Akron Metropolitan Housing Authority

Housing Choice Voucher Program (HCVP)

The Road to a Voucher

- Housing Placement Department
  - Client applies online for appropriate wait lists online
  - When they near the top of a list, orientation interview is held to determine if they are rent burdened or homeless
  - Criminal background check (no credit or rental history check)
- HCVP Contracts & Leasing (C&L)
  - Files for clients who qualify for a voucher are forwarded to C&L for the monthly briefing
  - Standard or tiered rent determination
  - Specialty vouchers are issued individually

Finding a Tenant

- Listing your vacancy online and reaching out to the housing resource specialist
- 350 voucher holders looking for a unit at any one time
  - Check the DO NOT ACCEPT AFTER field.
  - Check the VOUCHER SIZE field; tenant may be looking to "over house"
- AMHA completes a criminal background check
  - Three-year timeframe
  - AMHA does not do rental history or credit checks
- Four types of request for tenancy approval (RTAs)
  1. New to program (white)
  2. Transferring housing (goldenrod)
  3. New to Summit County (blue)
  4. Project-based **(pink - do not accept)**
  5. Housing mobility pilot (yellow)

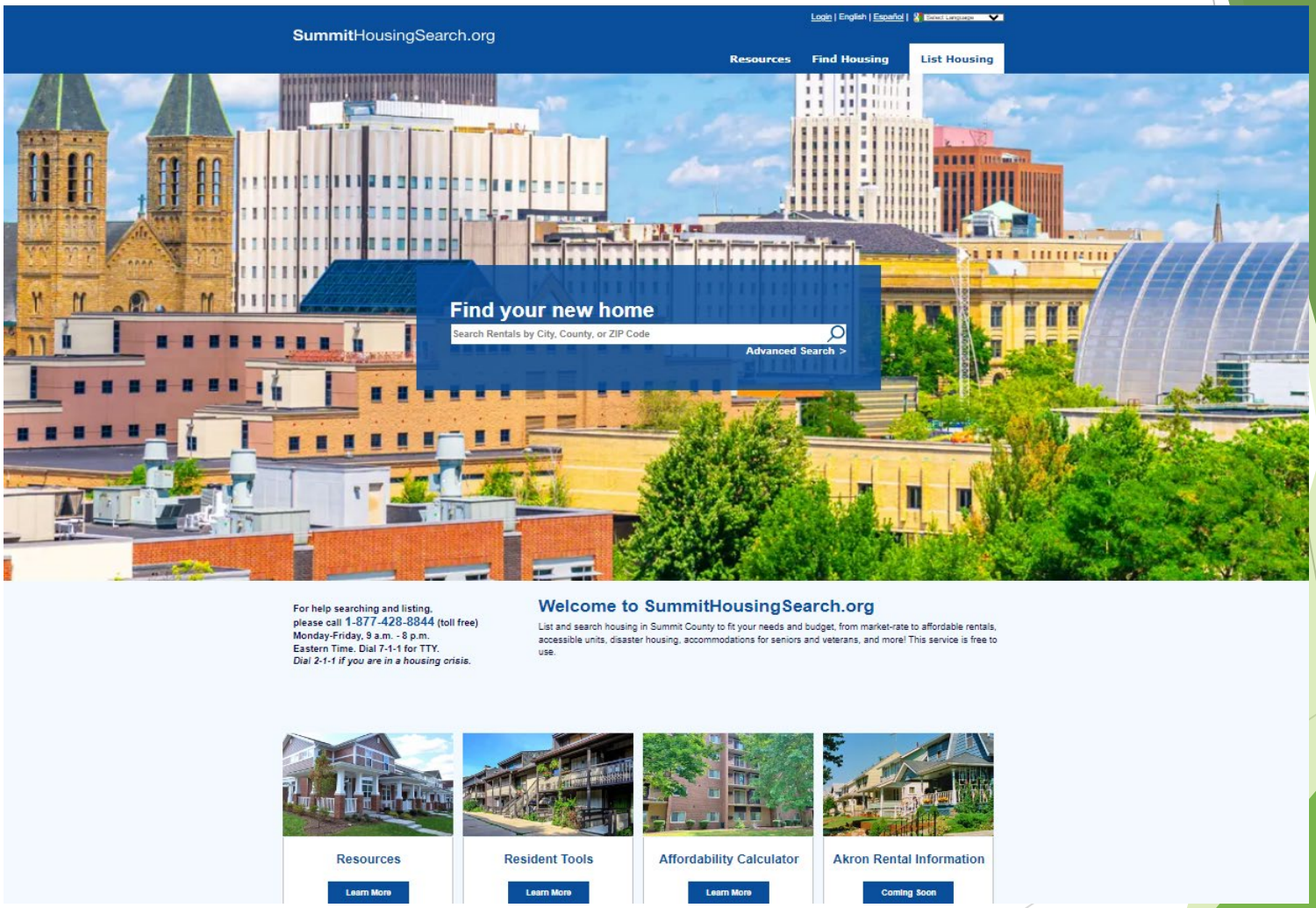
Theresa Smith, 330-376-9458

Listing Your Vacancy

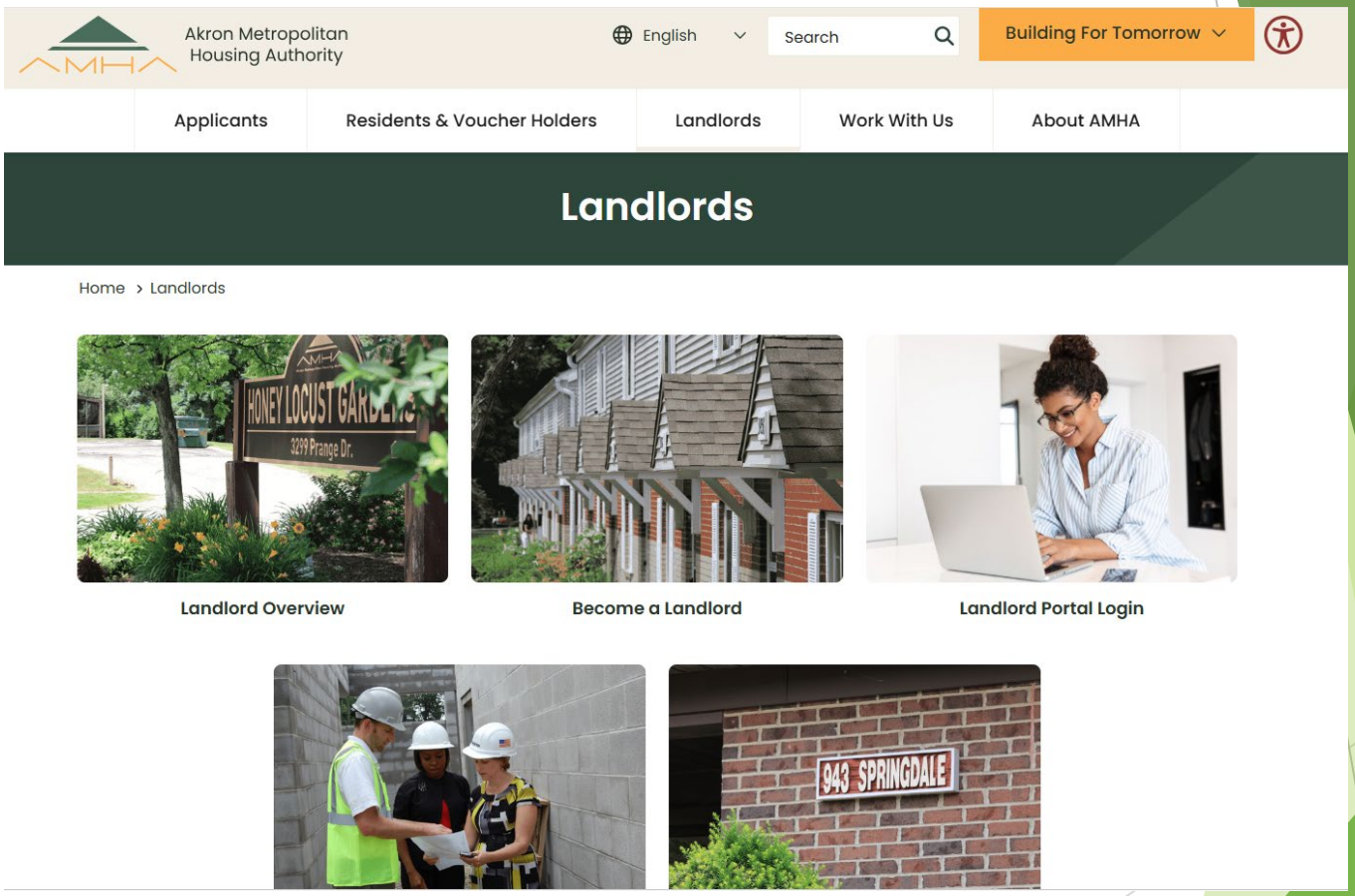
- FREE service
- We direct all voucher holders to use www.summithousingsearch.org
- Customer service available Monday through Friday, 9am-8pm
- Also accessible through the AMHA website: akronhousing.gov/ Landlords tab/ Landlord Overview/ 1. Landlord lists property at Summit Housing search link
- AMHA is affiliated with Summit Housing Search but does not own or manage the website
- You can also contact Deidrinelle Moton, who will work to point prospective tenants in your direction

