



# Welcome to Cheyenne Housing Authority

Awarding of Housing Choice Voucher





# What we will accomplish today:

- Program overview - Online resources
- Voucher Information review
- The approval process of the Unit
- Family Obligations after move-in  
(Lease with your Landlord / Family obligations with the CHA)
- Grounds for termination
  
- Answering your questions ...
- Completing online applications
- Uploading documents provided
- Take your fingerprints





## Program Overview - online for easy access and review

### - [Briefing Video | Cheyenne Housing Authority](#)

- Description of how the program works
- Housing Agency's responsibility
- Family responsibilities overview
- Landlord Responsibility
- Forms you need to complete
- your responsibilities on the program

### - [HCV Briefing Packet | Cheyenne Housing Authority](#)

- Good place to live
- Voucher Terms /extensions
- Maximum allowable rent
- Payment standards and utility allowance
- RFTA form
- Tenancy Addendum
- What you should know about EIV
- and more...





# Voucher Information Review

- ▶ Voucher and information regarding family responsibilities
- ▶ Subsidy Standards
- ▶ Payment Standards
- ▶ Utility Allowances
- ▶ Total Tenant Payment (TTP) / Maximum Rent / maximum subsidy
- ▶ Sample calculations
- ▶ HAPPY estimate
- ▶ Request For Tenancy Approval (RFTA)
- ▶ Fingerprints
- ▶ Lease and Tenancy Addendum / owner responsibilities





# Voucher

- ▶ The Voucher is the family's authorization to search for housing. The voucher is evidence that the PHA has determined the family to be eligible for the program
- ▶ You have 120-days from the issuance date to find a suitable unit. As this is the maximum allotted time allowed by HUD, no further extensions can be approved
- ▶ The voucher specifies the bedroom size that the family qualifies. (next slide)
  - Under the unit size - will be covered by the CHA
  - Over the unit size - Family will be responsible for the difference (40% rule)
- ▶ Time will pause on your voucher once you have found a unit and turned in the required documents. At that point the CHA must determine if the unit you selected is suitable based on a variety of factors. All of this information what we will go over in the upcoming slides
- ▶ Please read the entire Voucher as it lists all of the family's Obligations under the program
- ▶ **You may be able to utilize your voucher at your current residence.  
Talk to your landlord first. This is the fastest way to get assistance!**



# Subsidy Standards

Number of Bedrooms	Minimum number of persons	Maximum number of persons
	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

- ❖ The family will be given choice of which bedroom size is appropriate for their family as long as the number of family members is within the range listed in the chart.

## Exceptions to subsidy standards

- ❖ CHA will grant exceptions to normal occupancy standards when a family requests a larger size subsidy as a reasonable accommodation due to a disability need of a family member in the household.

### Requirements for this exception:

- ❖ The request must be in writing
- ❖ Must state the need or justification
- ❖ Must include appropriate documentation

Health related reasons must be verified by a knowledgeable professional source unless the disability and the related request is apparent or otherwise known.



# 2023 Payment Standards

Cheyenne Housing Authority

Effective January 1, 2023

Jurisdiction	Zero	One	Two	Three	Four	Five	Six
	Bedroom	Bedroom	Bedroom	Bedroom	Bedroom	Bedroom	Bedroom
<b>Cheyenne / Laramie County</b>	<b>792</b>	<b>908</b>	<b>1136</b>	<b>1615</b>	<b>1935</b>	<b>2225</b>	<b>2516</b>
Laramie	758	866	1042	1482	1776	2042	2308
Gillette / Wright	952	958	1155	1586	1968	2263	2558
Rawlins	849	855	1095	1557	1862	2141	2421
Lander / Riverton	735	794	1046	1440	1626	1869	2113
Buffalo	835	841	1054	1498	1792	2061	2330
Cody / Powel	820	825	1087	1453	1851	2129	2407
Sheridan	883	914	1155	1460	1922	2210	2499



