

# Village of Ossining

## **Housing Choice Voucher Program**

16 Croton Ave., REAR

Ossining NY 10562

Tel: (914)941-0751

Fax: (1914)992-8100

Email: [Section8@villageofossining.org](mailto:Section8@villageofossining.org)

**NO Walk-ins (by appointment ONLY)**

All changes **MUST** be done in writing (address, income and/or family composition) by regular mail, fax, email or drop off at our office mail box by the door.

**\*\*\*PLEASE NOTE\*\*\***

**THIS OFFICE DOES NOT PROVIDE  
EMERGENCY ASSISTANCE**

**APPLYING FOR HUD HOUSING ASSISTANCE?  
THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

<https://www.hud.gov/sites/documents/1141.PDF>



# INITIAL BRIEFING SESSION

- **Housing Choice Vouchers Fact Sheet**  
[https://www.hud.gov/topics/housing\\_choice\\_voucher\\_program\\_section\\_8](https://www.hud.gov/topics/housing_choice_voucher_program_section_8)
- **"Things You Should Know"** [https://www.hud.gov/sites/documents/23513\\_HUD11400.PDF](https://www.hud.gov/sites/documents/23513_HUD11400.PDF)
- U.S. Department of Housing and Urban Development FACT SHEET **"How Is Your Rent Determined"** [https://apps.hud.gov/offices/pih/programs/ph/rhiip/rhiip\\_factsheet.pdf](https://apps.hud.gov/offices/pih/programs/ph/rhiip/rhiip_factsheet.pdf)
- **Important Program Information – Village of Ossining HCV (Section-8)**
- **Obligations of Section 8 Participant**  
<https://www.villageofossining.org/housing-choice-voucher-hcv-program/files/obligations-section-8-participant>  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/landlord/tenant\\_obligations](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord/tenant_obligations)
- **"Portability"** in the HCV program refers to the process through which the family can transfer or "port" their rental subsidy when they move to a location outside the jurisdiction of the public housing agency (PHA) that first gave them the voucher when they were selected for the program.  
<https://www.villageofossining.org/housing-choice-voucher-hcv-program/files/portability-information-sheet-briefing>
- **New families may not be able to port immediately; they may have to live in the jurisdiction of the initial PHA for a year before they can port. Initial PHAs may allow moves during this one-year period.**

- **Village of Ossining Fact Sheet with Section 8 Schedule of Fair Market Rents, and Housing Choice Voucher (HCV) Payment Standards** <https://www.villageofossining.org/housing-choice-voucher-hcv-program/files/fact-sheet-housing-choice-vouchers>
- **Informal Hearing Procedures** <https://www.villageofossining.org/housing-choice-voucher-hcv-program/files/informal-hearing>
- **Debts Owed to Public Housing Agencies and Terminations** <https://www.hud.gov/sites/dfiles/OCHCO/documents/52675.pdf>
- **RHIP Enterprise Income Verification (EIV) System** [https://www.hud.gov/sites/dfiles/PIH/documents/about\\_eiv\\_updated.pdf](https://www.hud.gov/sites/dfiles/PIH/documents/about_eiv_updated.pdf)
- **Utility Allowances** <https://www.hud.gov/sites/dfiles/OCHCO/documents/52667.pdf>
- **Voucher HCV Program** <https://www.hud.gov/sites/dfiles/OCHCO/documents/52646.PDF>
- **Request for Tenancy Approval** <https://www.hud.gov/sites/dfiles/OCHCO/documents/52517.pdf>
- **Disclosure of Information on Lead-Based Paint** [https://www.epa.gov/sites/default/files/documents/lesr\\_eng.pdf](https://www.epa.gov/sites/default/files/documents/lesr_eng.pdf)
- **Notes from the Section 8 Inspector** <https://www.villageofossining.org/housing-choice-voucher-hcv-program/files/notes-section-8-inspector>
- **Inspection Form** <https://www.hud.gov/sites/dfiles/OCHCO/documents/52580.PDF>

