

Landlord Incentive Program Frequently Asked Questions

Brown County Housing Authority – Housing Choice Voucher Program

Incentive Program FAQs are listed first.

General Housing Choice Voucher Program FAQs are listed afterward.

What is the purpose of the Landlord Incentive Program?

The success of Housing Choice Voucher Program participants is partially dependent on the availability of rental units where they can utilize their voucher and receive rental assistance. The purpose of the Landlord Incentive Program is to provide a financial incentive for landlords who have not participated with the Housing Choice Voucher program to rent a unit to a voucher-holding tenant. AND to provide financial incentive for currently participating landlords to continue doing so.

How do I know if I'm eligible for the \$1,000 bonus or the \$500 bonus?

The \$1,000 bonus is a one-time bonus for new landlords, or those who have not received a Housing Assistance Payment in the last 6 months. After the initial \$1,000 payment, future bonus payments for additional tenants with new Housing Assistance Payment contracts would be at the \$500 level. The \$500 bonus is available to currently participating landlords (those who have received a Housing Assistance Payment within the last 6 months) who enter a new Housing Assistance Payment contract with a new tenant.

Do I need to complete a request form or do anything special to receive the bonus payment?

The only requirement is that you are signed up to receive your Housing Assistance Payment via Direct Deposit. This incentive program is designed to be as streamlined and as beneficial to the landlord as possible. Each new Housing Assistance Payment Contract executed will automatically have the appropriate bonus issued. *(Until Landlord Incentive Program funds are expended or the program ends on December 31, 2023.)*

How will I be paid my bonus?

Bonus payments are made via direct deposit to the same account you receive your monthly Housing Assistance Payments.

How do I use the bonus payment?

The Landlord Incentive Program bonus payments are intended for the landlord to use/allocate however they'd like. While payments will be sent with a tenant name associated, the bonus payment does not need to be connected to the tenant account.

How soon can I expect my bonus payment?

Bonus payments will be sent via direct deposit with the first Housing Assistance Payment made on behalf of the tenant - if the Housing Assistance Payment Contract begins on the first of the month. If the Housing Assistance Payment Contract begins on any date other than the first, the bonus payment will be sent on the first of the month following the contract execution date.



For more information, contact Patrick Leifker at Patrick.Leifker@browncountywi.gov or 920-448-6486

www.ics-gb.org

Is there a limit to how many bonus payments I can receive?

No. The new/returning landlord bonus of \$1,000 is a one-time amount. However, there is no limit to the number of subsequent \$500 bonus payments for each additional Housing Assistance Contract signed. *(Until Landlord Incentive Program funds are expended or the program ends on December 31, 2023.)*

Since bonus payments are available until funding for this program is depleted, how much funding is available and how will I know if bonus payments are still being issued?

The Brown County Housing Authority has authorized \$250,000 to be utilized in this program. Information about the availability of bonus payments will be posted on the Integrated Community Solutions website, on the Landlords tab. Link: ics-gb.org/landlords

Is there a minimum lease term required in order to be eligible for the bonus payment?

Yes. The lease signed in conjunction with the Housing Assistance Payment Contract must be at least 9 months in length in order to be eligible for the bonus payment.

Am I eligible for a bonus payment if someone has been participating in the Housing Choice Voucher program, but they're moving, and they are a new tenant to me?

Yes. Even if the tenant has been a participant of the voucher program, but you were not leasing to them during that time, you are eligible for a bonus payment if you lease to them and enter into a Housing Assistance Payment Contract.

Am I eligible for a bonus payment if an existing tenant of mine, who was not previously a part of the Housing Choice Voucher Program begins to work with the program and receive rental assistance?

Yes. If you have been renting to a tenant but they were not previously a participant of the Housing Choice Voucher Program, but you will be entering a Housing Assistance Payment Contract with them now, you are eligible for the bonus payment.

I have a tenant who is currently part of the Housing Choice Voucher (HCV) Program and receiving a payment, but they're relocating. If a *currently assisted* tenant of mine moves to a different unit with me, am I eligible for a bonus for that tenant?

No. Although the landlord signs a new Housing Assistance Payment Contract when a tenant moves to a different unit, they would not be a new tenant to you or new to the HCV program, and therefore you would not be eligible for the bonus.

I'd like to take advantage of this program and connect with more program participants. How can I advertise my open units to prospective tenants with a Housing Choice Voucher?

If you regularly have open units, we can list your business's contact information in our Places to Rent Guide. This list is widely distributed, so this option is best if you often have available units. Alternatively, if you would like to advertise one, or a limited number of open units, you can contact ICS, and our Housing Specialists will share the information with only the current voucher holders who are searching for a unit.



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Who do I contact if I have additional questions about my bonus payment or my Housing Assistance Payments?

If you know who your tenant's Housing Specialist is, they can answer many of the questions you may have. If you do not know who the Housing Specialist is, or they've been unable to answer your questions, you can contact Patrick Leifker, Executive Director of the Brown County Housing Authority at Patrick.Leifker@browncountywi.gov.

GENERAL HOUSING CHOICE VOUCHER PROGRAM FAQ

I'm not very familiar with the Housing Choice Voucher Program. What is it, and where can I find more information about the program?

Participants of the Housing Choice Voucher Program receive rental assistance that is paid directly to their landlord on a monthly basis. The tenant's portion of rent is typically 30-40% of their monthly income, and the Housing Assistance Payment covers the remainder of the contract rent. General information about landlord participation can be found at ics-gb.org/landlords. If you still have questions, you may contact Patrick Leifker, Executive Director of the Brown County Housing Authority at Patrick.Leifker@browncountywi.gov.

Who administers the Housing Choice Voucher Program?

Integrated Community Solutions (ICS) is a non-profit organization contracted by the Brown County Housing Authority to administer the rental assistance program.

How do I sign up to participate with the Housing Choice Voucher Program?

There is no need to "sign up" to be eligible to participate. When you decide to lease to someone with a Housing Choice Voucher, they will ask you to complete a Request for Tenancy Approval (RTA) packet. This will be submitted to Integrated Community Solutions and it will provide information about the rental unit and the owner and/or management company.

Are Housing Choice Voucher Program participants screened for suitability as a tenant?

No. Program participants are screened for eligibility for the program, which includes background check and income limit requirements. Each landlord should screen their potential tenants for suitability.

Does any unit qualify for participation in the Housing Choice Voucher Program?

When the Request for Tenancy Approval (RTA) packet is submitted, we will evaluate the rent & tenant-responsible utilities to determine if the gross housing expense is within our payment limit, and/or if the tenant's portion of rent will be considered affordable to them. The unit will also need to pass an inspection, performed by Integrated Community Solutions.



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