



HAP CHECK NEWS

THE HOUSING AUTHORITY OF THE CITY OF LONG BEACH OWNER NEWSLETTER

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New Procedures for Requests for Tenancy Approval

Over the next few weeks, the Housing Authority will be implementing new procedures and forms, to more closely follow HUD's guidelines, regarding the processing of requests for tenancy approval also known as requests for lease approvals.

Overall, the new procedures will increase efficiency and minimize wait time for inspections and the processing of contracts.

The Housing Authority will now require that all owner information be submitted upfront, every time, before an inspection date can be set. This will enable the Housing Authority to increase its ability to move the contract forward and will allow us to more quickly process and render payments. A win, win situation for all!

The new forms that will be used in this process can be found on our website at <http://www.longbeach.gov/cd/housing/inspections.asphat>

Inspectors to Use New Computers in the Field

The next time you see one of our inspectors in the field, you will notice something different. They will be carrying new Fujitsu tablet PCs. The new tablet PCs will greatly enhance the efficiency of the inspectors and improve the consistency of the inspections. Overall, these compact computers will streamline the entire inspection process from start to finish.

The tablet PCs will work in tandem with the new inspections software that the Housing Authority recently implemented. This new software will make it easier to track, monitor and schedule inspections, download and upload data and respond quicker to issues from both tenants and landlords. Also, the PCs will allow the Bureau to process abatements in a more timely manner and ensure more uniformity with the inspections and follow-up inspections.

In addition, the use of the new tablet PCs will enable the Housing Authority to one day generate inspection reports during the actual inspection.

For more information on the Housing Authority's Inspection Unit, to see pictures of commonly failed items and to see a copy of the new inspection report (actually it is HUD's report # 52580) visit our website, <http://www.longbeach.gov/cd/housing/inspections.asphat>

New HAP Payment Process for Failed Units

Going forward, if a rental unit does not pass an annual re-inspection, and the Housing Authority already paid you the HAP for the month, the Housing Authority will be deducting any HAP overpayment from your next re-instated HAP. In the past, the Housing Authority sent an overpayment letter to the owner, after the unit passed inspection, requesting the overpaid HAP amount.

This new procedure is more in line with HUD's regulations and will enable the Housing Authority to better track and monitor abatement issues.

If you find yourself in this situation, the way to calculate the HAP to be deducted is as follows:

1. Take the total HAP divided by days of the month to obtain a daily rate.
2. The daily rate is then multiplied by the total days a unit was in a "fail" status
3. This dollar amount is then deducted from the upcoming HAP.

Please note that the deducted amount is non-refundable and cannot be collected from the tenant occupying the affected unit. For additional information, please refer to your HAP contract.

Holiday Season

During the upcoming holidays, the Housing Authority Bureau will be closed on Friday December 25th and Friday January 1st.

On behalf of the Housing Authority Bureau, we wish you all a very Happy Holiday Season!

