



### Our Mission

CAPNCM offers services to individuals to become self-sufficient by empowering them to obtain the resources needed to build strong families & communities.

CAPNCM HCVP serves the Missouri counties of:  
Andrew, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, and Sullivan

Serving North Central Missouri  
Equal Housing Opportunity



### Property Owner Participation

Any owner of modestly priced, standard rental housing can participate. The owner must be able to rent the property within the HUD established Fair Market Rent for this area. Fair Market Rents are based on comparable rents for all the thirteen counties in our service area. The rent and utility cost factored together cannot exceed these limits. The Fair Market Rent includes the utility allowance approved by HUD for a particular type of structure in this area. The housing presented for program participation must meet the Housing Quality Standards set out in the HUD regulations. The owner and tenant must have a lease agreement for one year. A security deposit may be required by the owner. The owner is responsible for screening applicants and completely manages the property. The rental property is inspected annually for compliance with the quality standards. Property rents are reviewed annually for possible adjustments.

Now you can call us toll free!

**1.855.290.8544**  
**TDD - 1.800.735-2966**  
**Voicemail: ext. 1045**  
**www.CAPNCM.org**

### Housing Choice Voucher PROGRAM



CAPNCM  
1506 Oklahoma Ave  
Trenton, MO 64683  
Office Hours: 7:30am—5pm  
M-Th



**CAPNCM**

Community Action Partnership  
of North Central Missouri

Grundy County Public Housing Agency

## What is HCV?

The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own rental units, including single-family homes, apartments, and duplexes.

A housing subsidy is paid to the landlord directly by the Grundy Co. PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. This is not a home ownership program.

## Who is Eligible

Eligible households are those whose incomes fall within HUD established guidelines as determined by the size of the family. Single elderly (62 or over), handicapped of any age or disabled of any age qualify if they meet the income guideline. All other participants may be single or a family unit. Families eligible by income do not have to move if they are presently renting homes which meet the Housing Quality Standards and the rent limits set by HUD. They may participate in the Program, stay in the same house and pay less rent if their landlords are willing to participate.

## How to Apply

All appointments are scheduled at our central Trenton office and interviews are conducted via telephone. To schedule your appointment, please call **660-359-3907 or 855-290-8544** ext. 1045, 1046, or 1047.

## What You Will Need

- Social Security card(s) for all household members
- Photo IDs for all adult members
- Official Birth Certificate(s) for all household members
- Proof of income and wages (3 consecutive pay stubs or print out from employer)
- Social Security award letters
- Child support documentation (either case ID # or print out of court documents)
- TANF from Family Service Divisions
- Checking and savings (2 months recent statements)
- *If you own real estate*, the property appraisal and any mortgage documentation
- *If disabled/handicapped or elderly*, a pharmacy print out of co-pays for last 12 months

## Admission to Program

Persons evicted from Public Housing, Indian Housing, Section 23, or any Section 8 Program because of drug-related criminal activity **are ineligible for admission** to Public Housing and Section 8 Programs as described in 24 CFR 982.552.

Grundy County PHA **will deny** admission to applicants with the following criminal records or that have committed the mentioned offenses within the last three (3) years from the date of application processing:

- Persons currently involved in illegal drug related criminal activity, alcohol abuse, violent criminal activity, or fraud.
- Persons charged or convicted for producing, using or in possession of methamphetamines.
- Sex offenders who are required to regularly register with law enforcement.
- Persons who GCPHA determines it has reasonable cause to believe may pose a safety threat or interfere with the peaceful enjoyment of the premises by other residents or neighbors because of drugs, alcohol or violence.
- Persons evicted from assisted housing for violence, alcohol or drug – related criminal activity involving the illegal manufacture, sale, distribution or possession with the intent to manufacture, sell, distribute a controlled substance.

## Program Function

The PHA calculates the maximum amount of housing assistance allowable. The maximum housing assistance is generally the lesser of the payment

standard minus 30% of the family's monthly adjusted income or the gross rent for the unit minus 30% of the monthly adjusted income. Gross income (before taxes) will be used in the rent calculation.

**Contact us**  
**855-290-8544**

**There is a short waiting list.**

## Family Income Limits for Program Eligibility

<u>County</u>	<u>1 Person</u>	<u>2 Person</u>	<u>4 Person</u>
Andrew	22,550	25,750	32,150
Buchanan	22,550	25,750	32,150
Caldwell	28,950	33,100	41,350
Clinton	28,950	33,100	41,350
Daviess	19,950	22,800	28,450
DeKalb	22,550	25,750	32,150
Grundy	20,450	23,400	29,200
Harrison	19,350	22,100	27,600
Linn	19,350	22,100	27,600
Livingston	21,550	24,600	30,750
Mercer	19,350	22,100	27,600
Putnam	19,350	22,100	27,600
Sullivan	19,350	22,100	27,600

*The Grundy County PHA & its staff reserve the right to end any phone conversation or in-person interaction that becomes abusive, whether verbally or physically.*