

U.S Department of Housing and Urban Development  
**Public Housing and HCV NEWSLETTER**  
Honolulu Field Office  
500 Ala Moana Blvd, Suite 300, Honolulu, Hawaii 96813  
www.hud.gov

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FEATURED SPOTLIGHT

*Sharon Hirota, Section 8 Program Manager for the Existing Housing Division of the Office of Housing and Community Development, County of Hawai'i introduces here a "bridge" program designed to assist applicants on the Section 8 program waitlist. Offering expanded opportunities for assistance to eligible Hawai'i County's waitlist applicants enhances the successes of this high performing PHA.*

HAWAII County's Tenant-Based Rental Assistance Program (TBRA)

The TBRA Program assists families by subsidizing their rent payments, similar to the Housing Choice Voucher (Section 8) Program. Eligible applicants are selected from the County of Hawai'i Section 8 waitlist.

The Tenant-Based Rental Assistance Program (TBRA) was implemented in 1996 with a \$750,000 grant received from the HOME Investment Partnerships Program. The Existing Housing Division (EHD) submits an annual application for HOME Program funds for the TBRA Program.

From the initial HOME funding in 1996, the EHD has successfully provided rental assistance opportunities for over 800 very-low income families. The EHD anticipates a continued rate of success given the current rental market, economic conditions, and the section 8 waiting list of over 2,500 applicants.

In November 2007, the EHD adopted preference consideration in selecting eligible families for the TBRA program. Singles (non-elderly, non-disabled) have equal status and preference with all other applicants. Applicants are given preference consideration when:

- Displaced by a natural disaster that has caused their unit to be uninhabitable;
- Displaced by a Federal, State, or County government action related to code enforcement, public improvement or development;
- Are victims of domestic violence;
- Inadequate housing is a primary factor preventing the reuniting of foster care children with their biological parents or prevent children from going into foster care;
- Individuals lack a fixed, regular, and adequate nighttime residence;
- A family member has an incurable, terminal illness;
- Aged-out foster care youth; and
- Participant in a transitional housing program

The TBRA Program is a vital component in assisting the County of Hawai'i in meeting its' primary goal of maximizing the use of existing housing stock by offering expanded opportunities for rental assistance to very-low income families.

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GARY KODANI, PROGRAM MANAGER, KAUA`I COUNTY HOUSING AGENCY

*The director and staff for the Honolulu Office of Public Housing, U.S. Department of Housing and Urban Development sorrowfully bid Aloha `Oe to Gary Kodani. Born in Lihue, Kaua`i sixty years ago Gary succumbed after a long battle with illness. Gary's knowledge, awareness of, and fondness for his island home and community was apparent in his more than fourteen years of service with the Kaua`i County Housing Agency. As Kaua`i County's Program Manager for HUD's Section 8 Housing Choice Voucher Program, Gary was instrumental in helping more low income families find and keep affordable rental housing on Kaua`i. A kind, compassionate man whose years of experience helped the Kaua`i County Housing Agency and staff transition to new policies and procedures built on his vision for a better Section 8 program.*

*Mahalo Nui Loa Gary; you are greatly missed.*

## PIC CURRENT RECORDS

*Words of Wisdom from PIC Guru Bob Harmon*

The PIC data tables holding tenant data are organized into two chunks for performance reasons, Current Records and History.

Current record tables are much smaller than history tables and therefore, reports and display screens run much faster. Current records are the most recently received set of data about each household. PIC retains the older data but moves it to History.

History is much larger and continuously grows as we generate more history. When a PHA submits a form HUD-50058 for a family, it becomes a new current record and the previous current record is moved to history. Therefore, there will never be more than one current record for a family.

If a PHA submits a VOID (action 15) for a family, the VOID deletes the current record and moves the previous record back into the current records table. Certain actions, 8 (FSS only) and 13 (HQS only), update but do not replace the current record. In addition, action 10 (Issuance of a voucher) and 11 (expiration of voucher) have no effect at all on the current record. They are stored in special suspense tables and never become current records.

**Knowing the distinction between current records and history can aid your understanding of the "50058 Received" column in the monthly delinquency reports.**

The monthly reports count as received current records with effective dates within a 16 month range. The delinquency report ending September 30, 2008 will count current records with effective dates between June 1, 2007 and September 30, 2008. Records prior to June 1, 2007, although in the current file will not be counted.

The report also looks for records with dates after September 30 (annuals submitted with effective date of October 1, 2008) and will look for the prior record and include it in its count if the date is within the 16 month range. The report will also pick up 50058 submitted up through the report submission date so, timing is vital.

