



# Housing Choice Voucher Landlord Symposium

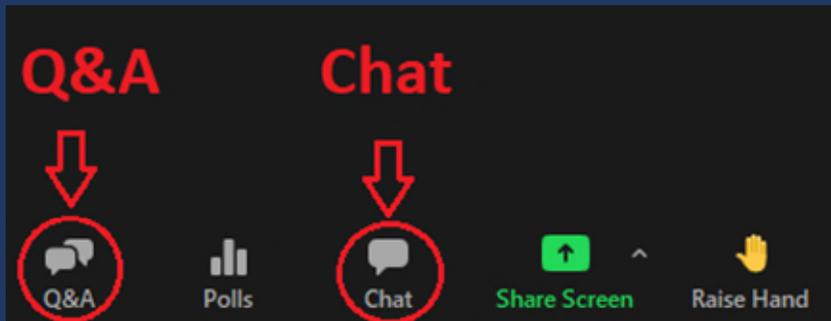
● California ●

Day 3: March 4, 2021

# Housekeeping

**Technical Questions:** Submit to the Host using the CHAT feature.

**HCV Questions for the Presenters:** Submit using the Q&A feature.



Any additional thoughts or questions can be submitted anytime to [landlordtaskforce@hud.gov](mailto:landlordtaskforce@hud.gov).

# Welcome

## **Felicia Gaither**

Deputy Assistant Secretary, Office of Field Operations  
U.S. Department of Housing & Urban Development

# Day 3: Agenda

## Regulatory Flexibilities to Improve Landlord Participation

### PHA Innovations During COVID-19

- Administrative Flexibilities Overview
- Panel Discussion: Innovations in the Field During COVID-19

### Matching Local Rental Markets

- How HUD Sets Fair Market Rents (FMRs)
- Matching Local Rental Markets
- Panel Discussion: PHAs' Experiences



# Administrative Flexibilities Available to PHAs

Danielle Bastarache

Deputy Assistant Secretary, HUD Office of Public Housing and Voucher Programs

# Administrative Flexibilities

## REFERENCE GUIDE:

### Public Housing Agency (PHA) Administrative Flexibilities to Increase Landlord Participation in the Housing Choice Voucher (HCV) Program

HUD has made administrative flexibilities available for PHAs to reduce administrative burden and optimize service provision within their HCV programs. Some of these flexibilities, if adopted by PHAs, may speed up the inspections and lease-up process, increase landlord participation by addressing concerns about fair market rent and tenant screening, and increase coordination between PHAs in neighboring jurisdictions. Adopting these flexibilities also addresses some of the concerns landlords shared during HUD's landlord listening sessions.

#### Flexibilities Related to the Inspections Process

The inspections process can be time consuming, which can impact the amount of time that it takes for tenants to be allowed to move into a unit. It also increases the amount of time landlords must wait to start receiving housing assistance payments (HAP). There are administrative flexibilities PHAs can adopt to ease the challenge of scheduling and conducting re-inspections, as well as speed up the overall process, making inspections less costly for landlords.

#### PIH Notice 2013-17 Housing Choice Voucher (HCV) Program – Review of Existing HQS Requirements and the Use of Photos to Improve HQS oversight

PIH Notice 2013-17 provides information on how

and submitting them virtually, for example via email, can be an effective approach for improving HQS oversight. This oversight may include documenting specific HQS deficiency corrections and verifying HQS have been met.

Without adopting this provision, PHAs likely require landlords to be available for a re-inspection, which can be time-consuming for both parties. If a PHA adopts this flexibility, a re-inspection of a unit may not be necessary if the PHA can obtain sufficient verification of the corrected deficiency through other means, such as emailed photographs.

#### PIH Notice 2017-20 Housing Opportunity Through Modernization Act of 2016 (HOTMA) – Housing Quality Standards (HQS) Implementation Guidance

PIH Notice 2017-20 includes two provisions PHAs can adopt that also address challenges related to inspections.

- 1) Implementing the non-life threatening (NLT) provision: The first provision allows a PHA to approve the assisted tenancy and make HAP on a unit that fails to meet HQS, provided the unit only has NLT deficiencies. The owner must then correct the NLT deficiencies within 30 days.

PHAs that choose to implement this provision must:

- Multiple flexibilities available to PHAs
  - Pre-COVID (continuing). See Reference Guide.
  - COVID-19-related (some may continue).
- Designed to reduce administrative burden and ensure physical safety of PHAs *and* landlords.

Reference Guide in HCV Landlord Strategy Guidebook for PHAs  
Available on HUD's HCV Landlord Resources webpage

Direct link: [https://www.hud.gov/sites/dfiles/PIH/documents/HCV\\_Admin\\_Flexibilities\\_Reference.pdf](https://www.hud.gov/sites/dfiles/PIH/documents/HCV_Admin_Flexibilities_Reference.pdf)

# Inspections Flexibilities

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Making inspections simpler, faster, and safer

## Ongoing Inspections Flexibilities

Verify corrections.

Expedite occupancy.

Simplify periodic inspections.

## Additional COVID-19 Inspections Flexibilities

Limit in-person contact.

Allow for repair extensions.

