



welcomes you to attend its 1st Annual

LANDLORD SYMPOSIUM



Wednesday, March 29th
6 p.m. - 8 p.m.

Marrero Community and Senior Center
1861 Ames Blvd. Marrero, LA 70072

Come and learn about

- Inspections Process
- Payment Disbursement
- Finding Quality Renters

Guest Speakers will talk to prospective landlords. Also, the JPHSDD staff will be available to guide landlords through any process.

This event is sponsored by the Jefferson Parish Housing Services Development District (JPHSDD), the Department of Housing and Urban Development (HUD), the Louisiana Housing Corporation (LHC) and the Greater New Orleans Housing Alliance (GNOHA).

For more information email us at info@JPHSDD.org



"Our symposium is a great way to show landlords how easy it is to sign up for our program and keep their units occupied with quality tenants."

Housing experts will be available to show landlords the latest Housing Quality Standards (HQS), inspections process and payment disbursements. The event will be held at the Marrero Community and Senior Center

The event is sponsored by the JPHSDD, Department of Housing and Urban Development (HUD), the Louisiana Housing Corporation (LHC) and the



Jefferson Parish Landlord Symposium

Agenda

March 29, 2023

- **Opening Remarks**

- Honorable Byron Lee – Councilman District 3
- HUD-PIH Director E. Gibbs

504-736-6591
byronlee@jeffparish.net
LA_webmanager.hud.gov
671-3000 Front Office

- **HCV Program Overview**

- Video Presentation
- Status update
- Policy & Program updates
- Headline topics: Addressing property damage, rental rates, inspection process, Turnaround time to get a tenant, Incentive/why use HCV, etc.

- **LHC- - Marjorianna Williams**

- Brief Overview- New Restoration Project for Landlords

- **Program Advocacy**

- Andreanecia Morris GNOHA
- Erica Walker – HCV Landlord

- **Announcement/Q&A**

property rehab www.lhc.la.gov



Dorian Rawles
Executive Director
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dorian@jphsdd.org



Jefferson Parish Housing Services Development District
www.jphsdd.org

A blue silhouette of a city skyline with various building shapes is positioned behind the text at the bottom of the card.

Executive Director's Desk: Tornado recovery, mid-month payments

JPHSDD <freshstartbrand+yahoo.com@ccsend.com>

Tue 1/10/2023 8:06 AM

To: lee datakik.com <lee@datakik.com>



Jefferson Parish Housing Services Development District

121 Paillet Drive - Harvey, LA 70058 - 504.342.4475 - www.jphsdd.org

DECEMBER 2022 *"Connecting quality people to quality homes"*

From the Executive Director's desk



Happy Holidays to all of our stakeholders. We wish everyone a joyful and prosperous New Year. We continue to thank every one of you for reading our newsletter and being active participants with our program's transformation.

We also extend our heartfelt thoughts and prayers to all who were affected by the recent tornado. We pray for a speedy recovery.

We are proud to say that we were able to immediately respond to all requests for emergency inspections and HCVP contract services made to our office.

As a continued update, we continue to make strides with programmatic growth and improvements. Again this month, we were able to process another mid-month payment disbursement to eliminate the wait time on pending payments and we have processed over 76 pending contracts, thus eliminating the backlog of past due contracts.

While we recognize that continued improvement however is still needed, we'd like to acknowledge the progress that has been made. As always, we encourage our stakeholders to utilize the proper email domains in an attempt to get issues

resolved quickly. The email domains are listed in all of our communications and on our website.

With kind regards, I remain...
Dorian Rawles

NOTABLE DATES

Please note that the JPHSDD offices will close Monday, January 16th in honor of the Martin Luther King, Jr Holiday.

info@jphsdd.org

This is our general information e-mail address.
It should be used for all information and general questions.

LandlordCare@jphsdd.org

This address should be used for all Property Owners and Managers to address issues, concerns, and programmatic processes.