Deidrinelle Moton 330-374-3007, ext. 9717
dmoton@akronhousing.org

Summit Housing Search Homepage



Landlords landing page



Request for Tenancy Approval (RTA)

- Received and forwarded to inspections scheduler
  - Processed (if complete and accurate) and entered in database with 24 hours
- Sent to C&L daily
  - C & L will run Rent Reasoner and contact you with pre-inspection rent estimate (**unless** it meets requested rent)
  - C & L will hold 24-hours before sending RTA to inspections
  - The landlord will be contacted to schedule the initial inspection (no shows at inspection must be counted as a failed inspection)
  - Unit must pass inspection within 30 days of first fail; if a unit fails three inspections AMHA cannot enter into a contract

Teresa Smith, 330-376-9458

2025 Payment Standards

FOR COMPARISON WITH 2026

Akron Metropolitan Housing Authority
Payment Standards based on Small Area Fair Market Rents (SAFMRs)

Group	Zip Codes	Bedroom Size							
		0	1	2	3	4	5	6	7
Blue	44262 44302 44307 44311	$723	$811	$1,030	$1,293	$1,381	$1,588	$1,795	$2,002
Green	44203 44210 44216 44222 44232 44240 44250 44260 44278 44303 44304 44305 44306 44308 44309 44310 44312 44313 44314 44316 44320 44325 44334 44720	$780	$868	$1,110	$1,374	$1,473	$1,693	$1,914	$2,135
Yellow	44223 44224 44264 44301 44319 44333 44685	$846	$932	$1,200	$1,479	$1,596	$1,835	$2,074	$2,314
Orange	44067 44087 44221 44286 44321	$950	$1,050	$1,350	$1,670	$1,800	$2,070	$2,340	$2,610
Red	44056 44141 44236 44202	$1,188	$1,341	$1,629	$2,088	$2,241	$2,577	$2,913	$3,249
PBV's & Shelter Plus Care*	All Zip Codes	$799	$880	$1,131	$1,398	$1,504	$1,729	$1,955	$2,180

2026 Payment Standards

Akron Metropolitan Housing Authority Payment Standards based on Small Area Fair Market Rents (SAFMRs)									
Group	Zip Codes	Bedroom Size							
		0	1	2	3	4	5	6	7
Blue	**44262 44302 44307 44311** (hold harmless if applicable)	$735	$815	$1,035	$1,300	$1,390	$1,598	$1,807	$2,015
Green	44203 44210 44216 44222 44232 44240 44250 44260 44278 44303 44304 44305 44306 44308 44309 44310 44312 44313 44314 44316 44320 44325 44334 44720	$800	$897	$1,142	$1,431	$1,527	$1,756	$1,985	$2,214
Yellow	44223 44224 44264 44301 44319 44333 44685	$895	$985	$1,255	$1,530	$1,650	$1,897	$2,145	$2,392
Orange	44067 44087 44221 44286 44321	$995	$1,150	$1,420	$1,720	$1,855	$2,133	$2,411	$2,689
Red	44056 44141 44202 44236	$1,225	$1,390	$1,700	$2,295	$2,300	$2,645	$2,990	$3,335
PBVs & Shelter Plus Care*	All Zip Codes	$904	$985	$1,268	$1,547	$1,681	$1,933	$2,185	$2,437

