



# Housing Choice Voucher Briefing

Welcome to the  
Housing Authority of the County of DeKalb IL (HACD)  
Housing Choice Voucher (HCV) Program



We are pleased to offer you Housing Choice Voucher rental assistance.

The HCV program is designed to assist you with rental assistance payments, while assuring that you are in a decent, safe and well maintained housing unit.

# HACD Contact Information

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# Briefer Agenda

- HUD words to know
- HCV Basics
  - How the program works
  - Who's responsible for what
- HUD Mandatory Information
- Where to Look
- Rent Calculation

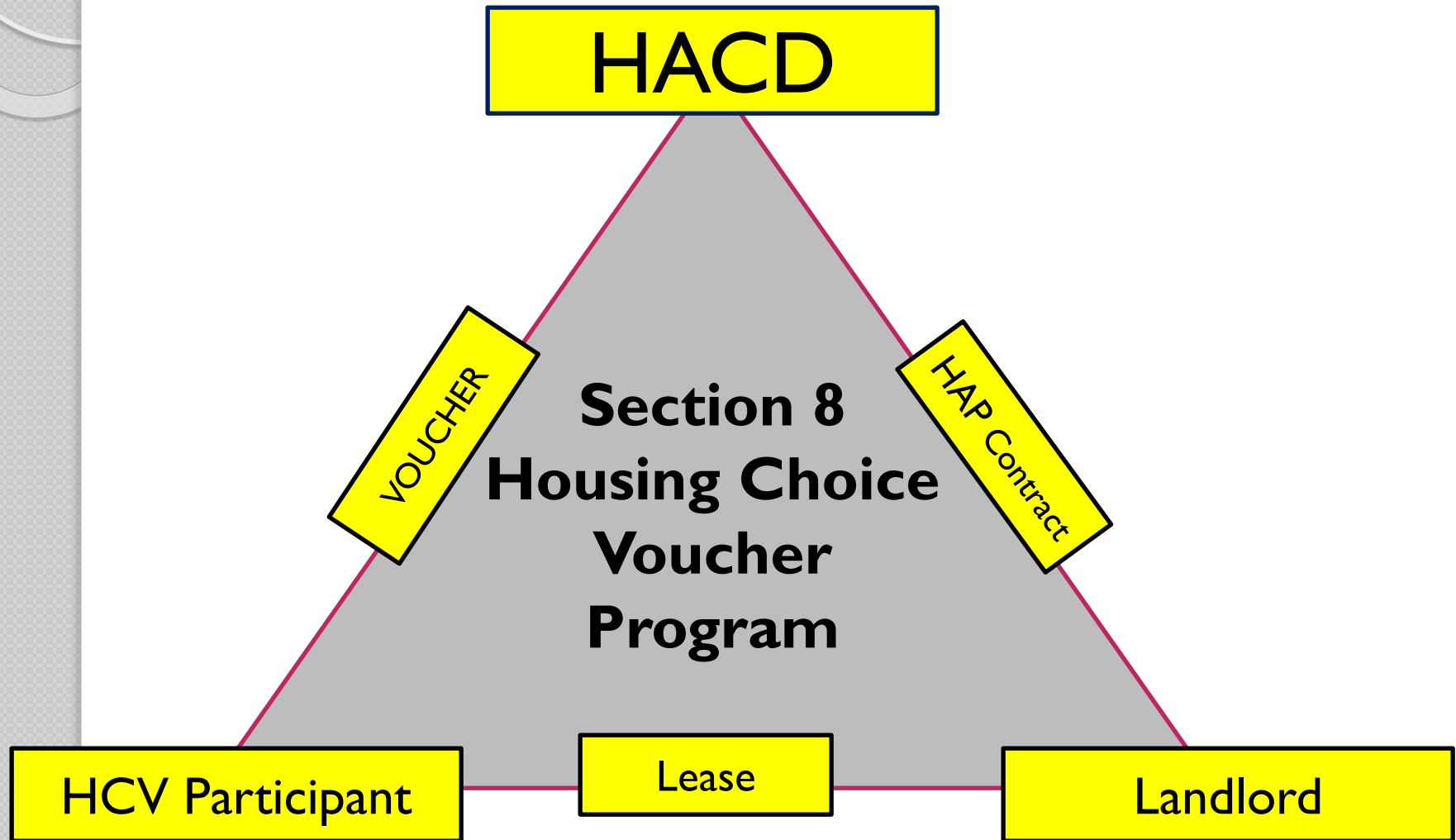
# HUD Words to Know

- PHA - public housing authority
  - HA - housing authority
  - HACD - Housing Authority of the County of DeKalb
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- Applicant - YOU, before leasing a unit
  - Tenant - YOU, after leasing a unit

# HUD Words to Know

- Income – Can be earned or help from sources outside of the household
  - Subsidy - Federal \$ used to help pay rent
  - HAP - Housing Authority Payment
  - Contract Rent - the \$ charged for rent
  - UA = Utility Allowance, specific \$ amount used to figure out gross rent
  - Gross Rent – Contract + Utility Allowance
  - TTP – Total Tenant Payment \*\*
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- HQS – Housing Quality Standard
  - Unit - apartment, house or townhouse
  - RFTA - Request for Tenancy Approval, orange packet

# How it Works



# You will be Responsible for:

- Searching for housing
- Paying your security deposit
- Paying your portion of the rent to the owner
- Complying with the terms of your lease
- Reporting needed repairs to the owner
- Cooperate with annual inspection and recertification
- Keep appointments with HACD



# You will be Responsible for:

- Is FRAUD worth it?
- Family Certification Statement
- Adhering to the HCV Family Obligations
- Report income changes within 10 business days in writing to HACD
- Grounds for Termination
- Certification of Receipt of Documents
  - Sign & Return

