

1  **City of Kenosha
Housing Authority**

Section 8

Housing Choice Voucher Program

FACT SHEET

2  **Mission Statement**

- The mission of the Housing Authority of the City of Kenosha is to assist very low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with clients and appropriate community agencies in order to accomplish this mission.

3  **What are
Housing Choice Vouchers?**

Federal Government Program


- *Targeted to Assist Very Low-Income Families, the Elderly, and the Disabled*
- To Afford Decent, Safe and Sanitary Housing in the Private Market
- Assistance is Provided on Behalf of the Family or Individual to help them find their own housing
- Participants are free to choose any housing that meets the requirements of the program

10  **How Much Does the Tenant Pay?**

- The Kenosha Housing Authority (KHA) determines a payment standard that is the amount generally needed to rent a moderately-priced dwelling unit in the local housing market
- Then the housing assistance a family will receive is determined
- The payment standard does not limit the amount of rent a landlord may charge on a unit and/or it does not limit the amount the family may pay (however, the unit must meet rent reasonableness standards for similar units)
- The family may choose a unit with a rent that is below or above the payment standard
- The family must pay 30% of its monthly adjusted gross income for rent and utilities
- If the unit rent is greater than the payment standard, the family is required to pay the additional amount
- By law, whenever the family moves to a new unit where the rent exceeds the payment standard, the family may not pay more than 40% of the monthly adjusted gross income toward rent and utilities

11  **The Rent Subsidy**

- The Kenosha Housing Authority calculates the maximum amount of housing assistance allowable
- The maximum housing assistance is generally the lesser of the payment standard minus 30% of the family's monthly adjusted income, or
- The gross rent for the unit minus 30% of monthly adjusted income

12  **Can a Tenant Move and Continue to Receive Housing Choice Voucher Assistance?**

- Moves are permissible as long as the family notifies the KHA ahead of time,
- Terminates the existing lease within the lease provisions, and
- Finds acceptable alternate housing
- Under the voucher program, new voucher-holders may choose a unit anywhere in the United States if the family lived in the jurisdiction of the KHA at the time the family applied for assistance
- If the family did not reside within the Kenosha Housing Authority's jurisdiction at the time of application, the family must

- initially lease a unit within that jurisdiction for the first twelve months of assistance
- If the family is eligible to move, the family must contact the receiving Housing Authority it is moving to to verify that Housing Authority's moving procedures

13 Roles – Tenant, Landlord, Housing Agency and HUD

- Once a unit is approved, the family and the landlord sign a lease
- At the same time, the landlord and the Kenosha Housing Authority must sign a Housing Assistance Payments Contract that runs for the same term as the lease between the landlord and the tenant

14 Tenant Obligations

- Tenant may be required to pay a security deposit to the landlord
- After the first year, the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease
- Family must comply with the provisions of the lease, i.e. pay rent on time, maintain the unit in good condition, and notify the Housing Authority of any changes in income or family composition

15 Landlord Obligations

- The landlord is expected to provide decent, safe and sanitary housing to a tenant for a reasonable rent
- The unit must pass the program's Housing Quality Standards (HQS) inspection and be maintained up to those standards as long as the owner receives housing assistance payments
- The landlord is expected to provide the service agreed to as part of the lease signed with tenant and the contract signed with the Kenosha Housing Authority

16 Housing Authority Obligations

- The Kenosha Housing Authority (KHA) administers the voucher program locally

- The KHA provides a family with the housing assistance that enables the family to seek out suitable housing
- The KHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family
- If the landlord fails to meet the owner's obligations under the lease, the KHA has the right to terminate assistance payments
- The KHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum housing quality standards

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HUD's Role

- To make housing assistance payments on behalf of families
- HUD also pays Housing Authorities a fee for the costs of administering the program
- When additional funds become available, HUD invites Housing Authorities to submit applications for additional funds for more vouchers
- Funds are awarded on a competitive basis
- HUD monitors Housing Authorities administration of the program to ensure program rules are properly followed



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Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for Committing Fraud The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house;
- Required to repay all overpaid rental assistance you received;
- Fined up to \$ 10,000;
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

Your State and local governments may have other laws and penalties as well.

Asking Questions When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.