2026 Payment Standards

Areas of Opportunity

The zip codes with increased payment standards are as follows (see previous slide for payment standards per bedroom size):

44056: Macedonia
44067: Northfield, Sagamore Hills
44087: Twinsburg, Reminderville
44141: Brecksville
44202: Reminderville
44221: Cuyahoga Falls, Stow
44223: Cuyahoga Falls, Akron
44224: Stow, Hudson, Silver Lake, Cuyahoga Falls
44236: Hudson, Boston Heights
44264: Peninsula
44286: Richfield
44301: Akron
44319: Coventry, New Franklin
44321: Akron, Copley, Norton, Montrose-Ghent, Pigeon Creek
44333: Fairlawn, Bath Township, Montrose-Ghent, Cuyahoga Falls
44685: Green, Uniontown

2025 Utility Allowances

FOR COMPARISON WITH 2026

ONE STORY EXAMPLE TWO BEDROOM	
GAS HEAT	$ 76.00
ELEC HEAT	$100.00
GAS STOVE	$ 3.00
ELEC STOVE	$ 15.00
OTHER ELEC	$ 45.00
WAT,SEW,TR	$143.00

TWO STORY EXAMPLE TWO BEDROOM	
GAS HEAT	$ 72.00
ELEC HEAT	$ 87.00
GAS STOVE	$ 3.00
ELEC STOVE	$ 15.00
OTHER ELEC	$ 45.00
WAT,SEW,TR	$ 143.00

2026 Utility Allowances

Full list on landlord portal

ONE STORY EXAMPLE TWO BEDROOM	
GAS HEAT	$ 79.00
ELEC HEAT	$ 90.00
GAS STOVE	$ 3.00
ELEC STOVE	$ 15.00
OTHER ELEC	$ 45.00
WAT,SEW,TR	$143.00

TWO STORY EXAMPLE TWO BEDROOM	
GAS HEAT	$ 75.00
ELEC HEAT	$ 78.00
GAS STOVE	$ 3.00
ELEC STOVE	$ 15.00
OTHER ELEC	$ 45.00
WAT,SEW,TR	$ 143.00

Utility Payments

- Responsible party qualifies for a credit toward rent.
- They are responsible for the full amount of each utility bill.

Tenant:

- If disconnected from service may be terminated from program
  - While in termination process the landlord will receive rent
  - Landlord will receive notification if payment from AMHA will be discontinued

Landlord:

- If disconnected from service will have HAP payment discontinued (abatement) and tenant will receive an opportunity to move
- WATER DEPOSITS ARE NOT ALLOWED

Teresa Smith, 330-376-9458

Rent Reasonableness

- Generally, takes into account:
  - Number of bedrooms
  - Number of bathrooms
  - Who is paying which utilities?
  - Are they gas or electric? City water or well?
  - **Census Tract (within or across zip codes)**
  - Who owns the refrigerator and stove
  - If the unit was constructed in 2002 or after

Teresa Smith, 330-376-9458

Initial Inspection

- The first inspection will be scheduled within 10 days of your approval of the pre-inspection rent estimate
  - Please do not accept the inspection appointment if you are not ready
    - All utilities must be on and in owner's name (*if the unit is vacant*) until the unit passes inspection
    - Property must be clean
    - Inspectors are instructed to discontinue the inspection if the property is not ready
    - There can be no defective paint on the **inside or outside** of the property (if risk assessment elements are present)
    - No weather deferrals
- Use the NSPIRE Self Inspection Form
  - "50's" list

Teresa Smith, 330-376-9458

Contract and Leasing

- After the inspection passes
  - Contract cannot start prior to the passed inspection date
  - Finalized rental quote within 48-72 hours
    - Landlord cannot charge more than agreed upon contract rent
    - Line-item rent cannot be charged (pet, washer/dryer, etc.)
    - Cannot exclude a portion of the property
      - Garage, basement, attic, etc.
  - Housing assistance payment (HAP) contract, with breakdown of rent paid by AMHA and by tenant, will be mailed to the landlord within 10 business days
  - The contract, lease, and all associated paperwork must be completed, signed and returned to AMHA within 60 days of the effective date of the contract