## REFERENCES

### Continuing

- Biennial or triennial inspections ([85 Fed. Reg. 11381](#))
- Photo evidence of corrected deficiencies ([PIH Notice 2013-17](#))
- Non-life-threatening deficiencies ([PIH Notice 2017-20](#))
- Alternative inspection option ([PIH Notice 2017-20](#))

### COVID-19

- Extended time frames for alternative inspections and correcting non-life-threatening deficiencies ([PIH Notice 2020-33](#))
- Delaying periodic inspections for up to 1 year ([PIH Notice 2020-33](#))
- Owner self-certifications for initial and interim inspections ([PIH Notice 2020-33](#))

# Additional Administrative Flexibilities

Responding to the financial impact of COVID-19

## Ongoing Administrative Flexibilities

Matching the market.

Better determine rent reasonableness.

Supplement landlord tenant screening.

Coordinate with other PHAs.

## Additional COVID-19 Administrative Flexibilities

Adoption of payment standard increases.

Landlord incentives.

## REFERENCES

### Continuing

- Exception payment standards (24 CFR § 982.503(b)(1)(iii),(c),(2))
- Small Area FMRs (24 CFR § 888.113(c))
- Rent reasonableness (24 CFR § 888.113(c))
- PHA tenant screening (24 CFR (24 CFR § 982.307)
- Streamline administrative practices (PIH 2012-15)

### COVID-19

- Immediate adoption of increases in payment standards ([PIH Notice 2020-33](#))
- Using CARES Act administrative fees for incentives to retain landlords or increase landlord participation ([PIH Notice 2020-18](#))

# Panel Discussion: Incentives in the Field During Covid-19



## **Oakland Housing Authority**

Michelle Hasan,  
Director of Leasing  
Housing



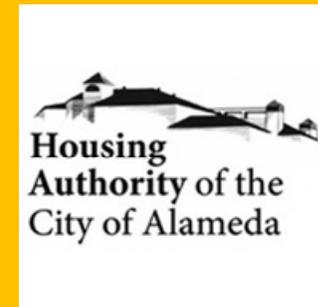
## **Marin Housing Authority**

Kimberly Carroll,  
Deputy Executive  
Director



## **Housing Authority of the City of Santa Barbara**

Jerry Morales,  
Leasing Agent



## **Alameda Housing Authority (City of Alameda)**

Tonya Schuler-  
Cummins,  
Senior Management  
Analyst

Moderator: Gerard Windt  
San Francisco PIH Director



## Oakland Housing Authority

Michelle Hasan

Director of Leasing Housing

Service Area: City of Oakland

Number of Vouchers: 13,107

# Moving to Work (MTW) Program Overview

## Flexibility

- Explore and test new innovative methods
- Create Efficiencies
- Reduce costs
- Increase housing choice
- Incentives to families with children

## Fungibility

- Single Fund Budget
- MTW funds can be used outside of traditional programs
- Supports local housing activities

# Incentives and Flexibilities

## HUD Waivers and CARES Funding

- Extend pre-qualifying inspection period to 120 days
- Extend searching time for vouchers
- Owner incentive payment
- Security deposit assistance
- Direct deposit campaign

## Process Changes

- Virtual inspections and briefings
- Self-certification of repairs
- Self-certification interims
- Electronic request for tenancy
- DocuSign for vouchers and contracts



# Marin Housing Authority

Cynthia Swan  
Housing Locator

Service Area: Marin County  
Number of Vouchers: 2,400



## Housing Authority of the City of Santa Barbara

Jerry Morales  
Leasing Agent

Service Area: Cities of Santa Barbara, Carpinteria, and Goleta

Number of Vouchers: 2,883

# Administrative Flexibilities that Benefit Section 8 Participating Landlords

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- **Family Income and Composition; Annual Examination**
- **Family Income and Composition; Interim Examinations**
  - Self Certification
  - Benefit: Promptly adjust income when participants loses income ensures landlord gets paid the proper amount in a timely fashion
- **Initial Inspection Requirements**
  - Agency will conduct a combination of in-person and virtual inspections with owner self-certification as a last option.
  - Benefit: Ensures agency promise of inspection within 24 hours of RFTA submittal
- **Non-Life-Threatening Deficiencies (NLT) Option**
  - Allow up to 60 days for correction
  - Benefit: Allows flexibility for landlord to arrange repairs safely during pandemic
- **Initial Inspection Requirement – Alternative Inspection Option**
  - Only if not able to inspect in person or virtually \*\*not used\*\*
  - Benefit: Allows more flexibility to lease up in a prompt and efficient manner



# Administrative Flexibilities that Benefit Section 8 Participating Landlords (cont.)

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- **Biennial Inspections and Annual Inspections**
  - Delay inspections until deemed safe
  - Allow for virtual inspection, video, or photos if appropriate
  - Benefit: Allows for safe management of property during the pandemic
- **Information When Family Is Selected**
  - PHA oral briefing, Agency will utilize webcast or video calls in English or Spanish for prompt, efficient issuance of voucher and lease up.
  - Benefit: Doesn't delay initial move in which costs landlord time and money
- **Approval of Assisted Tenancy – Allow up to 120 days for HAP contract execution**
  - Allow up to 120 days for HAP contract execution
  - Benefit: Allows time to safely gather necessary documents \*\*not used\*\*
- **Absence from Unit**
  - Consider extending time frame past 180 days for COVID-related absence \*\*not used\*\*
  - Benefit: Doesn't leave landlord with an abandoned unit when illness is involved
- **Increase in Payment Standard for all Interim Examinations**
  - Benefit: Added financial security for Landlords especially when gross rent exceeds payment standards



# Uses of CARES Act Funds

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1. Immediately set up remote offices for staff at HACSB owned complexes to avert workflow delays. As a result, HACSB continued to operate and lease up throughout the pandemic.
2. Purchase of cameras for all staff to continue working and replying to clients and landlords.
3. Purchase of laptops for all staff to continue working and replying to clients and landlords.
4. Purchase of agency Zoom account to be used by staff for virtual inspections, staff meetings and meetings with landlords in addition to other agency uses.
5. Created a completely digital process (internally and externally) to process Request for Tenancy Approvals promptly and efficiently.
6. Enhanced customer service response by communicating to landlords that all concerns can be communicated directly to the lease up team (no direct costs).