Completing The Application When you answer application questions, you must include the following information:

Income

- All sources of money you or any member of your household receive (wages, welfare payments, alimony, social security, pension, etc.);
- Any money you receive on behalf of your children (child support, social security for children, etc.);
- Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stock, etc.);
- Earnings from second job or part time job;
- Any anticipated income (such as a bonus or pay raise you expect to receive)

Assets

- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you and any adult member of your family's household who will be living with you.

- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

Signing the Application

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

Recertifications

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household member; and,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
- Do not pay any money to move up on the waiting list;
- Do not pay for anything not covered by your lease;
- Get a receipt for any money you pay; and,
- Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to:
 HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.

Signature _____

Date _____



How Portability Works

What is Portability?

"Portability" in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or "port" your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program (**the initial PHA**).

The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.

New families have to live in the jurisdiction of the initial PHA for a year before they can port. But, the initial PHA may allow new families to port during this one-year period.

Contacting the Receiving PHA

1. Your case manager will let you know how and when to contact the receiving PHA. Your case manager must give you enough information so that you know how to contact the receiving PHA.
2. If there is more than one PHA that administers the HCV program where you wish to move, you may choose the receiving PHA. The initial PHA will give you the contact information for the PHAs that serve the area. If you prefer, you may request that the initial PHA selects the receiving PHA for you.

Generally, the initial PHA is not required to give you any other information about the receiving PHAs, but you may wish to find out more details when contacting them (such as whether the receiving PHA operates a Family Self-Sufficiency or Homeownership program).

What Happens Next?

1. You must notify the initial PHA that you would like to port and to which area you are moving.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.
3. If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.
4. If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.



How Portability Works



Before Porting, Things You Should Know

Subsidy Standards: The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

Payment Standards: The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

Re-screening: The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

Time Management: You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

See front for more details

Once at the Receiving PHA

1. The receiving PHA will issue you a voucher to search for a unit in its jurisdiction. Your voucher must be extended by 30 days from the expiration date on the voucher issued by the initial PHA.
2. When you submit a request for tenancy approval, the time on your voucher will stop until you are notified in writing whether the unit is approved or denied. The request for tenancy approval is the form you will submit to the receiving PHA once you find a unit, so that the receiving PHA can determine whether you may rent that unit under the program.
3. If you decide that you do not want to lease a unit in the area, the receiving PHA will return your voucher to the initial PHA. The initial PHA is not required to, but may, extend the term of your voucher so that you may search for a unit in the initial PHA's jurisdiction or port to another jurisdiction.

Any additional instructions will be provided by the receiving PHA. PHAs must comply with all nondiscrimination and equal opportunity requirements in the portability process, including, but not limited to, the Fair Housing Act, Section 504 of the of the Rehabilitation Act, Title VI of the Civil Rights Act, and title II of the Americans with Disabilities Act.

See front for more details

Portability

- Voucher Holders may port if resided in Kenosha at time of application
- May port to any Housing Authority in the United States
- If not a Kenosha resident at the time of application, must lease-up in Kenosha for the first year
- Must be in good standing



Housing Quality Standards Self-Inspection Checklist

This form is only a guide. A unit may pass or fail inspections due to other issues or unforeseen events.