Teresa Smith, 330-376-9458

Security Deposit and Lease

- Collected at time of lease signing (if agreed upon you can accept payments, document and give receipts)
- You cannot charge more than one-month approved contract rent for the security deposit (e.g. no double deposits)
- A one-time refundable pet deposit is OK, unless it is a companion animal. No monthly pet rent is permissible under AMHA contract
- WATER DEPOSITS ARE NOT PERMITTED ON THIS PROGRAM
- Your lease must match the AMHA contract
  - Start and end dates
  - Utility and appliance responsibility
  - Accurate listing of persons in the household
  - Three leases are needed: AMHA, Landlord, Tenant
- Also, must have signatures on other documents in the contract packet, such as the tenancy addendum

Teresa Smith, 330-376-9458

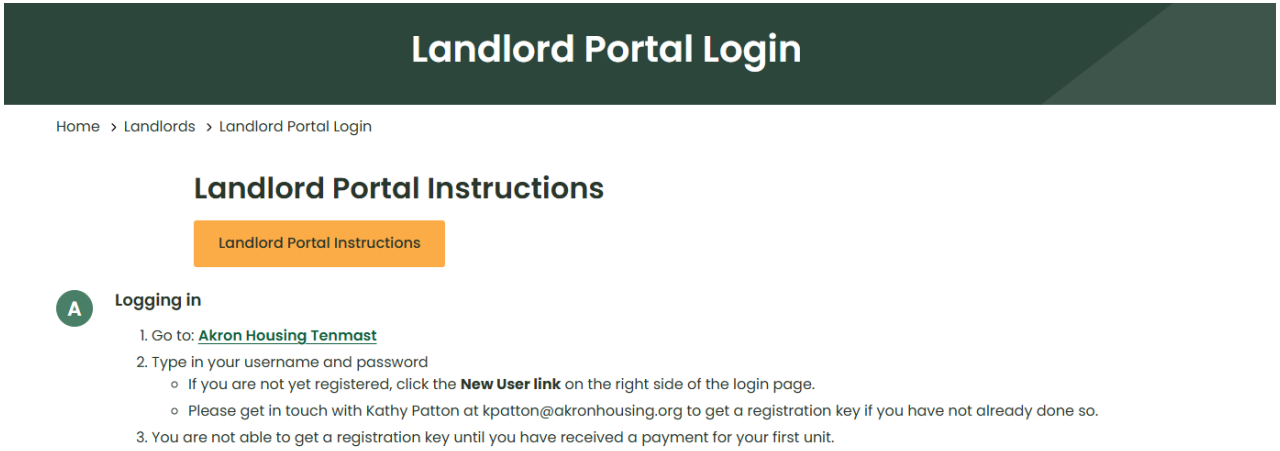
Housing Assistance Payment (HAP)

- Once the contract, lease, and all associated documents are returned, AMHA will release payment to the landlord
- Payments are made via direct deposit
- Payments will be retroactive to the effective date of the contract (if the contract was returned within the required 60 days)
- Check processing dates are available on the Landlord Portal for current landlords; new landlords can secure access after the initial Housing Assistance Payment (HAP) is made
- **The HAP is a safety net for both the tenant and the landlord**

Kevin (Leo) Thompson, 330-376-7045
kthompson@akronhousing.org

Landlord Portal

- **www.akronhousing.gov**
  - Hold your cursor over the FOR LANDLORDS blue banner
  - Select the Landlord Portal Login button
  - Click on “Akron Housing Tenmast” link.



Deidrinelle Moton, 330-374-3007, ext. 9717
dmoton@akronhousing.org

Landlord Portal, con’d

- Payment information (Housing Assistant Payment – HAP)
  - Click on the property address to access
  - Electronic access to 1099 tax form
- Inspection information – upcoming inspections and fail items for Annuals
- Automatic updates for your convenience
- Landlord Library
  - Announcements
  - Landlord newsletters
  - Updated documents and procedures

Deidrinelle Moton, 330-374-3007, ext. 9717
dmoton@akronhousing.org

Landlord Portal, con't

- Payment information (Housing Assistant Payment – HAP)
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Inspections

Biennial Landlords/Inspections

- Qualifications
  - Conducted biennial
  - No abatements in the past two years
  - Rolling calendar
  - System generated
  - Biennial inspections are conducted two-three months before the inspection is due

Teresa Smith, 330-376-9458

Lead Paint Risk

- Three conditions MUST exist:
  1. Defective paint
  2. Home built prior to 1978
  3. There is or will be children under the age of six in the home or a member of the household is pregnant

All work must be conducted by Renovation, Repair, and Painting (RRP) certified worker unless Risk Assessment finds no lead particles above EPA limit.