ClientCare@jphsdd.org

This address should be used for all Program Participants to address issues, concerns, and programmatic processes.

Increases@jphsdd.org

This address should be used for all questions related to all rent-related increases.

Inspections@jphsdd.org

This address should be used for all inspection-related issues.

PLEASE BE ADVISED

Effective immediately, the office is open to walk-ins Monday through Thursday only. Walk-ins are not allowed on Fridays, with every fourth Friday fully closed for staff development & training.

Vision Statement

The Housing Services Development District aims to be a vanguard for affordable housing and self sufficiency programs which meets the various housing needs of the community while providing viable economic opportunities.

Mission Statement

The Housing Services Development District ardently works to create, maintain, and expand a wide variety of affordable housing opportunities across Jefferson Parish.

Core Values



The Housing Services Development District is devoted to our CPR core values which are **Commitment**, **Professionalism**, and **Respect** for all of our stakeholders.



JPHSDD | 121 Pallet Drive, Harvey, LA 70058

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**JEFFERSON PARISH
HOUSING SERVICES DEVELOPMENT DISTRICT
PAYMENT STANDARDS**

*****EFFECTIVE JANUARY 01, 2023*****

	<i>Efficiency</i>	<i>1 - BDR</i>	<i>2 - BDR</i>	<i>3 - BDR</i>	<i>4 BDR</i>	<i>5 - BDR</i>
<i>FMR</i>	\$848	\$1002	\$1182	\$1524	\$1770	\$2036
<i>PS</i>	\$933	\$1102	\$1300	\$1676	\$1947	\$2240

PLEASE NOTE:

The final rent determination is calculated using the Rent Reasonableness database of unassisted rental units in the surrounding Jefferson Parish area, the family's income and utility responsibility. The amounts above can only be paid if the database and family income (30% - 40% AMI) support the requested amount.



INTERESTED IN BECOMING A HOUSING CHOICE VOUCHER (HCV) LANDLORD?

The role of the landlord in the HCV program is to lease decent, safe, and sanitary housing to a tenant at a reasonable rent. The housing unit must pass the program's housing quality standards (HQS) and be maintained up to those standards as long as the owner receives housing assistance payments (HAPs).

1. CONTACT YOUR LOCAL PUBLIC HOUSING AUTHORITY (PHA)

Landlords who would like to rent to voucher holders should contact their local PHA(s). The PHA may provide you details on the local process and the method for posting your vacant units. The PHA may also share locally used websites or platforms for advertising available rental units. Use the following link to find your local PHA's contact information: https://www.hud.gov/program_offices/public_indian_housing/pha/contacts.

2. SELECT A TENANT

The PHA admits eligible families to its HCV program. Select and approve one of these voucher holders based on your own rental criteria, then fill out the voucher holder's Request for Tenancy Approval form. The PHA must determine that the proposed rent is reasonable compared to similar units in the marketplace and not higher than those paid by unassisted tenants on the premises.

3. MAKE SURE HOUSING MEETS MINIMUM STANDARDS

An inspector will conduct an HQS inspection. All housing units with HCV tenants must meet the following thirteen (13) HQS performance requirements both at commencement of assisted occupancy and throughout the assisted tenancy:

- Sanitary facilities
- Food preparation and refuse disposal
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary conditions
- Smoke detectors

4. SIGN LEASE AND HAP CONTRACT, AND START RECEIVING PAYMENTS

Once you and the tenant sign a lease and you submit the signed lease to your local PHA, you will receive a HAP contract from the PHA to sign. Once the HAP contract between you and the PHA is executed, you will begin to receive monthly HAPs from the PHA and the remainder of the rent payment from the tenant.

