

1. WHAT IS THE SPECIAL NEEDS HOUSING PROGRAM?

The Authorities provide assistance in the form of subsidized housing and supportive services to households which are unstably housed and/or have a diagnosed disability. Special Needs Housing Case Managers provide assistance in locating and obtaining housing, as well as ongoing support to assist clients with maintaining housing and meet their monthly financial obligations. Clients will receive case management services to assure they are complying with their lease and program requirements. Case Management and supportive services are tailored to each individual or family depending on their circumstances and needs.

PROGRAMS AVAILABLE:

- ***Rapid Rehousing*** – Rental assistance along with case management for 3 – 6 months
- ***Permanent Supportive Housing*** – Rental assistance along with case management. Assistance is provided for as long as funding allows.

Please Note: Our assistance is available to units in Cumberland County only.

2. HOW DOES PARTICIPATING IN THE PROGRAM BENEFIT ME?

Benefits include paid Security Deposit from CCHRA, guaranteed monthly rent payment from CCHRA, ability to start a lease any day of the month, a liaison (CCHRA Case Manager) between you

and the tenant to act as a neutral mediator should issues arise, problem prevention through routine home visits or check-ins from Case Manager, tenants are connected to needed resources and supports via the Case Manager.

3. WHERE CAN I LIST MY PROPERTY?

You can list your property on www.pahousingsearch.com or notify us and we will help spread the word.

4. HOW MUCH RENT CAN I EXPECT FOR MY PROPERTY?

You determine the contract rent amount, however, the rent must be reasonable compared to other units in the same location, quality, size, type and age.

Tenants are not allowed to pay more than 30% of their income towards rent and utilities. We may negotiate rent amount or utilities if you're willing to do so in order for the unit to qualify for our program.

5. WHAT PAPERWORK IS REQUIRED FROM ME TO WORK WITH THE PROGRAM?

You will be required to complete a Request for Tenancy Approval, a Lead Paint Disclosure and W-9 for the unit. You will also be required to provide proof of paid current taxes on the unit.

After we receive these documents, you will be required to sign a one-year lease with the tenant and a Housing Assistance Payment Contract with us.

6. WHAT DOES CCHRA DO OR SCREEN FOR WHEN PREPARING A TENANT FOR RENTING?

We provide the tenant with a Prepared Renter's Education Class – they receive a certificate when completed. Aside from the supportive services and case management we provide, conducting home visits and routine check-ins, we also provide an initial and annual inspection of the unit from a housing inspector.

7. WHAT DOES THE INSPECTOR LOOK FOR?

All units must meet HUD's Housing Quality Standards. This includes but is not limited to: No chipping or peeling of paint, mold, leaks, all bedrooms and living room must have a window, GFI outlets next to water sources, no cracks in or damaged windows, and working smoke detectors. For more information go to: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/hqs

8. WHEN AND HOW WOULD I RECEIVE RENTAL PAYMENT?

You will receive the rental payment via a check mailed from our agency. Monthly rent checks are mailed from our office on the first business day of the month. The tenant is responsible for their portion and is due according to your lease. You will receive a 1099 form at the end of the year showing rental payments from CCHRA.

9. WHAT IF I HAVE A DIFFICULT TENANT?

This can happen with any tenant you rent to and is not unique to tenants receiving subsidy. If you are having issues with the

tenant, you are encouraged to have open communication with them and CCHRA. Case Managers can assist with mediation if needed. If there are repeated lease violations, you have the right to enforce your lease and take necessary actions against the tenant. If there are excess damages to the unit after they vacate, they are responsible for payments.

10. NON-DISCRIMINATION POLICY

All persons will be treated fairly and equally without regard to race, color, national origin, religion, sex, age, disability, or any other characteristic protected by law.

CUMBERLAND COUNTY HOUSING and REDEVELOPMENT AUTHORITIES

114 N. Hanover St.
Carlisle PA 17013-2445

www.cchra.com

PHONE: 717-249-0789 or
toll-free 1-866-683-5907

FAX: 717-249-4071

Rev: 2/2021

Special Needs Housing Program



Rental Assistance Information for Landlords



better places, better lives