Major Areas of Unit		Questions to Ask	Yes or No	Repairs Needed	
Mechanical Items					
Electricity	1	Do all fixtures and outlets work (at least 2 outlets/room or one outlet and one light fixture/room)?			
	2	Is there lighting in the common hallways and porches?			
	3	Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors?			
	4	Are light/electrical fixtures securely fastened without any hanging or exposed wires (anywhere the tenant has access)?			
HVAC	5	Are gas and electric services connected?			
	6	Is there adequate heat in all living spaces?			
Plumbing					
Bathroom	7	Is toilet securely fastened with no leaks or gaps? Does it flush properly?			
	8	Sink - Is there hot and cold running water, proper drainage and no leaks?			
	9	Bathtub/shower - Is there hot and cold running water, proper drainage and no leaks?			
	10	Is bathroom vented with either an exterior window or exhaust fan?			
Kitchen	11	Sink - Is there hot and cold running water, proper drainage and no leaks?			
Other	12	Does hot water tank work?			
	13	Does hot water tank have an extension pipe?			
	14	Do radiators function with no leaks?			
	15	Is bathroom free of any sewer odor or drainage problem?			
Interior of Unit					
Wall Condition	16	Are walls free of air and moisture leaks? Large holes and cracks?			
Ceiling Condition	17	Are ceilings free of air and moisture leaks? Large holes and cracks?			
Floor Condition	18	Are floors free of weak spots or missing floorboards?			
	19	Are floors free of tripping hazards from loose flooring or covering?			
Cabinetry/Interior Doors	20	Are cabinets securely fastened to the wall?			
	21	Is there space for food preparation and storage?			
	22	Are all doors securely hung?			
Security	23	Is there free and clear access to all exits?			
	24	Are there deadbolt locks on entry doors to the unit? Do they open with a key from the outside and a knob/latch from the inside?			
	25	Are entrance and exit doors solid?			
	26	Do first floor windows and those opening to a stairway, fire escape or landing have locks?			
Health and Safety	27	In units where there is an individual forced hot air heating unit, is there a working carbon monoxide detector within 40 feet of sleeping areas?			

	28	For buildings with centralized gas-fired boiler heating units, is there a carbon monoxide detector present?	
	29	Is there a working smoke detector on each level of the unit?	
	30	Are smoke detectors installed on walls at least 4" and not more than 12" from ceiling? Are smoke detectors installed on ceilings at least 4" from the wall? Are smoke detectors installed within 15 ft. of each sleeping area?	
	31	Is unit free of any evidence of insect or rodent infestation?	
	32	Is unit free of any evidence of mold or mildew?	
Appliances	33	Do all burners on the stovetop ignite, does the oven work and are all knobs present?	
	34	Does refrigerator/freezer cool properly?	
	35	Is refrigerator/freezer large enough for the family occupying the unit?	
Exterior of Unit			
Windows	36	Is there at least one exterior window in each bedroom and in the living room?	
	37	Do windows open, close and lock properly?	
	38	Is unit free of any cracked, broken or leaky windows?	
Other	39	Is roof free of leaks?	
	40	Are gutters firmly attached?	
	41	Are exterior surfaces in a condition to prevent moisture leakage and rodent infestation?	
	42	Is chimney secure? Is flue tightly sealed with no gaps?	
	43	Is foundation sound?	
	44	Are openings around doors and windows weather-tight?	
	45	Are sidewalks free of tripping hazards?	
Common Areas			
Stairways: Interior and Exterior	46	Are all handrails properly secured?	
	47	Is a handrail present when there are 4 or more steps?	
	48	Are stairs free of any loose, broken or missing steps?	
	49	Are stairways free of any tripping hazards?	
	50	Are there proper exit signs?	
	51	Are there secure railings on porches, balconies and landings 30" high or higher?	
General			
	52	Is unit free of debris inside and outside of unit?	
	53	INTERIOR AND EXTERIOR of units rented to families with children under the age of six: is unit free of any chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window wells, door frames, walls, ceilings, porches, garages, fences or play equipment?	
	54	Are there covered receptacles for disposal of waste?	

Notes:

BE A GOOD NEIGHBOR!! KEEP YOUR PROPERTY CLEAN

- No one likes a messy yard. Garbage and debris looks unsightly and attracts flies, roaches, mice and rats to a neighborhood. A messy yard is unhealthy for everyone.
- Garbage and debris includes, but is not limited to: food waste, bottles, cans, papers, plastic wrappers, wood pieces, discarded auto parts, tires, appliances and furniture.
- If you are a tenant or a private homeowner, it is your responsibility to keep your property clean!

BE A GOOD NEIGHBOR!!

Clean up and properly dispose of any garbage and debris on your property!