Documents required to pass unit identified as a lead risk hazard:

1. Copy of the Lead Paint Owner's Certification (provided by AMHA)
2. Copy of the Certified Renovator's Certificate (RRP Certificate)
3. Copy of the signed pre-renovation education form confirming receipt of the lead hazard information packet.
4. Copy of the Risk Assessment and/or Clearance Report after all work is completed and cleared.

Marie Johnson, 330-376-9366

There are no exceptions to these regulations:

To avoid a lead-based paint assessment, housing providers must use caution regarding the advertising of their properties. Refusing to rent, implementing different terms/conditions, or making discouraging comments on the basis of family status (households with individuals under the age of 18, women who are pregnant, and persons who are in the process of obtaining custody of individuals under the age of 18) can be seen as discrimination under the Fair Housing Act.



NO DEFECTIVE PAINT

Abatement

- What is abatement?
  - No Housing Assistance Payment (HAP)
  - Non-refundable
    - Tenants are not responsible for AMHA payment but do still need to pay their portion of rent
  - Pro-rated each day
- When does it occur?
  - Non-repair of fail items during an annual or special inspection
  - Substandard repair
  - Begins the day following the second failed inspection date
- How to minimize abatement?
  - Check the Landlord Portal for upcoming inspection dates
  - Complete repairs
  - Call as soon as repairs are completed
    - We will re-inspect within five days of your call
  - Call and ask questions if you do not understand the fail item
  - Don't assume tenant will be there for you

Teresa Smith, 330-376-9458

NSPIRE

- AMHA began using NSPIRE in 2021
- Higher quality, more consistent and accurate inspections.
- Detailed record of unit condition

- Consistent inspections
- 2018 AMHA inspections were #1 in the country for accuracy.
- Carbon monoxide detectors are now required (installed in the immediate vicinity of the bedrooms) in all units with gas-heated stove, furnace or hot water tank, and/or an attached garage.
- Smoke detector is required in each bedroom, in addition to each level of the unit

Teresa Smith, 330-376-9458

NSPIRE (continued)

- Landlords are not permitted to store ANY items on the property including basements and garages.
- No weather deferral
- Extensions only granted for major repairs when requested in writing at least 24 hours in advance of inspection.
- During move in inspections if the conditions call for a Risk Assessment the landlord only has 30 days to complete the assessment and any related repairs before the RTA is cancelled.
- For a 24-hour inspection, the responsible party must allow entry for re-inspection.

Teresa Smith, 330-376-9458

Smoke detector changes: February 2027

- Smoke alarms must be either hardwired or powered by a sealed, 10-year, non-removable, non-replaceable battery. Devices must be tamper-resistant and include a silencing (hush) mechanism.
- **Required locations in each dwelling unit**
  - On every level of the unit.
  - Inside each bedroom (sleeping area).
  - Outside each sleeping area, within 21 feet of any bedroom door (measured along the path of travel).
  - If a door separates a bedroom-area alarm from an adjacent living area, an additional alarm is required on the living-area side of that door.
- **Physical placement**
  - On every level of the unit.
  - Inside each bedroom (sleeping area).
  - Outside each sleeping area, within 21 feet of any bedroom door (measured along the path of travel).
  - If a door separates a bedroom-area alarm from an adjacent living area, an additional alarm is required on the living-area side of that door.

Teresa Smith, 330-376-9458

Smoke detector changes: February 2027, con't

- **Condition and prohibitions**
  - Alarms must be in working order and tested during inspections. Any alarm that fails to sound when tested is considered inoperable. Alarms must not be painted, covered with stickers, or otherwise obstructed.
- **Deficiency classification**
  - A missing or inoperable smoke alarm is classified as a life-threatening deficiency under NSPIRE. It must be corrected within 24 hours.
- These requirements took effect December 29, 2024, and apply across HUD-assisted programs, though specific program notices (for public housing, multifamily, HOPWA, etc.) may include additional guidance. For program-specific details, the HUD NSPIRE page at hud.gov/program_offices/public_indian_housing/reac/nspire is the place to start.

