$20.00	\$20.00	\$20.00	
<b>Tenant-supplied Appliances</b>							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
<b>Other--specify: Monthly Charges</b>							
Electric Charge \$21.99 ( <i>Benton PUD</i> )	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	
Natural Gas Charge \$5.46	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
<b>Actual Family Allowances</b>		Utility or Service per month cost					
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating \$					
Name of Family		Cooking \$					
Address of Unit		Other Electric \$					
Number of Bedrooms		Air Conditioning \$					
		Water Heating \$					
		Water \$					
		Sewer \$					
		Trash Collection \$					
		Range / Microwave \$					
		Refrigerator \$					
		Other \$					
		Other \$					
		Total \$					



Effective 7/1/23

The Nelrod Company 2/2023 Update

adapted from form HUD-52667 (7/2019)





# VOUCHER

**Voucher**  
**Housing Choice Voucher Program**

U.S. Department of Housing and Urban Development  
OMB No. 2577-0169 (exp. 04/30/2026)

Office of Public and Indian Housing  
OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.05 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is required for participation in the housing choice voucher program. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, U.S. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by 24 CFR § 982.302. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

Please read entire document before completing form  
Fill in all blanks below. Type or print clearly.

Voucher Number		
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)	1. Unit Size	
2. Date Voucher Issued (mm/dd/yyyy) insert actual date the Voucher is issued to the Family.	2. Issue Date (mm/dd/yyyy)	
3. Date Voucher Expires (mm/dd/yyyy) must be at least sixty days after date Voucher is issued. (See Section 6 of this form.)	3. Expiration Date (mm/dd/yyyy)	
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)	4. Date Extension Expires (mm/dd/yyyy)	
5. Name of Family Representative	5. Signature of Family Representative	Date Signed (mm/dd/yyyy)
7. Name of Public Housing Agency (PHA)		
8. Name and Title of PHA Official	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)

**ITEM #10**

Page 1 of 2  
Previous editions obsolete

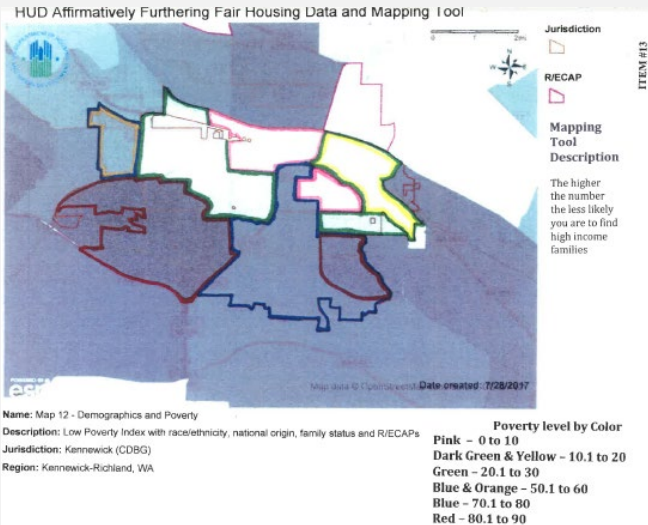
form HUD-52646 (04/2023)

- Your voucher will be issued after you turn in the required briefing documents. Your Housing Specialist will contact you to get your signature. Once it has been signed and returned, your Housing Specialist will provide you with a signed copy of your voucher as well as your affordability.
- You may begin your search when your voucher is issued.
- Remember: your voucher is only good for 90 days.
- KHA does not cover application fees or deposits.





# FURTHERING FAIR HOUSING DATA AND MAPPING TOOL & ADVANTAGES OF LIVING IN AN AREA WITH LOW CONCENTRATIONS OF POVERTY



## KENNEWICK HOUSING AUTHORITY COMMUNITY INFORMATION GUIDE

**WorkSource:** 815 N. Kellogg St., Ste. D \* Kennewick, WA 99336 \* (509) 734-5900: Search thousands of jobs of WorkSource Washington. Title, keyword, or job number, where, search, beginning, of main content. Job seekers find the right opportunity.

**Benton Franklin Transit:** 1000 Columbia Park Trl \* Richland, WA 99352 \* (509) 735-4131: Public transportation, dial a ride, night service, etc.

**Columbia Basin College (CBC):** 2600 N. 20<sup>th</sup> Ave. \* Pasco, WA 99301 \* (509) 547-0511: Different programs are available, some examples are:

1. Worker Retraining Program: assists individuals who are seeking to upgrade job skills or pursue a new career in the Benton-Franklin area.
2. Workfirst Program: assists TANF recipients become self-sufficient. Provides education and training for parents to complete a certificate or degree or obtain specific job skills in order to get, keep a job, and move up the career ladder.

**GED Program:** at Columbia Basin College (509) 542-5501: Classes for persons 18 years of age or older who left high school with receiving a degree. The GED exam provides participants with a means to qualify for educational and employment opportunities.

**Adult Basic Education Program:** at Columbia Basin College (509) 542-4701: Classes serve the adult community and are available at the Learning Opportunities Center (LOC) on the Pasco Campus. Professional staff members provide individualized classroom instruction.

**Tri-Cities Community Health:** 3180 W. Clearwater Ave. Ste. A \* Kennewick, WA 99336 \* (509) 735-3687: Serves the greater Tri-Cities area with medical, dental, and behavioral services

## ADVANTAGES OF LIVING IN AN AREA WITH LOW CONCENTRATIONS OF POVERTY

Housing Authority City of Kennewick encourages all Housing Choice Voucher (HCV) participants to explore renting (or purchasing if on the HCV Homeownership option) in an area with a low concentration of poverty. We encourage all RHA participants to explore renting/owning a home in "areas of opportunity."

In the case of renting a home, the home and the amenities within the home may be newer and may be of better quality due to newer, more restrictive building codes. A newer unit in an area with a low concentration of poverty may offer newer appliances and fixtures in the unit. In renting a home in better condition, less time will be spent by maintenance workers in the unit for repairs which may impact a renter/homeowner needing to take time off from work to be at the unit for repairs.

If the HCV participant is exploring the homeownership option, newer homes may lessen immediate repairs on big ticket items such as water heaters, furnaces, air conditioners, roofs, fixtures and appliances which would give the family time to save a maintenance/repair fund for future repairs.

Crisis in areas of low concentrations of poverty may be lesser than in concentrated areas of poverty. A more secure household equates to participants feeling safe, secure and less stressed and could equate to better overall health for the family. Families living in areas of low concentrations of poverty in mixed income multi-family housing may experience fewer stigmas than they would otherwise experience living in public housing or in an area with a high concentration of poverty. Their children will experience less stigmatization at home and at school because their neighborhood is a mixed income neighborhood and families are not singled out as families who receive housing assistance.

Additional services, such as grocery stores, clothing stores, colleges and schools, department stores and access to public transportation may be nearer to areas of low concentrations of poverty.

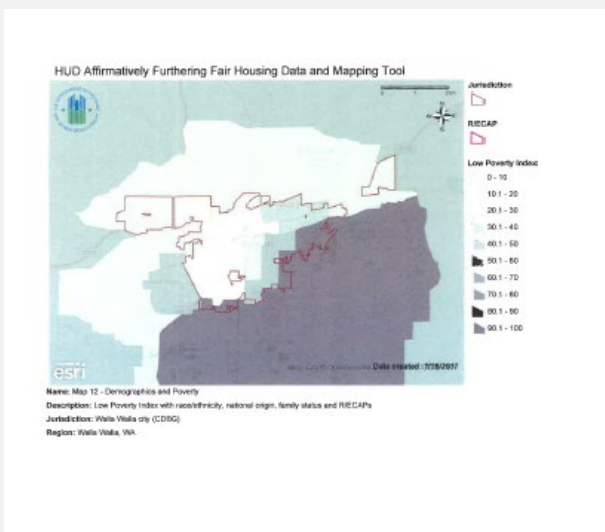
As per the seven-year Heather Schwartz Study, children who live in areas with low concentrations of poverty who have previously been living in an area of high poverty concentration begin to excel in school, particularly in reading and math skills. Children are less stressed and feel more safe and secure. This is perhaps the most compelling reason to locate in an area of opportunity. Better grades equate to more opportunities for children to receive scholarships and attend college which can be a life-changing event that can profoundly impact the participant's life as well as the lives of future generations.

