

GENERAL INFORMATION FOR SECTION 8 RECIPIENTS

As a recipient of the Section 8 Program, here are some items to consider in finding a suitable unit for your family.

- Is the unit in good condition and suitable for your needs?
- Have you considered location in proximity to public transportation, centers of employment, schools, and shopping?
- Are utilities included? (Gas, Water, Electric)
- Is the rent reasonable?

Other Frequently Asked Questions

- **What is a payment standard?** The payment standard is determined on an annual basis by comparing market rents on each island jurisdiction by bedroom size. The payment standard includes utilities.
- **How do you determine what you will pay or total tenant payment (TTP)?** The following is an example of what you would pay.

Example: Your payment standard is \$788.00 for a one-bedroom unit. The unit you found is \$700.00 including utilities. Next, we check if your rent is reasonable by checking rent comparables. If rent is reasonable, your 30% of adjusted incomes is \$300.00. The \$300.00 is what you would be paying the Landlord monthly and the state will be paying \$400.00 monthly on your behalf.

- **What is rent comparable?** The State is required to insure that the unit you plan to rent is reasonable according to prevailing market conditions. If the rent is too high according to market conditions you will not be able to rent unit or the landlord will have to lower rent charged.
- **What if my income changes?** If your incomes changes you are to notify your Section 8 Occupancy Specialist immediately.

EXTENSION AND SUSPENSION OF THE TERM OF THE SECTION 8 RENTAL VOUCHER

EXTENSION POLICY

Upon written request from the Family the expiration date of the Voucher may be extended beyond the initial sixty (60) days. More than one extension may be granted; however, in no event will the extension(s) exceed an additional sixty (60) days beyond the initial term.

EXTENSION PROCEDURES

I. How to Request an Extension:

- Submit written request for an extension.
- Submit verification to support the extension request together with the request.
- Submit request no earlier than fourteen (14) calendar days before the expiration date and no later than close of business on the expiration date.

II. MANAGEMENT REVIEW and APPROVAL PROCESS:

Section 8 Program Manager or Deputy Manager (Management) will:

- Evaluate the request along with required supporting verifications.
- Grant an extension and determine the extension period based on:
 - Verification, such as a search record, showing that the Family made reasonable efforts to find a unit during the first sixty (60) days.
 - Verification showing extenuating or special circumstances, which affected the Family's ability to find a unit during the first sixty (60) days. (eg.: hospitalization, family emergency for an extended period of time, or lack of units to meet disability accessibility.)
- Provide written notification to the Family on the decision.

SUSPENSION POLICY

Upon receipt of the Request For Tenancy Approval from the Family, Housing & Community Development Corporation of Hawaii (HCDCH) will stop the clock on ("Suspend") the Voucher term. The suspension time will equal the number of days it takes HCDCH to process the Request For Tenancy Approval.

LINDA LINGLE
GOVERNOR



STEPHANIE AVEIRO
EXECUTIVE DIRECTOR

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STATE OF HAWAII
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
RENT SUBSIDY UNIT

1002 NORTH SCHOOL STREET
P.O. BOX 17907
HONOLULU, HAWAII 96817
(808) 832-6040 FAX (808) 832-3461

Release of Information to Prospective Landlords

To: Section 8 Applicant/Participant

In accordance with HUD requirements, the PHA will furnish prospective owners who request the family's address information in writing from the PHA with the family's current address as shown in the PHA's records and, if known to the PHA, the name and address of the landlord at the family's current and prior address.

The PHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The PHA will inform owners that it is their responsibility as the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others, and compliance with other essential conditions of tenancy.

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NOTICE TO SECTION 8 PARTICIPANT:

As a participant of the Section 8 Housing Choice Voucher Programs, you are required to meet Family Obligations in order to receive continued housing assistance. The Housing and Community Development Corporation of Hawaii (HCDCH) may at any time terminate program assistance for a participant, for any of the following grounds:

1. If the family violates any family obligations under the program (24 CFR 982.551).
2. If any member of the family has ever been evicted from public housing.
3. If HCDCH or a Housing Agency (HA) has ever terminated assistance under the certificate or voucher program for any member of the family.
4. If any member of the family commits drug-related criminal activity, or violent criminal activity (24CFR 982.553).
5. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
6. If the family currently owes rent or other amounts to HCDCH or to any other HA in connection with Section 8 or public housing assistance under the 1937 Act.
7. If the family has not reimbursed any HA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
8. If the family breaches an agreement with HCDCH or any other HA to pay amounts owed to HCDCH or the HA, or amounts paid to an owner by a HA. (HCDCH, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to HCDCH or an HA or amounts paid to an owner by HCDCH or an HA. HCDCH may prescribe the terms of the agreement.)
9. If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
10. If a Welfare-to-Work (WTW) family fails to fulfill its obligations under the Welfare-To-Work Voucher program.
11. If the family has engaged in or threatened abusive or violent behavior toward HA personnel.