WHERE TO GO FOR HELP

Access (Re: Child Abuse & Neglect Reports)		262-605-6582
Aging and Disability Resource Center of Kenosha County	8600 Sheridan Road, Kenosha, WI, 53143	262-605-6646
AIDS Resource Center of Wisconsin	1212 - 57th Street, Kenosha, WI 53140	262-667-6644 800-924-6601 (Toll-free)
Boys and Girls Club of Kenosha (Work Permits)	1330 52nd Street, Kenosha, WI 53140	262-654-6200
Bridges Community Center	5718 7th Avenue, Kenosha, WI 53140	262-667-6252
4-C for Children (provides Resource and Referral on Child Care)		(414) 662-2650 800-300-6999 (Toll-free)
Child Support Agency	8600 Sheridan Rd., Suite 301, Kenosha, WI 53143	262-697-4500
Children & Family Services	8600 Sheridan Rd., Suite 200, Kenosha, WI 53143	262-697-4500
City Inspector		262-653-4030
Community Action Agency, Inc. (WIC)	2000 - 63rd Street, Kenosha, WI 53143	262-667-0840
Community Impact Programs Inc. (starting daycare business)	2106 - 63rd Street, Kenosha, WI 53143	262-666-8420
Community Intervention Center (KHDS/Crisis Intervention)	5407 Eighth Avenue, Kenosha, WI 53140	262-667-7188
DVR (Division of Vocational Rehabilitation) (assist with employment services for people with disabilities)	8600 Sheridan Road, Suite 900, Kenosha, WI 53143	262-697-4690 800-228-2891 (Toll-free)
ELCA Outreach Center	6216 26th Avenue, Kenosha, WI 53143	262-652-5545
Energy Assistance Resources (UMOS)	1330 52nd Street, 2nd Floor, Kenosha, WI 53140	262-667-2160 or 262-667-2170
Family Court Commissioners Office	912 - 56th Street, Kenosha, WI 53140	262-653-2454
Health Department, Kenosha County	8600 Sheridan Road, Suite 600, Kenosha, WI 53143 19600 75th Street, Bristol, WI 53104 Hwy 45 and Hwy 50, Bristol, WI 53104	262-605-6700 262-857-1972
Horizon Management Group Inc. (rent subsidies)		800-333-8250 (Toll-free)
Income Maintenance (Child Care Assistance, Medicaid/Badger Care Plus, Food Share, ADRC-LTC)	https://access.wisconsin.gov/	1-888-794-6820 Call Center
Kenosha Community Health Center	4536 - 22nd Avenue, Kenosha, WI (Medical Clinic) 6226 14th Avenue, Kenosha, WI 53140 (Dental Clinic) 1330 52nd Street, Kenosha, WI 53140 (Medical)	262-656-0044 262-656-0044 262-764-4110
Kenosha County Department of Human Services: Workforce Development	8600 Sheridan Road, Kenosha, WI 53143 19600 75th Street, Bristol, WI 53104 Hwy 45 and Hwy 50, Bristol, WI 53104	262-697-4500 262-857-1967
Kenosha Housing Authority (Section 8: rent subsidies)	625 - 62nd Street, Room 98 Kenosha, WI 53140	262-653-4120
Kenosha Human Development Services, Inc.(KHDS) (24 hour Adult Crisis Line)	5407 Eighth Avenue, Kenosha, WI 53140	262-657-7188 800-236-7188 (Toll-free)
Legal Action of Wisconsin (Legal services for custody battles involving ongoing child abuse for children in home, illegal evictions, etc.)	4900 Spring Street, Suite 100, Racine, WI 53406	262-636-6636 800-242-5840
MTM Medical Transportation Management Inc.	Telephone for reservations	866-907-1493
Planned Parenthood	3601 Roosevelt Road, Kenosha, WI, 53140	262-654-0491
Salvation Army Community Center	3116 - 75th Street, Kenosha, WI 53142	262-564-0286
Shalom Center Food Pantry	8043 Sheridan Road, Kenosha, WI 53143 M, W, F, 10-12 & 1-3 pm Disabled Individuals: M,W,F 8:30-9:45 a.m.	262-925-8755
Shalom Center & Soup Kitchen	4314 39th Avenue, Kenosha WI 53140 Daily Soup Kitchen 5:00pm - 6:00pm	262-668-1713
Sharing Center Food Pantry	25700 Wilmot Road, Trevor, WI 53179 M/Tu/Th/F 9-3, Wed. 9-6	262-298-5535
Social Security Administration	5624 Sixth Avenue, Kenosha, WI 53140	866-334-4997
Tenant Rights		877-238-7368
Twin Lakes Area Food Pantry, St. John's Church	701 N Lake Ave, Twin Lakes 53181	262-877-8228
UMOS (Energy Assistance to Kenosha County)	1330 52nd Street, Kenosha, WI 53140	262-667-2170
Unemployment Phone Number No office.	Claims Specialist Monday - Friday, 7:45 a.m. to 4:30 p.m.	1-800-494-4944 (Toll Free)
Urban League of Racine/Kenosha	1418 - 68th Street, Kenosha, WI 53143	262-652-2111
Veteran's Administration	8600 Sheridan Road, Suite 700, Kenosha, WI	262-605-6690
WIC (Women/Infants/Children) Food Nutrition	2000 - 63rd Street, Kenosha, WI 53143	262-667-0840 800-872-3787 (Toll-free)
WHEAP (WI Home Energy Assistance Program)	1330 52nd Street, Kenosha, WI 53140 (Located in the Boys and Girls Club of Kenosha)	262-667-2170
Wisconsin Housing & Economic Development Authority (WHEDA)		800-334-6873 (Toll-free)
Women & Children's Horizons Inc., Kenosha, WI Abused Persons Help Line New location: 8607 Antioch Road, Unit 7, Salem WI 53168	800-853-3503 (toll-free) (24 hour Crisis Line)	262-652-9900 (local) 800-853-3503 (toll-free) 262-586-8118