The PIC coach for the Office of Public Housing, Honolulu Hub is [Darlene.L.Kaholokula@Hud.gov](mailto:Darlene.L.Kaholokula@Hud.gov)

**From the Social Security Website  
High Group List and Other Ways to determine if an SSN is Valid**

<http://www.socialsecurity.gov/employer/ssnvhighgroup.htm>

This address links to information on how to determine if an SSN is valid. This SSN page includes links to the High Group List including the most recent numbers assigned. The High Group List is the list that is loaded into PIC. PIC validates SSN numbers against these lists. The lists can be utilized to know which area and group

numbers are currently in use and, which ones are more recently assigned. Click on the link at the bottom of the SSA page to learn how the SSA assigns Social Security numbers and, a list of number areas by State.

## **PUBLIC HOUSING NEWS**

### **Indoor Water Conservation**

Water and sewer charges vary widely across the country but cost, on average, less than ½ cent/gallon nationwide. At such low rates, water conservation may not seem like a high priority. However, saving water benefits you, your residents, and the greater community.

Less water down the drain means less water needs to be treated to drinkable quality, pumped to the home, heated, then pumped away and treated as sewage. Water efficiency reduces the burden on our already strained freshwater supplies, saves money by avoiding the need for new municipal water treatment facilities, and saves energy for pumping and heating water.

Even if you don't pay much for water and sewer, you probably pay for energy. Water heating accounts for nearly 25 percent of residential energy use in buildings with 5 or more housing units. By reducing the amount of water that needs to be heated, you can significantly lower energy bills.

#### Toilets

Toilets account for 31 percent of household water use, the most of any single appliance. The average American flushes 18.5 gallons of water down the toilet every day. In 1992, the Environmental Protection Agency (EPA) increased water efficiency standards from 3.5 gallons per flush (gpf) to 1.6 gpf. Replacing pre-1992 toilets could cut overall indoor water consumption by 15 percent.

Dual-flush toilets and High Efficiency Toilets (HETs) can provide even greater water savings. Not all toilets are created equal. The California Urban Water Conservation Council tests various models and reports on performance.

#### Faucets and Showerheads

About half the hot water consumed in a typical household is for bathing. 7 to 14% is used in the sink. Faucet aerators are inexpensive, easy to implement, and save a surprising amount of water. By reducing the flow of water coming from the showers and faucets, water efficient showerheads and faucet aerators can generate significant energy savings.

Aerators are small devices that screw on to the faucet to reduce water flow to 2.0, 1.5 or 1.0 gallons per minute (gpm) at normal pressures. While they reduce the amount of water used, they also often make the flow more forceful and provide more effective wetting and rinsing.

Choose the lowest flow available for bathroom faucets which are used primarily for brushing teeth and washing hands. In the kitchen, 2.0 gpm of water could be saved without forcing cooks to wait too long to fill up pots for cooking.

#### Clothes Washers

Efficient clothes washers offer water and energy savings since there is less water to heat. ENERGY STAR® qualified clothes washers in common area laundry rooms will save \$123/year in water and energy savings compared to new non-qualified models. Water conservation experts recommend a water factor of 7.5 or better.

#### Submetering

Studies have shown that making residents responsible for their own water bills reduces water use by 15 percent. According to surveys, residents have mixed opinions about being billed for water; most think it should be included in the rent.

Retrofitting a building with submeters costs around \$525 per meter installed. State and local regulations may apply. Water companies gain from water efficiency, and may be convinced to share the first cost of submeters.

### Water Conservation for Residents and Staff

#### Tips for Residents:

- Check for toilet leaks by placing food coloring in the tank. If color appears in the bowl without flushing, you have a leak. Fixing that leak can save 400 gallons per month.
- Don't let the water run when shaving, brushing your teeth, or washing your face. Just turning the water on when you need it saves over 3,000 gallons per year.
- Avoid unnecessary flushing. Dispose of tissues, insects and other waste in the trash.
- For baths, close the drain before turning the faucet. To balance the initial burst of cold water, add only hot water later.
- Store drinking water in the refrigerator rather than letting the tap run for a cool glass of water.

#### Tips for Maintenance Staff:

- Fix leaky faucets and toilets promptly. Leaky faucets can waste 1,000 gallons/year; leaky toilets can waste 4,800 gallons/year.
- Replace showerheads with ultra low-flow versions, saving up to 2.5 gallons per minute. This saves 9,125 gallons per person over the course of a year of ten minute showers.
- When replacing faucets, toilets, or other water-using appliances, find EPA WaterSense labeled products.
- Sweep the driveway and sidewalk instead of hosing them off. Hoses run about 10 gallons per minute. A 15-minute chore done once a week wastes 7,800 gallons of water a year.
- Insulate hot water pipes. Keeping water hot in the pipes means residents won't let as much go down the drain while they wait for hot water to arrive at the shower. Often, insulating hot water pipes makes it possible to reduce boiler settings from 140 degrees F to 120 degrees, saving energy as well.