# Uses of CARES Act Funds (cont.)

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7. Purchase of agency Adobe Sign and Acrobat accounts to more efficiently complete documents with landlords and collect signatures such as Request for Tenancy Approval forms, HAP contracts, and other documents.
8. Funded landlord incentive fund for the following incentives: \$500 new landlord lease up bonus, up to 10.5 days vacancy loss between consecutive HAP contracts, up to \$2,000.00 in loss mitigation funds for landlords, and \$100 referral fee that leads to a HAP contract with new landlord. These incentives were initially implemented prior to COVID with pre-2004 fee reserves.
9. Contracted for two professionally produced briefing videos in English and Spanish which allow for prompt issuance of vouchers while providing a safe environment for workers and clients.

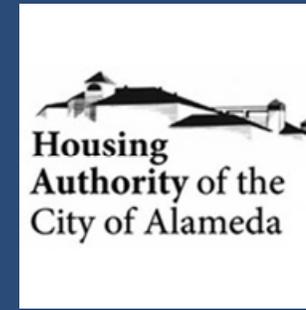


# Additional Strategies to Increase Lease-Up During Covid-19

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- 1. Engaged in a local public relations campaign** releasing news stories on HACSB accomplishments and benefits of the HCV/Section 8 Program highlighting benefits of the program as well as landlord and client successes.
- 2. Increased engagement with the Santa Barbara Rental Property Association** to promote Section 8 Program benefits to landlords.
- 3. Enhanced housing location services** by providing landlords with rental applications of qualified households for available units – more landlords are eager to add their units to our lists.
- 4. Creation of a “Lease Up Team” video** produced in house to recruit new landlords; the short video briefly explains the Section 8 Process and the advantages to participating landlords; addition of leasing @ email so landlords have one place to ask questions (in progress).
- 5. Funding for supportive services** to follow up with clients having issues in their tenancies; landlords appreciate the support for the tenants. These incentives were initially implemented prior to COVID with pre-2004 fee reserves.





## Alameda Housing Authority

Tonya Schuler-Cummins  
Senior Management Analyst

Service Area: City of Alameda  
Number of Vouchers: 1,885

# Launches and Changes Since March 2020

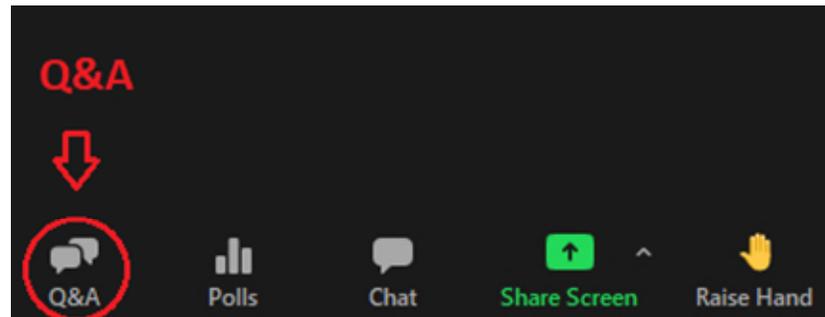
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- Online Portals
  - Vendor
  - Landlord
  - Applicant
  - Participant – interims and annuals
- DocuSign
- Scanning all mail
- Expanded online forms
- Video platforms
- Evaluation of phone services
- Working from home and expanded office space

# Q&A

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Please submit questions through the Q&A feature at the bottom of your screen



# BREAK

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Please rejoin the session at 11:15AM PST

Next up: Matching Local Rental Markets

# Welcome: Matching Local Rental Markets

## Peter Kahn

Associate Deputy Assistant Secretary for Policy Development  
Office of Policy Development & Research  
US Department of Housing and Urban Development



# How HUD Sets Fair Market Rents (FMRs)

Adam Bibler

Senior Economist, Program Parameter Research Division

# Fair Market Rents (FMRs)

## Introductory Overview

Prepared By:

Adam Bibler

Program Parameters and Research Division

Office of Economic Affairs



PD&R

# Resources

- Contact the staff of the Program Parameters and Research Division at:  
[pprd@hud.gov](mailto:pprd@hud.gov)
- Fair Market Rents
  - <http://www.huduser.org/portal/datasets/fmr.html>
    - Query Tool Tab: Online Documentation System providing step by step details of FMR Calculations
    - Documents Tab: Official versions of Federal Register Notices, FMR Schedules, and other information
    - Data Tab: Electronic Versions of FMR Data
- FMR Surveys
  - <https://www.huduser.gov/portal/datasets/fmr.html#fmrsurvey>
- Historical Data
  - <https://www.huduser.gov/portal/datasets/fmr.html#history>
- OMB Bulletin – Metropolitan Area Definitions
  - <https://www.whitehouse.gov/omb/bulletins/>