Shalom Center

Soup Kitchen Network

We will be serving at our new location at 4314 39th Avenue every night from 5:00–6:00 pm. We will also have the following locations throughout the week.

Every Day, Shalom Center, 4314 39th Avenue

MONDAYS: Immanuel United Methodist	5410 Sheridan Road
TUESDAYS: Christ the King Church	5934 8th Avenue
WEDNESDAYS: Grace Lutheran	2006 - 60th Street
THURSDAYS: Bethlehem Temple	2528 Roosevelt Road
FRIDAYS AND SATURDAYS	LOCATION COMING SOON!

ALCOHOL/DRUG INFORMATION AND TREATMENT SERVICES:

Hope Council On Alcohol and Other Drug Abuse, Inc.	5942 6 th Avenue, Kenosha, WI 53140	262-658-8166
National Alliance on Mental Illness (NAMI) Catholic Charities	P.O. Box 631, Kenosha, WI 53141 800 Wisconsin Avenue, Racine, WI 53403	262-652-3606 262-658-2088* 262-637-8888 *Kenosha by appt only
InterConnections Family and Personal Therapy	920 - 60th St, Kenosha, WI 53140	262-654-5333
Oakwood Clinical Associates	4109 - 67th Street, Kenosha, WI 53142 24804 - 75th Street, Paddock Lake, WI 53168	262-652-9830

MARRIAGE, FAMILY, CHILD & INDIVIDUAL COUNSELING SERVICES

Catholic Charities	800 Wisconsin Avenue, Racine, WI 53403	262-658-2088* *Kenosha by appt only
InterConnections CareNet Family Resource Center	920 - 60th Street, Kenosha, WI 53140 6105 22 nd Avenue, Kenosha, WI 53143	262-654-5333 262-658-2555
Oakwood Clinical Associates	4109 - 67th Street, Kenosha, WI 53142 24804 - 75th Street, Paddock Lake 53168	262-652-9830

LOCAL FOOD PANTRIES

Salvation Army M-F 8:30 –11:30am, and 1:00-4:00pm, (closed 11:30am-1pm) Fri. 8am – 12pm (closed @ noon)	3116 - 75th Street, Kenosha, WI 53142	262-564-0286
Shalom Center Food Pantry M, W, F, 10-12 & 1-3. Disabled individuals M, W, F 8:30-9:45.	8043 Sheridan Road, Kenosha, WI 53140	262-925-8755
Shanng Center Food Pantry Mon. 12-2, Wed. 2-4, Fri. 9-11	25700 Wilmot Road, Trevor, WI 53179	262-298-5535
Twin Lakes Food Pantry Tue./Wed. 10a-12p & 2nd Tue. of month 7-8p	701 N Lake Street, Twin Lakes, WI 53181	262-877-8228