

# LEASED HOUSING SPRING NEWSLETTER

Welcome to PHA’s first newsletter! We are excited to bring you our first edition, where we strive to provide you with relevant and practical information to keep you informed. Through this newsletter we will share important quarterly updates, community resources, and insights to help you stay connected with PHA. Let us know if there are any topics you’d like to us see cover in future editions.

## Payment Standards

In December 2024, HUD asked all housing authorities to consider cost savings measures for 2025. In response to that request and after careful analysis, PHA has decided to adjust our 2025 payment standards to reflect those in effect during calendar year 2024. The change in payment standards will take effect on May 1, 2025 and be applicable to new lease-ups and annual reexaminations. **We have attached the updated payment standards chart.**

## HAP Payment Schedule

PHA has just completed a review of our Administrative Plan for the HCV program that involved implementing new HUD regulations, cost savings measures, and industry best practices. As an industry best practice, effective April 2025, PHA will issue HAP checks and make direct deposits of HAP by the third day business day of the month. If you do not already receive your HAP by direct deposit, we encourage you to sign up for direct deposit. Sign-up is quick and easy submit by email to **directdeposit@provhousing.org** a W-9 form, direct deposit form, and a clear copy of a voided check or bank slip for the account you wish to receive your deposit.

## PHA-Web Signup

PHA has an improved way to communicate and do business with HCV landlords – the PHAWeb Landlord Portal! To access the Landlord Portal, visit [www.provhousing.org](http://www.provhousing.org) and click the Landlord Portal link. Call your program representative to receive your unique code to sign up online.

## Rent Increases

Due to anticipated HUD HAP funding levels for 2025 and PHA’s cost savings measures, we are asking that our participating landlords voluntarily refrain from requesting rent increases this year. Although this is not mandatory, we thank you for your consideration of this request and for your continued partnership in providing safe and affordable housing for the low-income families we all serve.


## HCV Landlord Information Session

PHA’s updated administrative plan includes some changes for cost savings measures. PHA will be hosting two HCV Landlord informational sessions focused on these changes. These sessions will be conducted via Microsoft Teams on Tuesday, April 29 1:00pm-2:00pm and Tuesday, May 6 11am-12pm. Please use the QR Codes below to join one of the sessions.

### PHA HCV Program Contacts:

Justin Barros, Director of Leased Housing	Marina Rollins, Associate Director of Leased Housing
Email: <a href="mailto:jbarros@provhousing.org">jbarros@provhousing.org</a>	Email: <a href="mailto:mrollins@provhousing.org">mrollins@provhousing.org</a>

Tuesday,  
April 29  
1pm-2pm



Tuesday,  
May 6  
11am-12pm





## Payment Standards Chart

Bedroom Size	Payment Standards Effective 5/1/2025 Providence (except 02903 and 02906)	Payment Standards Effective 5/1/2025 02903 and 02906 Zip Codes ONLY
0	\$1,353	\$1,774
1	\$1,467	\$1,921
2	\$1,777	\$2,331
3	\$2,149	\$2,814
4	\$2,662	\$3,486
5	\$3,062	\$4,008
6	\$3,521	\$4,609

Payment Standards are inclusive of heat, hot water and electricity. Where units do not include any of these utilities, payment standards are reduced by the appropriate utility allowance.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	-  -
or	
Employer identification number	
	-

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





# PROVIDENCE HOUSING AUTHORITY

100 BROAD STREET  
PROVIDENCE, RI 02903-4129  
Tel. (401) 751-6400  
Fax (401) 351-1191



## Direct Deposit Agreement Form

(Please print all information clearly)

<b>Last Name or Business Name</b>	<b>First Name</b>	<b>Social Security Number or EIN #</b>	
<b>Address</b>	<b>Telephone</b>	<b>Email</b>	
<b>Type of Action (check one):</b> <input type="checkbox"/> Start Direct Deposit <input type="checkbox"/> Change Bank and/or Acct #			
<b>Bank Routing #</b>	<b>Bank Name</b>	<b>Account #</b>	<b>Type of Account</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Debit Card