Resources

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord

BENEFITS OF HOUSING CHOICE VOUCHER PROGRAM FOR LANDLORDS

- **You will get timely and dependable payments from the public housing authority (PHA).** Participating, compliant landlords will receive timely and dependable housing assistance payments (HAP) each month once the HAP contract and lease are signed.⁴
- **You will get your full rental payment.** When a HCV tenant's income permanently changes, the portion of rent paid by the PHA and the tenant is adjusted to reflect this change. This provides financial protection to landlords in that if a HCV tenant's income decreases, there is a process for the PHA to pay a larger portion of the rent to the landlord so the landlord continues to receive a full rental payment.⁵
- **You will receive regular inspections.** Some landlords appreciate the routine inspections because they provide an opportunity to check on the condition of the unit. This can result in identifying maintenance needs that may have otherwise gone unnoticed for some time. Landlords that own or manage properties across wide geographies in particular tend to appreciate the value in having a routine, objective inspection of their rental units.
- **You may request annual reasonable rent increases.** Compliant landlords may request a rent increase at the annual anniversary of the HAP contract by written notice to the PHA.⁶
- **You have the opportunity to help low-income elderly, disabled, and veteran households, as well as families with children by providing affordable housing.** More than 50 percent of vouchers serve elderly or non-elderly disabled families. About 45 percent of vouchers assist single-parent families.

Resources

¹ 24 CFR § Part 982.507

² 24 CFR § Part 982.307

³ 24 CFR § Part 982.310

⁴ HAP: is the monthly assistance payment by a PHA, which is defined in 24 CFR 982.4 to include:
(1) A payment to the owner for rent to the owner under the family's lease; and
(2) An additional payment to the family if the total assistance payment exceeds the rent to owner. The HAP contract is the housing assistance payments contract between the owner and the PHA (Also see: 24 CFR § Part 982.451)

⁵ 24 CFR § Part 982.505

⁶ 24 CFR § Part 983.302



HOUSING CHOICE VOUCHER (HCV) MYTH-BUSTING AND BENEFITS FACT SHEET

MYTH-BUSTING FOR HCV LANDLORDS

“ Landlords can’t charge HCV participants the same rent as their non-HCV tenants. ”

FALSE- Landlords can charge the full rent no matter who the tenant is. The housing authority must determine that the proposed rent is reasonable and is not higher than units in that area with similar amenities.¹

“ HCV Voucher tenants are problem tenants. ”

FALSE- Actually, HCV tenants are typically long-term tenants, living in a unit for 7-8 years on average. There are no documented statistics showing that HCV participants are any more likely to damage units or not pay rent than are non-HCV tenants. Landlords use their own screening criteria and should screen HCV tenants as they would screen any other tenant to avoid problem tenants.²

“ It is almost impossible to evict a HCV tenant when they violate the lease. ”

FALSE- HCV tenants are bound by the terms of their rental agreements and are subject to eviction as is any non-HCV tenant.³

“ If you accept one HCV Program tenant, then all of your units must be rented to HCV Program tenants. ”

FALSE- Renting unit(s) to HCV tenants does not in itself further obligate you to rent to other HCV tenants. For each vacancy, you should follow your established policies for screening prospective tenants.



HOUSING CHOICE VOUCHER FACTS

WHAT IS THE HOUSING CHOICE VOUCHER PROGRAM?

The housing choice voucher (HCV) program is the federal government's primary program for assisting very low-income families, the elderly, and persons with disabilities to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the HCV tenant, participants are able to find their own housing, including single-family homes, townhouses and apartments. Housing choice vouchers are administered locally by public housing agencies (PHAs) that receive federal funds from the U.S. Department of Housing and Urban Development (HUD). This means that the tenant, landlord and PHA all have obligations and responsibilities under the HCV program. A brief summary of each party's role is below:

HUD: HUD provides funds to allow PHAs to make housing assistance payments on behalf of the HCV tenants. HUD also pays the PHA a fee for the costs of administering the program. HUD monitors PHA administration of the program to ensure program rules are properly followed.

Public Housing Agency: The PHA administers the HCV program locally and provides the HCV tenant with the housing assistance. The PHA must examine the tenant's income, household composition and ensure that their housing unit meets minimum housing quality standards. The PHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family.