# What are FMRs?

- Gross rent – shelter and utilities of a decent home
- Used to determine payment standards in the Housing Choice Voucher program (among other uses)
- FMRs differ for each HUD-defined metropolitan area or non-metropolitan county
  - 2,600 Unique areas
- Set at the 40<sup>th</sup> percentile of gross rents in an area (24 CFR 888.113)



# FMR Methodology

“Base Rent” x “Inflation Adjustment”

Past year value  Current Federal Fiscal Year (FY)





# FMR Methodology

“Base Rent” x “Inflation Adjustment”

Two Parts

- Actual Inflation
- Forecasted Inflation

Past year value  Current Federal Fiscal Year (FY)



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# FMR Methodology

“Base Rent” x “Inflation Adjustment”

## Actual Inflation

- Bureau of Labor Statistics Consumer Price Index Rent of Primary Residence and Fuels and Utilities subindexes
- Based on a repeated surveys of rents for the same units over time
- Metropolitan Level for the top ~20 areas, regional for other areas



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# FMR Methodology

“Base Rent” x “Inflation Adjustment”

## Forecasted Inflation

- Econometric forecasts of the CPI series discussed previously
- Forward looking
- New as of FY2020



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# Other Adjustments

- Each State as a minimum FMR
- An area's FMR may not decrease by more than 10% from year to year
- Bedroom size adjustments

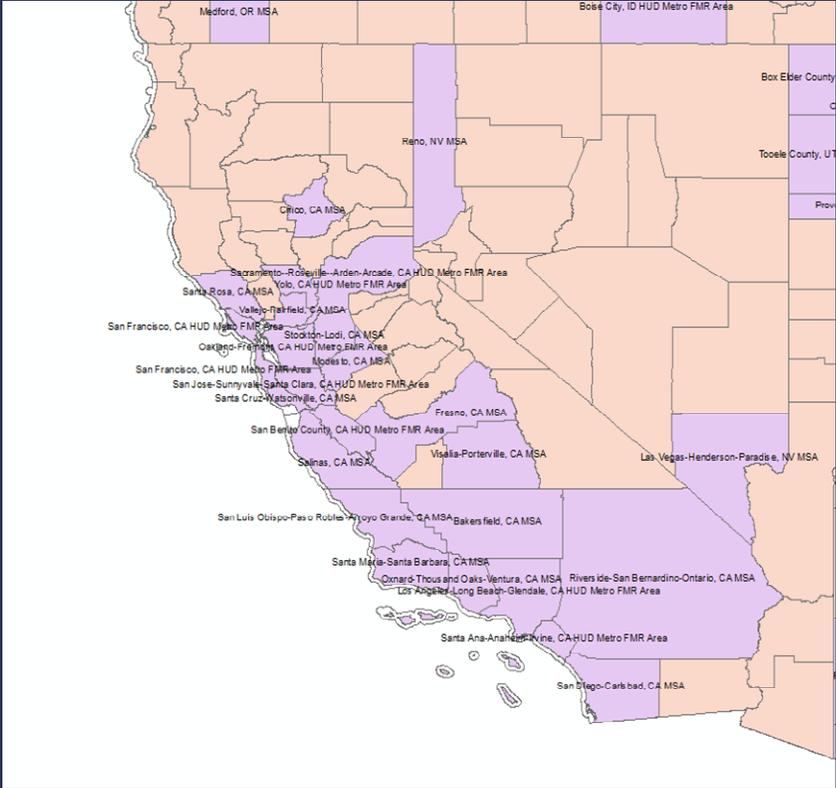


# Challenges

- Different geographic coverage between the data source used for base rents and for inflation adjustment
  - Areas comprising 79% of the country by population use a “local” estimate for recent mover adjusted base rents
    - Other areas use a State metropolitan/non-metropolitan rent
  - Only 40% of the country by population receives a local estimate of inflation
    - BLS only produces local CPI estimates for the largest ~20 metropolitan areas
    - Other areas use a Census region estimate
- Survey Error / How to measure accuracy
- Existing regulations acknowledge uncertainty (90%-110% payment standard range)



# California Local Base/Recent Mover Rent Areas



# California Local CPI/Trend Factor Areas



# Small Area FMRs

- **Small Area FMRs set by ZIP Codes within Metropolitan Areas**
  - Provide tenants greater Mobility Options to move to “Opportunity Neighborhoods”
    - ✓ Jobs, Transportation, Good Schools
  - Multiple payment standards in a metro area
  - Reduce undue subsidy in lower-rent areas
- **Required in administering the Housing Choice Voucher Program in 24 metropolitan areas**