Please read these important notes and sign below:

1. Important: Once direct deposit has started, you must notify the Housing Authority, in writing if you plan to close or change your bank account. The undersigned must allow a reasonable amount of time for initiating or changing Direct Deposit accounts and is responsible for notification of any change in financial institution information.
2. All payments will be deposited to the account listed above. The Housing Authority does not have the ability to split monthly payment between direct deposit accounts and/or paper checks.
3. Register for the landlord portal and access detailed payment information on the Housing Authority's web site at [www.assistancecheck.com](http://www.assistancecheck.com)
4. We suggest you keep a copy of this completed form for your records.

I hereby request and authorize Providence Housing Authority to deposit payments by electronic funds transfer into the account specified above and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that, if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**IMPORTANT: A VOIDED CHECK OR A LETTER FROM THE BANK WITH YOUR ACCOUNT NUMBER AND BANK ROUTING NUMBER ON IT MUST BE ATTACHED TO THIS FORM.**

# BOLETÍN INFORMATIVO DE PRIMAVERA SOBRE VIVIENDAS EN ALQUILER

¡Bienvenidos al primer boletín informativo de PHA! Nos complace presentarles nuestra primera edición, donde nos esforzamos por brindarles información relevante y práctica para mantenerlos informados. A través de este boletín, compartiremos importantes actualizaciones trimestrales, recursos comunitarios y perspectivas para ayudarles a mantenerse al día con PHA. Háganos saber si hay algún tema que les gustaría que abordáramos en futuras ediciones.

## Normas de pago

En Diciembre de 2024, HUD solicitó a todas las autoridades de vivienda que consideraran medidas de ahorro de costos para 2025. En respuesta a esa solicitud y después de un análisis cuidadoso, PHA decidió ajustar nuestros estándares de pago de 2025 para reflejar aquellos vigentes durante el año calendario 2024. El cambio en los estándares de pago entrará en vigencia el 1 de Mayo de 2025 y se aplicará a nuevos arrendamientos y reexámenes anuales. **Hemos adjuntado el cuadro de estándares de pago actualizado.**

## Calendario de pagos de HAP

La PHA acaba de completar la revisión de nuestro Plan Administrativo para el programa HCV, que incluyó la implementación de nuevas regulaciones del HUD, medidas de ahorro y las mejores prácticas de la industria. Como mejor práctica de la industria, a partir de Abril de 2025, la PHA emitirá los cheques HAP y los depósitos directos de HAP a más tardar el tercer día hábil de cada mes. Si aún no recibe su HAP por depósito directo, le recomendamos registrarse. Registrarse es rápido y sencillo: envíe por correo electrónico a [directdeposit@provhousing.org](mailto:directdeposit@provhousing.org) el formulario W-9, el formulario de depósito directo y una copia legible de un cheque anulado o un comprobante bancario de la cuenta donde desea recibir su depósito.

## Registro web de PHA

PHA ha mejorado la comunicación y la gestión de relaciones con los propietarios de viviendas de alto riesgo: ¡el Portal Web para Propietarios de PHA! Para acceder al Portal, visite [www.provhousing.org](http://www.provhousing.org) y haga clic en el enlace correspondiente. Llame a su representante del programa para recibir su código único y registrarse en línea.

## Aumentos de alquiler

Debido a los niveles de financiación previstos del HUD HAP para 2025 y a las medidas de ahorro de la PHA, solicitamos a nuestros arrendadores participantes que se abstengan voluntariamente de solicitar aumentos de alquiler este año. Si bien esto no es obligatorio, les agradecemos su consideración de esta solicitud y su continua colaboración para brindar viviendas seguras y asequibles a las familias de bajos ingresos a las que servimos.