Landlord: The role of the landlord in the HCV program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing quality standards and be maintained up to those standards as long as the owner receives housing assistance payments. The Landlord enters into a lease agreement with the tenant.

Tenant: When a tenant selects a housing unit, they are expected to comply with the lease and the program requirements, pay their share of rent on time, maintain the unit in good condition and notify the PHA of any changes in income or family composition.

Rent: The PHA determines a payment standard that is between 90% and 110% of the Fair Market Rents regularly published by HUD representing the cost to rent a moderately-priced dwelling unit in the local housing market. The housing voucher tenant must pay 30% of its monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment standard, the tenant required to pay the additional amount.

HCV Households

- **8.75 years** is the average household time in the program
- **29.2%** are elderly (older than 62)
- **25.5%** are non-elderly disabled
- **45.5%** are single person
- **Over 75,000 HCVs** are designated for Veteran Affairs Supportive Housing

HCV Unit Type*

- **24.6%** are single family detached
- **11.4%** are semi-detached
- **17.2%** are rowhouse/townhouse
- **33.9%** are low-rise buildings
- **10.3%** are high-rise buildings
- **1.9%** are manufactured homes

**Does not include MTW agency data.*

HCV Unit Location

- **59.1%** are in central cities
- **37.4%** are in suburbs
- **2.9%** are in rural areas

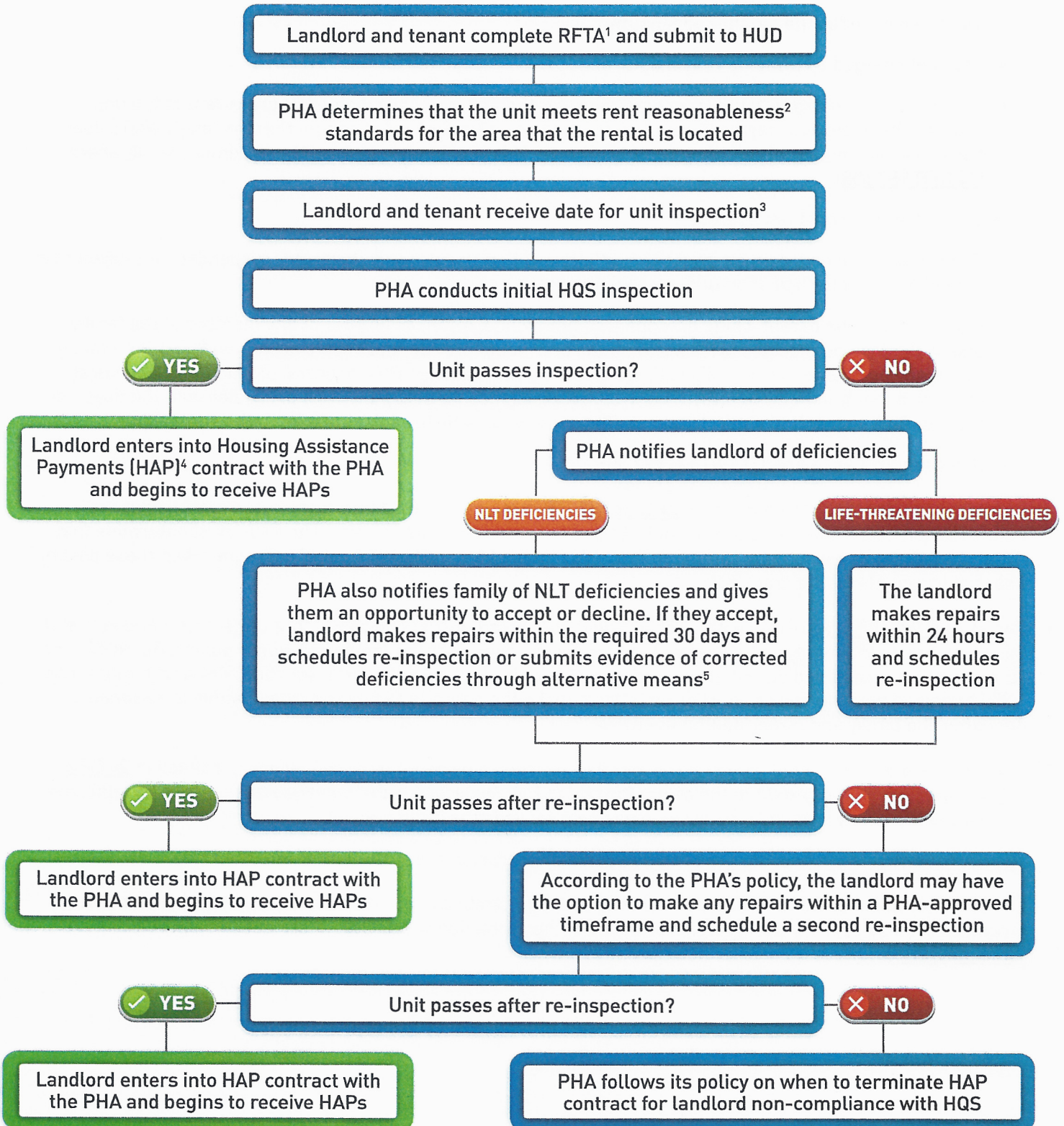
The data in this document is current as of December 2020.

