Housing Services-Section 8 Program

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Website: www.CityofCR.com/Section8

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How the Section 8 Housing Choice Voucher Program Works

The Section 8 Housing Choice Voucher Program (HCV) is federally funded and administered locally by The City of Cedar Rapids Public Housing Authority (PHA). Rules and regulations are determined by the U.S. Department of Housing and Urban Development (HUD) as approved by the U.S. Congress.

The program provides rental assistance that is paid directly to landlords on behalf of low-income families residing in approved rental units.

The landlord will collect two payments each month—one from the Housing Authority and the other from the family.

The Process

1. Family is determined eligible and receives a Housing Choice Voucher.

2. The family finds an acceptable rental unit.

3. The landlord conducts background/financial check on tenant to determine if they are eligible tenants, per their policy.

4. The family and the landlord complete the Request for Tenancy Approval (RTA) paperwork and return it to the Housing Services.

5. The Housing Services office will review the RTA for eligibility. If the unit is eligible, the inspector will contact owner or tenant (if tenant living in unit) to schedule an inspection.

6. Once the unit passes inspection, the move in and lease will begin on the first of the month following the passed inspection.

7. Owner will receive the lease documents/HAP contract from case manager.

8. When signed documents are received, the Case Manager will send a payment request to City Council for approval and initial payment.

***First payment is delayed until all documents have been received.***
Steps to become a Section 8 Landlord

When a landlord meets with a potential tenant who is also a Section 8 Voucher holder, the landlord should:

1. Register as a landlord in the jurisdiction of the unit (as required).
2. Request a “New Owner” packet from Housing Services.
3. Complete W9 and ACH paperwork, including any management agreement and return to Housing Services.
4. Give unit information to Housing Services to be added to the Owner Referral List.
5. Use your own business practices to determine if the voucher holder is an eligible tenant for the owner’s unit.
6. If the owner approves the tenant to rent a unit the owner should complete the Request for Tenancy Agreement (RTA) completely and submit to the Housing Services office. (See Sample RTA attached to this handbook)
7. Upon receipt of the RTA, Housing Services will review to ensure the unit is a registered rental property (if located in a city that requires it), if it is registered and has passed all City inspections, the RTA will be passed to the case manager for review. If the property is not a registered rental or has not complied with any required city inspections the PHA will deny the unit and send a notice to the owner and tenant.
8. If the unit is eligible, an inspector will schedule an inspection with the owner, or with the tenant (if in place).
9. Once the unit passes inspection, the move in and lease will begin on the first of the month following the passed inspection.
10. Owner will receive the lease documents/HAP contract from the case manager.
11. When signed documents are received, the Case Manager will send a payment request to City Council for approval and initial payment.
## 3 Way Partnership

