

# Frequently asked questions PORTABILITY:

## **Contact information of the portability department?**

Portability Department

[portability@rockvillehe.org](mailto:portability@rockvillehe.org)

3014246265 ext 104

## **What is the address of RHE :**

1300 Piccard Drive, suite 203

Rockville, MD, 20850

## **What time is RHE open ?**

RHE is open to public from 9 AM to 4 PM, Monday through Friday

## **Do I need to take an appointment or can I come at the office any time to meet with an housing specialist ?**

Appointments are advised as your housing specialist may not be available if you stop at the agency without appointment.

## **What is Portability?**

“Portability” in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or “port” your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program (the initial PHA).

The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.

- **Initial PHAs** -The PHA that first gave the voucher to the individual when they were selected for the program.
- **Receiving PHAs**– The agency that will administer assistance in the area to which the individual moves.

## **Is RHE billing or Absorbing?**

RHE is billing at the moment.

## **What happens next ?**

You must notify the initial PHA that you would like to port and to which area you are moving.

The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.

If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.

If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.

### **Before Porting, Things You Should Know**

**Subsidy Standards:** The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

**Payment Standards:** The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

**Re-screening:** The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

**Time Management:** You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

### **What is the subsidy standard of RHE?**

1. The single head of household will be assigned a bedroom
2. The head of household with a spousal relationship will be assigned a bedroom
3. Beyond the head of household, two persons regardless of age or gender would be assigned one bedroom.
4. Live-in aides are provided a separate bedroom

## **What is the process of portability with RHE ?**

Once your incoming port package has been received, please allow 2 weeks for processing.

Once the request has been reviewed, RHE will schedule the family to attend a voucher briefing and ask you to complete the initial certification packet and provide the most recent income and assets.

Once all the documents are received and you attended the voucher briefing, RHE will issue your voucher.

Once the family has received their voucher, they may begin looking for a new home in the city limits of the City of Rockville.

Please use the map below for residency check :

<https://rockvillemd.maps.arcgis.com/apps/webappviewer/index.html?id=0aa9fe18b6c64b46a61230da64a2b2fd>

Once a potential home is found, the family and prospective landlord must complete a "Request for Tenancy Approval" (RFTA).

Once the RFTA has been received completed and correct, the unit will be processed for affordability and rent reasonableness. If the unit is found to be affordable to the family, the unit will be scheduled for an inspection. It can take up to 2 weeks from the time a RFTA is submitted for the unit to be approved.

"Rent plus utilities cannot exceed 50% of the family's adjusted income."

It can take an additional week for the unit to be inspected. Once the Unit passes inspection, the family will be approved to receive Voucher Subsidy at that unit.

Once the unit is approved, the family must submit a copy of the lease agreement and lease addendums to RHE.

Once the Lease is received complete and correct, the Housing Assistance Payment contract will be executed.

Once the HAP contract is executed by both parties, the HAP payment will begin the month following the execution of the HAP contract.

Payments will not be made until the HAP contract is signed.

### **Important things to know about Rockville Housing Enterprises:**

No interim decreases will be processed during the first six months after initial occupancy.

Per RHE being a Move-to-work agency, Interim recertifications will be limited to one interim per calendar year and will be processed at the request of the household. If the interim is for a decrease in income, only income decreases of 10% or more will be processed.

Required interim recertifications for household composition changes or landlord rent increases do not count against the limit on voluntary interim recertifications.

