



DENVER HOUSING AUTHORITY

Project Based New Participant Orientation



Project Based Overview

Project Based Programs

Building owners already have a Housing Assistance Payment (HAP) contract with Denver Housing Authority for specific units. When someone moves out of a Project Based unit, another applicant is able to move in with assistance.

Once an applicant's application is approved and attends a project based briefing, the available unit will need to pass an initial Housing Quality Standard (HQS) inspection. Once the unit has passed inspection, the approved applicant and the building owner can sign a lease and a Project Based Tenancy Addendum.

DHA does also have Veterans Affairs Supportive Housing (VASH) project based vouchers. The program is designed to provide housing and services that provide support and stability.

Project based tenants may be eligible for a Housing Choice Voucher or a VASH voucher after twelve months of residency in the project based building. For VASH, the Veteran Affairs caseworker would determine if that is the best option for the family.

Project Based

- ▶ Family does not receive a voucher and does not choose their own unit.
- ▶ The assistance remains with the unit. The family is assisted as long as they live in the unit. However, if the family chooses to move out of the assisted unit, they may receive a Tenant Based voucher if there are vouchers available (funding).
- ▶ Case management may be available through the building, depending on the HAP Contract.
- ▶ Family will **only** pay 30% of their income for rent and utilities.

Tenant Based

- ▶ Family is issued a voucher with a “Top Out” or shopping amount to choose their own unit to rent.
- ▶ The assistance remains with the family wherever they choose to live.
- ▶ No case management available.
- ▶ Family will pay **at least** 30% of their income for rent and utilities.

Landlord / Owner Responsibilities

For Tenant-based or Project-based, the Landlord has responsibilities are as follows:

Performing all management and rental functions

- Checking family for suitability of tenancy

Maintaining the unit in accordance with HQS

- Included ordinary and extraordinary maintenance

Comply with Fair Housing requirements

Preparing and furnishing information required under the HAP contract. Collecting the following from the family:

- Any security deposit
- Tenant portion of rent
- Any charges for unit damage by the family

Enforcing tenant obligations under the lease

Paying for utilities and services

- (Unless paid by the family under the lease agreement)

For provisions on modifications to a dwelling unit occupied or to be occupied by a disable person- Landlord not necessarily responsible for costs.

Reasonable Accommodation (RA)

A Reasonable Accommodation (RA) is a change in the way things are commonly done.

An RA request allows an individual with a disability to make changes that will enable equal access to resources and benefits that are readily available to individuals without disabilities.

Eligible interested parties can inquire about the RA request form from the HCV front desk.

Signing Forms

There are 4 forms to sign and date.

Confirmation of Orientation Attended

- Indicates you attended the orientation and have been informed of all of the topics listed

Affidavit of Understanding

- Explanation of program compliance and fraud

Participant Obligations

- Rules for staying in the Voucher program

What You Should Know About EIV

- The Enterprise Income Verification System DHA uses to confirm information reported by you. DHA will also report to EIV if you are terminated for cause and/or owe money DHA.

Family Self-Sufficiency & Homeownership

Family Self-Sufficiency

Self-Sufficiency programs are designed to:

- Assist participants in gaining financial independence
- Provide education that equips a person to begin work and maintain employment

DHA's Family Self-Sufficiency Program Features:

- Furthering Education Assistance
- Assists with Improving Employment Options
- Offers Financial Advice
- Assists Families in Finding Additional Resources

For Additional Information Call:

- Family Self-Sufficiency: 720-956-3817
- Homeownership Program: 720-956-3801

Gold Star Renters Workshop

This workshop is designed to support, empower and educate Gold Star participants in the art of being a “**Gold Star Renter**” while encouraging participant in DHA programs that are designed to foster financial fitness and economic self-sufficiency. The workshop covers topics such as:

- Tenant Rights
- How to Market Yourself as a Tenant
- Housing Provider Responsibilities
- Golden Rules of Renting
- How to Create a Budget
- How Credit Affects You
- Family Self-Sufficiency and Homeownership Programs

Contact Carolyn Jimenez @ 720.932.3129 or cjimen@denverhousing.org for more information.