<table>
<thead>
<tr>
<th>Responsibilities of the Public Housing Authority</th>
<th>Responsibilities of the Owner</th>
<th>Responsibilities of the Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine if an applicant is eligible for rental assistance</td>
<td>Conduct all tenant screening, selection and leasing activities</td>
<td>Provide complete and accurate information to the Public Housing Authority (PHA)</td>
</tr>
<tr>
<td>Explain all the rules of the program to all qualified families (Provide at Briefing)</td>
<td>Comply with the terms of the Housing Assistance Payments (HAP) Contract</td>
<td>Make a reasonable effort to find a place to live that is suitable and qualifies for the program</td>
</tr>
<tr>
<td>Issue a Housing Choice Voucher and provide family with housing resources</td>
<td>Collect from the tenant: any security deposit, share of rent and charges for damages to the unit</td>
<td>Provide security deposit &amp; portion of rent charges &amp; provide payment for any damages to the unit beyond normal wear &amp; tear</td>
</tr>
<tr>
<td>Approve the unit, the owner, and the Lease for Voucher Tenancy, Housing Assistance Contract &amp; Certification.</td>
<td>Enforce tenant obligations under the lease</td>
<td>Cooperate in attending all appointments scheduled and complying with all deadlines given by the Housing Authority</td>
</tr>
<tr>
<td>Make housing assistance payments to the owner in a timely manner</td>
<td>Accept all payments in the previously agreed upon amounts and returning any overpayments</td>
<td>Take responsibility for the care of the assisted housing unit</td>
</tr>
<tr>
<td>Ensure annually that both the family and the unit continue to qualify for the program</td>
<td>Maintain the unit in accordance with housing quality standards, except for conditions that are the tenant's responsibility</td>
<td>Comply with the terms of the lease with the owner, including paying all rent on time</td>
</tr>
<tr>
<td>Ensure that owners and families comply with the program rules and the owner complies with the contract</td>
<td>Comply with all Fair Housing laws</td>
<td>Comply with the Family Obligations of the Housing Choice Voucher, such as reporting all changes in income, assets and family composition within 10 days and in writing</td>
</tr>
<tr>
<td>Provide families and owners with prompt and professional services</td>
<td>Ensure a safe and secure living environment</td>
<td>Avoid engaging in criminal activities</td>
</tr>
<tr>
<td>Upon request, provide a reasonable accommodation to a disabled family member</td>
<td>Agree to allow reasonable modifications for a disabled tenant at the disabled tenant's expense.</td>
<td>Obtain permission from the landlord and the Housing Authority prior to allowing someone to move in</td>
</tr>
<tr>
<td>Never withhold rent for any reason while you are being assisted under the Section 8 HCV Program.</td>
<td>Review and Respond accordingly to all items submitted</td>
<td>Provide Copies of Legal Notices to PHA</td>
</tr>
<tr>
<td></td>
<td>Provide Copies of Legal Notices to PHA</td>
<td></td>
</tr>
</tbody>
</table>
Rental Unit
Rent Amounts, Deposits & Utilities

**Rental Units:** Rental units can be single-family homes, apartments, duplexes, townhomes, condominiums & mobile homes.

**Rent Limits:** Owners set rent for unit. Rents for Section 8 assisted units cannot be higher than market rate rents.

The PHA will review the size of the unit, location and amenities to determine if a rent amount is reasonable. If it is not considered reasonable the owner will have the following options: 1. provide information to support the reasonableness; 2. lower the rent to meet reasonableness; or 3. rescind the RTA.

**Utilities:** Section 8 Vouchers do not pay any amounts to utility companies. Any utilities paid by tenant will be considered when determining tenant’s rental portion.

**Rent Shares:** Upon approval of a unit and passed inspection the PHA will notify in writing owner and tenant regarding the amounts of the Housing Assistance Payment (HAP) and the tenant rent. If at any time the rent shares change the owner and tenant will be notified in writing of the change.

**Rent Increases:** owners/managers are allowed to increase the rent after the initial term of the lease (12 months). All rental increases must be provided in writing to the PHA and tenant 60 days prior to the date of the increase.

**Rental Deposits:** The owner may collect a deposit as allowed by Iowa law. The PHA does not assist in paying rental deposits.
Request for Tenancy (RTA)

____ Is the property a registered rental (where required)?

____ Has the property completed all required rental/building inspections required by the city the unit is located in?

If either of these is a no you should not submit the RTA as it will be denied.

If yes:

1. Tenant and landlord will complete RTA and return to the PHA office.
2. Inspector contacts owner to schedule inspection. If the tenant lives in unit the inspection will be scheduled with tenant.
3. Unit will either Pass or Fail inspection—if fails owner is given 30 days to complete all repairs and have a final inspection.
4. No inspections can be scheduled until an RTA has been turned in and review by the case manager has been completed.

A sample completed Request for Tenancy is provided at the back of this handbook.

No inspections will be scheduled until an RTA is turned in to our office.

Inspections are scheduled within 14 business days of receiving an RTA.

If unit is vacant, Tenant should contact owner for inspection information or to make arrangements to be present.