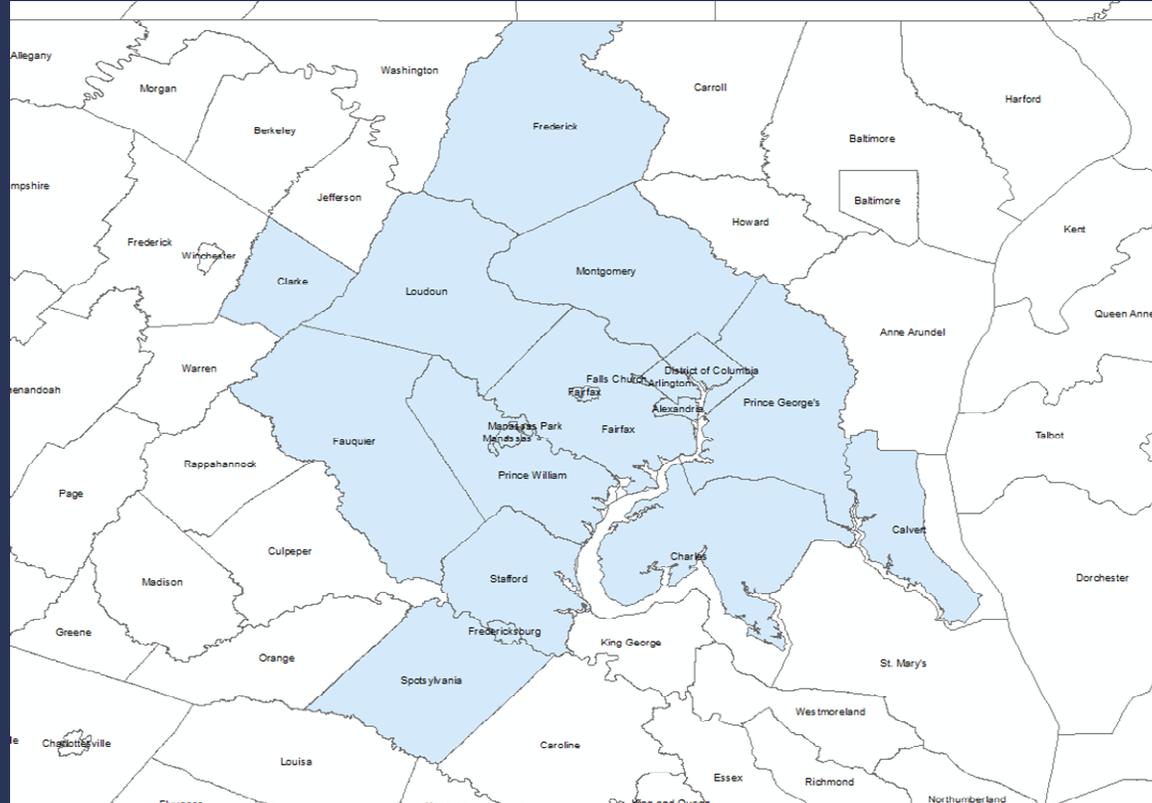


# Small Area Fair Market Rents

- Where there is sufficient data, calculated in the same manner as metropolitan FMRs, using a ZIP Code level base rent instead
- If there is insufficient bedroom-specific data, use the ratio of ZIP Code rents to metropolitan rents for units of all bedroom sizes
  - Multiply this ratio by the metropolitan FMR



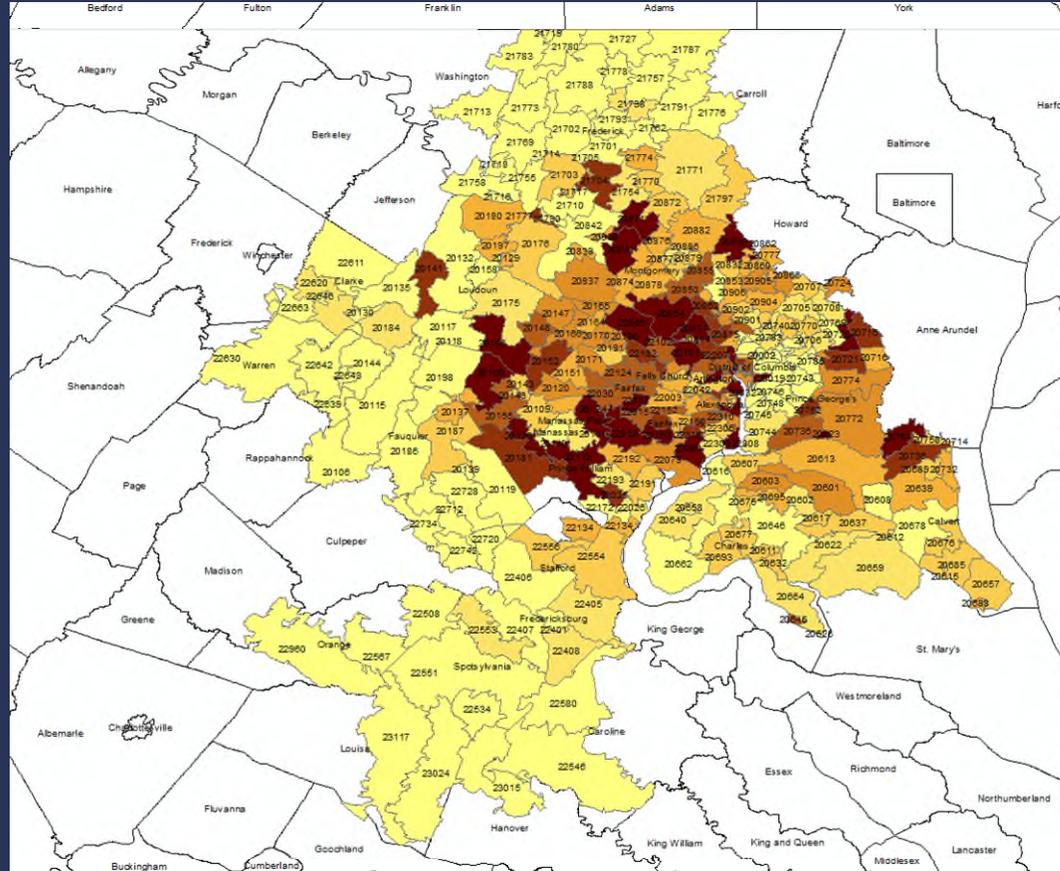
# Small Area Fair Market Rents - Rationale