## Yakima Housing Authority Community Information Guide

### Job Training & Education in Yakima

- **WorkSource Center** - 306 Division (509) 773-4388 Mon-Friday 8 to 5pm. FREE CLASSES! Learn how to write a resume, interview & fill out applications. (computer classes every other week Mon.-Friday 9 to noon.) ESL classes offered 4 days a week (8:30-11:30am.) Workshops given by Counselor Credit every other week. Career counselors available to help you find a job. Some jobs posted daily on the job board. Computers on site. Classes also offered in Spanish.
- **People for People** - 314 W. Lincoln (509) 248-6727. Mon.-Friday 9am-5pm. Employment Training Program. On the job training for people with low income who need retraining. Must be registered with WorkSource, over 18 & have low job skills. Community Jobs. Six-month job training that leads to full-time employment. Applicants must be on TANF & have referral from a DSHS counselor. "Career Jump" - One month paid training that leads to a full-time job. Applicants must be on TANF. Career counselors work with local employers to find applicants job training that leads to full-time employment.
- **Yakima Valley Community College (YVCC)** - 11<sup>th</sup> Ave. & Nob Hill Blvd. Programs available on campus at the Career Connection Center (509) 744-9977 1113 S. 14<sup>th</sup> Ave. (Lyon Hall #170 - Bldg. J)
  - 1) Worker Retraining Program: (509) 744-9994 - Open to people who have worked within the past 2 years & are eligible to receive unemployment benefits.
  - 2) WorkFirst: (509) 744-9979 - If you are a working parent earning low wages & on TANF, this program can help pay for your education & childcare.
  - 3) Dislocated Worker Program: (509) 744-9994 - Helps women who have worked at home for 10 years or more get the training they need to find a job.
  - 4) Dislocated Student Program: (509) 744-9968 - Deccio Bldg. #143 off 12<sup>th</sup> Ave.
- **GED Programs** (Spanish & English) at the Career Connection Center YVCC campus in Lyon Hall 170 (509) 744-9909 or 1200 Innes Ave. 8 week course given in Spanish & English. Eligible candidates will have worked 75 days in fields or warehouse within the last two years.
- **Adult Basic Education** - Yakima Valley Community College (509) 744-6850 Mon.-Friday 8 to 5pm. Improve your skills in math, reading & writing at the YVCC Basic Skills Dept. Students may enroll at any time! FSI classes also available. For disabled student services call (509) 744-9955.
- **Yakima Neighborhood Health Clinic** - 12 S. 8<sup>th</sup> St. (509) 454-4143 M-Friday 9am to 7:00pm & Sat. 8:30am-4pm. Healthcare for all ages.

Yakima Housing Authority  
(509) 453-3106



U.S. Department of Housing and Urban Development (HUD)

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**Affordable Apartment Search Washington**

View: [Map] [List]

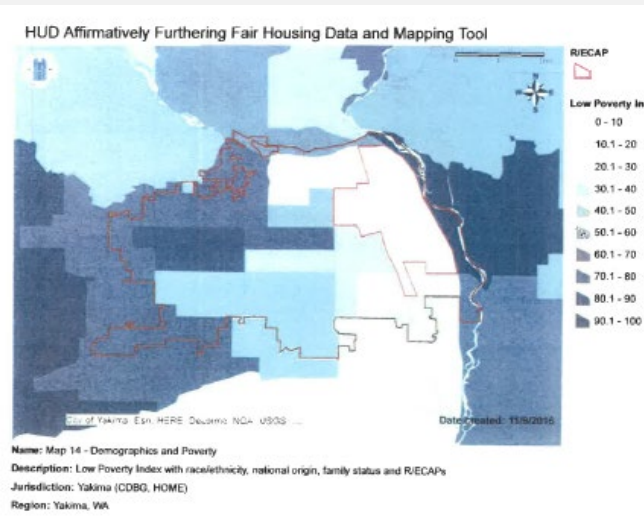
The following properties meet your search criteria:

Property Name	Address	City	State	Zip	APR/2014	Units	Year
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
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Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985
Marathon Apartments	1000 1/2 1st St	Kennewick	WA	99336	50%	10	1985

Source: HUD's National Housing Inventory (NHI) Data as of 1/1/14

HUD's National Housing Inventory (NHI) Data as of 1/1/14

HUD's National Housing Inventory (NHI) Data as of 1/1/14



# RFTA (REQUEST FOR TENANCY APPROVAL)

**Request for Tenancy Approval**  
Housing Choice Voucher Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)  
**Kennewick Housing Authority**

2. Address of Unit (street address, unit #, city, state, zip code)

3. Requested Lease Start Date

4. Number of Bedrooms

5. Year Constructed

6. Proposed Rent

7. Security Deposit Amt

8. Date Unit Available for Inspection

9. Structure Type

Single Family Detached (one family under one roof)

Semi-Detached (duplex, attached on one side)

Rowhouse/Townhouse (attached on two sides)

Low-rise apartment building (4 stories or fewer)

High-rise apartment building (5+ stories)

Manufactured Home (mobile home)

10. If this unit is subsidized, indicate type of subsidy:

Section 202  Section 221(d)(3)(B)MIR

Tax Credit  HOME

Section 236 (insured or uninsured)

Section 515 Rural Development

Other (Describe Other Subsidy, including any state or local subsidy)

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
Refrigerator		Provided by
Range/Microwave		

ITEM #14  
HUD-52517 (04/2023)

Previous editions are obsolete 1

12. Owner's Certifications

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3602)

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

- After a completed RFTA is turned in to KHA, the inspector has 15 days to schedule an inspection of the unit.
- Do not move in or sign a lease until the unit passes inspection.



# HAP CONTRACT – CONTRACT BETWEEN THE LANDLORD & KHA

## TENANCY ADDENDUM Section 8 Tenant-Based Assistance Housing Choice Voucher Program (To be attached to Tenant Lease)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
exp. 04/30/2026

**OMB Burden Statement.** The public reporting burden for this information collection is estimated to be up to 0.5 hours, including the time for reviewing the contract. No information is collected on this form. The form is required to establish contract terms between the participant family and owner and is required to be an addendum to the lease (24 CFR § 982.308(f)). Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, U.S. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

1. **Section 8 Voucher Program**
  - a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
  - b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.
2. **Lease**
  - a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
  - b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.
3. **Use of Contract Unit**
  - a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.
  - b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
  - c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
  - d. The tenant may not sublease or let the unit.
  - e. The tenant may not assign the lease or transfer the unit.
4. **Rent to Owner**
  - a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
  - b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
  - c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:
    - (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or
    - (2) Rent charged by the owner for comparable unassisted units in the premises.
5. **Family Payment to Owner**
  - a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
  - b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
  - c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
  - d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
  - e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
  - f. The owner must immediately return any excess rent payment to the tenant.
6. **Other Fees and Charges**
  - a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
  - b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
  - c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.
7. **Maintenance, Utilities, and Other Services**
  - a. **Maintenance**
    - (1) The owner must maintain the unit and premises in accordance with the HQS.
    - (2) Maintenance and replacement (including redecoration) must be in accordance with the



# TENANTS: NEW LEGAL PROTECTION FROM DISCRIMINATION BASED ON SOURCE OF INCOME



## Tenants are protected from discrimination based on source of income

❖ You can find all the fact sheets we link to here at [WashingtonLawHelp.org](https://www.washingtonlawhelp.org).

### Should I read this?

Yes, you should read this if you are a tenant or looking to rent a place to live in Washington State.

### What will I learn?

You will learn how it is illegal for landlords in Washington State to discriminate against tenants and would-be tenants based on your source of income.