Do Not contact Case Managers regarding inspection scheduling.
Rental Inspections

Purpose of Inspections:
- To ensure unit meets Federal Housing Quality Standards (HQS)
- To ensure the unit is decent, safe & sanitary
- Annually re-inspected to ensure the unit still meets minimum HQS standards
- The year the unit was built

Basic Performance Requirements
- Sanitary Facilities
- Food Preparation & Storage Space
- Space & Security
- Thermal Environment
- Lighting & Electricity
- Structure & Materials
- Interior Air Quality
- Water Supply
- Lead-based Paint
- Site & Neighborhood
- Accessibility
- Sanitary Conditions
- Smoke Detectors

Dwelling Units:
- Must have a minimum of:
  ◦ living room
  ◦ kitchen bathroom
  ◦ one living/sleeping room for every two family members.
- **Bathroom** must have:
  ◦ a flush toilet
  ◦ fixed basin
  ◦ tub/shower with hot & cold water
  ◦ Operable window or fan vented to the outside
  ◦ Ceiling or wall light fixture
  ◦ GFCI protected electrical outlet
- **Kitchen** must have:
  ◦ Working stove or range
  ◦ Working refrigerator
  ◦ Sink with hot and cold water
  ◦ Space for storage, preparation & serving of food
  ◦ Facilities for sanitary disposal of food wastes
  ◦ Ceiling or wall type light fixture
  ◦ Electrical outlets
- **Living/Sleeping Room** must have:
  ◦ Two outlets
  ◦ One light, if no light then one outlet must be a switched outlet
  ◦ Operable window large enough to be used as an emergency exit
  ◦ Working smoke detector
Dwelling Units

- **Ceiling, Walls, Floors & Windows** must be:
  - In good condition
  - No large cracks or peeling/chipping paint or plaster
  - Windows must open and close properly
  - Windows cannot have cracked, broken or missing pains
  - If windows are accessible from outside they must be lockable

- **Hand Rails**:
  - Porches, balconies and/or decks more than 30 inches above ground must have a handrail 36 inches high
  - All stairs interior or exterior with four or more steps including a landing

- **Smoke Detectors** must be:
  - Present and working within 15 feet of each bedroom or sleeping room
  - Located in each bedroom
  - Located on each level of unit including basements

- **Site and Neighborhood** must be:
  - Free of conditions that could endanger health, life and/or safety of residents
  - Unit must be free of insect or rodent infestation
  - Unfinished attics do not require a smoke detector

**Most Common Fail Conditions:**
- Missing/nonworking smoke detectors
- Missing/cracked electrical switch-plates and/or outlet covers
- Non working burners on stove/range
- Cracked/broken window pains
- Leaking faucets/plumbing
- Inoperable bath fan
- Condition of flooring—safety issues
- Missing railings on stairs
1. **Disclosure:**
   - Disclose known lead-based paint hazards to **ALL** potential residents prior to execution of a lease. Provide a copy to Housing Services. Specific knowledge includes items such as:
     ~ LBP Inspection Report
     ~ Visual Risk Assessment Report
     ~ Clearance Test Results and/or Report

2. **Lead Remediation:**
   - When necessary, perform paint stabilization to correct deteriorated paint
   - Conduct lead hazard reduction activities when required by Housing Services
   - Complete 8-hr LSWP class when required by Housing Services
   - Perform all work in accordance with HUD prescribed safe work practices and conduct clearance activities when required

3. **Pre-Renovation Notification:**
   - Each time such activity is performed, notify tenants about the conduct of lead hazard reduction activities and clearance (if required)
     ~ A copy of this must be furnished to Housing Services

4. **Maintenance:**
   - Perform ongoing maintenance. As part of ongoing maintenance, the owner must provide written notice to each assisted family asking occupants to report deteriorated paint. The notice must include the name, address and phone number of the person responsible for accepting the occupant’s complaint:
     ~ A copy of this must be furnished to Housing Services prior to rent subsidy
     ~ Owner or maintenance personnel must take the HUD Web based training to perform an annual Visual Assessment

**IMPORTANT** If a unit was built prior to 1978 and the program participant has a child(ren) under the age of six, no defective or peeling paint surface are allowed either interior or exterior of the building. If the unit has chipped or peeling paint it must be removed using safe work practices and some repairs may require a clearance test.
Paint Stabilization Safe Work Practices

Safe Work Practices Include but are not limited to the following:

PROTECT: Lay plastic sheeting on the floor or ground of your work area at least 6’ in all directions and cover any furniture in your work area. If you can’t enclose your work area with a door, use plastic sheeting over door ways to limit access (recommend 6 mil poly film).

