HCV Occupancy

Participant Workbook

Income and Rent Workshop
Exercise #1: Developing an In-take, Marketing, and Purging Strategy for Admissions

A brief description of characteristics of several PHAs will follow. With your group, develop an in-take, marketing and purging strategy for your PHA to determine the best use of PHA resources, comply with federal requirements, meet the needs of the community, increase utilization, revise processing issues, and address any preferences, court orders and other issues. In addition to the strategy, provide the steps your group would take in the implementation.

Happy Homes Tri-county Housing Authority

- Rural housing agency
- Multi-county
- High performer
- $20,000 marketing budget
- Opening waiting list for first time in 4 years
- 600 units in program
- Court order to expand # of minorities in program
- Date and time preference Last purged- 8 years ago
- 300 on waiting list
- 250 turns per year (vouchers reissued due to turnover)
- 92% utilization rate
- Last Administrative Plan Update- 2020
- Current application pool, 92% elderly, 30% minority, 92% ELI families
- PHA offices are 504 accessibility compliant

Notes:

Wierperfect City Housing Authority

- Large urban center agency
- Single jurisdiction
- Standard performer
- $80,000 marketing budget
- Opening waiting list for first time in 10 years
- 15,000 units in program
- Court order to expand opportunity for disabled
- Preference for homeless, working and local
- Last purged- 2 years ago
- 800 on waiting list
- 2,500 turns per year (vouchers reissued due to turnover)
- 98% utilization rate
- Last Administrative Plan update- 2021
- Current application pool, 22% elderly, 92% minority, 65% Eli families
- PHA offices are not 504 accessibility compliant

Notes:

Bithebook City Housing Authority

- Small city agency
- Single jurisdiction but overlaps with county agency
- Troubled Agency
- $100,000 marketing budget
- Maintains open waiting list
- 300 units in program
- Fair Housing finding on familial status discrimination
- No preference
- Last purged- 10 years ago
- 800 on wait list
- 60 turns per year (vouchers reissued due to turnover)
- 80% utilization rate
- Last Administrative Plan update- 2022
- Current application pool, 35% elderly, 62% minority, 100% ELI families
- PHA offices are 504 accessibility compliant

Notes:

Loose-Goose Metropolitan Housing Authority

- Large metropolitan agency
- Single jurisdiction
- Standard Performer
- $30,000 marketing budget
- Opening waiting list every two years
- 5,000 units in program
- No findings
- Still using old federal preference
- Last purged- 4 years ago
- 3,000 on wait list
- 600 turns per year (vouchers reissued due to turnover)
- 91% utilization rate
- Last Administrative Plan update- 2019
- Current application pool, 55% elderly, 15% minority, 75% ELI families
- PHA offices are not 504 accessibility compliant

Notes:

Exercise #2: Determination of Eligibility

Worksheet Needed: Not applicable

A brief description of several families is presented.

First determine each family's eligibility for admission and income targeting requirements, and then determine voucher size. Assume two people per bedroom, with a separate bedroom for HOH (spouse), and also young adults of opposite sex above the age of 14. The PHA allows for reasonable accommodations.

Program	Number of Persons in Family							
	1	2	3	4	5	6	7	8
Median Income	$20,400	$23,800	$26,800	$29,800	$32,200	$34,600	$37,000	$39,300
Lower-Income (80%)	$16,700	$19,040	$21,440	$23,840	$25,760	$27,680	$29,600	$31,440
Very Low Income (50%)	$10,200	$11,900	$13,400	$14,900	$16,100	$17,300	$18,500	$19,650
Extremely Low Income (30%)	$6,270	$7,140	$8,040	$8,940	$9,660	$10,380	$11,100	$11,790

Scenario #1

Emma Believer, with 2 dependents below the age of 13, has an annual employment income of $12,000 and a Social Security income of $100 per month. She was evicted from Public Housing 4 years ago for non-payment of rent that she has just recently repaid.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
E.B.	13,200						

Scenario #2

Jimmy Thedore is a lifetime sex offender registered with the State and has an Annual Income of $5,500. Jimmy has recently completed a rehab program for drug offenders and has provided the PHA verification of completion of the program. Jimmy has a mental disability and requests housing assistance as a reasonable accommodation.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
J.T							

Scenario #3

Otto Recount, an illegal immigrant who is disabled, has an Annual Income of $8,020. He has a wife receiving SSI of $120 per month and 1 dependent (age 3), both of whom are citizens.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
O.R							

Scenario #4

Vera Ficassion has Annual Income from a monthly Social Security benefit of $523. She has a family of 4 dependents (John, Mary, Billy, James) living with her; John was previously living with her sister who lived in Section 8 and the dependent (John) was evicted from Section 8 just 3 months ago for drug-related criminal activity.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
V.F.							