Contact William (Bill) Sabalburo at [William.Sabalburo@hud.gov](mailto:William.Sabalburo@hud.gov) (808 522-8175 ext 238) with questions relating to Energy and Water Conservation.

## SECTION 8 VOUCHER NEWS

### HOMEOWNERSHIP REPORT

From CY 03 through to date CY08 there were 30 closings amongst 7 Hawaii PHAs:

PHA	CY03/07	CY08	Totals
Hawaii Public Housing Authority (HPHA)	2	0	2
Guam Housing and Urban Renewal Authority (GHURA)	0	0	0
Northern Marianas Housing Corporation (NMHC)	0	0	0
City & County of Honolulu	16	4	20
Hawaii County	1	1	2
Maui County	0	0	0
Kaua`i County	4	3	7

*The featured spotlight in our August 15, 2008 newsletter #3 is posted to the HUD website. This spotlight submitted by the Department of Community Services of the City & County of Honolulu congratulates the 20 homebuyers and spotlights the last five (5). Click on the following link to view the article:*

<http://www.hud.gov/local/hi/news/2008-08-20.cfm>

Contact your assigned HUD reviewer with questions relating to Homeownership.

## Q & A: HAP Contract Termination

24 CFR 982.455 provides that the HAP Contract terminates automatically 180 calendar days after the last housing assistance payment to the owner; as happens when income rises so that the HAP equals zero.

### Questions:

Would the automatic termination of the HAP contract also terminate the HCV assistance of the family? Would the family have rights to be reinstated to the program if a loss of income at some point would make the family eligible for HAP?

### Answer:

The regulation at 982.455 (automatic termination) has never been interpreted to mean that a zero HAP family is entitled to section 8 assistance at any time after the HAP contract terminated 180 days after the last payment to owner.

Instead, if a family receives no subsidy for six months, their HAP contract terminates automatically, as does their assistance in the program. The basic notion is that, at the point in time the family does not receive subsidized payments for the unit, their participation in the program will be terminated so that another eligible family can receive the benefit of rental assistance.

The concept of ending program participation in the event of a subsidy is no longer needed has been an integral part of the voucher program for over a decade. There is no informal hearing in this instance, as any dispute over the correct amount of subsidy would have been discussed back when the zero HAP went into effect, and in accordance with the regulation at 982.555 (a)(1)(i). This provision requires a hearing when a PHA makes a determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.

## CUSTOMER SERVICE

### EIV SYSTEM REPORTS

Below is a list of 4 EIV reports that can assist you in the fight against fraud and waste. The use of specific EIV Reports helps to ensure correct household composition and correct rental assistance for which the family is eligible. Reduction of errors in these areas results in the decrease of improper rental subsidy payments and, in turn, increases public housing rental income and/or decreases your housing assistance payments (HAP) expenditures in the Housing Choice Voucher (HCV) program.

- **Deceased Tenants Reports:** informs the PHA that there are deceased household members that are included in the family's composition. Staff should take the necessary corrective action to update the family composition contained in section 3 of the form HUD-50058 and transmit the revised form HUD-50058 into PIC.
- **Income Discrepancy Report:** informs the PHA that there are families that may not have reported complete and accurate income (wages, unemployment compensation and/or social security benefits). Staff should review the report and discuss with the tenant the disparities in income sources and amounts reported on the household's EIV income report which may not have been reported at the last income reexamination, take any necessary corrective action, update the family income information contained in section 7 of the form HUD-50058, and transmit a revised form HUD-50058 into PIC.
- **Failed Verification Report:** informs the PHA of any tenant whose identity can not be confirmed by the Social Security Administration (SSA) due to incorrect personal identifiers (DOB, surname, and/or SSN) recorded in section 3 of the form HUD-50058. Staff should review this report, obtain appropriate documentation from the tenant, update section 3 of the form HUD-50058, accordingly, and transmit a revised form HUD-50058 into PIC.
- **Failed EIV Pre-Screening Report:** informs the PHA of any tenant who has failed HUD's EIV pre-screening process due to incorrect personal identifiers, (DOB, surname, and/or SSN) or invalid form HUD-50058 transmitted (e.g. effective date of action is more than 16 months ago). Staff

should review this report, obtain appropriate documentation from the tenant, update section 3 of the form HUD-50058, accordingly, and transmit a revised form HUD 50058 into PIC. For invalid form HUD-50058, staff should review the error description and take appropriate action to correct the error and transmit a revised form HUD-50058 into PIC.

