

Regional Rental Assistance Program Voucher



The information contained in this voucher is used to authorize an individual or family to look for an eligible living unit and specifies the size of the unit. The information also sets forth the individual/family's obligations under the Regional Rental Assistance Program (RRAP).

		Voucher Number:
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the individual/family qualifies, and is used in determining the amount of assistance to be paid on behalf of the individual/family to the owner.)		1. Unit Size:
2. Date Voucher Issued (mm/dd/yyyy) (Insert actual date the Voucher is issued to the individual/family.)		2. Issue Date:
3. Date Voucher Expires (mm/dd/yyyy) Insert date ninety days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date:
4. Date Extension Expires (if applicable) (mm/dd/yyyy) (See Section 6 of this form.)		4. Date Extension Expires:
5. Name of Individual/Family Representative:	6. Signature of Individual/Family Representative:	Date Signed:
7. Name of Housing Agency: Community Alliance Housing Management Services Phone: 402-341-5128 4001 Leavenworth Street Omaha, NE 68105		
8. Name and Title of Agency Representative:	9. Signature of Agency Representative:	Date Signed:

1. Regional Rental Assistance Program

- A. Community Alliance Housing Management Services (CAHMS) has been contracted to manage the Regional Rental Assistance Program authorized under Neb. Rev. Stat. §71-812(3) for the five county area (Cass, Dodge, Douglas, Sarpy, and Washington counties) comprising Region 6 in Nebraska. It has been determined that the above named individual/family (item 5) is eligible to participate in the Regional Rental Assistance Program (RRAP). Under this program, the individual/family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the individual/family under this program, and if CAHMS approves the unit, then CAHMS will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the individual/family pay the rent.
- B. CAHMS determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by CAHMS is the difference between the applicable payment standard and 30 percent of monthly adjusted individual/family income. In determining the maximum initial housing assistance payment for the individual/family, CAHMS will use the payment standard in effect on the date the tenancy is approved by CAHMS. The individual/family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the RRAP assistance payment. The actual amount of the RRAP assistance payment will be determined using the gross rent for the unit selected by the individual/family.

2. Voucher

- A. When issuing this voucher, CAHMS expects that if the individual/family finds an approvable unit and the money is available to enter into a HAP contract with the owner. However, CAHMS is under no obligation

to the individual/family, to any owner, or to any other person, to approve a tenancy. CAHMS does not have any liability to any party by the issuance of this voucher.

- B. The voucher does not give the individual/family any right to participate in the Regional Rental Assistance Program. The individual/family becomes a participant in the program when the HAP contract between CAHMS and the owner takes effect.
- C. During the initial or any extended term of this voucher, CAHMS may require the individual/family to report progress in leasing a unit at such intervals and times as it determines. The individual/family may also be required to document efforts to fully exhaust other local options available in seeking rental assistance administered by the local public housing authority(s).

3. CAHMS Approval or Disapproval of Unit or Lease

- A. When the individual/family finds a suitable unit where the owner is willing to participate in the program, the individual/family must give CAHMS the request for tenancy approval (on the form supplied by CAHMS), signed by the owner and the individual/family and a copy of the lease, including the program prescribed tenancy addendum. **Note: These documents must be given to CAHMS no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**
- B. The individual/family must submit these documents in the manner that is required by CAHMS. CAHMS policy may prohibit the individual/family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the RRAP tenancy addendum required and supplied by CAHMS. This is done by adding the tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the tenancy addendum and any provisions of the owner's lease, the provisions of the RRAP tenancy addendum shall control.
- D. After receiving the request for tenancy approval and a copy of the lease, CAHMS will inspect the unit. CAHMS may not give approval for the individual/family to lease the unit or execute the HAP contract until CAHMS has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by CAHMS and passes the housing quality standards (HQS); the rent is reasonable; and the landlord and tenant have executed the lease including the CAHMS prescribed tenancy addendum.
- E. If CAHMS approves the unit, the individual/family and the owner will be notified and two copies of the HAP contract will be furnished to the owner.
 - (1) The owner and the individual/family must execute the lease.
 - (2) The owner must sign both copies of the HAP contract and must furnish to CAHMS a copy of the executed lease and both copies of the executed HAP contract.
 - (3) CAHMS will execute the HAP contract and return an executed copy to the owner.
- F. If CAHMS determines that the unit or lease cannot be approved for any reason, CAHMS will notify the owner and the individual/family that:
 - (1) The proposed unit or lease is disapproved for specified reasons, and
 - (2) If the conditions requiring disapproval are remedied to the satisfaction of CAHMS on or before the date specified by CAHMS, the unit or lease will be approved.

4. Obligations of the Individual/Family

- A. When the individual/family's unit is approved and the HAP contract is executed, the individual/family must follow the rules listed below in order to continue participating in the Regional Rental Assistance Program.
- B. The individual/family must:
 - (1) Supply any information that CAHMS determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of household income and composition.
 - (2) Disclose and verify social security numbers and sign/submit consent forms for obtaining information.
 - (3) Supply any information requested by CAHMS to verify that the individual/family is living in the unit or information related to absence from the unit.

- (4) Supply any information requested by CAHMS to verify that the individual/family is meeting, and continues to meet the behavioral health eligibility requirements of the program.
 - (5) Promptly notify CAHMS in writing when the individual/family is away from the unit for an extended period of time.
 - (6) Allow CAHMS to inspect the unit at reasonable times and after reasonable notice.
 - (7) Notify CAHMS and the owner in writing before moving out of the unit or terminating the lease.
 - (8) Use the assisted unit for residence by the individual/family. The unit must be the individual/family's only residence.
 - (9) Promptly notify CAHMS in writing of the birth, adoption, or court-awarded custody of a child.
 - (10) Request CAHMS written approval to add any other family member as an occupant of the unit.
 - (11) Promptly notify CAHMS in writing if any family member no longer lives in the unit.
 - (12) Give CAHMS a copy of any owner eviction notice.
 - (13) Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the family supplies must be true and complete.
- D. The individual/family (including each family member) must not:
- (1) Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
 - (2) Commit any serious or repeated violation of the lease.
 - (3) Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
 - (4) Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
 - (5) Sublease or let the unit or assign the lease or transfer the unit.
 - (6) Receive assistance from the RRAP while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
 - (7) Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
 - (8) Receive RRAP rental assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless CAHMS has determined (and has notified the owner and the individual/family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
 - (9) Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.

5. Illegal Discrimination

If the individual/family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex, disability, national origin, or familial status; the individual/family may file a housing discrimination complaint with the local HUD Office of Fair Housing and Equal Opportunity in person, by mail, or by telephone. Upon request, CAHMS will provide assistance to the individual/family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of this voucher unless the individual/family requests an extension in writing and CAHMS grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4.