Revised May 2021

Housing Quality Standards (HQS) Initial Inspection Flowchart

Initial Inspections

When the family finds a unit that they wish to occupy and reaches an agreement with the landlord over the lease terms, the PHA must inspect the dwelling and determine that the unit meets Housing Quality Standards (HQS). Landlords may want to review HUD's list of [Frequently Asked Questions](#) about HQS. Landlords may also want to contact their PHA(s), as they may be able to find useful information such as common HQS non-life-threatening (NLT) and life-threatening deficiencies.



Endnotes

¹ Request for Tenancy Approval (RFTA): Before approving the assisted tenancy and executing the Housing Assistance Payments (HAP) contract, the PHA must ensure that the following program requirements have been met:

- The unit is eligible;
- The unit has been inspected by the PHA and meets [Housing Quality Standards \(HQS\)](#);
- The lease includes the tenancy addendum;
- The rent charged by owner is reasonable; and
- For families receiving HCV program assistance for the first time, and where the gross rent of the unit exceeds the applicable payment standard for the family, the PHA must ensure that the family share does not exceed 40 percent of adjusted monthly income. This cap is referred to as the maximum family share ([24 CFR 982.508](#)).

In addition, the PHA must not approve:

- If the PHA has been informed (by HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under [2 CFR part 2424](#).
- If the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This restriction against PHA approval of a unit only applies at the time a family initially receives tenant-based assistance for occupancy of a particular unit, but does not apply to PHA approval of a new tenancy with continued tenant-based assistance in the same unit.
- Other reasons as defined in [24 CFR 982.306](#).

² Rent Reasonableness: HUD regulation [24 CFR 982.507](#) requires that PHAs perform a rent reasonableness determination before executing a HAP contract and before any increase in rent. The PHA must determine that the proposed rent is reasonable compared to similar units in the marketplace and not higher than those paid by unassisted tenants on the premises.

³ Per [24 CFR 982.305\(b\)\(2\)](#), PHAs with 1,250 or fewer budgeted housing choice voucher units must send notice of the inspection to the family and owner within 15 calendar days after the family and owner submit the RFTA. The 15-day clock is suspended during any period when the unit is not available for inspection. PHAs with more than 1,250 budgeted housing choice voucher units must make the notice to family and owner within a reasonable time after the family and owner submit the RFTA.

⁴ Housing Assistance Payment (HAP): is the monthly assistance payment by a PHA, which is defined in [24 CFR 982.4](#) to include: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.