### What does “source of income” mean?

A landlord may not want to rent to you if your income is from public or charitable sources like:

- Federal, state, and local public benefits, such as Social Security, Veteran’s benefits, retirement, Temporary Assistance to Needy Families (TANF) or Aged, Blind and Disabled (ABD)

OR

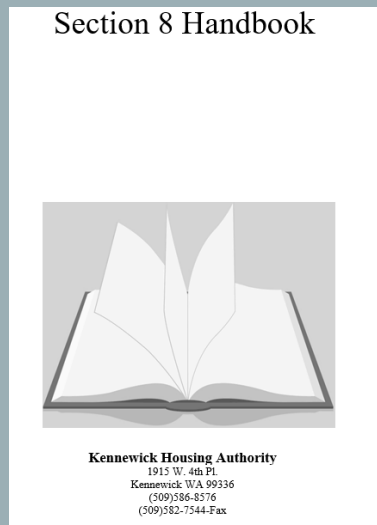
if you get help paying your rent from:

- Rent subsidies from federal, state, or local housing programs, such as the Section 8 voucher program or Housing and Essential Needs (HEN)
- Short-term rental assistance, for example from organizations like Catholic Community Services, Salvation Army, or Community Action Programs



Let's transition to the right side of your red briefing folder:

## SECTION 8 HANDBOOK



- This handbook covers detailed guidance & instructions on:
  - Your housing search
  - Occupancy & payment standards
  - Rent calculations
  - Choosing an affordable unit
  - Information to owners
  - Getting your rental approved
  - Housing quality standards
  - Where can you rent
  - Maintaining your Housing Choice Voucher
  - Grounds for termination of housing assistance
  - Client/tenant rights & protections
  - Informal hearing
  - Fair Housing
  - Portability
  - Annual & Interim Re-certifications



## THIS BOOKLET IS YOUR INFORMATIONAL GUIDE TO:

~How to locate a suitable unit for your  
family

~Your rights & responsibilities of the HCV  
Program

~How to maintain your HCV with the  
Housing Authority of the City of  
Kennewick

### Welcome to the Housing Authority of the City of Kennewick Section 8 Housing Choice Voucher Program!

#### *MISSION STATEMENT*

"Develop and maintain safe, affordable, quality housing that promotes healthy neighborhoods and inspires communities. To create partnership opportunities that support and encourage program participants to become self-sufficient and to manage all assets with fiscal responsibility and integrity."

You have successfully completed the Housing Authority application and eligibility process. Today you will be issued a Voucher under the Housing Choice Voucher Program.

This booklet is your informational guide to:

- ✓ How to locate a suitable unit for your family;
- ✓ Your rights and responsibilities of the HCV program;
- ✓ How to maintain your HCV with the Housing Authority of the City of Kennewick.

Provided for your reference are the following pamphlets:

**Pamphlet on "Fair Housing – Equal Opportunity for All":**

This gives you information on how your Landlord must comply with the Federal Fair Housing Act that *prohibits discrimination in housing on the basis of: race, color, religion, sex or gender, disability, familial status, or national origin* (known as the seven protected classes).

**Pamphlet on "Your Rights as a Tenant in Washington State":**

Also known as RCW 59.18 This is the state law that you and the landlord must comply with that pertains to *landlord and tenant rights*.

**Pamphlet on "A Good Place to Live":**

This booklet is to help you understand what the Housing Quality Standards (HQS) are and why they are important to you.

**Pamphlet on "Protect Your Family From Lead in Your Home":**

This gives you information on the dangers and prevention on Lead from paint, dust and soil in and around your home.

**Pamphlet on "Is Fraud Worth It?":**

This gives you information on the penalties for fraud and program abuse.

**Pamphlet on "What you Should Know About EIV":**

This gives you information on the Enterprise Income Verification system which is a web based computer system that contains employment and income information for individuals who participate in HUD rental assistance programs.



# HCV HOUSING SEARCH

- You have 90 days to complete the housing search from the date your voucher is issued.
- If you do not find suitable housing in the time allotted, your voucher could expire.

## Voucher Extensions:

- An extension of 30 days may be granted if the following are followed:
  - The request is received by KHA in writing
  - The request is received & stamped by KHA BEFORE the voucher expires.
  - You must also attach your search/rental contact list to your written request.

Once a completed RFTA (Request for Tenancy Approval) has been submitted to the HA, the time on your voucher will be suspended. If the unit fails and the owner is not willing to make repairs, then the time that the voucher was suspended will be added to the expiration date of your voucher.

## *HOUSING CHOICE VOUCHER HOUSING SEARCH*

The Housing Choice Voucher authorizes you to look for a unit to rent with the program subsidy and is a contract between the Housing Authority and the household.

You have sixty days to complete your housing search from today's date. If you do not find suitable housing in the time allotted, your voucher could EXPIRE!!



### EXTENSIONS:

You may be eligible for an extension of your voucher time. An extension of thirty (30) days, which may allow a total of ninety (90) days to find a new unit, may be granted if the following guidelines are followed:

- ✓ The request is received **IN WRITING**
- ✓ The request is received **BEFORE** the voucher expires

Once an RFTA has been submitted to the HA, the time on your voucher will be suspended. If the unit fails and the owner is not willing to make the repairs, then the time that the unit was suspended will be added to the end of the voucher.

The Housing Authority may approve an additional 30 day extension as a reasonable accommodation for a person with disabilities, which may allow a total of 120 days to find a new unit if the criteria is met.



# OCCUPANCY & PAYMENT STANDARDS

## OCCUPANCY & PAYMENT STANDARDS

**Q:** How many bedrooms is my family allowed?

**A:** The Housing Authority uses the following Occupancy standards



### GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
Studio	1	1-2
1 Bedroom	1	1-4
2 Bedrooms	2	3-6
3 Bedrooms	3	5-8
4 Bedrooms	4	7-10
5 Bedrooms	5	9-12

**Q:** How does KHA determine how much rent is allowed?

**A:** The Housing Authority uses the payment standard table below to determine what is a reasonable amount of rent to pay for each bedroom size in our area.

### KHA must select your Payment Standard as follows:

- ❖ If you select a unit that is the **same** size as your voucher and the rent plus utilities equal or exceeds the payment standard, KHA will use the payment standard for your voucher size.
- ❖ If you select a unit that is **smaller** than your issued voucher size, the KHA will use the payment standard equal to the number of bedrooms in the unit you have selected.
- ❖ If the **gross rent\*** of the unit you select is less than the payment standard, KHA will use the gross rent as the payment standard.



### 2024 Payment Standards

Voucher Size	Payment Standard
Studio	\$1,262
1 Bedroom	\$1,447
2 Bedrooms	\$1,782
3 Bedrooms	\$2,352
4 Bedrooms	\$2,833
5 Bedrooms	\$3,258
6 Bedrooms	\$3,682
7 Bedrooms	\$4,107

\*Gross Rent: Asking rent of owner + Utility Allowance


# RENT CALCULATION

## RENT CALCULATION


*Q: How does the Housing Authority calculate my share of rent?*

The Process of determining your portion of rent is called rent calculation. The Housing Authority begins this process by determining your Annual Adjusted Income. (Your income left over after all approved expenses and deductions have been applied). See example:

**Example 1: The Smith family:** John and Rose Smith have two children, ages 3 and 6. Rose is employed full time at the local telephone company and John works part time for the school district. They earn a combined annual income of \$21,500.00. They have no additional income and no assets. Their children attend daycare while they are at work. Their daycare expenses are \$150.00 per month. They qualify for an additional HUD credit of \$480.00 per child. While John has had extensive health problems over the past year, he is not a disabled person so his medical expenses do not qualify. The following is the calculation of their annual adjusted income:

Rosie's wages	\$13,330.00	Total annual income	\$21,500.00
John's wages	<u>\$ 8,170.00</u>	Child credit	- \$960.00
Total annual income:	\$21,500.00	Day Care expense:	<u>- \$1,800.00</u>
			\$18,740.00
		Annual Adjusted Income	

**Example 2: David Jones:** David Jones is a single person with no children. He is permanently disabled and unable to work. David receives \$552.00 per month in Social Security Disability. He also receives \$78.00 per month pension from his former employer. David has extensive out-of-pocket medical expenses. After meeting the medical threshold (3% of his annual income) the remainder of his medical expenses are deducted from his annual income. David pays \$38.70 per month for medicare premiums and \$495.00 per year in prescription copayments. David also qualifies for the standard HUD credit of \$400.00 for disabled households. The following is the calculation of his annual adjusted income:

David's SS:	\$6,624.00	Medicare premiums:	\$704.40
David's Pension:	<u>\$ 936.00</u>	Prescriptions Copay	+ \$495.00
Total annual income:	\$7,560.00	Disability deductions	<u>+ \$400.00</u>
Medical threshold	\$ 227.00	Subtotal:	\$1,599.40
		Subtract threshold	<u>- \$227.00</u>
Annual Income:	\$7,560.00		\$1,372.40
Deductions:	<u>- \$1,372.40</u>		
	\$6,187.60		
Annual Adjusted Income			





# CAN I AFFORD THE UNIT I HAVE FOUND?

## EXAMPLE:

- Using your utility allowance schedule, you calculate that the utility allowance of a unit is \$69. This is for a one-bedroom apartment in Kennewick.
- The base rent is \$900
- \$900 (base rent) + \$69 (utility allowance) = \$969 (gross rent)
- Your maximum allowable gross rent is \$1,538 this means the one-bedroom apartment in Kennewick would work because the gross rent falls under your allowable gross rent.
- If the amount were to go over, you could not use your voucher there.
- Section 8 participants can not cover the difference.
- HUD issues these regulations to ensure participants do not pay more than 40% of their income in rent.
- We encourage you to contact your Housing Specialist before applying somewhere to verify that the base rent & utilities will be affordable.

- Affordability is calculated based on your income, payment standard, deductions & expenses
- The Total Tenant Payment is an estimate of what your rent portion may be after lease up. The exact tenant portion will be provided after your Housing Specialist completes the initial paperwork.
- The maximum allowable gross rent is what the base rent and the utilities paid by you (utility allowance) can not exceed.

 Housing Authority City of Kennewick 

**CAN I AFFORD THE UNIT I HAVE FOUND?**

DATE: 1/1/2024

TENANT NAME: John Smith Income: 21500

VOUCHER#: \_\_\_\_\_ Deductions: 960

COMPLETED BY: \_\_\_\_\_

In the housing choice voucher program, the maximum subsidy is set first. That maximum subsidy is based on a "payment standard" established by the PHA. If you wish to lease a unit with a gross rent (rent plus utilities) that is more than the payment standard, you will have to pay that excess, in addition to a designated "total tenant payment" that is based on a percentage of your income.

Program Regulations prohibit a family from paying more than 40 percent of its adjusted monthly income if the gross rent for the unit is more than the payment standard when rental assistance begins. The following information is provided to assist you in finding a unit that is affordable to you and eligible within the 40 percent maximum guidelines.

PAYMENT STANDARD:		<u>1782</u>
TOTAL TENANT PAYMENT*		<u>514</u>
(Monthly Income)	\$ <u>1792</u> x .10=	<u>179</u>
(Adjusted Monthly Income)	\$ <u>1712</u> x .30=	<u>514</u>
MAXIMUM SUBSIDY		= <u>1269</u>
MAXIMUM SUBSIDY		<u>1269</u>
40 PERCENT OF MONTHLY ADJUSTED INCOME		+ <u>685</u>
(Adjusted Monthly Income)	\$ <u>1712</u> x .40=	<u>685</u>
MAXIMUM ALLOWABLE GROSS RENT**		= <u>1953</u>

\*Total Tenant Payment greater of (1) 10 percent of monthly income, or (2) 30 percent of adjusted monthly income.

\*\*Gross Rent = rent plus all utilities to be paid by tenant

**ESTIMATE ONLY**

7

# CHOOSE AN AFFORDABLE UNIT

## *CHOOSING AN AFFORDABLE UNIT*

**Q: How can I find a unit that fits my affordability guideline?**

To find an affordable unit, you must complete the following five steps:

1. Find out how much the landlord is asking for the rental.
2. Inquire about the type of heating in the unit. (Is it gas, electric, etc..) and what utilities will you be required to pay (i.e. - Water, garbage, sewer).
3. Using the utility sheet provided in your packet, add together the cost of the utilities that will be your responsibility.
4. Add the cost of the utilities to the contract rent (amount landlord is asking for the unit).
5. Compare the gross rent (utilities plus rent) to the maximum allowable gross rent (last line on page 7). If the costs are lower than the amount on the last line on page 7, you can afford the unit.

Refer to the following, **Example 1 The Smiths:**

Condo-like house, No pets.  
~~\$795.00 - Avail 8-23~~

Newer 3 bdrn, 1 ½ bath,  
Dbl garage, W/S/G  
paid. No pets/smoking.  
~~\$1,500/mo 390-781-7982~~

Nice 2 Bdrm Duplex,  
new carpet & linoleum  
W&D, fenced yard.

After looking at the house, the Smith's consulted with the owner and obtained the necessary information on the utilities. The single family house has:

- gas heat (\$50.00)
- an electric stove (\$6.00)
- Other electric-lights and outlets (\$31.00)
- Air conditioning (\$6.00)
- electric water heater (\$16.00)
- monthly electric fee (\$22.00)

Therefore, the total cost of the utilities for the Smiths' in this unit would be:

**\$131.00**

The Smith's then add together the contract rent of \$1,500.00 and the total utility allowance of \$131.00 to come up with a **GROSS RENT** of **\$1,631.00**

Since line 9 of the Smith's budget worksheet is \$1953.00, the Smith's discovered that this unit would be affordable for them. Therefore, they filled out the landlord's application and submitted a Request for Tenancy Approval to the Housing Authority.

## INFORMATION TO OWNERS

### GETTING YOUR RENTAL APPROVED

AND

### POINTS TO REMEMBER

#### *INFORMATION TO OWNERS*

*Q: What information can the KHA provide to my prospective landlord?*

When a family approaches an owner to apply for tenancy, the owner is responsible for screening the family and deciding whether to lease to the family, just as the owner would with any potential tenant. KHA has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy.

#### *Getting Your Rental Approved*

*Q: Now that I have found a rental, what do I need to do before I can move in?*

**You Must:**

1. Complete the application process required by your landlord.
2. Ask the landlord to complete the Request for Tenancy Approval form. (RFTA)
3. If the RFTA is missing any information, it will not be considered complete until all the required information is filled in and received (all areas of RFTA, including signatures, attached pages from the landlord must be completed);

**The Housing Authority will:**

1. Review the Request for Tenancy Approval form (RFTA) and determine if it meets your affordability limit.
2. If the RFTA meets your affordability, it will be forwarded to the Housing Quality Standards Inspector (HQS) in order to complete a rent comparable. If the unit passes the rent comparable an inspection of the unit will be scheduled. If the unit does not pass the rent comparable you and the landlord will be notified.
3. Schedule an inspection if the unit is approved
4. Notify you if the unit passes.

Once these steps have been completed, you can schedule your move in with the landlord

#### **Points to Remember:**

1. If the unit you have selected fails inspection, continue with your housing search. The Housing Authority will issue you another Request for Tenancy Approval form.
2. An inspection can take 15 days from the time the completed RFTA is received, depending on the volume of requests. If you live in the unit you want to be inspected, we will schedule the inspection with you, not the landlord.

**DO NOT sign a lease until your unit passes inspection.**

# HAP CONTRACT: TENANCY ADDENDUM

Housing Assistance Payments Contract  
(HAP Contract)  
Section 8 Tenant-Based Assistance  
Housing Choice Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

## Part C of HAP Contract: Tenancy Addendum

### 1. Section 8 Voucher Program

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

### 2. Lease

- a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

### 3. Use of Contract Unit

- a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.
- b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
- c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

### 4. Rent to Owner

- a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

- (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or
- (2) Rent charged by the owner for comparable unassisted units in the premises.

### 5. Family Payment to Owner

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
- b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

### 6. Other Fees and Charges

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

### 7. Maintenance, Utilities, and Other Services

- a. **Maintenance**
  - (1) The owner must maintain the unit and premises in accordance with the HQS.
  - (2) Maintenance and replacement (including redecoration) must be in accordance with the

# HOUSING QUALITY STANDARDS INSPECTION

## *HOUSING QUALITY STANDARDS INSPECTION HQS*

Section 8 Assistance cannot start until a rental unit passes a Housing Quality Standards Inspection (HQS). This is not a complete list of HQS requirements, but does contain the *most common reasons* that units fail inspection.