*Washington-Arlington-Alexandria,  
DC-VA-MD HUD Metro FMR Area*



# Small Area Fair Market Rents - Rationale



*Washington-Arlington-Alexandria,  
DC-VA-MD HUD Metro FMR Area –  
Small Area FMRs*



# FMR Re-evaluations

- “Most recent available data”
- **HOTMA: Housing Agencies or Other Interested Parties May Request a Reevaluation of the FMRs**
  - Requested during the FMR comment period
  - New FMRs DO NOT become effective in areas with valid request
  - Data more current than what HUD uses must be collected and submitted





# Matching Local Rental Markets

Alison Bell

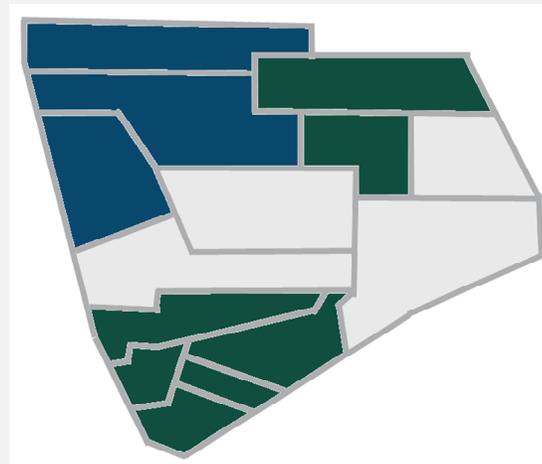
Senior Housing Programs Specialist, Housing Voucher Management & Operations Division

# Using Multi-Tiered Payment Standards to Match Markets

- A system where the payment standard varies depending on the location of the unit within the jurisdiction
- HUD offers multiple options for PHAs to match their payment standards to local markets

Anytown, USA Payment Standards

	Voucher bedroom size				
Tier	1	2	3	4	5
1	\$738	\$804	\$1,031	\$1,346	\$1,584
2	\$805	\$877	\$1,125	\$1,468	\$1,728
3	\$891	\$968	\$1,243	\$1,617	\$1,903



# PHAs that Could Benefit from Multi-Tiered Payment Standards

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- Any PHA that has a mixed rental housing market within their jurisdiction
- PHAs looking to diversify where their voucher households live within their jurisdiction
- PHAs that want to increase lease-up times and lease-up success rates

# Benefits of Using Multi-Tiered Payment Standards to Match Markets

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- **Increasing payment standards in high-rent areas**
  - Makes more units affordable in High Opportunity Areas
  - Increase families' competitiveness, "buying power"
  - Clients may lease up more frequently and more quickly, reducing administrative burden
- **Stabilizing payment standards in low-rent areas**

# Regulatory Options to Create Multi-Tiered Payment Standards to Match Local Rental Markets

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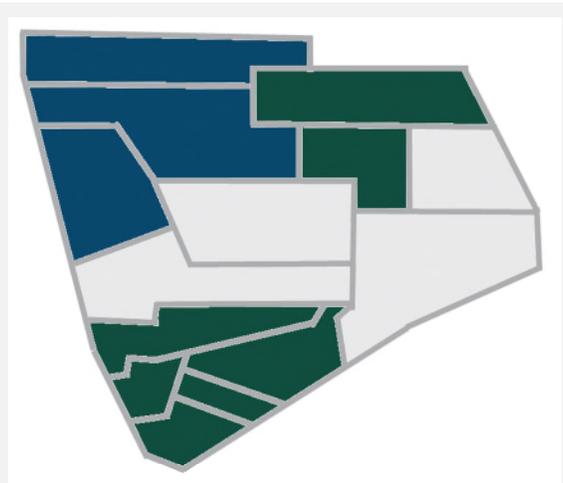
## 24 CFR 982.503

- Using the basic range of the Fair Market Rents
- Using the Small Area Fair Market Rent (SAFMR) to establish exception rents
- Adopting the full SAFMR

# FMR Basic Range Multi-Tiered Payment Standards

PHAs using this option set their tiers within the basic range of the FMR

		Voucher bedroom size				
Tier	Calc	1	2	3	4	5
1	90% FMR	\$658	\$844	\$1,102	\$1,296	\$1,490
2	100% FMR	\$731	\$938	\$1,224	\$1,440	\$1,656
3	110% FMR	\$804	\$1,032	\$1,346	\$1,584	\$1,822



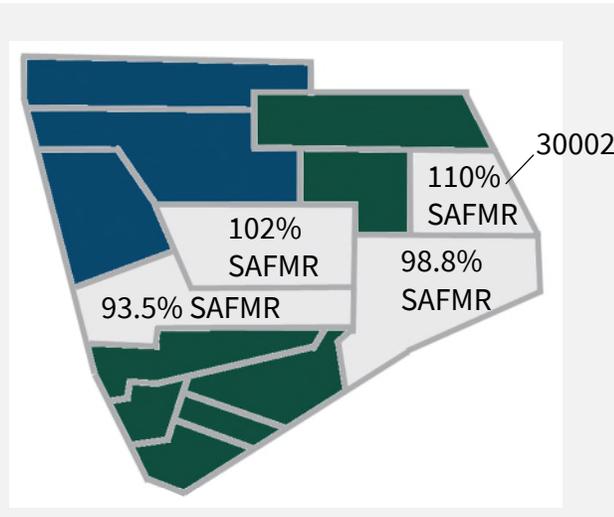
**Might be a good option for PHAs that:**