MINIMIZE: Minimize the amount of dust and debris generated from the scraping or sanding of the painted surface by lightly misting the surfaces with water first.

CONTAIN: Contain all loose paint debris including dust, chips and building components in the plastic sheeting from the floor and dispose of (can go to local landfill).

CLEAN-UP: Once work is completed and containment disposed of, vacuum the interior work area as well as two feet outside the containment. Vacuum the exterior as well. If work was done in several areas, it is best to clean the entire unit. If work is done on the exterior, make sure there are no visible chips in the soil. Clean interior with water and household detergent. Clean window troughs, sills and floors and any other horizontal surface. Do a final vacuuming with a HEPA vacuum.

*DO NOT USE A SHOP VAC*

Landlords:

- Always use Safe Work Practices.
- High-efficiency particulate air (HEPA) vacuuming, wet mopping, and cleaning of floors, window troughs, interior window sills, and all other horizontal surfaces at turnover.
- Provide lead-based paint hazard information to residents per EPA disclosure rule prior to rental.
- Notification Regarding Lead-Based Paint Prior to Renovation, Remodeling, or Repainting. Chapter 69 of the Iowa State Code.
- Provide washable doormats inside the primary entrance to the resident.
- Maintaining ground cover.
- Inform residents to report any signs of paint deterioration or failure of hazard control treatments.
⇒ Case Managers will receive a copy of the passed inspection from the Inspectors.

⇒ Case Managers will enter information to start the housing assistance and contact Tenant and Owner to verify new Tenant monthly rent payment.

⇒ PHA will provide the owner with a Housing Assistance Payment (HAP) Contract, Lease for Tenancy Addendum and Certification. All of these documents need to be signed by landlord/tenant and returned to our office to begin receiving payments. Owners will also need to provide a copy of any lease between tenant and owner including any lease addendums.

⇒ **Initial owner payment will be delayed until we have received completed and signed paperwork back to our office.** Subsequent payments will be mailed/direct deposited at the first of the month.

⇒ All leases will begin on the first day of the month—we do not prorate.

Utilities must be turned on and Family must be moved in or be in possession of the unit and moving in

Owners/Managers should review the HAP Contract and other lease documents carefully as they provide rules and regulations as required by HUD.

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**FAQs**

**Q:** What should I do if I have a question about the amount of or receipt of a payment?

**A:** Contact the PHA Admin staff at 319-286-5872.

**Q:** What should I do if I suspect a fraudulent situation regarding the income or household composition of an assisted tenant?

**A:** Contact PHA Case manager. We are seriously concerned about any fraud/abuse of the program. We ask for the owner/managers help in reporting any fraudulent situation.

**Q:** What is the process if a household wants to move to another unit within the same building/complex or another building/complex?

**A:** If not under the first year’s leases, the program participant **MUST** give the PHA at least a 30-day notice (60 is recommended) of their intention to move and must have written permission from the landlord. The family will need to be re-verified, submit a new RTA, pass an inspection, new rent will be established, and execute new documents.

**Q:** What should I do if I suspect tenant has “skipped” or vacated the unit?

**A:** Contact PHA Case manager immediately.
Section 8 Housing Choice Voucher (HCV) Move Process  
Within Linn and Benton Counties

Step 1: Written Move Notice to Owner and provide PHA office with a copy. (1st of month to end of month)  
Minimum of 30 days-We recommend 60

Step 2: Tenant Move Notification to Section 8  
Within 10 working days of receipt of the move notification, the Case Manager will let the tenant and landlord know whether the move is approved or denied.

Step 3: Issuance of Voucher; If approved  
Tenant receives, signs and returns voucher to our office within 7 working days & picks up move packet.

Step 4: Request for Tenancy Approval  
Landlord and tenant will complete Request for Tenancy Approval (RTA) and Lead Paint Disclosure Form.  
The tenant must return the forms to the office. (must be returned prior to voucher expiration)

Step 5: Request Approval and Inspection  
Housing Authority office determines if the tenant is eligible for the unit and the rent is reasonable. (tenant may not pay more than 40% of their adjusted gross monthly income toward rent and utilities)  
Housing Authority will schedule and inspect the unit. (could take up to 14 days depending on the inspector’s schedule)

Step 6: Lease for Voucher Tenancy, HAP Contract and Certification Executed  
The Lease for Voucher Tenancy and HAP Contract will be executed and HAP payments will occur providing:  
- The unit passes HQS inspection.  
- The tenant has all required utilities turned on in their name.  
- The tenant moves in.  
- The landlord & tenant sign the Lease for Voucher Tenancy and landlord signs the HAP Contract.  