### **Fire Prevention**

Unit must have a working smoke detector on every level and in each bedroom.  
Ovens should be clean and free of debris and grease build up.  
Carbon monoxide detector should be located on each floor of the unit.

### **Electrical**

All outlets and light switches must have covers that are free of cracks.  
Bedroom must have at least one outlet and overhead light, or two working outlets.  
All electrical conduits (wiring) must be secured to the wall or ceiling.  
All electrical splices must be in a covered electrical box. (No unsecured, exposed wiring)  
All lights fixtures must be covered if designed to cover. (No exposed wiring)

### **Appliances**

Kitchen stoves must be in good working order and must have readable burner and oven knobs.  
Refrigerators must work properly and be large enough for the family size.  
Refrigerator handles must be intact and the gasket needs to be in good repair.

### **Plumbing and Heating**

Hot water heaters must have a pressure/temperature relief valve and a discharge pipe no more than six inches off the floor, four to five inches from the wall and be routed "away". Hot water tank electrical connection needs to be covered in flex conduit.

Heating system must be in safe operating condition, and produce enough heat to service the living areas of the dwelling unit.

All plumbing fixtures and pipes must be leak free.

### **Windows and Doors.**

All bedroom and bathroom windows that are designed to open, must open.  
Windows cannot be cracked or broken as to present a cutting hazard or allow drafts or water to come into the home.

Bathrooms must have a window that opens for ventilation, or an exhaust/vent fan.  
All exterior doors and windows must lock, except for screen doors, and must provide a reasonable seal against air infiltration and heat loss.

### **Structural**

Any trip hazard from floor covering, porches or stairs/walkways must be repaired.  
Paint cannot be chipping, peeling, chalking or cracking interior or exterior, if the unit was built before 1978 and there is a child under 6 in the household.  
Four or more steps, or a porch or landing 30" high, must have a handrail/railing  
The foundation and roof must be structurally sound and watertight.





# WHERE CAN I FIND A UNIT?

## WHERE CAN I RENT A UNIT?

You can rent a unit anywhere in Benton County. This is merely a starting point in your unit search.

### Kennewick

Name	Address	Phone
720 Arthur Apartments	722 N Arthur St	509-735-6347
Amberbrook Town Homes	4421 W Hood Ave	509-573-2312
Aria on 10th	1105 W 10th Ave, Kennewick	509-582-7943
Aspen Hills	803 S. Olympia St	509-586-4740
Celski & Associates	5219 W. Clearwater Ave Ste. 16	509-735-4148
Central Park Apartments	505 S. Olympia St.	509-585-4664
Copper Ridge Apartments	5501 W. Hildebrand Blvd	509-222-1055
Crown Village Apartments	445 N. Voland St	509-783-4568
Ever Smar Realty	1920 N. Pimburg St Ste A	509-735-4042
Heatherstone Apartments	1114 W. 10th Ave	509-586-8781
Highlander Apartments	3030 W. 4th Ave.	509-783-4509
Irving Place Apartments	100 N. Irving Pl	509-783-0800
Iverson Holdings LLC - Ed Iverson	4124 W Albany Ave #C	425-405-0607
Kaminin Partnership LTD	4711 W. Metaine Ave	509-783-8833
Lakeside Apartments	5100 W. Clearwater Ave	509-783-8502
Meadow Park Apartments	1001 W. 4th Ave.	509-582-7071
Pepper Tree Apartments	507 N. Arthur St.	509-783-4249
Parq 48	130 S Conway St	509-221-1655
Quail Ridge Apartments	1026 W. 10th Ave	509-586-1692
Ryk Williams	Mailing Address: 1823 Enterprise Ave. Leavenworth, TX 77572	509-628-6139
Sage Creek Apartments	4302 W Hood Ave	509-783-1601
Spring Meadow Apartments	1107 W. 5th Ave	509-582-8933
Tanglewood Apartments	465 N. Arthur St.	509-783-1858
Woodland Park Apartments	601 S. Kent St.	509-586-4793
Sage Creek Apartments	4302 W Hood Ave	509-783-1601

#### SENIOR LIVING

Affairy at Southridge	5207 W Hildebrand Blvd	509-396-0966
Lisa Reggio		253-230-6241

Apartments.com Zillow.com Craigslist.com Forrent.com Apartmentfinder.com Hotpads.com

### Richland

Name	Address	Phone
Arborside Apartments	302 Greentree Ct	509-943-5531
Cedars North Apartments	1621 George Washington Way	509-943-0387
Copper Mountain Apartments	2555 Bella Coola Ln	509-904-0400
Creekside Apartments	1650 Mowry Square	509-943-0387
Jadwin Stevens Apartments	1851 Jadwin Ave	509-946-4195
Jerry D. Abrams	309 Bradley Blvd. Ste 115	509-943-8323
La Verde Apartments	1301A Del Mar Ct	509-946-5850
Maple Ridge Apartments	50 Jadwin Ave	509-946-4770
McMurray Park Apartments	1780 Pike Ave	509-943-5600
North Trace Apartments	200 Waldron	509-943-0189
Northpoint	2000 Stevens Dr	509-943-1834
Orchard Hills Apartments	1845 Leslie Rd	509-927-1111
Tumbers Apartments	1900 Stevens Dr	509-942-3000

#### SENIOR LIVING

Vintage at Richland	1950 Bellevue Dr	509-628-2912
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Apartments.com Zillow.com Craigslist.com Forrent.com Apartmentfinder.com Hotpads.com



# MAINTAINING YOUR HOUSING CHOICE VOUCHER:

## Family Obligations under CFR 982.551 Included, but not limited to:



### MAINTAINING YOUR HOUSING CHOICE VOUCHER

Family Obligations under CFR 982.551

Included, but not limited to:

#### The family must:

- Supply any information that the Housing Authority or HUD determines is necessary for the administration of the program. The family must sign and submit consent forms for obtaining this information
- Supply information requested by the Housing Authority or HUD for use in regularly scheduled examinations (annual re-cert) or interim examinations (interim re-cert) of family income and composition.
- Disclose and verify Social Security numbers.
- Any information supplied by the family must be true and complete.
- The family is responsible for an HQS (Housing Quality Standards) breach caused by any of the following:
  - The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
  - Any member of the household or guest damages the dwelling unit or premises (damages beyond normal wear and tear).

If a family caused HQS breach that is life threatening, the family must correct the defect within no more than 24 hours. For other family caused defects, the family must correct the defect within no more than 30 calendar days. If the family has caused a breach of HQS, the Housing Authority must take prompt action to enforce the family obligation; such enforcement may include termination of assistance.

- Allow the Housing Authority to inspect the unit at reasonable times after reasonable notice.
- Not commit any serious or repeated violation of the lease.
- Give the Housing Authority a copy of any lease termination notice within ten days of receipt of the notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- All families must report any change in income or household composition within 8 business days of the change. In addition, if the family's income is zero the family will report on a quarterly basis to the Housing Authority.
- The family must give written notification to the Housing Authority of the birth, adoption or court-awarded custody of a child within 8 business days. The family must request Housing Authority approval to add any other family member as an occupant of the unit. No person may move into the unit without the prior, written approval of the Housing Authority and your landlord.
- The family must give written notice to the Housing Authority if any member of the family moves out of the unit within 8 business days of the change.
- If the Housing Authority has given approval, a foster child or a live-in-aide may reside in the unit. The Housing Authority has the discretion to adopt reasonable policies for denial of these persons.
- Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.

- The family must not sublease or sublet the unit
- The family must not assign the lease or transfer the unit.
- The family must supply any information or certification requested by the PHA to verify that the family is living in the unit.
- The family must not own or have any interest in the unit.
- The member must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- The members of the family may not engage in \*\*drug related criminal activity, or violent criminal activity, or any activity that threatens the health, safety, or right to peaceful enjoyment of the other persons residing in the immediate vicinity of the premises.
- The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- The family may not receive Section 8 tenant-based assistance while receiving another housing subsidy for the same unit or for a different unit, under any duplicative federal, State or local housing assistance
- The family must notify the Housing Authority of any extended absence of 7 days or more. Written notice must be provided no later than the first day of the absence.