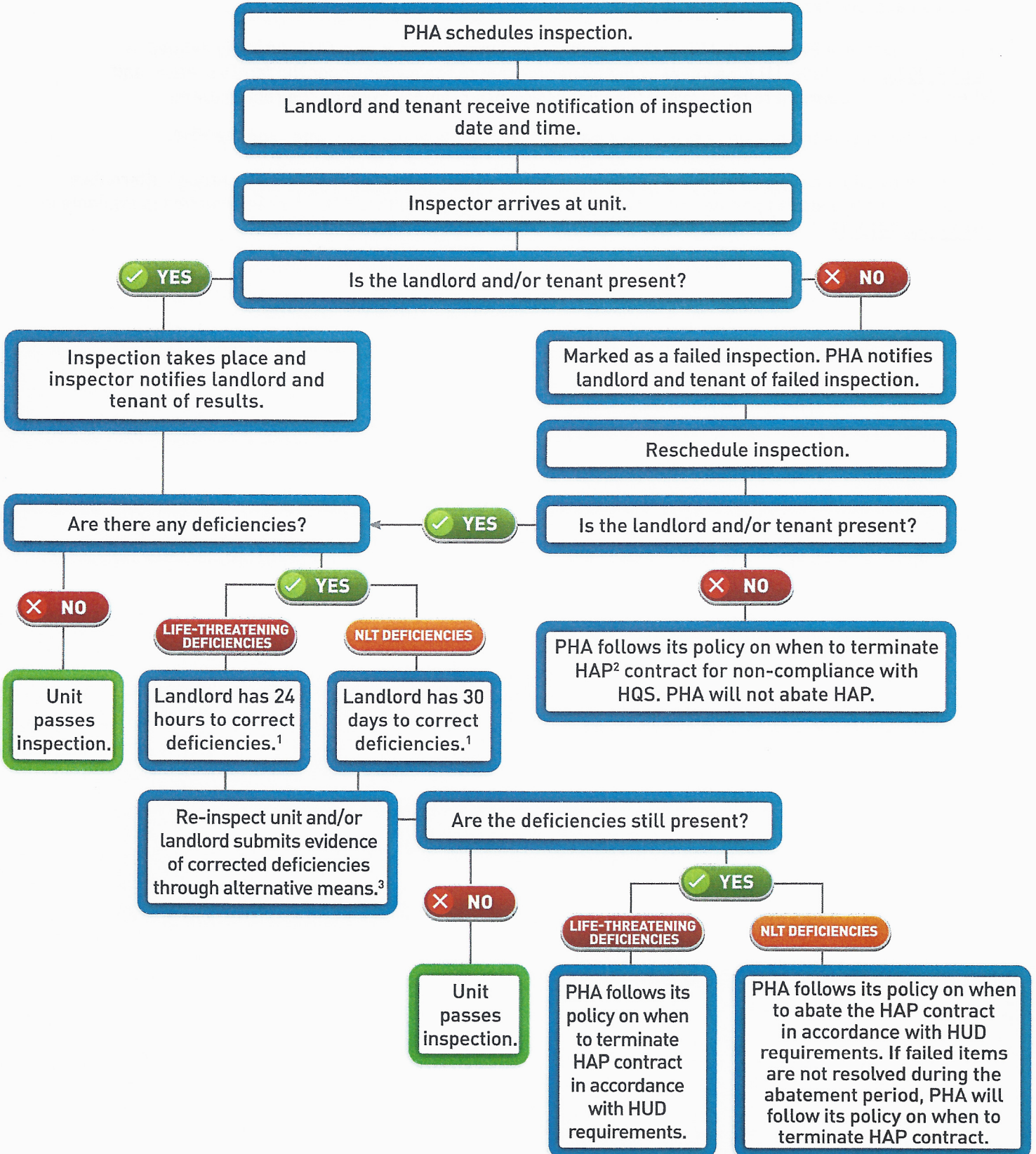
The HAP contract is the housing assistance payments contract between the owner and the PHA.