Teresa Smith, 330-376-9458

Continued Assistance

Annual Re-examinations & Income Changes

- Annually, all clients must have their income reviewed and their rental portions re-determined
- Amendment letters will be sent to both parties any time the client's portion of rent changes
- Income changes may result in a retroactive payment to the owner, for example:
  - November 15th a client reports they lost their job. AMHA processes the change January 4th to reduce the client rent from $200 to $100, but effective December 1st. AMHA will pay the owner the $100 difference on the next check cycle.
  - The amendment letter will state that the owner must reimburse or credit the resident due to the overpayment of rent.

Jenny Mehen 330-376-9853

Additions to the household

- Adults added to the household are required to complete a criminal background check at AMHA and the client must submit an approval letter from the owner before we will add them to the household
- Unauthorized persons
  - Persons living in the unit that are not on the lease
  - Landlord and tenant may receive a letter about a possible unauthorized person or an investigation

Jenny Mehen, 330-376-9853

Lease violations

- If a resident is violating the terms of the lease, owners are required to take action
- AMHA is not a party to the lease and therefore is only able to take action against a resident if the landlord has done so
  - For example:
    - If a resident causes damage to the unit, non-payment of rent, or other violations of the lease, AMHA will take no action unless the owner provides proof of eviction or a judgment against the resident
    - If that happens, we will propose cancellation of the client's voucher
    - If the owner does nothing, the resident will retain their voucher
    - Please submit a copy of any documentation given to the tenant as a result of a lease violation to the Continued Assistant Supervisor

Jenny Mehen 330-376-9853

Violence Against Women Act (VAWA)

- All Public Housing Authorities are required to notify applicants and participants in the Housing Choice Voucher and Low Rent Public Housing programs about important protections for victims of domestic violence, dating violence, sexual assault, and stalking.
- VAWA protects qualified tenants, participants, applicants, and affiliated individuals who are victims or threatened victims of domestic violence, dating violence, sexual assault, or stalking from being denied housing assistance, evicted, or terminated from housing assistance based on acts of such violence against them.

- Effective 01/01/2024, under these circumstances if a tenant with an AMHA voucher must vacate the unit without standard notification, a vacancy loss payment of one-month's contract rent can be paid upon execution of new HAP contract at the unit. Request must be made within 60 days of new contract date (likewise for deceased tenant with no remaining household members to the assume lease).

Jenny Mehen 330-376-9853

HCVP does not offer legal advice

Rent Review

- Rent increases cannot be granted more than once every 12 months.
- Sometimes requests for rent increases can result in rent decreases.
- Rent increase requests should be submitted 60 days prior to when they are to become effective.
- The required information is tenant name, address, and dollar amount requested.
- All requests must be submitted via our website: www.akronhousing.gov. Click on the “landlords” tab and then “landlord overview.”

Teresa Smith, 330-376-9458

Ownership

- Please notify the Account Specialist immediately with any changes in:
  - Address
  - Phone number
  - Bank account
  - Ownership
- If ownership of the unit changes, the owner must inform AMHA immediately or payment may continue to go to the previous owner
  - The new owner will be paid on the next monthly HAP processing cycle following receipt of all completed paperwork

Kevin (Leo) Thompson, 330-376-7045
lthompson@akronhousing.org

Moving

- After a client has lived in a unit for one year, they are eligible to receive another voucher to move
- In order to move, all clients must submit a request to move form signed off on by the owner
  - Move out date on the form can be updated at any time
    - It's up to the current landlord to monitor the exact move out date
  - Many clients do not choose to move after receiving a new voucher
    - About 70% do not use their vouchers

Teresa Smith, 330-376-9458

Moving (continued)

- If your client has moved out, please notify the Continued Assistance Supervisor.
  - Payment will stop at the end of the month in which they moved out
  - Overpayment of rent will be expected to be returned to AMHA
- When asking a tenant to leave, please give them as much notice as possible so they have time to receive a new voucher and comply with your request.

Teresa Smith, 330-376-9458

Termination of the Lease

- When the lease is terminated, the contract terminates, and vice versa
- Contracts can be terminated by AMHA if the unit fails three inspections or special inspections, or due to any family obligation violation
- Lease can be terminated by the landlord with proper notice or through eviction

Jenny Mehen 330-376-9853

Akron Municipal Court Housing Specialist