The Department of Housing and Urban Development urges you to review these reports, take necessary corrective action to update a family's pertinent information, and transmit the updated form HUD-50058 into the PIC system.

Access the EIV reports at this address: [https://hudapps.hud.gov/HUD\\_Systems](https://hudapps.hud.gov/HUD_Systems)

Staff who may not be familiar with the EIV system can obtain free training via webcast. Staff may view beginner, intermediate, and advanced EIV system training webcasts at this address:

<http://www.hud.gov/webcasts/archives/iv.cfm>

The training materials are located at this address:

<http://www.hud.gov/offices/pih/programs/ph/rhiip/training.cfm>

Contact your assigned HUD reviewer for questions relating to EIV.

#### **ASSET MANAGEMENT**

The Asset Management Website links professionals working in public housing with program requirements, supplemental guidance, announcements of related training opportunities, and other helpful materials associated with public housing's conversion to asset management.

<http://www.hud.gov/offices/pih/programs/ph/am/>

Key component(s) guidance for project-based management is easily accessible. Topics include:

Project-Based Funding: <http://www.hud.gov/offices/pih/programs/ph/am/funding.cfm>

Project-Based Budgeting: <http://www.hud.gov/offices/pih/programs/ph/am/budgeting.cfm>

Project-Based Accounting: <http://www.hud.gov/offices/pih/programs/ph/am/accounting.cfm>

Project-Based Management: <http://www.hud.gov/offices/pih/programs/ph/am/mgmt.cfm>

Project-Based Oversight/Performance Assessment: <http://www.hud.gov/offices/pih/programs/ph/am/oversight.cfm>

#### **CONTACT INFORMATION**

A help desk to better assist PHAs with the transition to Asset Management can be reached toll-free.

Phone: 1-800-511-8478

Hours of Operation: 8:00 am – 5:00 pm EST Monday through Friday

OR

Email: [AssetManagementHelpDesk@HUD.gov](mailto:AssetManagementHelpDesk@HUD.gov)

#### **REQUIRED INFORMATION WHEN EMAILING OR LEAVING A Phone MESSAGE:**

- Name
- Email Address
- Phone Number
- Organization Name

- Clear Description of question or Issue

## HUDCLIPS

Important forms are available in languages other than English. The translated forms include

HUD-52517 Request for Tenancy Approval – HCV Program  
HUD-52641 Housing Assistance Payments (HAP) Contract Section 8 Tenant-Based Assistance  
HUD-52641A Tenancy Addendum Section 8 Tenant-Based Assistance HCV Program  
HUD-52646 Housing Choice Voucher Program  
HUD-52649 Statement of Homeownership Obligations Housing Choice Voucher  
HUD-52650 Family Self Sufficiency (FSS) Program Contract  
HUD-52652 Family Self Sufficiency (FSS) Escrow Account

A suffix to the form number identifies the language(s)

Arabic	(ARA)	Hmong	(HMO)
Cambodian	(CAM)	Russian	(RUS)
Chinese	(CHI)	Korean	(KOR)
Creole	(CRE)	Spanish	(SPA)
French	(FRE)	Vietnamese	(VIE)

As needed, for a person proficient in/with preference for another language, providing these forms with the English versions will aid their knowledge of program requirements.

These forms are available on the HUDCLIPS website here:

<http://www.hud.gov/offices/adm/hudclips/forms/hud5.cfm>

The HUDCLIPS website provides direct access to HUD forms, notices, handbooks, regulations and other information about the HUD programs. HUDClips is located here:

<http://www.hud.gov/offices/adm/hudclips>

## WEBCASTS

### AN IMPORTANT PART OF HUD TRAINING

If you have missed a scheduled live broadcast or want to review a previously aired one, webcasts are usually archived within 24 hours after being aired. Recent and archived webcasts are located here:

<http://www.hud.gov/webcasts>

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## LET US KNOW WHAT YOU THINK!

WE INVITE YOUR COMMENTS AND SUGGESTIONS ON HOW WE CAN MAKE THIS NEWSLETTER BENEFICIAL TO YOU. PROPERTY MANAGERS, PUBLIC HOUSING STAFF AND PARTNERS ARE WELCOME TO REQUEST OUR NEWSLETTERS. SEND YOUR COMMENTS, SUGGESTIONS AND/OR REQUEST FOR THIS NEWSLETTER TO [marie.miguel-cortez@hud.gov](mailto:marie.miguel-cortez@hud.gov)