⁵ The PHA may adopt policies that allow landlords to demonstrate corrected deficiencies through alternative means such as by sending photographic evidence of the correction to the PHA. More information is available in [PIH Notice 2013-17](#).

Housing Quality Standards (HQS) Biennial Inspection Flowchart

Biennial Inspections

Per [24 CFR 982.405](#), HUD requires that PHAs inspect each unit at least biennially (or triennially for some small rural PHAs). However, PHAs may choose to inspect more frequently (annually). PHAs will outline their inspection policy and procedures in their PHA Administrative Plan. Landlords may want to review HUD's list of [Frequently Asked Questions](#) about HQS. Landlords may also want to contact their PHA(s), as they may be able to find useful information such as common HQS non-life-threatening (NLT) and life-threatening deficiencies.



Endnotes

- ¹ Landlord is responsible for correcting all deficiencies except deficiencies caused by the tenant. All deficiencies must be corrected for the unit to pass HQS inspection. If the tenant fails to correct a tenant-caused deficiency within the PHA timeframe, the PHA may terminate the family's assistance. Alternatively, if the tenant does not correct a tenant-caused deficiency, the landlord may correct the deficiency and charge the tenant. Additionally, PHAs can approve extensions of the 30 day correction period for NLT deficiencies.
- ² Housing Assistance Payment (HAP): is the monthly assistance payment by a PHA, which is defined in 24 CFR 982.4 to include: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.

The HAP contract is the housing assistance payments contract between the owner and the PHA.
- ³ The PHA may adopt policies that allow landlords to demonstrate corrected deficiencies through alternative means such as by sending photographic evidence of the correction to the PHA. More information is available in PIH Notice 2013-17.

HOUSING CHOICE VOUCHER PROGRAM - TENANT OBLIGATIONS

Tenants and landlords have obligations under the Housing Choice Voucher (HCV) program. When tenants select a housing unit, they are expected to comply with the lease and the program requirements, pay their share of rent on time, maintain the unit in good condition, and notify the PHA of any changes in income or family composition. Tenant's specific obligations when qualifying for the voucher and to remain on the HCV program follow.

Qualifying for HCV

Before the tenant contacts landlords regarding available units, the tenant must provide the PHA with a range of information to qualify for Housing Choice Voucher program:

1. Evidence of U.S. citizenship or eligible immigration status.
2. Family employment, income and composition, and immediate notification of changes in status if/when they occur.
3. Social Security numbers for all family members and signed consent forms allowing PHA to obtain information about each family member, including conducting criminal background checks.
4. Signature of receipt of the HUD Family Notification of Lead-Based Paint literature and a disclosure of lead-based paint testing and medical status for children under 6 years of age.

Participating in HCV

While participating in the HCV program, tenants and any household member or guest must do the following to remain in the program:

1. Comply with the lease.
2. Maintain unit in decent condition.
3. Pay tenant share of rent.
4. Allow the landlord and the PHA to inspect the unit at reasonable times and after reasonable notice.
5. Notify the landlord and the PHA in writing before moving from the unit in accordance with the lease.
6. Supply to the PHA any information that the PHA determines to be necessary. This includes evidence of citizenship and immigration status, information for use in annual or special certification of family composition, income and deductions. It includes notifying the PHA in writing when the family is absent from the unit for an extended period of time in accordance with PHA policy.

Additionally, the tenant may not remain on the HCV program if they:

7. Engage in threatening, abusive, or violent behavior toward the landlord or PHA personnel.

8. Participate in illegal drug or violent criminal activity.
9. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
10. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
11. Sublease or sublet the unit or assign or transfer the unit.

Violation of any of the above may result in termination from the Housing Choice Voucher program.

The regulations that cover tenant obligations are found in **24 CFR Part 982**. The regulations that cover lead-based paint poisoning prevention are found in **24 CFR Part 35**.