Scenario #5

Anita Help and her 4 children, all under 14 years of age, and have a total income from TANF of $430 per month, SSI of $630 per month, and child support of $200 per month. Anita just became employed before the voucher was issued and has requested an earned income disallowance on the amount of wages of $3,000.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
A.H.							

Scenario #6

Katie Barthedoor has employment at Medico Supplies and earns $12.00 per hour and works a 40 hours per week. She has 1 dependent with medical issues with unreimbursed medical cost of $6,000 per year. Katie knows she is over-income for this PHA's program, but wants the voucher so she can port to an area where she is income eligible and can receive assistance.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
K.B.							

Scenario #7

Sam Theman works at Wonderful Wonder World for 30 hours per week at $18.00 per hour. He also receives monthly income of $400 from Social Security for his disabled twin adult (31 year old) brothers that will be also part of the application. Sam's family is being relocated due to an opt-out on a unit that was being assisted under the HUD mortgage program.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
S.T.							

Scenario #8

Sharon Diamonds has an Annual Income of $19,000 and also has 3 dependents. She has Social Security numbers for all members of the family and has child care expenses of $8,000 annually. She receives a payment of $600 per month for 2 foster adults that live with her. Sharon is being relocated from a HOPE VI public housing revitalization.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
S.D.							

Scenario #9

Hal Lenphrate is 29 years old, has an earned income of $5,800 and has 1 dependent child that lives with him a majority of the time. Hal is a college student and receives a higher education grant of $6,000 per year. The tuition at school is $2,000 per year. The dependent is temporarily away at school and also stays with her grandparents during the summer months every year.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
H.L							

Scenario #10

Jurry Riggins, who is 62 years old, has an Annual Income from SSI of $250 per month. He has a resident alien card for documentation of legal status. He was terminated by another housing authority for misrepresenting income from employment 2 years ago, but has appealed the action in the courts.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
J.R.							

Scenario #11

Susie Que has an Annual Income of $11,100 from employment, and has 3 children on the application. One of the children is a foster child that Susie receives $300 per month for from the State. Her landlord references indicate she was terminated from one landlord (3 years ago) due to excessive noise, but the last 2 landlords indicate that she was an excellent tenant and they never had any problems.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
S.Q.							

Scenario #12

Del Tabbadhand has an Annual Income of $8,500. He has 2 dependents less than 14 years of age, one of which does not have a Social Security card but Del has certified that that the dependent does not have a card. This same dependent was born outside the USA and Del applied for, but has not received verification from INS on her legal immigrant status.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
D.T.							

Scenario #13

Kimi Ensuspence, previously abused drugs but has provided documentation from the treatment center that she has been drug-free for the last 24 months. She has an Annual Income of $10,200. She has 2 young dependents.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
K.E.							

Scenario #14

Owen Everybody is 22 years old, single, a veteran, and a full time college student. He has Annual Income from employment of $8,900. He also receives a grant from the college for $5,000 per year and the tuition is $3,000 per year. He has excellent landlord references.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
O.E.							

Scenario #15

Paully Wanakraker has an Annual Income of $13,200 from employment. She has 3 dependents listed on the Voucher application; two (1 boy and 1 girl) are above age 16. The younger dependent has a disability requiring a separate bedroom.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
P.W.							

Scenario #16

Mark Thespot is 61 years old. He has a verified pension in the amount of $610 per month. He also works five hours a day at a gas station. His gross income from that job is $5,250 per year. He has a savings account with $263 @1% interest. He pays approximately $27 a month in prescriptions. Mark has a doctor's statement that he is disabled and requires a live-in aide, so he has provided the name of his working daughter and her 3 adult children to be his live in aide.

Name	Annual Income $	Income Limit $	ELI Income for Targeting $	Family Size #	Voucher Size #	Eligible or Ineligible	Reason
M.T.							