# HACD will be Responsible for:

- Determine program eligibility
- Establishing your portion of the rent, which is based on 30 - 40% of your adjusted gross income.
- Inspect and approve your unit for condition and affordability, before you move in & annually
- Annually review income and family size
- Issue HAP to the landlord

# Landlord will be Responsible for:

- Comply with HUD/PHA requirements
- Screen and select tenants
  - HACD only determines program eligibility
- Maintains property in compliance with Housing Quality Standards (HQS)
- Enforce the lease

# HUD Mandatory Information

- EIV – [Enterprise Income Verification](#)
- Tenancy Addendum HUD-52641
- [HACD Discrimination Complaint Form](#)
- [Housing Discrimination](#)
- Violence Against Women Act VAWA
- Fair Housing – prohibits discrimination in housing based on
  - Race or Color
  - National origin
  - Religion
  - Sex
  - Familial status
  - Handicap
  - Source of Income (\*New effective 1/1/2023)

# HUD Mandatory Information

- A Good Place to Live – The *must haves* standards are very basic items every apartment must have in order to pass the HQS inspection
  - Infestation
- Cleaning your unit
- Lead Based Paint
- 10 Ways to Stay Safe

# HUD Mandatory Information

- Voucher Information
  - Issued with 60 days to find unit
  - Extensions – Must be requested in writing within 5 business days of voucher expiration date
  - Must provide proof of extenuating circumstance i.e. Housing Search Log

# SDAA – Security Deposit Assistance Application

- HACD uses grant money to assist families in paying their security deposit when leasing in DeKalb County
- Families may only apply for & receive the SDAA one time for the duration of HCV participation
- We strive to help as many families as possible so amounts requested may not be granted in full
- Families must have a positive number of preferences in order to qualify for the SDAA
- [Security Deposit Assistance Application](#)

# HUD Mandatory Information

- [Subsidy Standards](#) – policy used to determine the family voucher size
- Payment Standards - includes rent and an estimate of utility cost for the unit size.

