

INFORMATION AND INSTRUCTIONS

Please keep this section of the application packet for reference.

HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM Montrose County Housing Authority (MCHA)

Please read all information in this application packet before completing the application.

*No applicant for the Housing Choice Voucher Program will be discriminated against because of age, race, color, sex, religion, familial status, marital status, gender identity, sexual orientation, or disability. A single person with a disability or a family that includes a person with disabilities may request a reasonable accommodation at any time during the application or occupancy process.

The application and all supplemental forms must be **filled out in full** and **signed by all adult family members**. If all information on the application and supplemental forms is not received by MCHA within fourteen (14) calendar days of the application date, the application will be denied. Supplemental forms included with this application are as follows:

214 Citizenship Declaration

HUD form 9886—Authorization for Release of Information

HUD form 92006--Supplement to Application

HUD form 52675—Debts owed to Public Housing Agencies and Terminations

HUD—What You Should Know About EIV

MCHA—Authorization for Release of Information

MCHA—Release for Criminal Background Screening

If an applicant's spouse is temporarily absent from the home, he/she must be listed on the application and is subject to the same screening criteria as all other household members. If a spouse is permanently absent, he/she should not be listed on the application and will not be allowed to live in the assisted unit.

MCHA will generate a criminal background check on all household members aged eighteen (18) and older; and will screen all household members for lifetime sex offender registration. MCHA is screening for specific criminal backgrounds stipulated in the Administrative Plan, as well as criminal activities that prohibit a person from receiving housing assistance during his/her lifetime. Lifetime prohibitions include persons required to register under a state lifetime sex offender program and persons who have been convicted of methamphetamine production. An application will not be denied if the criminal background check reveals a single minor or petty criminal activity. If an applicant is offered a voucher before the background information is received and the results of the check reveal drug-related or violent criminal activity, the housing assistance may be terminated.

The application will be reviewed within 30 days following receipt to determine initial eligibility. The applicant will be contacted if additional information is required. If it is determined during the review that the applicant failed to disclose relevant information requested or provided false information on the application the application will be denied. The applicant will be mailed a letter of initial eligibility or denial at the address provided on the application. If the application is denied, the applicant has ten (10) days to respond with additional documentation to prove eligibility.

PROCESS

1. **Apply for Housing Choice Voucher Program**—Fill out application and supplemental forms completely. Include proof of any preference(s) claimed.
2. **Preferences**—Applicants are selected from the waitlist first by preference, then by date and time. If you believe that you qualify for a preference, please fill out and sign the preference claim sheet at the end of the application and provide proof of the preference(s) you are claiming. MCHA uses the following preferences to determine initial placement on the waiting list:

Homeless:

- Sleeping in a place not designed for or used as a regular sleeping accommodation, including a car, park, abandoned building, bus or train station, airport, campground, etc.
- Living in a shelter designed to provide temporary living arrangements (including emergency shelter, congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or by government programs),
- Exiting an institution where they resided for less than 90 days; and were residing in an emergency shelter or place not meant for human habitation immediately prior to entering the institution.

Acceptable forms of verification: Letter from a public or private facility providing shelter to a family, local police or social service agency. If you are unable to obtain verification of homelessness, please call MCHA staff to discuss your situation.

Victim of Domestic Violence*, Natural Disaster or Government Action:

- Examples may include a current incident of domestic violence, a recent flood or fire, persons relocated by a government action (through no fault of their own).

Acceptable forms of verification: Certification from local police, social service agency, court, clergy, physician, public or private shelter or counseling facility concerning displacement due to domestic violence. Certification from a unit of government concerning displacement due to disaster or government action.

***Violence Against Women Act (VAWA)**—if you are eligible for a Housing choice Voucher, MCHA cannot deny your rental assistance solely because you are a victim of domestic violence, dating violence, or stalking. A "Notice of Occupancy Rights under VAWA" is included in this packet.

Elderly:

- The Head of Household, Spouse, or Co-head is over the age of 62.

Acceptable forms of verification: State issued photo ID or Birth Certificate.

Disabled:

- Any member of household is disabled. Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.

Acceptable forms of verification: Knowledgeable professional's statement or disability income (SSI award letter).

Working Towards Self Sufficiency:

- Those who are currently working or those who are currently enrolled in an educational training* (or upward mobility programs) who are executing their goals: “higher education” or training program.

Acceptable forms of verification: Check stubs, letters from employers, Class Schedule or Acceptance Letter from institution of Higher Education, Personal goal plan verified by case manager.

- 3. Initial Eligibility**—MCHA will screen for initial eligibility for the program. Eligible applicants are placed on the waiting list and offered a voucher in accordance with the HUD-approved Administrative Plan, which is available upon request. Applicant screenings and offers of vouchers will be made without discrimination regarding race, color, religion, sex, age, handicap, familial status, or national origin. MCHA will send a letter either confirming or denying placement on the waitlist to the mailing address listed on the application. If you do not receive this letter within 30 days, please contact MCHA. **Placement on the waiting list does not indicate that the family is in fact eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.**
- 4. Waiting period**—*Please be aware—the waiting period can be two (2) years, possibly even longer.* During this period the applicant must notify MCHA, **in writing**, of any changes in income/assets, family composition, mailing address, or phone number. The applicant must respond to all correspondence from MCHA in the time allotted. If the applicant fails to respond by set deadline, or if MCHA is unable to contact the applicant through the most recent mailing address provided in writing, the application will be removed from the waiting list. If the applicant can provide verification that he/she was unable to respond due to circumstances beyond his/her control, the application may be reinstated.
- 5. Offer of Assistance**—**When a voucher becomes available, the applicant will be contacted through the most recent written mailing address on record.** If MCHA is unable to contact the applicant, or if the applicant fails to respond to the voucher offer, the application will be removed from the waiting list.
- 6. Intake Briefing**—Once the offer of voucher is received, the applicant must contact MCHA to schedule an Intake Briefing. All household members aged 18 or older must attend this briefing. Please be aware—this is a group intake, and the briefing lasts approximately 2 hours. Due to space constraints, please bring only household members over the age of 18. If you need to bring additional person(s) to assist you during this briefing, please make arrangements when you contact MCHA to set up your briefing so we can schedule accordingly.

