

WHAT DOES HUD DO?

HUD has the following major responsibilities:

Develop regulations, requirements, handbooks, notices and other guidance to implement HCV housing program legislation passed by Congress;

Allocate Housing Choice Voucher program funds to Housing Authorities;

Provide technical assistance to PHA's on interpreting and applying HCV program requirements;

Monitor PHA compliance with HCV program requirements and PHA performance in program administration.

WHAT DOES THE HOUSING AUTHORITY DO?

The PHA administers the HCV program under contract with HUD and has the following responsibilities:

Establish local policies;

Review applications from interested applicant families to determine whether applicants are eligible for the program;

Maintain waiting list and select families for admission;

Issue voucher to selected family and, if necessary, assist the family in finding a place to live'

Conduct outreach to owners, with special attention to owners outside areas of poverty or minority concentration'

Approve the rental unit (including assuring compliance with housing quality standards and rent reasonableness), the owner, and the tenancy;

Make housing assistance payments to the owner in a timely manner;

Ensure that families and their rental units continue to qualify under the program;

Ensure that owners and families comply with program rules;

Provide families and owners with prompt, professional service;

Comply with all fair housing and equal opportunity requirements, HUD regulations and requirements, the Annual Contribution Contract, HUD approved applications for funding, the PHA's administrative plan, and other applicable federal, state and local laws.

WHAT DOES THE OWNER DO?

The owner has the following major responsibilities:

Screen families who apply for tenancy, to determine if they will be good renters.

Comply with the terms of the Housing Assistance Payments contract, executed with the PHA;

Comply with all applicable fair housing laws and discriminate against no one;

Maintain the housing unit by making necessary repairs in a timely manner;

Collect rent due from the assisted family and otherwise comply with and enforce provisions of the dwelling lease.

WHAT DOES THE FAMILY DO?

The family has the following responsibilities:

Provide the PHA with complete and accurate information, determined by the PHA to be necessary for administration of the program;

Make their best and most timely efforts to find a place to live that is suitable for them and that qualifies for the program;

Attend all appointments scheduled by the PHA;

Allow the PHA to inspect the unit at reasonable times and after reasonable notice;

Take responsibility for care of the housing unit, including any violations of housing quality standards caused by the family;

Comply with the terms of the lease with the owner;

Comply with the family obligations of the voucher;

Not commit serious or repeated violations of the lease;

Not engage in drug-related or violent criminal activity;

Notify the PHA and the owner before moving or terminating the lease;

Use the assisted unit only for residence and as the sole residence of the family. Not sublet the unit, assign the lease, or have any interest in the unit;

Promptly notify the PHA of any changes in family composition'

Not commit fraud, bribery, or any other corrupt or criminal act in connection with any housing programs.