# 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.

Effective Date – January 1, 2023						
Locality: <b>Cheyenne Housing Authority, WY</b>		Unit Type: <b>Single-Family (Detached House)</b>				
Utility or Service: <b>City of Cheyenne</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas ( <i>Black Hills</i> )	\$55.00	\$66.00	\$77.00	\$89.00	\$100.00	\$111.00
b. Bottle Gas/Propane	\$118.00	\$141.00	\$163.00	\$189.00	\$212.00	\$238.00
c. Electric ( <i>Black Hills</i> )	\$70.00	\$82.00	\$97.00	\$111.00	\$126.00	\$140.00
d. Electric Heat Pump ( <i>Black Hills</i> )	\$37.00	\$44.00	\$52.00	\$58.00	\$65.00	\$71.00
e. Oil						
<b>Cooking</b>						
a. Natural Gas ( <i>Black Hills</i> )	\$4.00	\$4.00	\$7.00	\$8.00	\$10.00	\$12.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$23.00	\$26.00
c. Electric ( <i>Black Hills</i> )	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances) ( <i>Black Hills</i> )	\$32.00	\$37.00	\$52.00	\$67.00	\$81.00	\$96.00
Air Conditioning ( <i>Black Hills</i> )	\$1.00	\$2.00	\$4.00	\$5.00	\$7.00	\$9.00
<b>Water Heating</b>						
a. Natural Gas ( <i>Black Hills</i> )	\$12.00	\$14.00	\$20.00	\$26.00	\$33.00	\$38.00
b. Bottle Gas/Propane	\$26.00	\$31.00	\$41.00	\$56.00	\$69.00	\$82.00
c. Electric ( <i>Black Hills</i> )	\$20.00	\$23.00	\$29.00	\$36.00	\$42.00	\$48.00
d. Oil						
<b>Water, Sewer, Trash Collection</b>						
Water ( <i>Cheyenne</i> )	\$23.00	\$24.00	\$31.00	\$39.00	\$47.00	\$56.00
Sewer ( <i>Cheyenne</i> )	\$25.00	\$26.00	\$34.00	\$42.00	\$50.00	\$58.00
Trash Collection ( <i>Cheyenne</i> )	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
<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 \$13.78 ( <i>Black Hills</i> )	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$21.71 ( <i>Black Hills</i> )	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
<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. Name of Family  Address of Unit  Number of Bedrooms		Heating	\$			
		Cooking	\$			
		Other Electric	\$			
		Air Conditioning	\$			
		Water Heating	\$			
		Water	\$			
		Sewer	\$			
		Trash Collection	\$			
		Range / Microwave	\$			
		Refrigerator	\$			
		Other	\$			
		Other	\$			
		Total	\$			

Each Landlord may be different.

The utility allowance is calculated based off of what utilities your landlord says you are responsible for.





# How your rent is calculated

- ▶ **Total Tenant Payment (TTP)**. The minimum amount a family will have to pay for rent and utilities. This figure is the greatest of: 30 percent of monthly adjusted income, 10 percent of monthly income, or the PHA minimum rent.
- ▶ **Maximum initial rent burden**. (Rent Reasonableness) The maximum amount the family is allowed to pay for rent and utilities at initial leasing of a unit under the voucher program. If rent for the unit exceeds the PHA payment standard, this figure is 40 percent of monthly adjusted income.
- ▶ **Maximum subsidy**. The maximum amount the PHA will pay the owner on the family's behalf. This figure is obtained by subtracting the TTP from the payment standard.





# Example #1

- ▶ The example is based on a family who has been issued a two-bedroom Voucher.
- ▶ The Family's Adjusted Gross Income is: **\$2000/per month**
- ▶ The rent is **\$1,000** and the utility cost is: **\$100 per month**
- ▶ Gross rent is **\$1,100**
- ▶ The payment standard is **\$1,136**
- ▶ This will work with the family's Voucher because the gross rent is below the payment standard.
- ▶ The family's share of the rent is **\$500** plus utilities