KHA will deny program assistance for an applicant or terminate program assistance for a current participant if the family violates any family obligations as listed in "24 CFR 982.551".

\*\*Please note: The Kennewick Housing Authority does not recognize Marijuana for medicinal or recreational purposes in federally subsidized housing.\*\*



## GROUNDS FOR TERMINATION OF HOUSING ASSISTANCE

If you or a member of your household....

### ***GROUNDS FOR TERMINATION OF HOUSING ASSISTANCE***

#### **IF YOU OR A MEMBER OF YOUR HOUSEHOLD.....**

1. Violate a Family Obligation of the Section 8 Housing Choice Voucher Program (see family Obligations included in this packet),
2. Commit fraud (including failure to report income and/or allowing unauthorized persons to reside in the rental), bribery, or any corrupt act in connection with any Federal Housing Program,
3. Commit drug-related criminal activity or violent criminal activity,
4. Interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents,
5. Breach a repayment agreement or fail to pay outstanding debts to any Housing Authority for amounts paid to an owner under a HAP contract for rent, damage to the unit, security deposits or any other amounts owed by the family.
6. As a participant in FSS program, fail to comply, without good cause, with the family's FSS Contract of Participation,
7. Have engaged in or threatened abusive or violent behavior toward any Housing Authority Personnel.
8. Fail to sign and submit consent forms for obtaining continuing eligibility factor verifications,
9. The family must promptly notify KHA when the family is absent from the unit. Notice is required under this provision only when all family members will be absent from the unit or an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to KHA at the start of the extended absence.
10. If the family is absent from the unit for more than 180 consecutive calendar days, the family's assistance will be terminated.
11. Have informed us of your absence for a verified health reason related to your household member under assistance but you have been absent for over 180 days,
12. Have been evicted while participating in the SS or other assisted housing program,
13. Have missed two scheduled appointments or one mandatory appointment with the Housing Authority without good cause,
14. Have failed to respond to correspondence or requests from the Housing Authority,
15. Have failed to provide the Housing Authority with a copy of your notice to vacate.

**EVICTED CAN RESULT IN DENIAL OF FUTURE ASSISTANCE FROM ANY AND ALL  
FEDERALLY ASSISTED HOUSING PROGRAMS!**



# CLIENT/TENANT RIGHTS & PROTECTIONS

## Notice of Right to Reasonable Accommodation

**\*\*Please note, KHA & HUD do not recognize the use of medical or recreational Marijuana in federally assisted housing as legal regardless of state laws\*\***

### ***CLIENT/TENANT RIGHTS AND PROTECTIONS***

#### **Notice of Right to Reasonable Accommodation**

If you or a member of your household has a disability, and as a result of that disability you need;

- A change in Housing Authority rules or policies that would give you an equal opportunity to participate in one of our housing assistance programs, or
- A change in the way the Housing Authority communicates with you or gives you information.

#### **You may ask for a Reasonable Accommodation**

If you can show that you or a member of your household has a disability, and if your request is reasonable KHA will try to make the changes you request. "Reasonable" means that it would not cause the Housing Authority an undue financial burden (not too expensive) or administrative burden (not too difficult to arrange). You must have a knowledgeable professional verify that there is a disability and that the accommodation is needed as a result of the disability. There must be a nexus (direct connection) between your disability and the accommodation you are requesting KHA to make. Examples of reasonable accommodations include:

- Complete your annual recertification examination paperwork at home because you are unable to appear in person due to disability to KHA's administration office;
- Mail copies to your case worker, third party or family member because you are visually impaired;
- Provide additional subsidy to accommodate medical equipment or a live-in aide in your home;
- Making large-type documents or a reader available to a visually-impaired person;
- Permitting an outside agency to assist a disabled person in meeting the terms of the lease.

Requests noted below are solely between the landlord and tenant and must be addressed by your landlord:

- A change or repair in your unit or a special type of unit that would give you an equal housing opportunity;
- Request a landlord build a ramp so a person in a wheelchair can access the unit;
- In a "No Pets" project, you need a service or companion animal.

A disabled person must still be able to meet the obligations of tenancy. They must be able to submit rental payments, care for the apartment, report the required information to the Housing Authority, avoid disturbing their neighbors, etc... But there is no requirement that they be able to do these things without assistance.

A reasonable accommodation request form (for you to complete) and a verification of request for reasonable accommodations form (For your knowledgeable professional to complete), are available from the Kennebec Housing Authority employees. If you need help filling out the reasonable accommodation request form, please ask for assistance.

We will give you an answer quickly, unless there is a problem getting the information we need. If your request requires third-party verification, please note that we cannot give the accommodation until we receive verification that your reasonable accommodation request is necessary. We will let you know if we need more information or verification from you, or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the decision in writing. You have the right to request an informal hearing if you disagree with our decision.

**\*\*Please note, KHA and HUD do not recognize use of Medicinal or recreational Marijuana in federally assisted housing as legal regardless of state laws.\*\***



# INFORMAL HEARING

- What is an informal hearing?
- You may request a hearing if you disagree with a decision made by the housing authority.
- You may *not* request a hearing for an expired voucher
- Who will attend the hearing? Will I be able to prepare evidence?
- Time limit: You have 8 business days from the date you are notified of an action with which you disagree to request a hearing in writing.

## INFORMAL HEARING



What is an Informal Hearing?

A hearing is a meeting to determine whether the Housing Authority has made decisions about your family's participation in the Section 8 Housing Choice Voucher program that follow the law, HUD regulations and Housing Authority policies.

You may request a hearing if you disagree with a decision made by the Housing Authority. For example:

- ❖ Annual income/adjusted income
- ❖ Denial of assistance
- ❖ Denial of a request for Reasonable Accommodation
- ❖ Termination of assistance
- ❖ Family unit size determination.

You may *not* request a hearing for an expired voucher

Who will attend the hearing? Will I be able to prepare evidence?

- The Housing Authority will choose a hearing officer not related to the decision of determination in question. The hearing officer may be a Housing Authority staff member.
- You may have a lawyer or any other type of representative at the hearing.
- You may examine all relevant Housing Authority documents and pay to have copies made of these documents. The Housing Authority must also be able to examine any evidence to be brought forward by you before the hearing.



### Time Limits

You have eight (8) business days from the date you are notified of an action with which you disagree to request a hearing in writing



# FAIR HOUSING

If you believe you have been a victim of housing discrimination and/or have questions about the federal and state Fair Housing Laws, you can contact a representative from the Washington Fair Housing center calling toll free:

888-766-8800

[www.wshfc.org](http://www.wshfc.org)

## ***FAIR HOUSING***

*It's your right and it's the law*

The Fair Housing Act provides, within constitutional limitations, for fair housing throughout the United States. The act covers a housing transaction that prohibits or discourages a protected class member from securing and/or enjoying the housing of his/her choice.

Protected Classes Covered by  
the Federal Fair Housing  
Amendments Act  
&  
The Washington State Human  
rights act, include:  
  
Race/Color/National Origin  
Disability (Mental or Physical)  
Familial status  
Gender

Fair Housing Laws protect you against intimidation, coercion and harassment. Should you file a complaint, the Federal and State Fair Housing Laws offer protection against retaliation. A copy of the Housing Discrimination Complaint form is included in this packet.

If you believe that you have been a victim of discrimination in housing and/or have questions about the federal and state Fair Housing Laws, you can contact a representative from the Washington Fair Housing center calling toll free: 888.766.8800

[www.wshfc.org](http://www.wshfc.org)



# PORTABILITY

- “If I want to move outside of KHA’s jurisdiction, can I take my voucher with me?”
- You are eligible to port if...
- You may not be eligible to port if...
- Things to remember

## *PORTABILITY*

**Q: If I want to move outside of KHA’s Jurisdiction, can I take my voucher with me?**

Subject to eligibility requirements, your Housing Choice Voucher is a portable document that you may take with you to any location that administers a Section 8 voucher program.

**You are eligible for portability if;**

- ✓ You hold a current voucher.
- ✓ The family has given proper notice of lease termination (and if the family has a right to terminate the lease on notice to owner).
- ✓ The family has received proper notice to vacate the unit from the Landlord and is in good standings

**You may not be eligible for portability if:**

- ✓ You are moving out of your unit because of a lease violation.
- ✓ You owe money to any Housing Authority
- ✓ Your family has violated family obligations.
- ✓ If you’re a new voucher holder and your family income exceeds the income limits of the area where you want to move.