- Want to try out a multi-tiered strategy but concerned about rising HAP costs
- Want to reduce the incentives for high poverty neighborhood rentals

# Exception Rents Option 1: Using SAFMR to Increase Payment Standards in High-Rent Areas

- Set the payment standard within the basic range of the SAFMR
- Good option for PHAs that want to try out SAFMR
- Only requires HUD notification

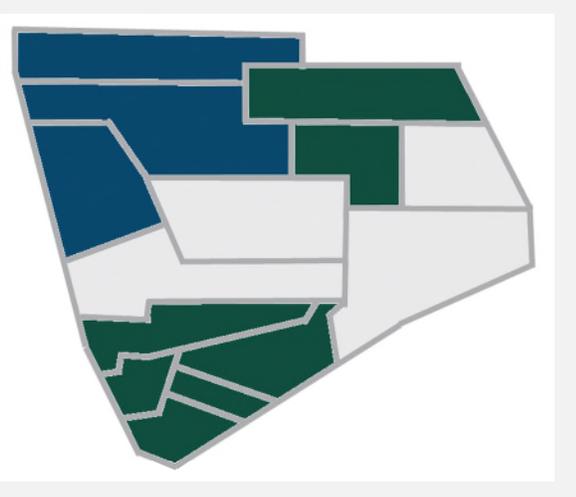
		Voucher bedroom size				
Tier	Calc	1	2	3	4	5
1	90% FMR	\$658	\$844	\$1,102	\$1,296	\$1,490
2	100% FMR	\$731	\$938	\$1,224	\$1,440	\$1,656
3	110% SAFMR	\$968	\$1,243	\$1,617	\$1,903	\$2,188



# Exception Rents Option 2: Payment Standards up to 120% of the FMR

- Justification presented in data is required and approved by the local HUD office
- The goal of the exception rent must be to either: (1) Help families find housing outside of high poverty area; or (2) Reduce the number of families whose vouchers expire
- Good option for PHAs that want to increase payment standards in a geographic area that does not conform to a ZIP Code

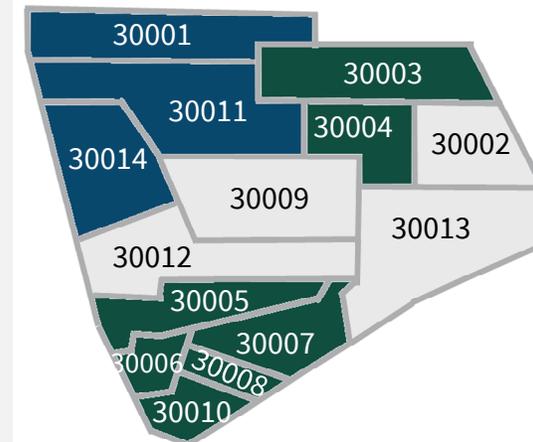
		Voucher bedroom size				
Tier	Calc	1	2	3	4	5
1	90% FMR	\$658	\$844	\$1,102	\$1,296	\$1,490
2	100% FMR	\$731	\$938	\$1,224	\$1,440	\$1,656
3	120% FMR	\$877	\$1,126	\$1,469	\$1,728	\$1,987



# Full Small Area Fair Market Rent (SAFMR) Adoption

- Fair market rent is calculated at the ZIP Code level rather than the metropolitan statistical area.
- PHAs set their payment standards with the basic range of the SAFMR.
- Available to PHAs in metropolitan areas.
- Currently there are 24 metro areas where PHAs are required to implement SAFMRs.
- PHAs may opt-in to using SAFMRs with HUD approval.

		Voucher bedroom size				
Tier	ZIP Codes	1	2	3	4	5
1	30001, 30011, 30014	\$671	\$748	\$1,023	\$1,397	\$1,683
2	30003, 30004, 30005, 30006, 30007, 30008, 30010	\$891	\$968	\$1,243	\$1,617	\$1,903
3	30002, 30009, 30012, 30013	\$1,001	\$1,078	\$1,353	\$1,727	\$2,013



# Additional Options to Match Markets

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- Above 120% of the FMR, see 24 CFR § 982.503(c)(3)
- HUD approval of payment standard amount below the basic range, see 24 CFR § 982.503(d)
- Success rate payment standards, see 24 CFR § 982.503(e)

# Considerations Before Moving to a Multi-Tiered Payment Standard System

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- Start up costs to update case management systems, train staff, and notify families and landlords
- Multi-tiered systems will work best if they are easy to describe and explain to users
- Additional HAP costs, in most cases
  - Full SAFMR adoption is typically cost neutral over time
- Where payment standards are reduced:
  - Review potential additional rent burdens for families
  - Landlord frustration
  - Requirements to notify families where payment standards are being reduced

# Additional Resources

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- Housing Choice Voucher Program Guidebook, Payment Standards chapter:  
[https://www.hud.gov/sites/dfiles/PIH/documents/HCV\\_Guidebook\\_Payment\\_Standards.pdf](https://www.hud.gov/sites/dfiles/PIH/documents/HCV_Guidebook_Payment_Standards.pdf)
- Implementing Small Area Fair Market Rents (SAFMRs) Implementation Guidebook:  
<https://files.hudexchange.info/resources/documents/SAFMRs-Implementing-Small-Area-Fair-Market-Rents-Implementation-Guidebook.pdf>
- Payment standard forecasting tools:  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/Tools](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/Tools)
- SAFMR final rule:  
<https://www.huduser.gov/portal/datasets/fmr/fmr2016f/SAFMR-Final-Rule.pdf>