## Sesión informativa para propietarios de viviendas de alto riesgo

El plan administrativo actualizado de la PHA incluye algunos cambios para reducir costos. La PHA ofrecerá dos sesiones informativas para propietarios de viviendas de alto riesgo centradas en estos cambios. Estas sesiones se realizarán a través de Microsoft Teams el Martes 29 de Abril de 1:00pm a 2:00pm y el Martes 6 de Mayo de 11am-12pm Utilice los códigos QR a continuación para unirse a una de las sesiones.

### PHA HCV Program Contacts:

Justin Barros, Director of Leased Housing  
Email: [jbarros@provhousing.org](mailto:jbarros@provhousing.org)

Marina Rollins, Associate Director of Leased Housing  
Email: [mrollins@provhousing.org](mailto:mrollins@provhousing.org)

Martes,  
Abril 29  
1pm-2pm



Martes,  
Mayo 6  
11am-12pm





## Normas de pago

Tamaño del dormitorio	Normas de pago vigentes a partir del 5/1/2025 Providence (except 02903 and 02906)	Normas de pago vigentes a partir del 5/1/2025 02903 and 02906 Zip Codes ONLY
0	\$1,353	\$1,774
1	\$1,467	\$1,921
2	\$1,777	\$2,331
3	\$2,149	\$2,814
4	\$2,662	\$3,486
5	\$3,062	\$4,008
6	\$3,521	\$4,609

Las normas de pago incluyen calefacción, agua caliente y electricidad. Si las unidades no incluyen ninguno de estos servicios, las normas de pago se reducen según la asignación correspondiente.

## Formulario de Acuerdo de Depósito Directo

(Por favor imprima toda la información claramente)

Apellido / Nombre de Empresa	Primer Nombre	Número de Seguro Social o EIN #	
Dirección	Número de Teléfono	Correo Electrónico	
Tipo de Acción (marque uno): <input type="checkbox"/> Comenzar Depósito Directo <input type="checkbox"/> Cambiar Banco o Número de Cuenta			
Número de Ruta Bancaria	Nombre del Banco	Numero de Cuenta	Tipo de Cuenta <input type="checkbox"/> Chequera <input type="checkbox"/> Ahorro <input type="checkbox"/> Tarjeta de débitos

Por favor lea estas notas importantes y firme abajo:

1. Importante: una vez que haya comenzado el depósito directo, debe notificar a la Autoridad de Vivienda, por escrito, si planea cerrar o cambiar su cuenta bancaria. El suscrito debe permitir tiempo razonable para iniciar o cambiar las cuentas de Depósito Directo y es responsable por la notificación de cualquier cambio en la información de la institución financiera.
2. Todos los pagos se depositarán en la cuenta mencionada anteriormente. La Autoridad de Vivienda no tiene la capacidad de dividir el pago mensual entre cuentas de depósito directo y / o cheques en papel.
3. Regístrese en el portal del propietario y acceda la información de pago detallada en el sitio web de la Autoridad de Vivienda en [www.assistancecheck.com](http://www.assistancecheck.com)
4. Le sugerimos que guarde una copia de este formulario completado para sus registros.

Por el presente solicito y autorizo a Providence Housing Authority a depositar los pagos mediante transferencia electrónica de fondos en la cuenta especificada anteriormente y, si es necesario, las entradas y ajustes de débito por cantidades depositadas electrónicamente en error. Reconozco que, si no proporcionó información completa y precisa en este formulario de autorización, el procesamiento del formulario puede ser retrasado o mis pagos pueden ser transferida electrónicamente por error a otra cuenta.

Firma Autorizada: \_\_\_\_\_ Fecha: \_\_\_\_\_

Imprimir Nombre: \_\_\_\_\_

\_\_\_\_\_  
IMPORTANTE: UN CHEQUE ANULADO O UNA CARTA DEL BANCO CON SU NUMERO DE  
CUENTA Y EL NUMERO DE RUTA DEL BANCO DEBE SER INCLUIDO CON ESTE FORMULARIO.  
\_\_\_\_\_