When you port to new jurisdiction, you will be subject to the rules, policies, deadlines, payment standards, utility allowances, and fair market rent limits of that jurisdiction. You must agree to abide by all of the rules of the new jurisdiction and fall within their income limits.

**Things to remember:**

- ❖ You must give your landlord proper notice to move.
- ❖ You must copy your 30-day notice to the Housing Authority
- ❖ You must meet with your Housing Specialist and fill out a Voluntary Portability form.
- ❖ If you do not find housing within 60 days, your voucher will expire!!

**Neighboring Housing Authorities:**

Housing Authority of Pasco/Franklin County	Housing Authority of Yakima	Walla Walla Housing Authority
2505 W. Lewis St.	810 N. 6 <sup>th</sup> Avenue	501 Cayuse St.
Pasco, WA 99301	Yakima, WA 98902	Walla, Walla, WA 99362
(509) 547-3581	(509) 453-3106	(509) 527-4542



# ANNUAL & INTERIM RE-CERTIFICATIONS

## ANNUAL & INTERIM RE-CERTIFICATIONS Reporting Regulations

The Housing Authority of the City of Kennewick and the Department of Housing and Urban Development (HUD) require that you be re-certified at least once per year. At this Annual re-certification, you will be asked to update all income and expense information, as well as provide information on any changes to your household. While this re-certification will only occur once per year, you may be eligible for, or require an Interim re-certification prior to the due date of your annual re-certification.

In addition to the annual re-certification requirements, the Housing Authority requires that ALL changes in income, expenses and household composition be reported to the Housing Authority within eight (8) business days of the change. A Request for Interim Re-certification (Change of Circumstance) form must be completed and submitted, along with written documentation (verification) of your change. Your Housing Specialist will update your information and mail the recertification papers to you for your signature.

If you have a change in income that will result in a decrease in your rental obligation, you will need to report this change prior to the 20<sup>th</sup> of the month to realize the change on the next calendar month's rent.

Housing Specialists have 60 days to process a Change of Circumstance (CoC) from the date the COMPLETED CoC is received. If the change results in a decrease in tenant portion it will retroactively be applied if submitted by the 20th of the month. If turned in after the 20th it will become effective the following month after completed. If it results in an increase then the family will be given 30 days notice.

Failure to report changes in a timely manner may result in overpaid housing assistance. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement.

The following pages provide a detailed outline of what information you will need to report for your annual re-certification. Please begin saving the required documentation for your next annual re-certification. Providing all relevant information at the appointed time will prevent any interruptions in your assistance.



## ANNUAL RE-CERTIFICATIONS Required Information about Your Family Income and Assets

**Employment Income:** For every member of your family that works, provide the following information:

- Wage Stubs from employment for the past two months.
- Verification of other type of income you expect to receive from employment, such as tips, commissions, bonuses, etc.
- Verification of income from Self Employment (profit/loss statement or schedule C)

**Benefit and Support Income:** If any member of the family received any of the following types of income, provide name, address, and telephone number of the source of the income and the amount received and verification of the income. (Award letter, history printout)

- ~Unemployment Income
- ~Social Security
- ~ Alimony
- ~ Pension
- ~Regular contributions from family or friends.
- ~ Public Assistance or welfare
- ~ Child Support
- ~ Disability Income

**Amounts in Saving and Checking Accounts:** (including Christmas clubs, CD's, IRA, 401K, etc). Provide the account number for all accounts as well as the current balance. Provide your last two (2) months bank statements.

**Real Estate You Own:** Provide information about the current value of the property. If you own property and rent it, provide the address of the property, information about how much income you receive and what expenses you have for the property.

**Whole Life Insurance Policies:** Provide the name of company and policy number, value of insurance.

**Educational Grants and Scholarships:** If any member of the family receives an educational grant or scholarship, provide a copy of the award letter that will provide information about the amount of the assistance and the purposes for which the assistance can be used, and the name, address and telephone number of the institution providing the assistance.

**Other Income:** For any other type of income your family has, provide the name, address, and telephone number of the source of the income and information about the amount of the income.

**Assets sold or given away:** If you have sold or given away any assets in the past two years, such as giving a property or an amount of money to another family member, please provide information about those assets.





# ANNUAL RE-CERTIFICATION ALLOWABLE EXPENSES

## *ANNUAL RE-CERTIFICATION*

### Allowable Expenses

You may deduct the following expenses;

- Un-reimbursed child care expenses for children under the age of 13.
- Disability assistance expenses: any un-reimbursed expense for equipment or personal care that enable the disabled person or another member of the household to obtain employment. (Receipts must be provided)

All elderly and disabled households are eligible for medical deductions. This means that a portion of your out-of-pocket medical expenses may be deducted from your income and thereby reduce your rental obligation. It is very important that you obtain verification of these expenses, as the Housing Authority may have no way of verifying the expenses for you.

**Disabled and Elderly ONLY:** Receipts for out of pocket medical payments including: Medicare premiums, Medicaid Spend Downs, supplemental medical insurance premiums, doctor co-payments, prescription co-payments, physical therapy, chiropractic and dental payments, eye glasses.

- Some examples of acceptable verification:
- 12 month payment printout from your pharmacy
- 12 month payment printout from your physician's office.
- Monthly medical premium bills.

Non-prescription medicines, even if "prescribed" by a physician, will not be an allowable medical expense. (Herbal medicines, nutritional supplements, etc.....).

## *ATTACHMENTS*

- Fair Housing Brochure
- A Good Place To Live
- Protect Your Family from Lead In Your Home
- Landlord/Tenant Law Handbook
- VAWA Notice



# YOUR RIGHTS AS A TENANT IN WASHINGTON STATE

Northwest Justice Project

1-888-201-1014

## **Your Rights as a Tenant in Washington State: An Overview**



Northwest Justice Project

# IS FRAUD WORTH IT?



## APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

### Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

### Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

### So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

### Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

### Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

### Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410



PROTECT YOUR FAMILY  
FROM LEAD IN YOUR HOME



**Protect  
Your  
Family  
From  
Lead in  
Your  
Home**



March 2021

ITEM # N

A GOOD PLACE TO LIVE

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

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# A Good Place to Live!



## ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

For Alaska, Idaho, Oregon, and Washington:

### **NORTHWEST/ALASKA OFFICE**

Fair Housing Hub

U.S. Dept. of Housing and Urban Development

Seattle Federal Office Building

909 First Avenue, Room 205

Seattle, WA 98104-1000

Telephone (206) 220-5170 or 1-800-877-0246

Fax (206) 220-5447 • TTY (206) 220-5185

E-mail: [Complaints\\_office\\_10@hud.gov](mailto:Complaints_office_10@hud.gov)

## Are You a Victim of Housing Discrimination?

Fair Housing is Your Right!

If you have been denied your housing rights...you may have experienced unlawful discrimination.



U.S. Department of Housing and Urban Development



# FAMILY SELF SUFFICIENCY PROGRAM

Maria Santana

509-586-8576 Ext: 109

msantana@Kennewickha.org

**Kennewick  
Housing  
Authority**

## Family Self-Sufficiency Program

Be the very best you can be!



### What is the FSS Program?

The Family Self-Sufficiency (FSS) program is administered under KHA's Section 8 Housing Choice Voucher, Public Housing, and Project-Based Voucher Programs to assist individuals and families who are currently participants in KHA's Programs become economically self-sufficient. The FSS Program assists participants who are unemployed or underemployed achieve goals that will enable them to become financially self-sufficient within five (5) years. The FSS Program does not affect a household's housing subsidy.

**How Does The FSS Program Work?**  
Each head of household voluntarily enrolls by filling out a "FSS Program Application", meet with the FSS Program Coordinator, and executes a 5-year FSS Contract of Participation with KHA. The Contract of Participation outlines the responsibilities of the FSS participant and KHA, to meet identified goals to achieve self-sufficiency. The FSS participant works with the FSS Program Coordinator who assists in defining career/employment goals and available resources to achieve the goals.

