

THE CITY OF BEACON HOUSING AUTHORITY

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Streamlined Voluntary Conversion (SVC) Family Briefing Packet

This briefing packet contains:

1. Program Overview
2. Information on your right to remain in your apartment using a tenant based Housing Choice Voucher (HCV) assistance
3. Information on the significant differences between Project Based Voucher assistance (PBV) and Housing Choice Voucher (HCV) assistance. (Includes income limits and family total tenant payment)
4. Information on mobility options, rent levels, rent payments, supportive services
5. Information on the anticipated date of conversion and the execution of the PBV contract between HUD and the BHA
6. Reasonable Accommodation
7. Consent form to Project Base your Housing Choice Voucher

Note:

This briefing packet is available in Spanish. If you would like a Spanish version, please contact the office.

Este paquete informativo está disponible en español. Si desea una versión en español, comuníquese con la oficina.

Program Overview

The BHA has applied to convert its Public Housing (Forrestal Heights and Hamilton Fish Plaza) under Streamlined Voluntary Conversion (SVC).

Once approved by HUD, all eligible families (a family can be a single person or multiple people living within an apartment together) residing at Forrestal Heights and Hamilton Fish Plaza will be issued a tenant-based Housing Choice Voucher (HCV). BHA will work separately with any families that are not eligible for an HCV.

The goal of the BHA is to project-base as many of the tenant-based HCV as possible. By project basing these vouchers, we all help to ensure that Forrestal Heights and Hamilton Fish Plaza continue to be an affordable housing option for our community. Each eligible tenant will be asked to make a decision with regard to the HCV. The options for each eligible family are:

- Stay in your unit with a project-based voucher at Forrestal Heights or Hamilton Fish Plaza. You will enter into a new, one-year lease with the BHA. Your voucher will be tied to your unit – this will allow BHA to continue to provide affordable housing options for our community into the future. Provided you remain eligible, after a year you can continue to remain in the apartment using the project-based voucher or you can request to move and be issued a new HCV to take with you. If one is not available, you will be placed on the waiting list and issued the next available voucher.
- Stay in your unit using the HCV at Forrestal Heights or Hamilton Fish Plaza. You can use your HCV in your current apartment. You will be entering into a one-year lease with the BHA. Provided you remain eligible, you can move at the end of the year and take the HCV with you to your new apartment or renew your lease and continue to reside at Forrestal Heights or Hamilton Fish Plaza.
- Take the HCV and move out of your apartment at Forrestal Heights or Hamilton Fish Plaza. Proper move out notice will be required. You can use your HCV to rent an apartment somewhere else.

This briefing packet is designed to explain the differences between a tenant-based Housing Choice Voucher and a project-based voucher to help you make a decision.

Information on your right to remain in your apartment using a tenant based Housing Choice Voucher (HCV) assistance

You have the right to remain in your apartment at Forrestal Heights or Hamilton Fish Plaza and keep your tenant-based HCV. You can use that HCV to help you pay the rent.

No one will be forced to move as a result of this conversion. You should have already received a letter from BHA, providing notice to you that you are allowed to stay in your unit, you are not being required to move and you will be asked to sign a new lease in the coming months.

Information on the significant differences between Project Based Voucher assistance (PBV) and Housing Choice Voucher (HCV) assistance

A Tenant-Based HCV is fully portable. That means that the vouchers are tied to the family, not to the housing unit. To receive HCV assistance, the family selects a suitable unit, subject to rent limits. After approving the tenancy, the BHA enters into a contract to make rental subsidy payments to the owner to subsidize occupancy by the family. If the family moves out of the leased unit, the contract with the owner terminates. The family may move to another unit with continued assistance so long as the family is complying with program requirements.

A Project-Based Voucher (PBV) provides assistance to a specific unit. The resident retains some mobility rights. After living in the Project-Based unit for one year, the tenant may move out and receive a Tenant-Based Voucher (HCV) or other comparable rental assistance. (*Comparable rental assistance* is defined as a subsidy or other means to enable a family to obtain decent housing in the PHA jurisdiction renting at a gross rent that is not more than 40% of the family's monthly adjusted income.) The tenant must give the owner advance written notice of intent to vacate the Project-Based Voucher unit in accordance with the lease. If a Tenant-Based Voucher (or comparable assistance) is not immediately available when the unit lease is terminated, the PHA must give the family priority to receive the next available Voucher or comparable assistance.

Income Eligibility Limits:

Income eligibility for a housing voucher is determined based on the total annual gross income and family size and is limited to US citizens and specified categories of non-citizens who have eligible immigration status. In general, eligibility for a voucher is limited to families whose income does not exceed 50% of the median

income (very low income) for the county or metropolitan area in which the family chooses to live. However, families such as the current residents of Forrestal Heights and Hamilton Fish Plaza are considered “continuously assisted” and eligible for a voucher if they earn up to 80% of the median income. In general, a PHA is subject to income-targeting regulations and must provide 75 percent of its voucher to applicants whose incomes do not exceed 30 percent (extremely low income) of the area median income. However, families such as the current residents of Forrestal Heights and Hamilton Fish Plaza are considered “continuously assisted” and are exempt from the income-targeting limits.

Number of people in the household

	1	2	3	4	5	6	7	8
Very Low Income (50%)	\$35,850	\$40,950	\$46,050	\$51,150	\$55,250	\$59,350	\$63,450	\$67,550
Extremely Low Income (30%)	\$21,500	\$24,600	\$27,650	\$30,700	\$33,200	\$35,650	\$39,640	\$44,120
Low Income (80%)	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

Family Total Tenant Payment

Under both the PBV program and the HCV program, HUD regulations specify the formula for calculating a family’s total tenant payment. The TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of monthly adjusted income
- 10 percent of monthly gross income
- The welfare rent (in as-paid states only)
- A minimum rent between \$0 and \$50 that is established by the BHA

In the PBV program, the family’s share of the rent and utilities will generally be 30% of the family’s adjusted monthly income.