If you have any additional questions about the Section 8 move process for Linn and Benton Counties, please contact the Housing Services office at (319) 286-5872.

First payment cannot be processed until all documents are signed by all parties and returned to our office. Processing the HAP payment can take up to 2-4 weeks after completed docs are received.
Current Owner:

1. Within 10 working days of closing, must provide a written notification to the PHA and the tenant. The notification should state that the property has been sold and provide the following information:
   a. New Owner’s Name
   b. New Owner’s address
   c. New Owner’s phone number

Notification should also provide PHA with:
   a. A list of tenants
   b. date new owner took possession of the property

2. Provide the new owner with a copy of all Section 8 paperwork, including the HAP contract for each tenant.

New Owner:

1. Within 10 working days of closing, must provide PHA with the following information:
   a. Copy of Deed and/or other transfer of ownership document;
   b. Copy of a management agreement if a property management company utilized

2. PHA will provide the new owner with an owner information packet and a W9 form (if needed).

3. Owner will complete W9 form and return to PHA within 10 working days along with ACH agreement if necessary.

4. New owner and tenant will both sign Amendment to HAP Contract and Tenancy Addendum as provided by the PHA. This step must be completed before any payments are made to new owner.

5. Once all information is returned to PHA, information will be updated and added to the rent sheet within 15 to 30 days. **new owner must also register with Building Services Department within this timeframe**
Landlord Resources

Landlords of Linn County:
http://landlordsoflinncounty.org/

• Linn County Sheriff’s Eviction Process:
http://www.linncounty.org/content.asp?Page_Id=797&Dept_Id=29

• City of Cedar Rapids:
www.CityofCR.com

• City Housing Inspections Divisions:

• Assessor’s office:
  • http://www.cedar-rapids.info/assessor/pmc/

• Building Services:

• Nuisance Abatement
http://www.cedar-rapids.org/government/departments/building-services/nuisanceabatement/Pages/default.aspx

• Emergency Rehabilitation
http://www.cedar-rapids.org/government/departments/communitydevelopment/housing/
PagesemergencyRehabilitation.aspx
Request for Tenancy Approval

Housing Choice Voucher Program

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use, maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

1. Name of Public Housing Agency (PHA)

2. Address of Unit (street address, unit #, city, state, zip code)

City of Cedar Rapids Housing Services

3. Requested Lease Start Date

4. Number of Bedrooms

5. Year Constructed

6. Proposed Rent

7. Security Deposit

8. Date Unit Available for Inspection

9. Structure Type

- Single Family Detached (one family under one roof)
- Semi-Detached (duplex, attached on one side)
- Rowhouse/Townhouse (attached on two sides)
- Low-rise apartment building (4 stories or fewer)
- High-rise apartment building (5+ stories)
- Manufactured Home (mobile home)

10. If this unit is subsidized, indicate type of subsidy:

- Section 202
- Section 221(d)(3)(BMIR)
- Tax Credit
- HOME
- Section 236 (insured or uninsured)
- Section 515 Rural Development
- Other (Describe Other Subsidy, including any state or local subsidy)

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an 'O'. The tenant shall provide or pay for the utilities/appliances indicated below by a 'T'. Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

<table>
<thead>
<tr>
<th>Item</th>
<th>Specify fuel type</th>
<th>Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Heating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Conditioning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td>Provided by</td>
</tr>
<tr>
<td>Refrigerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range/Microwave</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous editions are obsolete 1 HUD-52517 (7/2019)
12. Owner’s Certifications
   a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