Voucher Size	Eff. December 1, 2022
0 Bedroom	\$807
1 Bedroom	\$930
2 Bedroom	\$1207
3 Bedroom	\$1716
4 Bedroom	\$2057
5 Bedroom	\$2365
6 Bedroom	\$2674



# HUD Mandatory Information

- Estimated Contract Rent & Utilities
- [Payment Standards Oct 2023](#)
- Exceptions to Subsidy Standards & [Reasonable Accommodations](#)
  - The family must request any exception to the subsidy or payment standards in writing.

# Where to look for Housing

The HACD jurisdiction for housing choice voucher includes the following areas:

- Clare
- Cortland
- DeKalb \*\*
- Elva
- Esmond
- Fairdale
- Genoa
- Hinckley
- Kingston
- Lee (some areas)
- Kirkland
- Maple Park (some areas)
- Malta
- Sandwich (some areas)
- Shabbona
- Somonauk
- Sycamore \*\*
- Waterman

You can search for housing in any of these [cities](#).

\*\* Cities with bus service

# Where to look for Housing

- [Properties Accepting HCV](#) – Briefer Folder
- [HACD Website](#)
- Check local newspapers
  - Daily Chronicle
  - Midweek
  - Northern Star
- On-line search

# Where to look for Housing

- Portability – can take your voucher to another jurisdiction
  - Request must be done in writing
  - If you go portable you will be subject to the program rules and regulations of the housing authority you port your voucher to:
    - Payment standards
    - Subsidy standards
    - Determination of income eligibility
    - Rescreening of your family's criminal or credit background per their policy

# Additional Resources

- [Local and General Information](#)
- Social Service Organizations
  - [AID](#) – Association for Individual Development
  - Family Service Agency - [Community Action Program](#)
  - [Elder Care Services](#)
  - Northwestern Medicine Ben Gordon Center
- Information on Schools in DeKalb County
  - Greatschools.org
  - Illiniosreportcard.com

# What's Next

1. Search for a Unit or Request to go Portable
  - Your voucher allows you to search for a unit for 60 days.
2. Found a unit have the Landlord complete the Request For Tenancy Approval or RFTA
  - DO NOT sign a lease until the unit is approved for affordability and preferable wait until the unit has passed our inspection.
3. Return the completed RFTA packet to HACD
  - It is YOUR responsibility to make sure the RFTA is returned to HACD prior to the expiration date on your voucher!

# What's Next

4. HACD will calculate the rent and make sure the unit is affordable
  - HACD will contact you with your estimated tenant rent portion and get your approval before moving forward with the process.
5. HACD will contact the landlord to set-up HQS inspection
  - Inspections are only done on Thursdays except for the final Thursday in a month.
  - You are not required to be at this initial inspection unless you are leasing in place.
6. HACD uses a 3<sup>rd</sup> party to complete inspections
  - Inspector will carry a badge to identify themselves.
  - May have an additional quality inspection.

# What's Next

7. After inspection is completed, HACD will contact you to let you know if the unit passed/failed the inspection
  - Passed inspection: you will set-up a meeting with the landlord to sign the lease and obtain keys. HACD will complete the move-in process.
  - **DON'T sign** the **lease** until you have the **OK** from **HACD**
  - Failed inspection: The landlord will need to schedule the unit for a reinspection.
8. HACD begins housing assistance payments for leases starting on the first of the month only
  - Mid-month lease-ups are will not be approved.



# Request for Tenancy Approval (RFTA)

The [RFTA](#) packet contains documents that need to be completed by the participant and the property owner **before we can inspect the unit you have selected.**

The packet contains the following documents:

- Instructions for completing the Request for Tenancy Approval packet
- Owner and participant to complete packet
- Lead-based paint disclosure
- Who is responsible for payment of utilities

# How Much will My Rent Be

- Applicant Family Information
  - Income, Assets & Allowances
  - P – can port immediately
  - SH – currently living in subsidized housing

# Currently in a Subsidized Unit

- Check with your current landlord to find out how much notice they require prior to moving and complete an intent to vacate form.
- Return a copy of the completed intent to vacate form to HACD.
- You must move from your current subsidized unit AND return the keys on the last day of the month prior to HCV assistance. You cannot receive HCV rental assistance at the same time you are residing in your current subsidized unit.

