

Community-Based Housing Allowance Program (CBHAP)



Utah Department of
Health & Human Services
Services for People with Disabilities

Can anyone in DSPD services receive CBHAP?

No, they need to be in Residential Habilitation (RHS) and/or Supported Living Supports (SLH) to participate.

Service definition: CBHAP helps people participating in a DSPD residential program meet the housing costs of acquiring, retaining, using, and occupying a personal home or community living supports arrangement.

Eligibility for services

- **is limited**
 - **funding is not guaranteed**
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Who is eligible?

- A person who does not have sufficient income and assets to pay for their total housing costs
- New enrollees
 - A person who is transitioning out of an Intermediate Care Facility (ICF) as part of the Community Transition Waiver (CTW)
- Renewal participants
 - A person will continue to be eligible for the HAP program as long as they still qualify annually based on program requirements.

The CBHAP may be considered after all other funding options have been pursued including but not limited to:

- Housing and Urban Development (HUD) Housing Choice Voucher HCV (formerly Section 8) program
- Non-elderly disabled voucher (NED) program
 - All applicants must apply to be on their local HCV or NED waiting list, if open, to be eligible for this program.
 - Must remain on housing waiting list.
 - Housing verification must be submitted with CBHAP applications.

Who completes the CBHAP application?

- Both support coordinator and provider complete the application.
 - The support coordinator:
 - Must sign the application
 - Works with the provider to complete the application
 - Submits completed applications to the designated person at DSPD to avoid discrepancies and duplication.
 - Receives the approved application from DSPD (DSPD sends the approved applications to the support coordinator only.)
 - Is responsible to upload the current approved HAP application into USTEPS and provide a copy to the recipient, provider and landlord.
- *Please make sure all numbers provided are accurate and updated.*

Allowable housing costs:

- Rent or other periodic payments for the use and occupancy of the residence
 - Must be 125% or less than the fair market rent for the area as established by the HUD.
 - If housing costs exceed the fair market rental costs, the request will be denied.
- Costs relating to routine maintenance and repair of the residence
 - Renters liability insurance premium, general maintenance, and repairs.
 - Explanation of costs must be included in the comment section at the bottom of the application.
- Utilities including heat, electricity, gas, water and sewage
 - Utilities may not be estimated (unless from utility agency for a new unit).
 - May not include medical expenses, telephone or cable TV.
- Security deposits
 - Persons who do not have sufficient assets to pay required security deposits may apply to the Community-Based Housing Allowance program.
 - All other resources in the community must be exhausted.

A community-based housing allowance may be used to support a person to live in any home that adheres to the following and may include, but are not limited to:

Eligible residences:

- Must meet state and local fire and safety standards
- Single-, two-, or three-family homes, duplexes, apartments, condominiums, mobile homes, and division-contracted group homes

Allowance amount

All persons who receive a community-based allowance must make a financial contribution towards their monthly housing costs.

- The division may establish a maximum allowance cap that may vary annually.
 - The division may establish a cap on the number of participants in this program.
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Re-evaluation of the housing allowance

The amount of monthly Community-Based Housing Allowance that a person receives should be re-evaluated at every person's supports plan meeting, or whenever there is a significant change in the person's monthly income or expenses.

- Any increase or decrease in income of \$100 or more per month, for 2 consecutive months, is considered a significant change in income or expenses.
 - Providers will help the person notify the division and support coordinator.
 - A revised community-based housing allowance application must be submitted.
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If a lease is required to secure rental housing, the person's circle of support shall make a determination regarding the recipient's capacity to execute the lease.

- A person determined to have the capacity to execute a lease may sign the lease and the CBHAP application on their own behalf.
- If the person is determined to lack the capacity to execute a lease, or if a guardian or conservator has been appointed:
 - Arrangements must be made for the lease to be signed by the guardian or conservator or another party who is not an employee of the state.
 - Providers may co-sign or be joint tenants on the lease for the person to qualify, but should not be the only one listed on the lease.
 - The recipient must be listed on the lease as a tenant.

Leasing

Community-Based Housing Allowance application

This form must be reviewed and submitted annually at the first of the year.

All information on the application should be able to be verified, upon request, through back-up documentation. This could include copies of pay stubs, entitlement checks, leases, and records of utility payments to the designee.

DSPD CBHAP designees

Submit completed/revise HAP applications and Housing Choice Voucher Section 8 verification (application, wait list status, disqualification etc.) to the following DSPD staff member:

Camille Bowen
cbowen@utah.gov
385-272-8318

Submit budget, pro forma, and USTEP questions or concerns to the following DSPD staff member:

Hilary Downing
hdowning@utah.gov
385-277-2229

If you have additional questions, consult your division support services coordinator or email dspdinfo@utah.gov.