### **Rockville Housing Enterprises, a move to work public housing authority. What is move to work ?**

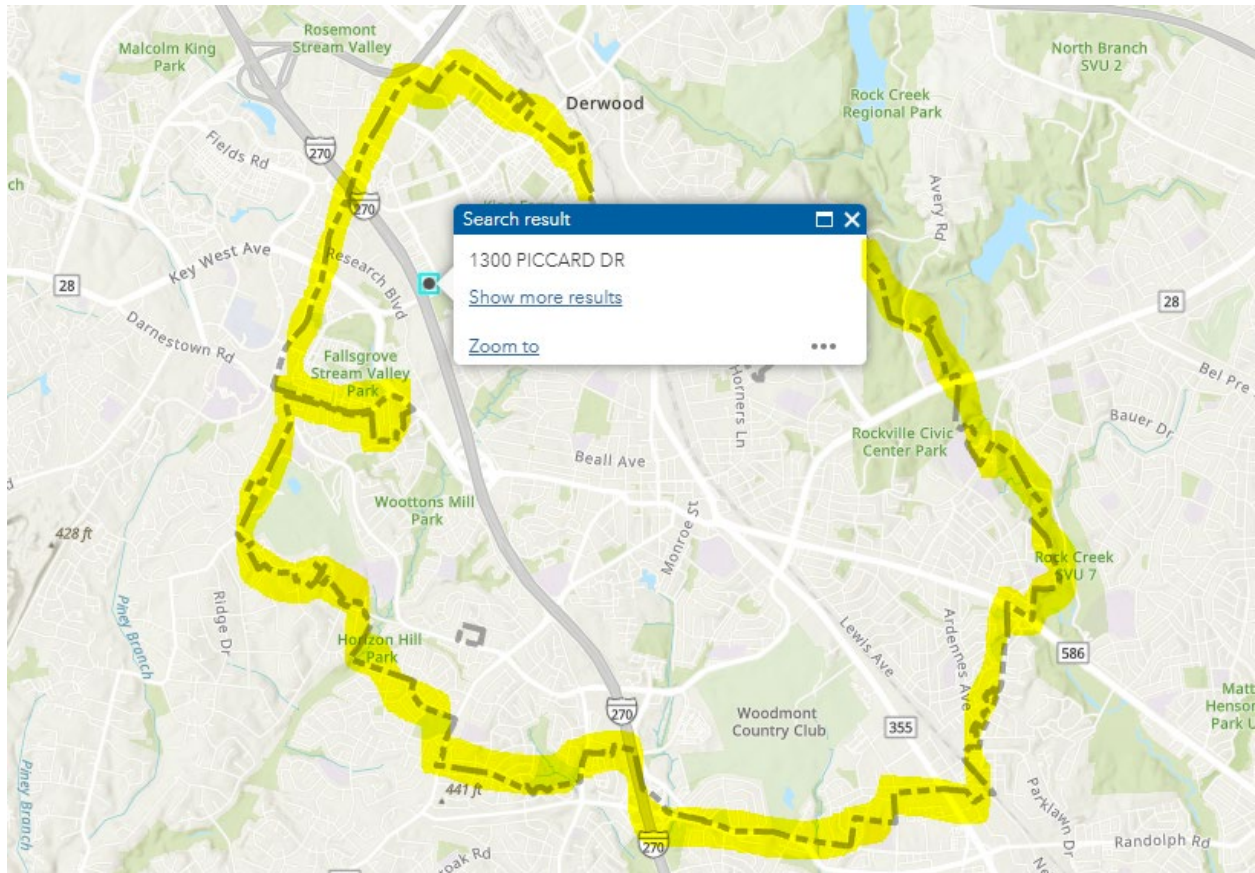
Moving to Work (MTW) is a demonstration program for public housing authorities (PHAs) that provides them the opportunity to design and test innovative, locally designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW allows PHAs exemptions from many existing public housing and voucher rules and provides funding flexibility with how they use their Federal funds. PHAs in the MTW demonstration have pioneered a number of innovative policy interventions that have been proven to be successful at the local level, and subsequently rolled out to the rest of the country's PHAs. Currently, there are 139 MTW PHAs nationwide.

### **Is the unit that I found under Rockville or HOC ?**

<https://rockvillemd.maps.arcgis.com/apps/webappviewer/index.html?id=0aa9fe18b6c64b46a61230da64a2b2fd>

Please use the map below to determine if the unit is within RHE's jurisdiction.

Units within the city of Rockville, will be covered by RHE.



**What if I need an extension after receiving my first extension?**

Only the Initial PHA can approve an extension when you are a port in.

If you did not submit an RFTA within the time frame of the extended voucher with the receiving PHA, RHE will send your information back to your initial PHA.

Extension to IPHA must be requested before the expiration date of the expiration date of the voucher with RPHA.

Please, keep a list of units that you applied for, the results and the contact information. You must complete an extension voucher request with your IPHA. Once approved by your IPHA, the IPHA will forward the extended voucher and revised 52665 part 1 to the receiving PHA.

Once received, the RPHA will extend the voucher for 30 days.