



CCDH NEWS

THE TEAM

Dave Schneider, Inspector @ EXT. 4
Brandi Fritsche, Specialist @ EXT. 6
John Baughcum, Specialist @ EXT. 3
Paulo Villavicencio, Specialist @ EXT. 5
Sarah Collins, Director @ EXT. 7

HOW TO REACH US

Regular business hours are Monday – Friday, 8:30 a.m. - 4:30 p.m. Agency representatives can be reached by calling (859) 261-5200, by fax to (859) 261-0577, or by email to hgeneral@campbellcountyky.gov.

Remember to follow up with our office to ensure we have received information submitted electronically. General questions can be directed to Extension 9 or the aforementioned email address. If you wish to reach someone specific when emailing, please identify the agency representative you are trying to reach in order to ensure a timely response. A dropbox is conveniently located directly outside Room 235 for the submission of paperwork.

Our office is located at 1098 Monmouth Street, Room 235, in Newport, Kentucky 41071.
Our physical address is also our mailing address.

Phone: 859 261 5200 Fax: 859 261 0577 TDD/TTY: 1 800 545 1833 Ext. 947

Website: www.campbellcountyky.gov / Departments / Housing Program

**CCDH DOES NOT ALLOW WALK-IN APPOINTMENTS WITH AGENCY REPRESENTATIVES.
PAPERWORK CAN BE DROPPED OFF WITHOUT APPOINTMENT DURING REGULAR BUSINESS HOURS, HOWEVER, IF YOU NEED TO MEET WITH YOUR HOUSING SPECIALIST YOU MUST HAVE AN APPOINTMENT.**

We respectfully request at least 24 hours' written notice if you need copies of records or reprinted documentation.
An agency representative may fax, mail, or possibly e-mail you requested information.
A charge of ten cents per copy applies.

DUE TO PRIVACY REGULATIONS, OUR OFFICE WILL NOT PROVIDE ANY INFORMATION REGARDING AN APPLICANT OR PROGRAM PARTICIPANT (CURRENT OR PRIOR) UNLESS THE INDIVIDUAL IS PRESENT OR HAS PROVIDED CCDH WITH A SIGNED AND DATED RELEASE OF INFORMATION.



If questions arise while completing any paperwork for the agency, as an owner, participant, or advocate, please contact an agency representative at 859 261 0577, Ext. 9 or hgeneral@campbellcountyky.gov for clarification and guidance, as failing to give true and complete information can be an eligibility disqualifier.



OUR OFFICE WILL BE CLOSED THE FOLLOWING DATES IN OBSERVANCE OF UPCOMING HOLIDAYS:

Holiday Schedule

Christmas Eve Observed	2023-12-25	Monday
Christmas Day Observed	2023-12-26	Tuesday
New Year's Eve Observed	2024-01-01	Monday
New Year's Day Observed	2024-01-02	Tuesday
Dr. Martin Luther King, Jr. Day	2024-01-15	Monday
President's Day	2024-02-19	Monday
Spring Holiday	2024-03-29	Friday



CCDH Program Participants are required to report all changes in income, assets, and allowances within 10 business days of the change. If a household member moves from the unit, that must be reported within 10 business days, and participants must receive approval from CCDH and their Landlord **before** moving a new person into the home. Failure to report changes can result in overpayments of housing assistance that must be repaid and the termination from the assistance program for Family Obligation non-compliance.



UTILITY ALLOWANCES (UAs) VERSUS UTILITY REIMBURSEMENT PAYMENTS (URPs). WHAT'S THE DEAL?

A PHA-established utility allowance schedule is used in determining the family's share of rent and the housing assistance payment. A family's utility allowance is determined by the size of dwelling unit leased by a family or the voucher unit size for which the family qualifies using PHA subsidy standards, whichever is the lowest of the two. The allowance is a set schedule based on type of dwelling, dwelling size, and utility types. The allowance does not deviate based on the actual cost of the utilities for the family.

If the amount of the utility allowance exceeds the total tenant payment, the PHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero. The PHA will make utility reimbursements directly to the utility service provider. Because they are mailed directly to providers, CCDH cannot guarantee their deposit date. It is always the Participant's responsibility to ensure any utility they are responsible for per their lease agreement is on and in an adult household member's name AND to notify CCDH if there is any change in the utility billing information for the account to which the URP is issued.



HOUSING ASSISTANCE PAYMENT ABATEMENTS

Abatements are placed on housing assistance payments when repairs are not completed by the due date provided after an inspection fails. If the repairs have not been completed and confirmed with the HCV Program, an abatement will be placed on the unit on the first of the month following the due date of the repairs. For example, if the repairs are due May 10 and not completed by May 10 then the abatement will begin June 1. Note, for an initial inspection an owner may opt not to make repairs, resulting in the PHA's cancellation of the prospective tenant's Request for Tenancy Approval.



If you are an owner partnering with our agency, you may have questions about your role or responsibilities. Our Owner Orientation packet, as well as many other forms and sources of information, can be obtained on our webpage at www.campbellcountyky.gov.

Owner responsibilities include:

- Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit and deciding the family is suitable for tenancy of the unit;
- Collecting from the family. The owner must collect the tenant contribution (the part of rent not covered by the housing assistance payment), security deposit, and any charges for unit damage by the family;
- Enforcing tenant obligations under the lease.

Owners must forward CCDH copies of notices to vacate, eviction notices, and non-renewals of lease agreements when they are issued to tenants. As an owner or property manager, if you have questions about whether CCDH should be made aware of written communications between you and your tenant, please contact our office for guidance.

CHANGES ARE COMING TO INSPECTION STANDARDS, EFFECTIVE OCTOBER 1, 2024

HUD has mandated changes for inspections in order to align multiple HUD programs to a single set of inspection standards. CCDH may no longer utilize Housing Quality Standards (HQS) for inspections and must implement National Standards for the Physical Inspection of Real Estate (NSPIRE).

Inspection Items to Be Aware of:

- Ensure the unit address, signage, or building identification codes are visible and are not broken or illegible.
- At least one battery-operated or hard-wired smoke detector must be in proper working condition and present
 1. On each level of the unit;
 2. Inside each bedroom;
 3. Within 21 feet of any door to a bedroom measured along a path of travel; and
 4. Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector must also be installed on the living area side of the door.

***ON DECEMBER 29, 2024 SEALED BATTERIES WILL BE REQUIRED IN SMOKE DETECTORS.**

Remember that under current inspection requirements and NSPIRE, all units must have a working Carbon Monoxide Alarm. A combination smoke and carbon monoxide alarm is acceptable.