- **Tenancy Addendum** <https://www.hud.gov/sites/dfiles/OCHCO/documents/52641A.pdf>
- **Housing Assistance Payments Contract (HAP Contract A, B and C)**  
<https://www.hud.gov/sites/dfiles/OCHCO/documents/52641.pdf>
- **Notice of Occupancy Rights Under the Violence Against Women Act “VAWA” for Domestic Violence, Dating Violence, or Stalking**  
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hud.gov%2Fsites%2Fdocuments%2F5380.DOCX&wdOrigin=BROWSELINK>
- **Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation**  
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hud.gov%2Fsites%2Fdocuments%2F5382.DOCX&wdOrigin=BROWSELINK>
- **Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**  
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hud.gov%2Fsites%2Fdocuments%2F5383.DOCX&wdOrigin=BROWSELINK>

- **“Protect Your Family From Lead in Your Home” & Notification to Watch out for Lead-based Paint Poisoning / Fact Sheet**  
[https://www.hud.gov/sites/documents/DOC\\_11875.PDF](https://www.hud.gov/sites/documents/DOC_11875.PDF)  
<https://www.epa.gov/sites/default/files/2020-04/documents/lead-in-your-home-portrait-color-2020-508.pdf>
- **Healthy Home**  
<https://www.hud.gov/sites/dfiles/HH/documents/SAFEANDHEALTHYHOME.PDF>
- **CARBON MONOXIDE**  
[https://www.hud.gov/program\\_offices/healthy\\_homes/healthyhomes/carbonmonoxide](https://www.hud.gov/program_offices/healthy_homes/healthyhomes/carbonmonoxide)
- **Tenant’s Rights Guide (NYS Attorney General’ Office)**  
[https://ag.ny.gov/sites/default/files/tenants\\_rights.pdf](https://ag.ny.gov/sites/default/files/tenants_rights.pdf)
- **What Everyone Should Know About Equal Opportunity in Housing**
- **Fair Housing Brochure & Discrimination Complaint Form**  
[https://www.hud.gov/sites/documents/FHEO\\_BOOKLET\\_ENG.PDF](https://www.hud.gov/sites/documents/FHEO_BOOKLET_ENG.PDF)

- **"A Good Place to Live"** <https://www.hud.gov/sites/documents/593PIH.PDF>
- **A Roof Over Your Head** <https://www.villageofossining.org/housing-choice-voucher-hcv-program/files/roof-over-your-head>
- **Deter . Detect . Defend AVOID THEFT**  
[https://secure.in.gov/isp/files/Avoid ID Theft Deter Detect Defend.pdf](https://secure.in.gov/isp/files/Avoid%20ID%20Theft%20Deter%20Detect%20Defend.pdf)
- **Westchester Residential Opportunities** <https://wroinc.org/>
- **United Way 211** <https://www.unitedway.org/our-impact/featured-programs/2-1-1#>
- **Legal Service of Hudson Valley** <https://www.lshv.org/>
- **Preventing and Getting Rid of Bed Bugs Safely**  
[https://www.epa.gov/sites/default/files/documents/top ten tips 8-28-12.pdf](https://www.epa.gov/sites/default/files/documents/top_ten_tips_8-28-12.pdf)
- **Village of Ossining Map** <https://www.villageofossining.org/>
- **New York - PHA Contact Information**  
[https://www.hud.gov/program offices/public indian housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts)
- **Briefing Evaluation**



# FY 2022 Income Limits Documentation System FY

## 2022 Income Limits Summary

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

FY 2022 Income Limit Area	Median Income	FY 2022 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Westchester County		Extremely Low (30%) Income Limits	\$29150	\$33300	\$37450	\$41600	\$44950	\$48300	\$51600	\$54950
	\$138600	Very Low (50%) Income Limits	\$48550	\$55450	\$62400	\$69300	\$74850	\$80400	\$85950	\$91500
		Low (80%) Income Limits	\$63000	\$72000	\$81000	\$90000	\$97200	\$104400	\$111600	\$118800

## ARE THERE "PREFERENCES" FOR PROVIDING ASSISTANCE?

- The Village of Ossining has established four different types of preferences to place applicants on the Waiting List.
- **Local Residency Preference:** established by this program, and approved by HUD to service applicants **who are residents or currently employed in the Village of Ossining** may receive priority assistance through the Village of Ossining HCV Program.
- **Preference for Elderly or Disabled:** a preference for admission of single persons who are age 62 or older, or a person with disabilities over other singles.
- Applicants are served on a first-come first-served basis, taking into consideration all of the above preferences.