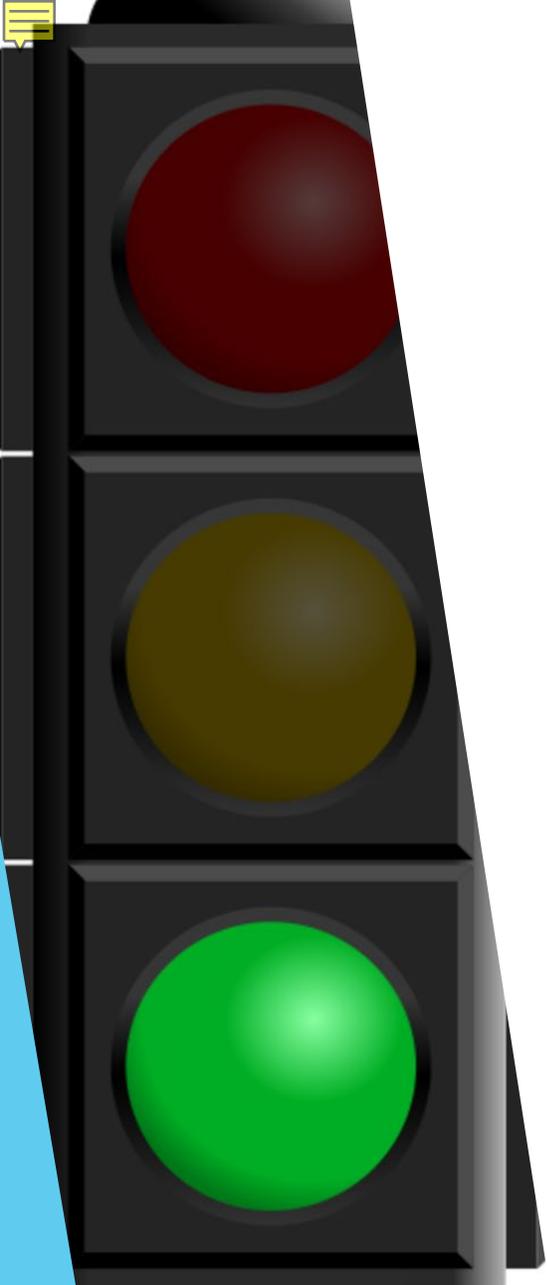




# Example #2

- ▶ The example is based on a family who has been issued a two-bedroom Voucher.
- ▶ The Family's Adjusted Gross Income is: **\$2000/per month**
- ▶ The rent is **\$1,300** and the utility cost is: **\$200** per month
- ▶ Gross rent is **\$1,500**
- ▶ The payment standard is **\$1,136**
- ▶ This will **not** work with the family's Voucher because the gross rent is over the payment standard.
- ▶ The family's share of the rent is **\$400** plus **\$200** for utilities plus the **\$364** that is over the payment standard for a total of **\$964** which is over 40% of the families' income.





## Example #3

- ▶ The example is based on a family who has been issued a two-bedroom Voucher.
- ▶ The Family's Adjusted Gross Income is: **\$2000/per month**
- ▶ The rent is **\$1,150** and the utility cost is: **\$150 per month**
- ▶ Gross rent is: **\$1,300**
- ▶ The payment standard is **\$1,136**
- ▶ This will work with the family's Voucher because the family has enough income to pay the amount over the payment standard without going over 40% of their income for rent and utilities.
- ▶ The family's share of the rent is **\$450** plus **\$150** for utilities plus the **\$164** that is over the payment standard for a total of **\$764** which is less than 40% of the families' income.



Before submitting the RFTA, be sure all highlighted fields are filled out completely and accurately by the Landlord

**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. 09/30/2017)

Public reporting burden for this collection of information is estimated to average .08 hours per response, 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 agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

1. Name of Public Housing Agency (PHA)		2. Address of Unit (street address, apartment number, city, State & zip code)			
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection
9. Type of House/Apartment					
<input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached / Row House <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Garden / Walkup <input type="checkbox"/> Elevator / High-Rise					
10. If this unit is subsidized, indicate type of subsidy:					
<input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Section 236 (Insured or noninsured) <input type="checkbox"/> Section 515 Rural Development					
<input type="checkbox"/> Home <input type="checkbox"/> Tax Credit					
<input type="checkbox"/> Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____					



11. Utilities and Appliances

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

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

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)





# Choice Voucher Assistance Estimator

Download the Free Assistance Estimator from [www.happysoftware.com](http://www.happysoftware.com) and let your computer do the calculations for you.

**Enter Data** To clear all values, [click here.](#)

Family Name	<input type="text"/>
Monthly Adjusted Income	<input type="text"/>
Payment Standard	<input type="text"/>
TTP	<input type="text"/>
Utility Allowance	<input type="text"/>
Rent to Owner	<input type="text"/>

Estimate TTP

**Maximum Amounts**

Maximum Family Contribution (Monthly Adjusted Income x .40)	<input type="text"/>
Maximum Rent to Owner	<input type="text"/>

This is an ESTIMATE; the final number will be calculated when all required documentation is submitted.

**NOTE: The family must come up with the security deposit at Lease-Up.**





# The Approval Process of the Unit

1- When the family finds a suitable unit, the Landlord must complete the RFTA and both the family and the landlord must sign the RFTA and return it to the CHA.

2-The CHA will verify a variety of information on the RFTA:

- The unit is eligible based on income requirements
- The rent is reasonable
- **Passed the housing Quality Standards Unit Inspection**

Inspection Process:

- 1- The RFTA is submitted to the CHA
- 2- CHA will then contact the landlord to arrange for a (HQS) Section 8 inspection. to make sure that the unit meets the minimum Housing Quality Standard.
- 3- If the inspection fails, the Landlord has 30 days to rectify the problem and reschedule for a second inspection.
- 4 - A Good Place to Live (reference in your packet)

3- The family may be required to provide updated financial documents if the already submitted documents no longer meet the Hud required timeframes.





## 4- At this point CHA will run the fingerprints for all adults (18+) in the HH:

If you have brought your picture ID, please stay after this meeting and we will get that done for you so that you do not have to come in later for that purpose alone.