# How Much will My Rent Be

- [Rent Information](#)
- [RFTA](#)
- [Utility Allowance worksheet](#)
- [Rent Calculation](#)
  - [2 bedroom unit, one bedroom voucher](#)

# Five To Know Before You Go

1. **Report All Changes** – including but not limited to: *home business/cash income i.e. nails, hair braiding, PA childcare etc., increase/decrease of income, child support, change employment, job loss, addition/removal of family member, income is not always monetary any help from sources outside the household must be reported*
2. **Family Obligations** - *are not a suggestion, they are the rules & everyone must follow them*
3. **Communication is Key** - *Check your email & update your mailing address. I didn't get it or I didn't know, will not be acceptable excuses for non-compliance*
4. **Lease** – *abide by the terms of your lease & always pay your tenant rent portion*
5. **It didn't happen unless you did it in WRITING!**

# Paperwork to be completed

- Voucher
  - Sign BOTH
  - Return one copy

We hope the Housing Choice Voucher program will be a great benefit to you and your family and that your experience with us will be a pleasant one.



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# Commonly Asked Questions

- Who pays my security deposit?
  - The participant is responsible for security deposit. Some owners will accept monthly payments.
- Once my unit has passed inspection, do I still have to sign paperwork with the HACD?
  - No. Contact your new Landlord to sign the lease.
- How often is the unit inspected from HACD?
  - At least once a year
- How often do I have to recertify my income and family composition with HACD
  - Once a year even if there have been no changes during the year.
  - Note: You are required to report any changes of income or household composition in writing within 10 days.



# Commonly Asked Questions

- When and how should I notify HACD of a change in income and/or household composition?
  - Notification of any changes to the household must be made in writing within 10 days of the change. Come into the office to complete paperwork. Bring any available paperwork you have to support your change, such as paystubs or a Social Security award letter. If nothing is available, you must still meet the 10-day deadline to report this in writing. Our office has the ability to independently verify information you report.
  - Examples:
    - I started working but have not received a paycheck. DO NOT wait for your first paycheck. Report to HACD and we will work with you to get the necessary documents.
    - I quit my job but started another one making the same money should I report this? Yes, all information must be current and accurate on your records.

# Commonly Asked Questions

- Who should I contact for repairs to my unit?
  - Contact the owner. If the owner has not responded in a timely manner, write a letter to the landlord that explains the problem and send a copy of the same letter to your HACD case manager. If the lack of repair is causing a health or safety issue (such as lack of heat, hot water, etc.) and your landlord is not making repairs in a timely manner, contact your case manager for assistance to get the repairs expedited if necessary. A word of caution: if you caused the damages, you are responsible for the repairs. Never withhold your rent based on needed repairs to the unit.
- What happens if I cannot pay my rent?
  - Always pay your rent.
- What should I do if I want to move?
  - When you initially move to a unit, you are required to lease for a minimum of one year. When you are eligible to move, contact your case manager 45 to 60 days before you intend to move so you may be guided through the process.

# Commonly Asked Questions

- When am I eligible to port my voucher to another area?
  - If the applicant or their spouse lived in DeKalb county at the time of application to the waiting list, you are eligible to port immediately . If the applicant or their spouse did Not live in DeKalb county at the time of application to the waiting list, you are required to live and use your voucher in DeKalb County for one year. After the one-year lease you can then go portable.

# Commonly Asked Questions

## How much is my voucher?

- Payment standards are established for the size of the voucher issued to you. “Payment standard” includes rent and an estimate of utility cost for the unit size.

<b>Voucher Size</b>	<b>Effective December 1, 2021</b>	<b>Effective December 1, 2022</b>
0 Bedroom	\$770	\$807
1 Bedroom	\$875	\$930
2 Bedroom	\$1,125	\$1,207
3 Bedroom	\$1,600	\$1,716
4 Bedroom	\$1,925	\$2,057
5 Bedroom	\$2,225	\$2,365
6 Bedroom	\$2,545	\$2,674