## IMPORTANT PROGRAM INFORMATION

- **RENT CALCULATION:** The Housing Assistance Payment (HAP) subsidy will be determined using a formula, which subtracts the Total Tenant Payment from the Payment Standard or Gross Rent. **Your Total Tenant Payment will be the highest of either 30% of your monthly adjusted income; OR 10% of your monthly gross income; OR the maximum shelter allowance (if you are a welfare recipient); OR the minimum rent established by our office (which currently is \$50).** If the family rents a unit that is above the Payment Standard, they will be responsible for the total rent payment plus any rent above the payment standard. **Section 8 may not approve any unit where a family pays more than 40% of their monthly adjusted income for rent.**

# VOUCHER TERM:

- When a family's eligibility has been determined, a Housing Choice Voucher will be issued and the family will have **sixty (60) days** to locate suitable housing, and submit a Request for Tenancy Approval. An extension MAY be granted for an **additional thirty (30) days** if there is a **written request** from the family on or before the initial expiration date. This request must contain the reason why an extension is necessary and a listing of all apartments that have been viewed. **Another extension of thirty (30) days** MAY be granted if a second written request is made by the family on or before the second expiration date. This request must also include the reason for the extension and list all viewed apartments. **The total of 120 days must be granted.** In some cases, if the family is having difficulty in locating a unit due to the restricted rental market and they can demonstrate a concerted effort in their search, two additional 30-day extensions of the term up to a maximum of 180 days may be granted. The family must make a request in writing prior to the expiration date of each extension on or before the expiration date and must document an extensive effort on their part in locating an apartment. **After the standard 120-day term, we will assume your voucher has expired unless you request a further extension in writing and provide all the necessary documentation to substantiate your search efforts.**

# OCCUPANCY STANDARD/SUBSIDY

## SIZE:

This office has adopted occupancy standards that provide for each bedroom to be occupied by a maximum of two persons whenever possible as follows:

1. husband and wife;
2. siblings of the same sex, regardless of age;
3. siblings of opposite sex, if both siblings are under six (6) years old;
4. parent and child of the same sex, regardless of age;
5. parent and child of opposite sex if the child is under six (6) years old.

The Section 8 office MAY grant exceptions from the standards if the family requests and **provides documentation** verifying the exceptions are justified by the health or disability of family members, or other individual circumstances.

# RENT REASONABLENESS:

- Determinations of rent reasonableness are made when units are placed under HAP contract for the first time, and when an owner requests a rent increase. This office will determine and document on a case by case basis that the proposed rent: (1) does not exceed rents currently charged (on new leases) by the same owner for an equivalent assisted or unassisted unit in the same building or complex, and (2) is reasonable in relation to rents currently charged by other owners for comparable units in the unassisted market.
- At least one (1) comparable unit will be used for each rent determination, but whenever possible, three (3) units will be used as a basis for comparison. All comparables must be based on the rent that the unit would command if leased in the current market.

# FY 2023 Final Fair Market Rents

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/2022summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/2022summary.odn)

NEW YORK METROPOLITAN FMR AREAS		0 BR	1 BR	2 BR	3 BR	4 BR
		\$ 1436	\$ 1669	\$ 2029	\$ 2515	\$ 2782
Vill. of Oss. HCV Payment Standard 120% of FMR Eff. 1/1/2023		\$ 1723	\$ 2003	\$ 2435	\$ 3018	\$ 3338

## DISABLED PERSONS:

- Please note that if your family includes a disabled person, you may request a current listing of accessible units that may be known to this agency. Additionally, we recommend that you contact Westchester Disabled on the Move at (914)968-4717 <https://wdom.org/>



# Family Share Calculation

- Family of 4-Extreme Low Inc \$41,600
  - Wages + Child/Adult Support + SS/SSI/SSD
  - \$800 x 26 wks= \$20,800
  - \$25 x 52 wks= \$1,300
  - \$500 x 12 Mo= \$6,000
  - **Total Income      \$28,100**
- (Total Inc. /12 mo x 30% = \$703 (40% \$936) Estimate  
Share of the rent before any allowance/med  
exp/UR)

# 30% Rent Share Calculation

Rent + Utilities = **Total Gross Rent (TGR)**

2 Bd. Unit + Con Ed (Light and N. Gas)

\$1900 + 40 = **\$1940 TGR**

- \$703 TT share (30% Adj. Inc)