# PHA Experiences with Matching Markets



**Community  
Development  
Commission of  
Mendocino County**  
Todd Crabtree,  
Executive Director



**Sacramento Housing  
and Redevelopment  
Agency**  
Laila Darby,  
Director, Housing  
Choice Voucher  
Program

Introduced by: Peter Kahn  
Associate Deputy Assistant Director  
Office of Policy Development



PACIFIC  
OCEAN



# Community Development Commission of Mendocino County

Todd Crabtree  
Executive Director

Service Area: Mendocino County  
Number of Vouchers: 915

# Success Rate Payment Standards

Success rate payment standards are set forth in 24 CFR §982.503 (e)

1. To request from HUD field office to use 50 percentile rent instead of 40 percentile rent, a PHA must meet following criteria:
  1. Fewer than 75 percent of the families to whom the PHA issued rental vouchers during the previous 6-month period have become participants in the voucher program.
  2. The PHA has established payment standard amounts for all unit sizes at 110 percent of FMR for at least 6 months.
  3. The PHA has a policy of granting automatic extensions of voucher terms to at least 90 days to provide a family who has made sustained efforts to locate suitable housing with additional search time.
2. PHA submits the request to the HUD field office. They will review and may also take into consideration whether PHA has a SEMAP rating of “troubled.”
3. Data for 50<sup>th</sup> percentile can be found at <https://www.huduser.gov/portal/datasets/50per.html>
4. With approval of 50<sup>th</sup> percentile rents the PHA can then set payment standards up to 110 percent of the 50<sup>th</sup> percentile. In essence amounts to 10 percent higher payment standards.
5. The success rate payment standard is for all unit sizes though the PHA can decide which unit sizes to apply.





## Sacramento Housing and Redevelopment Agency

Laila Darby

Director, Housing Choice Voucher Program

Service Area: Sacramento County

Number of Vouchers: 12,735  
(including PBV)

# SHRA SAFMR History

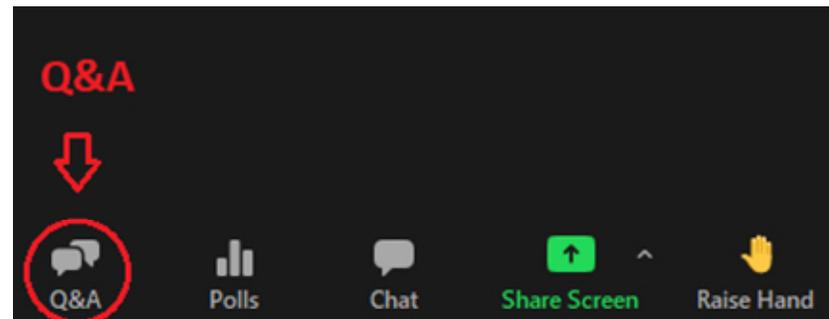
- SHRA was required by HUD to implement the SAFMRs in 2018.
- Training for staff for marketing of SAFMR.
- Landlord engagement and marketing.
- Participant education on SAFMR option.
- Perform annual analysis of SAFMR to continue implementation.



# Q&A

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Please submit questions through the Q&A feature at the bottom of your screen



# Interested in Becoming an HCV Landlord?



**INTERESTED IN BECOMING A HOUSING CHOICE VOUCHER (HCV) LANDLORD?**

The role of the landlord in the HCV program is to lease decent, safe, and sanitary housing to a tenant at a reasonable rent. The housing unit must pass the program's housing quality standards (HQS) and be maintained up to those standards as long as the owner receives housing assistance payments (HAPs).

**1. CONTACT YOUR LOCAL PUBLIC HOUSING AUTHORITY (PHA)**

Landlords who would like to rent to voucher holders should contact their local PHA(s). The PHA may provide you details on the local process and the method for posting your vacant units. The PHA may also share locally used websites or platforms for advertising available rental units. Use the following link to find your local PHA's contact information: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts).

**2. SELECT A TENANT**

The PHA admits eligible families to its HCV program. Select and approve one of these voucher holders based on your own rental criteria, then fill out the voucher holder's Request for Tenancy Approval form. The PHA must determine that the proposed rent is reasonable compared to similar units in the marketplace and not higher than those paid by unassisted tenants on the premises.

**3. MAKE SURE HOUSING MEETS MINIMUM STANDARDS**

An inspector will conduct an HQS inspection. All housing units with HCV tenants must meet the following thirteen (13) HQS performance requirements both at commencement of assisted occupancy and throughout the assisted tenancy:

- Sanitary facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary conditions
- Smoke detectors

**4. SIGN LEASE AND HAP CONTRACT, AND START RECEIVING PAYMENTS**

Once you and the tenant sign a lease and you submit the signed lease to your local PHA, you will receive a HAP contract from the PHA to sign. Once the HAP contract between you and the PHA is executed, you will begin to receive monthly HAPs from the PHA and the remainder of the rent payment from the tenant.

**Resources**

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/landlord](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord)

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([https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts))
2. Select a tenant.
3. Make sure housing meets minimum standards.
4. Sign lease and HAP contract, and start receiving payments.



# Next Up:

## HCV Landlord Participation Webinar 4: Spring, 2021

### Inspections

Questions: [landlordtaskforce@hud.gov](mailto:landlordtaskforce@hud.gov)

Additional Resources:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/landlord](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord)

