

## What is the

### Housing Choice Voucher Program?

The Housing Choice Voucher (HCV) program is a federally-funded program which provides money to help eligible individuals and families pay their rent. Families, elderly, and disabled individuals are eligible for consideration in the program if their adjusted income does not exceed federal income limits. Qualified applicants are accepted onto the program as participants. Participants of the HCV program are required to pay 30% (but no more than 40%) of their income towards rent and utilities.

Families or eligible individuals who either currently live in a government assisted housing or are on a waiting list for such housing must specifically apply to be considered for the HCV program. Your place on public or assisted housing waiting lists will not be jeopardized. The HCV program is administered locally by the Westland Housing Commission (WHC).



### Family Self-Sufficiency (FSS) Program

FSS helps participants overcome obstacles in order to become self-sufficient by providing links to service agencies, counseling, job training, and education assistance. FSS also establishes an escrow savings account for the participant.

### Assisted Living Program

This program provides housing assistance to participants (age 50 and older) who require the advantages of assisted living. Participants must choose to live at one of the five assisted living locations in Westland.

### Veteran's Project-Based Program

The Veteran's Project-Based program provides rental assistance for eligible Veterans and their families in the Norwayne community.

### Westgate Project-Based Program

The Westgate Project-Based program provides rental assistance for eligible individuals age 62 and older.



William R. Wild, Mayor

For further information, contact:

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Government, Housing & Community Development  
Housing Choice Voucher Program

[www.hud.gov](http://www.hud.gov)

"Housing Choice Voucher Program"

Federal and State Law, as well as the City of Westland Fair Housing Ordinance, prohibits discrimination in the sale, rental, lease, use, occupancy, financing or rehabilitation of new or existing housing units on the basis of age, race, sex, color, religion, national origin, or marital status.

This publication is issued for your information under authority of PA 346 of 1966, and Section 8 of the U.S. Housing Act of 1937.



EQUAL HOUSING OPPORTUNITY

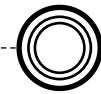


## Guidelines for

# Participants

of the

## Housing Choice Voucher Program



## Westland Housing Commission



EQUAL HOUSING OPPORTUNITY



## Participants in the HCV Program must:

- Use the unit for the family's sole residence as stated in the lease agreement.
- Pay their rent and utilities on time.
- Abide by the rules set forth in the lease agreement and the voucher family obligations.
- Keep the unit in a decent, safe, and sanitary condition. Participants are responsible for damages caused by themselves or guests.
- Provide all family income and composition information when requested.
- Immediately report all income changes and changes in family members.
- Allow the WHC to inspect the unit at reasonable times and after reasonable notice.
- Promptly supply the forms, documents, and information necessary for the recertification of family income and composition.
- Provide a 30-day advance written notice to the owner and the WHC if intending to terminate the lease agreement at any time after the first year.
- Notify the WHC before vacating the unit.



## Participants in the HCV program must

### NOT:

- Own or have interest in the unit.
- Commit any violation of the lease.
- Commit fraud, bribery, or any corrupt criminal activity.
- Sublease the unit.
- Receive HCV program assistance while receiving other housing subsidy.
- Damage the unit or premise.
- Rent a unit owned by a family member unless a written request for a reasonable accommodation is granted.
- Engage in the abuse of alcohol.
- Engage in drug-related criminal activity.



## Waiting List

The Housing Choice Voucher Program waiting list is currently closed. The Housing Choice Voucher Program waiting list is anticipated to open every two years.

The waiting lists for the Assisted Living Program, the Veteran's Project-Based Program, and the Westgate Project-Based Program remain open.

HUD Income Limits:

<https://www.huduser.gov/portal/datasets/il.html>



EQUAL HOUSING OPPORTUNITY



## The Unit

The owner of the unit must agree to participate in the program and comply with its requirements.

*The unit must meet the following criteria:*

*(The requirements and criteria are the same whether moving to a new place or leasing where you are currently living.)*

The unit selected must be in a decent, safe, and sanitary condition. This includes, but is not limited to, the following:

- |                                  |                           |
|----------------------------------|---------------------------|
| (a) sanitary facilities          | (g) interior air quality  |
| (b) food prep & refuse disposal  | (h) water supply          |
| (c) space and security           | (i) lead-based paint      |
| (d) thermal environment          | (j) access                |
| (e) illumination and electricity | (k) site and neighborhood |
| (f) structure and materials      | (l) sanitary condition    |
|                                  | (m) smoke detectors       |

- The unit must pass a HUD Housing Quality Standards (HQS) inspection performed by the WHC.
- An owner may require a security deposit for each rental unit. A security deposit shall be required and maintained in accordance with the terms of the Landlord-Tenant Act (Act 348 of 1972) and may not exceed 1 1/2 months' rent.

## Recertification

The WHC requires updated verification documents annually. The WHC also requires an annual HQS inspection to assure that the unit is a decent, safe, and sanitary condition. These requirements are to assure that the participant and unit remain eligible for the program.