

**Important Information**  
**PROCEDURES FOR DENYING PORTABILITY TO**  
**HIGH COST AREAS**

The Vallejo Housing Authority is experiencing a shortfall in funding from the federal government. Therefore, requests for portability to higher cost areas will be denied. This policy is **effective January 1, 2010**. The VHA will follow the following procedures, in accordance with Notice PIH 2009-44 (HA), issued on October 23, 2009 by the U.S. Department of Housing and Urban Development (HUD). These procedures will be in effect until further notice.

1. Complete attached "**Transfer-Out of Jurisdiction Request**" form requesting portability to the Housing Authority of your choice.
2. Vallejo Housing Authority will contact the proposed receiving housing authority to
  - a. Determine the receiving housing authority's subsidy standards based on approved family composition (Voucher size)
  - b. Determine the receiving housing authority's payment standard for the appropriate voucher size
  - c. Determine whether the receiving housing authority will absorb the participant into their rental assistance program
3. If the receiving housing authority confirms that they **will absorb** the participant into their rental assistance program, in writing, Vallejo Housing Authority will process the request for portability, and will mail the portability package to the receiving housing authority.
4. If the receiving housing authority **will not absorb** the participant, and 1) their subsidy standards are more generous, or, 2) their payment standards are higher, and either of these results in a higher cost to the Vallejo Housing Authority, the request for portability will be denied.
5. Vallejo Housing Authority will notify participant **by mail within ten (10) business days** from date of submission of "**Transfer-Out of Jurisdiction Request**" form.

*It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800)735-2922 without TTY/TDD or (800)735-2929 with TTY/TDD. Melinda Nestlerode is the Section 504 Coordinator. Please contact Ms. Nestlerode, Housing and Community Development Manager, at 707-648-4507 for further information.*

## Receiving Housing Agency:

### Instructions to the Tenant:

- You must promptly contact the Receiving Housing Agency, and comply with that agency's procedures for incoming portable families.
- The Receiving Housing Agency must issue you a certificate or voucher. If the Receiving Housing Agency decides to conduct a reexamination of your income, they may not delay issuing you a voucher or certificate or otherwise delay approval of a unit unless the recertification is necessary to determine your family's continued income eligibility for the program.
- The initial term of the certificate or voucher issued to you by the Receiving Housing Agency must be for 60 days from the date of issue by that agency. The Receiving Housing Agency determines whether to extend the certificate or voucher term.
- You must submit a request for lease approval and proposed lease to the Receiving Housing Agency during the term, or any extension of the term, of that agency's certificate or voucher.
- At any time, either the Receiving Housing Agency or the Initial Housing Agency may make a determination to deny or terminate assistance for breach of program regulations by your family.
- If your family moves out of the jurisdiction of the Receiving Housing Agency, and you wish to continue your assistance, you must notify the Receiving Housing Agency before moving. That agency will send the Initial Housing Agency Part II of the Family Portability Information Form notifying Initial Housing Agency of your intended move.

## Initial Housing Agency:

**VALLEJO HOUSING AUTHORITY**

200 Georgia Street/P.O. Box 1432 Vallejo, CA 94590

Tel: (707) 648-4507 Fax: (707) 648-5249

**TRANSFER-OUT OF JURISDICTION REQUEST**

**PLEASE PRINT CLEARLY AND PROVIDE ALL REQUESTED INFORMATION**  
**INCOMPLETE INFORMATION WILL DELAY THE TRANSFER PROCESS**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

I am requesting portability to Housing Authority Name:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

**NOTE:**  
**24 CFR 982.314 Move with continued tenant-based assistance.** (e) When PHA may deny permission to move. (1) The PHA may deny permission to move if the PHA does not have sufficient funding for continued assistance.

**ARE YOU AN FSS PARTICIPANT?**       Yes       No

**IF YOU ARE A CURRENT FSS PARTICIPANT, YOU MUST NOTIFY THE FSS COORDINATOR IN WRITING THAT YOU ARE REQUESTING A TRANSFER TO ANOTHER HOUSING AUTHORITY IN ORDER FOR YOUR FSS CONTRACT TO BE CONTINUED.**

**NOTE:**  
By signing below, I understand that I have three (3) days from the date below to provide written notification to Vallejo Housing Authority if I wish to rescind/cancel my transfer out of jurisdiction request. I further understand that once I transfer, Vallejo Housing Authority will no longer manage my rental assistance. The Housing Authority I have requested transfer to will manage my rental assistance, and I may be absorbed into the rental assistance program at that Housing Authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# OFFICIAL USE ONLY

Port request received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**24 CFR 982.314 Move with continued tenant-based assistance.** (e) When PHA may deny permission to move. (1) The PHA may deny permission to move if the PHA does not have sufficient funding for continued assistance.

VHA Current family composition # \_\_\_\_\_ Adults # \_\_\_\_\_ Minors \_\_\_\_\_ LIA

VHA Current Payment/Subsidy Standard PS \$ \_\_\_\_\_ SS \_\_\_\_\_ BR

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Receiving HA: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Receiving HA Payment Standards: 1- \$ \_\_\_\_\_ 2- \$ \_\_\_\_\_ 3- \$ \_\_\_\_\_ 4- \$ \_\_\_\_\_ 5- \$ \_\_\_\_\_

Receiving HA Subsidy Standards Proposed Voucher Size \_\_\_\_\_ BR

Receiving HA will absorb:  No  Yes Confirmation received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Port to Receiving HA: \_\_\_\_\_ Approved Port packet mailed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Denied – Subsidy/Payment Standard will result in a higher cost to Vallejo HA

VHA Contact: Cheryl Broome  
Sr. Housing Specialist  
[cbroome@ci.vallejo.ca.us](mailto:cbroome@ci.vallejo.ca.us)  
707 648-5216  
707 649-5249 Fax