<table>
<thead>
<tr>
<th>Address and unit number</th>
<th>Date Rented</th>
<th>Rental Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1234 Haven Dr Apt 223</td>
<td>2/1/19</td>
<td>$600</td>
</tr>
<tr>
<td>2. 1234 Haven Dr Apt 124</td>
<td>9/1/18</td>
<td>$575</td>
</tr>
<tr>
<td>3. 1234 Haven Dr Apt 304</td>
<td>8/1/19</td>
<td>$600</td>
</tr>
</tbody>
</table>

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:
   - [ ] Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
   - [ ] The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
   - [x] A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family’s behavior or suitability for tenancy. Such screening is the owner’s responsibility.
14. The owner’s lease must include word-for-word all provisions of the NUD tenancy addendum.
15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.
Background Information
The Section 8 Housing Choice Voucher (HCV) Program is funded through the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Cedar Rapids Housing Services Division. The purpose of the program is to provide monthly payments on behalf of the tenant, to the landlord to assist the household with their rent.

Update: On November 15, 2016 the waiting list opened to accept pre-applications to the Section 8 HCV program. Approximately 1,321 pre-applications were accepted and the waiting list was closed. See Figure 1 for additional information.

Update: There are currently 75 active participants in our Family Self Sufficiency Program and 59 families have a positive escrow account balance.

Below is demographic information gathered about program participants of the City of Cedar Rapids Section 8 Housing Choice Voucher Program.

### End of Participation: April 1, 2019 – June 30, 2019

<table>
<thead>
<tr>
<th>Number of Tenants</th>
<th>% Ended</th>
<th>Reason for Ending Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>54%</td>
<td>Left in Good Standing</td>
</tr>
<tr>
<td>12</td>
<td>46%</td>
<td>Terminated for Program Violations</td>
</tr>
</tbody>
</table>

**FIGURE 1**

Of the 12 Program Violators

<table>
<thead>
<tr>
<th>Number of Tenants</th>
<th>Reason for Ending Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Terminated for Criminal Activity</td>
</tr>
<tr>
<td>11</td>
<td>Terminated for other Program Violations</td>
</tr>
</tbody>
</table>

**FIGURE 2:**

<table>
<thead>
<tr>
<th>Zip Code before Admission</th>
<th>% of the New Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linn / Benton County</td>
<td>95%</td>
</tr>
<tr>
<td>Other IA Counties</td>
<td>2%</td>
</tr>
<tr>
<td>Other States (3)</td>
<td>3%</td>
</tr>
<tr>
<td>Applicant families on waiting list</td>
<td>814</td>
</tr>
</tbody>
</table>
Active Participants Demographics

The demographics in this section of the report reflect information gathered in April 2019 on active participants in the Section 8 HCV program. Please note that demographics may vary based on participants leaving the program or moving to other jurisdictions when the aggregate numbers were pulled.

Currently 19% of participant families are 62 years old or older and 52% have a disabled head of household. Currently 46% of participants are families with children.

**FIGURE: 3**

<table>
<thead>
<tr>
<th>Active Participants Average Rents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Rent</td>
</tr>
<tr>
<td>$301</td>
</tr>
</tbody>
</table>

Figure 3 shows an average monthly share of rent paid by participants is $300. The average monthly subsidy paid by our PHA (to the landlord) is $388 for April 2019. On average, the contract rent is $688 per participant.

**FIGURE: 4**

<table>
<thead>
<tr>
<th>April 2019 Household Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Member Size</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Figure 4 shows 89.6% of families participating in the program in April 2019 were households of 4 or less persons.

**FIGURE: 5**

<table>
<thead>
<tr>
<th>Household Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $5,001</td>
</tr>
<tr>
<td>$5,001 - $10,000</td>
</tr>
<tr>
<td>$10,001 - $15,000</td>
</tr>
<tr>
<td>$15,001 - $20,000</td>
</tr>
<tr>
<td>$20,001 - $25,000</td>
</tr>
<tr>
<td>$25,001 - $30,000</td>
</tr>
<tr>
<td>$30,001+</td>
</tr>
</tbody>
</table>

Figure 5 shows 70% of our active households as of July 2019 had an annual income of $15,000 or less.

For more information about program demographics, contact the City’s Housing Services Office at (319) 286-5872. To learn more about the program, visit the “Section 8 Rent Assistance” page of the City’s website, www.CityofCR.com.