

HACSBFACTSHEET

Program Moves | Overview

In March 2008, the Housing Authority of the County of San Bernardino (HACSB) became one of only 1% of housing authorities nationwide to be designated a Moving to Work (MTW) demonstration site by the U.S. Department of Housing and Urban Development (HUD).

MTW is a demonstration program that allows housing authorities to design and test ways to: 1) promote self-sufficiency among assisted families; 2) achieve programmatic efficiency and reduce costs; and 3) increase housing choices for low-income households. As an MTW agency, HACSB will have the opportunity to implement new policies outside the usual scope of HUD policies and regulations.

What does this mean for Housing Choice Voucher (HCV) program participants and landlords? Effective February 1, 2010, HACSB will require any HCV family that desires to move to complete a *Request to Move* form, which must be submitted to the family's Occupancy Technician along with a copy of the Notice to Vacate provided to their landlord. The Housing Authority will then schedule each family for a briefing to provide additional and key information

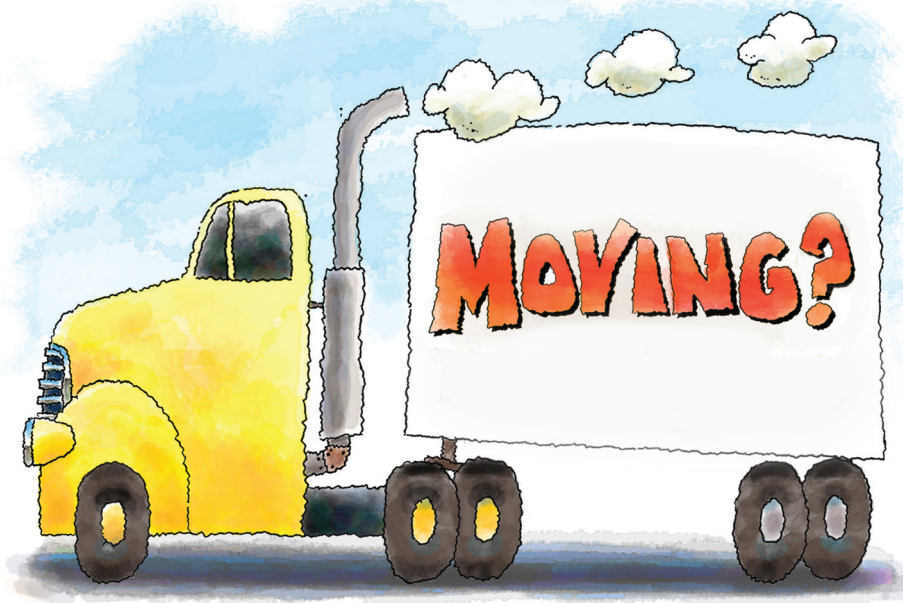
on the HCV program. Each family will be required to sign a new Voucher. After the family leases up at a new unit, they will be required to stay at that unit at least two years.

After the family signs the MTW Voucher this policy will limit *voluntary* program moves for HCV participants to once every two years. Such moves may be made only at the time of annual recertification and upon verification from their current landlord that they are a tenant in good standing. There are certain exceptions: a unit is in foreclosure, or a participant has a job or attends school more than 10 miles from their current unit. HACSB categorizes the types of moves in the following ways:

ELECTIVE MOVES:

An elective move is a move in which the family chooses to locate to another housing unit and transfer their housing assistance to that unit. HACSB will approve elective moves only if the participant is meeting the following conditions:

- Has lived in the current unit for a minimum of two consecutive years;



- Is in compliance with all HACSB policies, and;
- Has notified the property owner of their intent to vacate the unit in accordance with the terms and conditions of the lease agreement and the property owner confirms that the participant has complied with all other terms and conditions of the lease agreement throughout the tenancy.

PERMISSIBLE MOVES:

A permissible move is a move that HACSB may approve regardless of recertification date or number of years in a unit. HACSB will approve permissible moves only if the following applies:

- The family was approved to relocate in accordance with HACSB’s procedures for the Violence Against Women Act (VAWA);
- The family has requested and documented the need for reasonable accommodations for a family member.

MANDATORY MOVES:

A mandatory move is a move in which the family must, in order to continue to receive housing assistance, locate another suitable housing unit that meets all program requirements. HACSB will approve mandatory moves only if:

- The unit failed inspection due to no fault of the participant;
- The Housing Assistance Payments (HAP) contract has been terminated due to a breach of the contract requirements by the owner;
- A transfer of ownership has occurred and the new owner is not approved for participation in the HCV program;
- Upon notification of any pending “foreclosure

action” and the foreclosing entity will not honor the HAP contract;

- Natural disasters that make the unit uninhabitable, including failure under the HACSB’s Housing Quality Inspection Standards;
- Change in household composition due to a birth, adoption or court ordered custody that results in the housing unit being overcrowded in accordance with HACSB subsidy standards, or;
- The family has been granted a hardship exemption due to a decrease in the payment standard.

TIMING OF MOVES:

Elective moves may occur only after the initial term of the HAP contract which has been extended to two years, and only at regularly scheduled annual recertifications. Mandatory and permissible moves will be processed immediately after documentation of the cause for the move has been received and approved by HACSB.

INCOMING PORTABILITY:

When HACSB is notified that a family desires to port into the jurisdiction, the Occupancy Technician must immediately contact the family and inform them of the Agency’s policies under the Moving to Work program. Each incoming portable family must meet the requirements implemented by HACSB regardless of whether the voucher is absorbed or administered.