Fair Housing Laws

Protect Against Discrimination

Protected Classes under U.S. Federal Law:

- Race
- Color Religion
- National Origin
- Sex
- Disability
- Familial Status

Colorado State Law added the following protected classes:

- Creed/beliefs
- Martial Status
- Sexual Orientation
- Ancestry

City and County of Denver Law added the following protected classes:

- Military status
- Source of income
- Gender variance
- Age
- Disability

For more information visit: www.hud.gov/fairhousing.gov.

Tenancy Addendum

You will be required to sign a Project Based Tenancy Addendum. This Tenancy Addendum allows the Denver Housing Authority (DHA) to pay the building owner subsidy on your behalf.

Project Based Tenancy Addendum

- DHA will send TA to building after orientation
- Assigned unit must have passed inspection
- Building must return with a copy of lease

Project Based Tenancy Addendum

Tenancy Addendum, Section 8 Project-Based Voucher Program

Part A:

1. Contents
2. Tenant
3. Contract Unit
4. Household
5. Initial Lease Term
6. Initial Rent to Owner
7. Initial Tenant Rent
8. Initial Housing Assistance Payment
9. Utilities and Appliances

Owner/Manager and Tenant(s) will sign when signing lease.

Project Based Tenancy Addendum

Part B:

1. *Section 8 Project-based Voucher PBV Program*
2. *Lease*
3. *Use of Contract Unit*
4. *Rent to Owner*
5. *Family Payment to Owner*
6. *Other Fees and Charges*
7. *Maintenance, Utilities, and Other Services*
8. *Termination of Tenancy By Owner*
9. *PHA Termination of Assistance*
10. *Lease: Relation to HAP Contract*
11. *Family Right to Move*
12. *Security Deposit*
13. *Prohibition of Discrimination*
14. *Conflict with Other Provisions of Lease*
15. *Changes in Lease and Rent*
16. *Written Notices*
17. *Definitions.*

Annual Recertification/Inspection

Once a year, DHA will mail you an Annual Recertification Packet that must be completed and returned by the deadline.

Failure to provide a completed Annual Packet can result in the termination of your housing assistance.

Biennially (every 2 years) the HQS Inspection Team will send proper notification that they will be coming to inspect your unit.

Failure to allow DHA to inspect your unit can result in the termination of your housing assistance. If an inspection appointment is missed, there are opportunities to reschedule.

DHA sends all notifications via mail, therefore it is important that HCV Participants have proper access to their mail and check it regularly.

If you are terminated from the HCV Program you are eligible to request an Informal Hearing to dispute the termination.

Informal Hearing

Informal Hearing Process:

- Submit a request in writing within 10 business days from the date of the initial notice of termination or change being disputed. You must list a current mailing address if you are no longer living in your assisted unit.
- A notice will be mailed to the participant regarding the informal hearing. If a hearing is granted, the time and date will be included in the letter.

*****If the family does not request a hearing in accordance with this policy, DHA's decision will become final*****

For more information visit: www.denverhousing.org.

Things to Remember

- Always pay your portion of rent on time every month.
- Report ALL household changes to DHA within 10 business days of the change occurring.
- Follow the rules of the Lease Agreement between you and the Landlord.
- DHA is not a party to the Lease Agreement between you and the Landlord.
- Report any maintenance issues to the Landlord in writing before reporting them to DHA.

Terminations

DHA has the authority to deny admission or terminate assistance for a participant, at any time.

Most common reasons terminations occur:

- Annual Packet not turned in by the Participant.
- Requested information not turned in by the Participant.
- Participant not paying their portion of rent, or being Evicted.
- Participant not paying their assigned utility costs, lease agreement violations, and criminal activity.
- Participant has unauthorized people living in the unit.
- Participant has income they did not report to DHA.

Questions?

Please contact DHA with any questions

Email: Section8@denverhousing.org.

Please specify the PBV program in the email subject line.



DHA

DENVER HOUSING AUTHORITY

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