Please bring to your intake appointment: If you do not bring required documentation, you will not be allowed to attend the briefing. If you do not currently possess these documents, you need to work on obtaining them so you will have them when you reach the top of the waitlist.

- ✓ Original Social Security cards for all members of the household
- ✓ Birth Certificates for all members of the household
- ✓ A current driver’s license or state issued ID for each adult household member
- ✓ For each minor listed on the application, original proof of custodianship or right to live with the family (birth certificate, divorce decree, etc...)

- ✓ Additional verification forms as determined necessary to verify income, family composition, deductions, and allowances based on review of the application by MCHA.

Original documents provided will be copied by MCHA, and the original documents will be returned to the applicant. Upon verification of all documentation, a final determination of eligibility will be made. If eligibility is approved, an offer of assistance will be made, and a voucher will be issued.

- 7. Use the Voucher**—Applicant may now begin searching for a unit that matches the unit size listed on the voucher. Unit must meet Housing Quality Standards (HQS), and Payment Standards set by MCHA and Colorado Division of Housing based on HUD Fair Market Rent. Once the applicant finds an acceptable unit, a Request for Tenancy Approval is turned in, which triggers an HQS inspection.
- 8. Await inspection results.**
- 9. Await rent decision**—once unit passes inspection, rent determination is made.
- 10. Sign the Lease**—**Do NOT sign the lease until the unit is approved by MCHA.** *If applicant would like to continue to live in a unit he/she is already occupying when voucher is issued, the unit must meet HQS and Payment Standards. MCHA will not provide rental assistance until all paperwork is complete.*
- 11. Move in, pay rent and utilities.**
- 12. Comply with HUD and MCHA's regulations**—After admission to the program, all household members must abide by the Family Obligations.

**NOTICE OF OCCUPANCY RIGHTS UNDER
THE VIOLENCE AGAINST WOMEN ACT**

U.S. Department of Housing and Urban Development
OMB Approval No. 2577-0286
Expires 06/30/2017

MONTROSE COUNTY HOUSING AUTH.

Notice of Occupancy Rights under the Violence Against Women Act²

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.³

Protections for Applicants

If you otherwise qualify for assistance under , you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

If you are receiving assistance under , you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

MONTROSE COUNTY HOUSING AUTH. may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If MONTROSE COUNTY HOUSING AUTH. chooses to remove the abuser or perpetrator, MONTROSE COUNTY HOUSING AUTH. may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, MONTROSE COUNTY HOUSING AUTH. must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, MONTROSE COUNTY HOUSING AUTH. must follow Federal, State, and local eviction procedures. In order to divide a lease, MONTROSE COUNTY HOUSING AUTH. may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, MONTROSE COUNTY HOUSING AUTH. may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, MONTROSE COUNTY HOUSING AUTH. may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

¹ The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD's program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

² Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

³ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



(2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

MONTROSE COUNTY HOUSING AUTH. will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

MONTROSE COUNTY HOUSING AUTH.'s emergency transfer plan provides further information on emergency transfers, and MONTROSE COUNTY HOUSING AUTH. must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

MONTROSE COUNTY HOUSING AUTH. can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from MONTROSE COUNTY HOUSING AUTH. must be in writing, and MONTROSE COUNTY HOUSING AUTH. must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. MONTROSE COUNTY HOUSING AUTH. may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to MONTROSE COUNTY HOUSING AUTH. as documentation. It is your choice which of the following to submit if MONTROSE COUNTY HOUSING AUTH. asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by MONTROSE COUNTY HOUSING AUTH. with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that MONTROSE COUNTY HOUSING AUTH. has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, MONTROSE COUNTY HOUSING AUTH. does not have to provide you with the protections contained in this notice.

If MONTROSE COUNTY HOUSING AUTH. receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), MONTROSE COUNTY HOUSING AUTH. has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, MONTROSE COUNTY HOUSING AUTH. does not have to provide you with the protections contained in this notice.

Confidentiality

MONTROSE COUNTY HOUSING AUTH. must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

MONTROSE COUNTY HOUSING AUTH. must not allow any individual administering assistance or other services on behalf of MONTROSE COUNTY HOUSING AUTH. (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

MONTROSE COUNTY HOUSING AUTH. must not enter your information into any shared database or disclose your information to any other entity or individual. MONTROSE COUNTY HOUSING AUTH., however, may disclose the information provided if:

- You give written permission to MONTROSE COUNTY HOUSING AUTH. to release the information on a time limited basis.
- MONTROSE COUNTY HOUSING AUTH. needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires MONTROSE COUNTY HOUSING AUTH. or your landlord to release the information.



VAWA does not limit MONTROSE COUNTY HOUSING AUTH.'s duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, MONTROSE COUNTY HOUSING AUTH. cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if MONTROSE COUNTY HOUSING AUTH. can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If MONTROSE COUNTY HOUSING AUTH. can demonstrate the above, MONTROSE COUNTY HOUSING AUTH. should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with or .

For Additional Information

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>

Additionally, MONTROSE COUNTY HOUSING AUTH. must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact at .

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact .

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact .

Victims of stalking seeking help may contact .

Attachment: Certification form HUD-5382



