

The Washington County Housing Authority HCV Process

Step 1 - Apply

Families submit a preliminary application to WCHA during the published wait list opening period and are served on a first-come/first-serve basis according to preferences. Each application is date and time stamped for Wait list placement. Each applicant is placed on a voucher tracking list and into the Emphasys software system.

Step 2 - Verification

When Applicants reach the top of the wait list, they are sent an Eligibility application packet and asked to provide required documentation/verification. The WCHA gives the applicant 5 days to respond with this information. Failing to do so removes them from the wait list and a letter is sent indicating such.

After eligibility has been confirmed, which includes but not limited to a Criminal background check, a search of the DRU SJODIN (National Sex Offender Public Website), Previous housing search, EIV, etc. Should the applicant qualify at this point, the WCHA notifies the applicant that they are eligible for a voucher.

If a Criminal background is positive, the applicant must schedule for further fingerprinting. Should the applicant owe a previous LL or PHA the applicant is sent a formal letter stating their status and withdrawal from the wait list unless this amount is paid in full or payment arrangements have been made and submitted to the HA.

Step 3 - Briefing

WCHA requires eligible applicants to watch a briefing session video at the WCHA website and submit the required certification. Applicants **MUST ATTEND** a briefing session in order to obtain their voucher.

Step 4 – Issuance of Voucher

WCHA then issues a Housing Choice Voucher to each applicant at the end of the resident briefing.

Step 5 – Searching for a Unit

Applicants have 90 days to find a suitable unit, complete the Request for Tenancy Approval Form (RTA) with the landlord and submit the documents to the WCHA.

Voucher extensions must be submitted in writing.

Step 6 - Affordability Tests

WCHA reviews the RTA to verify that the applicant qualifies for the proposed unit and that the unit meets WCHA's program requirements.

Step 7 - Rent Reasonable Assessment

WCHA must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units.

Step 8 – Unit's Inspected

The unit is inspected to ensure it meets HUD's Housing Quality Standards (HQS).

Step 9 - Move In

WCHA notifies all parties that the unit is approved for assistance, finalizes the resident rent and HAP amounts, and obtains the move-in date from the resident and the landlord. The HAP/Lease packet is mailed to the landlord.

Step 10 - Owner Returns Lease & HAP Packet

WCHA sends the landlord a HAP contract and Tenancy Addendum outlining the program guidelines and specific contract payment amounts. The landlord is responsible for completing the HAP contract and obtaining the resident's signature on the addendum. The HAP Contract has to be dated within 60 calendar days of the effective date of the lease start date. The landlord must return these forms to WCHA along with a copy of the resident's Lease Agreement.

Step 11 - HAP Payment Issued

Upon receipt of the landlord's HAP contract, the Tenancy Addendum and the resident's Lease Agreement, WCHA will review the Lease Agreement to ensure that its terms do not conflict with HUD regulations or PHA policy. Once approved, payments will be made on the next check run following the approval date.