**Who is Eligible?**  
Anyone currently participating in KHA's Section 8 Housing Choice Voucher, Public Housing, and Project-Based Voucher Programs who wish to become independent of all welfare programs may enroll.

**What about Support Services?**  
Working with local service providers, the program coordinator can refer families for assistance in areas such as:

- Remedial, vocational, and post-secondary education
- Money management & credit repair
- Job search skills
- Placement assistance
- Home ownership counseling

**What are my responsibilities?**  
After the participant has signed a Contract of Participation, he/she must complete and sign an Individual Training & Services Plan (ITSP). This plan outlines the FSS participant's goals and describes the services needed to meet these goals. Each participant has five (5) years to reach self-sufficiency. The goals of the ITSP must be fulfilled to qualify for contract completion and to access the escrow savings account. Participants are also

required to maintain contact with the program coordinator by attending quarterly reviews and workshops. The FSS Program offers flexibility to adjust for emergencies and other situations that arise.

**What is the FSS escrow account?**  
Another benefit of participating in the FSS Program, is that participating families receive an interest-bearing escrow savings account that accrues as the household's earned income increases. The account is held by the Housing Authority City of Kennewick until the participant successfully completes his/her Contract of Participation in the following ways:

- Completed all goals identified in the Individual Training & Services Plan
- and
- Free of all federal and state welfare assistance for 12 consecutive months
- or
- Becomes over-income and no longer qualifies for housing assistance

Once the family has successfully completed his or her five-year contract, the escrow account is theirs to use as they wish.

• • • Housing Authority  
City of Kennewick  
"Mission Statement"

"The Mission of the Housing Authority City of Kennewick is develop and maintain safe, affordable, quality housing that promotes healthy neighborhoods and inspires communities. Create partnership opportunities that support and encourage program participants to become self-sufficient. Manage all assets with fiscal responsibility & integrity."

**Administration Office**  
1915 W. 4th Place  
Kennewick, WA 98536  
(509) 586-8578  
(509) 582-7544 FAX  
TTY (509) 586-4460

**Office Hours**  
Monday - Thursday  
9:00 AM - 6:00 PM  
Office closed from 12:00-12:30 For Lunch

### Interested?

If you are interested in participating in KHA's FSS program, FSS Program Applications are available in the KHA Admin. Office. For more information, please contact your case manager or the FSS/Service Coordinator at 586-8576 ext. 109



# NOTICE OF OCCUPANCY RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT

NOTICE OF OCCUPANCY RIGHTS UNDER  
THE VIOLENCE AGAINST WOMEN ACT

U.S. Department of Housing and Urban Development  
OMB Approval No. 2577-0286  
Expires 06/30/2017

## Kennewick Housing Authority (KHA)<sup>1</sup>

### Notice of Occupancy Rights under the Violence Against Women Act<sup>2</sup>

#### To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>3</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **KHA Housing Choice Voucher Program** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

#### Protections for Applicants

If you otherwise qualify for assistance under **KHA Housing Choice Voucher Program**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### Protections for Tenants

<sup>1</sup> The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD's program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

<sup>2</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>3</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



# FAIR HOUSING EQUAL OPPORTUNITY FOR ALL

*For Alaska, Idaho, Oregon and Washington:*

**SEATTLE REGIONAL OFFICE**

*(Complaints\_office\_10@hud.gov)*

U.S. Department of Housing and Urban Development

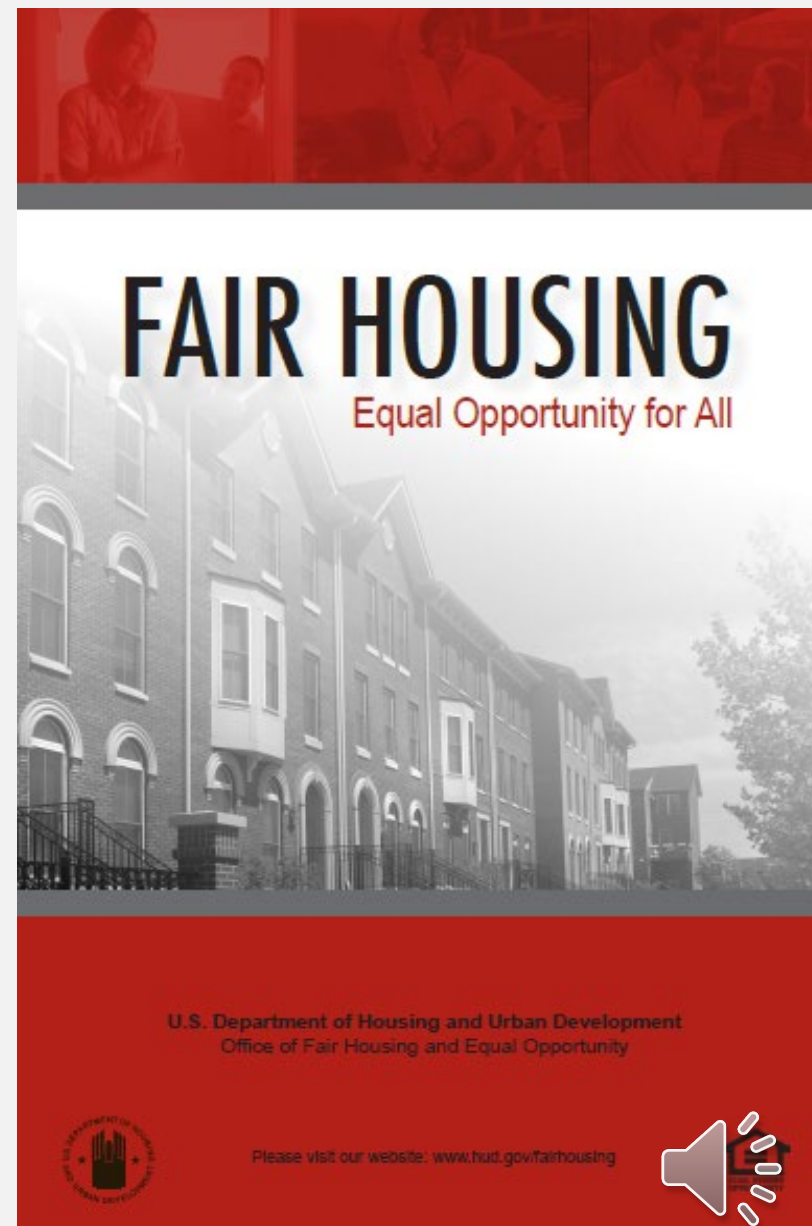
Seattle Federal Office Building

909 First Avenue, Room 205

Seattle, WA 98104-1000

Telephone (206) 220-5170 or 1-800-877-0246

Fax (206) 220-5447 \* TTY (206) 220-5185



The poster features a red header with a photograph of diverse people. Below this, the title "FAIR HOUSING" is written in large, bold, black letters, with the subtitle "Equal Opportunity for All" in a smaller, red font. The background of the poster is a grayscale photograph of a row of multi-story brick townhouses. At the bottom, a red banner contains the text "U.S. Department of Housing and Urban Development" and "Office of Fair Housing and Equal Opportunity". In the bottom left corner of the red banner is the HUD logo, and in the bottom right corner is a white icon of a hand with a speech bubble, indicating accessibility services. The website address "www.hud.gov/fairhousing" is also present in the bottom right area.

# FAIR HOUSING

Equal Opportunity for All

U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity

Please visit our website, [www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)

# WHAT'S NEXT?

(& REMINDERS)

- Fill out & return the briefing certification form, briefing survey, briefing checklist & the FSS Offer Letter & return it to KHA (via email, fax, mail, or drop box located outside of the administrative office). Once your Housing Specialist receives these documents, they will contact you if you indicated you had further questions. If not, they will issue your voucher, you will need to sign and return it. You will then be issued your affordability.
- Once you've signed your voucher and have your affordability you can begin your search.
- Reminder, KHA does NOT cover deposits or application fees.
- When calling your Housing Specialist make sure you leave a message, if no message is left, your call can't be returned. Housing Specialists have 72 hours to return calls or longer if they are out of the office.

Thanks for watching, welcome to the Section 8 program!