HUD has strict guidelines of eligibility to maintain a safe housing environment. Household members will be denied if they are **currently** (within 6 months) or within the **past 3 years**, engaged in, or has engaged in any of the following criminal activities:

- Drug-related criminal activity
- Violent criminal activity
- Criminal activity that may threaten the health, safety, or welfare of other tenants
- Criminal activity that may threaten the health or safety of CHA staff, contractors, subcontractors, or agents
- Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse





5- If the CHA is able to approve all of the above, the CHA will notify the family and the owner. The family will receive a Household Certification indicating the actual Total Tenant Payment the family is responsible to pay.

6- The CHA will create a Housing Assistance Payment (HAP) contract to be signed by the owner. The owner must sign and return two copies.

7- CHA will start payments when all documents are signed and submitted.





# What we Learned

- ▶ You can use your voucher at your current residence or look for a new place to live. (Do not let the voucher expire!)
- ▶ Look for a unit that meets your needs and the rental price range estimate based on the HAPPY estimate provided.
- ▶ Review the Landlord list provided in your Voucher packet as well as Tips for your Housing Search.
- ▶ When you have found a unit, the Landlord will complete the RFTA (Lead Based Paint document - if required) to be returned to us.
- ▶ The CHA will go over eligibility requirements for the final stages of the approval process to provide the family with housing assistance.
- ▶ Your housing assistance payments will be released to the landlord only when all of the required paperwork is signed and submitted.
- ▶ Security deposit is the responsibility of the family and must be paid according to your landlord's requirements.





# Family Obligations After Move-In (1)

## For Successful Tenancy:

- Tenant / Landlord -> Lease
- Tenant / Authority -> Housing Agencies Policies and Procedures

## General Requirements:

- Once you are leased up, you will be required to reside in the unit for one (1) year before you can move again.
- If you vacate the unit before the year is up your assistance will be terminated unfavorably, and you may not be able to successfully reapply to the program.
- If you wish to move to another unit after the first year, you will need to let your caseworker know and they will direct you on the proper procedures for a unit transfer.
- You will be required to certify every year. Your caseworker will mail out a recertification packet for you to complete. Failure to recertify within the provided timeframes will result in unfavorable termination.





# Family Obligations after Move-In (2)

## Some major violations:

- Failure to supply any information that the CHA or HUD determines to be necessary
- Unreported family absences from the unit
- Failure to notify owner and CHA (30-day written notice) before moving out of the unit or terminating the Lease
- Failure to request PHA's written approval to add any family member as an occupant to the unit
- Criminal activity / drug related criminal activity
- Failure to keep up with utilities and tenant portion of rent
- Damage the unit or premises and or permit any guests to damage the unit or premises
- Failure to follow CHA policies and procedures
- Failure to comply with the provisions of the Lease

## Mandatory Terminations:

- Methamphetamine Manufacture or production
- Lifetime Registered Sex Offenders





# Frequently Asked Questions

## **Q: May I move into the unit as soon as I find one?**

A: The Cheyenne Housing Authority cannot tell you and the owner what date you may move in. But we can tell you when we will begin the contract (ie. payments on your behalf). We will begin the contract and payment on the first day the unit passes inspection unless you and the owner agree to a later date). If the unit has not passed this agency's inspection and you have moved into the unit, you are responsible for that rent.

## **Q: What happens if I cannot pay rent?**

A: Always pay your rent. As much as we would like to end on that note, we realize there are times when situations may prevent you from complying. The decision as to what happens depends on the owner. Some owners choose to evict immediately. Contact your landlord and resolve the problem. Serious and/or repeated violations of the lease such as eviction for non-payment of rent or utilities that are shut off, or damage to unit beyond normal wear and tear can result in termination of the assistance.

## **Q: What should I do if someone wants to move in with me?**

A: You must request approval to add any member to the family. The Cheyenne Housing Authority and the owner must give you permission before anyone moves into your unit. Promptly notify the Cheyenne Housing Authority in writing of the birth, adoption or court-awarded custody of a child.





# Frequently asked questions

**Q: What should I do if I want to move?**

A: Check to see when your lease expires and for renewal provisions. The initial lease term is a minimum of one (1) year. A minimum of 30 days written notice from the first of the month is always required.

**Q: What should I do when someone moves out of my home?**

A: Promptly notify the Cheyenne Housing Authority in writing if any family member(s) no longer lives in the unit. Documentation of the former member's new residence may be required.

**Q: What should I do when my income changes?**

A: A decrease of income should be reported, in writing, within 10 days of the change.





# Questions?





# Thank you for attending today's session.

## Resources:

▶ <https://www.cheyennehousing.org>

- Briefing Packet
- Briefing Video

<https://sitemanager.rentcafe.com/sitemanager/login.aspx>

▶ CHA Housing Specialist: 307-633-8333