**\$1237 HCV-HAP to LL**

\*\*\*2023 - 2Bd.PS \$2,435\*\*\*

# Over 40% Rent Calculation

Rent + Utilities = **Total Gross Rent (TGR)**

2 Bd. Unit + Con Ed (Light, N. Gas stove/heat)

\$2500 + 200 = **\$2700 TGR**

2023 PS -2Bd.PS \$2435

- **\$1237** HCV-HAP to LL

**\$703 (30% Adj. Inc)**

+ **\$495** over PS

**\$1198 (over 40 % 936)**

Unity Allowance Schedule

U.S. Department of Housing  
OFFICE OF PUBLIC HOUSING TRAINING

OMB Approval No. 2577-0088  
(Rev. 7/2/2022)

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Table with 10 columns: CATEGORY, Worksheet Category, Worksheet Subcategory, Worksheet Subcategory, Worksheet Subcategory, Worksheet Subcategory, Worksheet Subcategory, Worksheet Subcategory, Worksheet Subcategory, Worksheet Subcategory. Rows include: Other Electricity, Air Conditioning, Water Heating, Water, Sewer, Storm Drainage, Gas, Telephone, Cable, Other, Total.

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## DOCUMENTATION RECEIPT

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# People applying \_\_\_\_\_

# Over 18 yrs. Old \_\_\_\_\_

Tel. \_\_\_\_\_

PLEASE CHECK SUBMITTED ITEMS BELOW (For all members applying regardless of age)

**IDENTITY / DATE OF BIRTH**

(Must show originals)

- ☐ Birth Certificate # \_\_\_\_\_  
☐ Marriage Certificate  
☐ Driver's License  
☐ Adoption Papers  
☐ Passport # \_\_\_\_\_

**CITIZENSHIP, ALIEN STATUS, SSC**

- ☐ Citizenship Papers  
☐ Birth Certificates # \_\_\_\_\_  
☐ Passports # \_\_\_\_\_  
☐ INS Documentation/Correspondence  
☐ Social Security Cards # \_\_\_\_\_

**EARNED INCOME**

- ☐ 4-6 Wages Stubs and / or Letter from employer  
☐ Self-Employ, Baby-sitters  
     (Provide a notarized letters- **MUST** include Name & Add.)  
☐ Income Tax Return & W-2

**UNEARNED INCOME**

- ☐ Public Assistance / Food Stamps Budget Sheet  
☐ Unemployment Benefits Verification  
☐ Veterans Administration Papers  
☐ Social Security Papers  
     SSI/Social Security Benefit Check;  
     Award/Other letters  
☐ Disability Statement / Workers comp.  
☐ Pensions / Retirement Inc.  
☐ Family Court Petition  
☐ Separation/Divorce Papers  
☐ Child Support / Alimony income  
☐ Child / Adult Support Verification  
     (Provide a notarized letters- **MUST** include Name & Add.)

**OTHERS**

- ☐ Letter of Good Conduct or Disposition letters  
☐ Death Certificate  
☐ Dependent Care Cost Statement / Baby-sitters  
     (Provide a notarized letters- **MUST** include Name & Add.)  
☐ Children over 18 yrs old attending school **MUST** provide proof of full time student  
☐ Request for Tenancy

**MEDICAL/HEALTH INSURANCE INF.**

- ☐ Medical Expenses not reimbursed by insurance  
     (Senior Citizens & Disabled **ONLY**)  
☐ Spend-down Documents

**RESIDENCY AND HOUSEHOLD COMP.**

- ☐ ID cards with address / Driver's License  
☐ Lease or Notarized letter from Landlord, **MUST** include Name & add. of units, all members residing and monthly rent paid  
☐ Recent Utility Bills, Telephone, Cable/Satellite TV, Auto Insurance and Auto Finance Charge Bill  
☐ Property Tax/ Mortgage Statement  
☐ School Statement and/or report cards

**ASSETS**

- ☐ Checking/Savings Account Statement  
☐ Life Insurance Policies  
☐ Auto Registration (Boat/Truck)  
☐ Auto Title  
☐ Deed of Property  
☐ OTHERS: Stocks, bonds, dividends, annuities, inheritance, credit union, etc ...

**EMERGENCY AND RELOCATION**

- ☐ Eviction Papers  
☐ Domestic Violence  
☐ Shut Off- Gas, Electric, etc...

Hudson River

Crawbuckle  
Nature Area

Railroad  
Station

Louis  
Engel Park

Sing Sing  
Prison

Snowden  
Park

Visitor  
Center

Nelson  
Park

Village of  
OSSING

