

Monthly update

A service of the Cuyahoga Metropolitan Housing Authority for landlords and program participants in Cuyahoga County, December 2011

CMHA HCVP Administrative Plan Update

The Cuyahoga Metropolitan Housing Authority (CMHA) Housing Choice Voucher Program (HCVP) operates under federal regulations and an Administrative Plan annually authorized by the CMHA Board of Commissioners. Key differences for 2012 are noted below. A complete copy of the Administrative Plan can be found on the CMHA web site at www.cmha.net.

Inspections:

- All utilities (water, gas and electric) and owner-provided appliances must be installed and operational by the initial inspection date.
- If a unit fails the initial HQS inspection, the unit will be rescheduled for a second inspection within 7 – 10 days.
- HUD acceptability criteria require that external door locks be turn-style deadbolt locks.
- Exceptions to HQS, in addition to HUD acceptability requirements, are identified, including those related to: exterior windows, clothes dryers, downspouts and storm doors. Defective paint that exceeds specified areas will require the abatement of all lead hazards regardless of the age of the occupants, as well as a lead clearance test from an accredited source for units in which a child under the age of six resides.
- Program participants must contain pets during inspections; failure to do so may result in cancellation of the appointment. Two cancellations could result in termination of assistance.

(See the Inspections Standards page on the CMHA HCVP website for a detailed listing of HUD exceptions to HQS, emergency violations and a link to the HUD HQS Inspections Checklist).

Live-in Aide:

- One bedroom will be provided regardless of the number of the Live-in Aide's family members.
- Compliance with HQS occupancy standards is required; if the Live-in Aide's family members cause the standards to be exceeded, the family must recommend another live-in aide that meets HQS.
- Live-in Aides must attend all annual and special appointments and must provide a current identification and show proof of residency in the subsidized unit after the first year.
- When an approved Live-in Aide no longer resides in the unit, the head of household must report this within 30 days; if a new Live-in Aide is not approved by CMHA, the voucher size will be reduced at the next annual re-exam.

Criminal Activity:

- The HCVP will consider felony level criminal activity, unless otherwise required by federal regulations, to determine eligibility of applicants and participants for program assistance.
- Background checks will only consider violent criminal or drug activity for three years after incarceration and/or release from court-ordered supervision.



The
Housing
Choice
Voucher
Program



The **Applicant/Participant Portal** helps participants manage their HCV Program responsibilities from recertification appointments to submission of interims to inspection reminders and more. Registration is easy! Just go to www.cmha.net/apportal.

Landlords can easily register for the **Landlord Portal** at www.cmha.net/llportal for access to their annual 1099 tax documentation and information on inspections and payments.



Board of Commissioners: Ronald V. Johnson Jr., Chairman; Doris V. Jones, Vice-Chairperson; Robert E. Davis, Ronnie A. Dunn, Ph.D., Natoya Walker Minor
Acting Chief Executive Officer: Jeffery K. Patterson, **HCVP Director:** Priscilla Pointer-Hicks
Housing Choice Voucher Program: (216) 431-1471, www.cmha.net

CMHA's Housing Choice Voucher Program provides reasonable accommodations to persons with disabilities so they may participate in our programs, services and activities. If you need an accommodation, including auxiliary aids and/or services, please contact Customer Service at (216) 431-1471 (voice) or 1-800-750-0750 (Ohio Relay Service).