However, in the Tenant-Based HCV program, the family's share of the rent and utilities can be higher than 30% of the family's adjusted income because the owner

is allowed to charge more as long as the BHA and the tenant consider the rent to be reasonable.

**Information on mobility options,
rent levels, rent payments, supportive services**

Mobility Options

As stated above, a HCV is fully portable and you can move out of your current apartment with it immediately. A PBV is different, but you can still request to move after residing in your apartment for a year under the program.

The BHA's jurisdiction is the City of Beacon and portions of the surrounding areas that are covered within the City of Beacon School district. Should you decide to remain in this jurisdiction, you will continue to be subsidized by the BHA.

Moving outside of this jurisdiction would require you to work with the housing authority which governs the jurisdiction you chose to reside in. The BHA can help you in determining what housing authority that would be and putting you in contact with a worker at that agency.

Voucher Briefing Consultation

If you are interested in using your Tenant-Based voucher to move out of your current apartment (either within or outside of the BHA jurisdiction), please contact the office to schedule an appointment to be issued a voucher. During the voucher briefing appointment, you will be provided with further explanation of the Tenant-Based Voucher program as required by HUD. BHA will also provide you with support, including relocation assistance, and counseling to assist you with your move. BHA will also discuss any reasonable accommodations necessary because of disability.

Rent Levels

Under the HCV program or the PBV program, your family would be issued a voucher bedroom size in accordance with the size of your family. The bedroom size is based on the BHA's subsidy standards noted below:

# of Bedrooms	Minimum # of persons	Maximum # of persons
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family) is known as the payment standard. This amount is 110% of the Fair Market Rent (FMR). If you wish to move with an HCV, you should locate a unit with rent and tenant paid utilities fall below this amount:

Bedroom Size	Payment Standard
0	\$1123
1	\$1223
2	\$1537
3	\$1958
4	\$2254

Any rent requested by a landlord must be reasonable. This means that the rent the landlord is requesting must be in line with what other, non-subsidized, units are renting for in the area with comparable amenities. The BHA reserves the right to deny any rent request that is not reasonable.

Rent Payments

The BHA will determine the Total Tenant Payment (based on the HUD formula noted above), which is the amount of rent that you would pay to the owner (landlord) each month. The balance of the rent, up to the payment standard, will be paid by the BHA directly to the landlord. You will also be responsible to pay for any utilizes required under the lease agreement.

Supportive Services

The BHA currently offers is residents a Resident Opportunity and Self Sufficiency (ROSS) Coordinator. The role of the ROSS Coordinator is to link the residents of Forrestal Heights and Hamilton Fish Plaza with community resources to help them maintain or achieve self sufficiency. The position is funded by a grant that will end once the BHA converts under SVC. The goal of the BHA is to absorb the position to maintain and possibly expand the services offered by the ROSS Coordinator.

**Information on the anticipated date of conversion
and the execution of the PBV contract
between HUD and the BHA**

The BHA has submitted and HUD has accepted for review a complete application to convert all BHA public housing apartments under SVC. The BHA is waiting for final approval from HUD.

Families are being provided a minimum of 30 days' notice (beginning on the date of this briefing) to make a decision with regard to their HCV. After 30 days, we will ask you to complete the consent form below.

Reasonable Accommodation

The BHA will make reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford a person with a disability the equal opportunity to use and enjoy a program or dwelling under the program.

A reasonable accommodation is an adjustment made to a rule, policy, practice, or service that allows a person with a disability to have equal access to the HCV program. For example, reasonable accommodations may include making home visits, extending the voucher term, or approving an exception payment standard in order for a participant to lease an accessible dwelling unit.

Federal regulations stipulate that requests for accommodations will be considered reasonable if they do not create an "undue financial and administrative burden" for the PHA, or result in a "fundamental alteration" in the nature of the program or service offered. A fundamental alteration is a modification that alters the essential nature of a provider's operations.

The BHA must ensure that persons with disabilities have full access to the PHA's programs and services.

If you or a family member requires a reasonable accommodation, please contact our office.

Family Consent Form

Name of Head of Household: _____

Apartment #: _____ Telephone #: _____

Email address: _____

Please check one:

I would like to Project-base my voucher. I understand that my voucher will be tied to the unit that I am living in now. I will enter into a one-year lease with the BHA. I understand that if I remain eligible, after a year of living in the PBV unit, I can renew my lease and stay in the unit or I can request to move and be issued a new HCV to take with me. If one is not available, I understand that I will be placed on the waiting list and issued the next available voucher.

I would like to keep the HCV and continue to live in my current apartment. I understand that I will be entering into a one-year lease with the BHA. I also understand that if I remain eligible, I can move at the end of the year and take the HCV with me to a new apartment or I can renew my lease and continue to reside at Forrestal Heights or Hamilton Fish Plaza.

I would like to move out of my apartment using an HCV. I understand that proper written move out notice will be required. I will use my HCV to rent an apartment somewhere else. Please schedule me an appointment to be issued a voucher to move.

If you have any questions, please contact Veronica Schetter at 845-831-1289 or vschetter@beaconhousingauthority.org. Please let our office know if you need any special accommodations with regard to communicating with our office. Our office will provide those accommodations to you at no cost.

Signature of Head of Household

Date

**You have 30 days from the date of the briefing to review this form.
After 30 days, please return this form as soon as possible.**