



# HOUSING AUTHORITY OF THE CITY OF DANBURY

Five Year Plan for Fiscal Years 2005-2008  
Annual Plan for Fiscal Year 2005

Submission date 12\28\2004

**HOUSING AUTHORITY OF THE CITY OF DANBURY**  
**Agency Identification**

**PHA Name:** Housing Authority of the City of Danbury

**PHA Number:** CT020

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2005

**Public Access to Information** Housing Authority Main Office  
2 Mill Ridge Road,  
Danbury, CT

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The Housing Authority of the City of Danbury was established on September 9, 1948. The mission of the agency is to provide decent, safe, sanitary, affordable housing and a suitable living environment for low and moderate income people in the City of Danbury. In 1978 with the establishment of the Section 8 Program the Housing Authority expended its mission to provide rental subsidies for low income people in the private rental market. In 1990 this mission was again expended to provide Section 8 Rental Assistance on a regional basis.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) Standard Performer 2005

- Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling: *Ongoing*
  - Conduct outreach efforts to potential voucher landlords:
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:  
*Ongoing*
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

*We have also adopted the following goals and objectives for the next five years.*

Goal #1: To achieve standard performer designation through improvements in the property management.

Goal #2: To achieve standard performer designation in the management of Housing Choice Voucher Program.

Goal #3: Develop Quality Housing that is Affordable and indistinguishable form the surrounding communities

Goal #4: Improve the Administration of HACD programs

Goal # 5: Improve the Financial Management of HACD's Operations

Goal #6: Increase Intergovernmental Initiatives of the Housing Authority of the City of Danbury in the provisioning of safety and social services delivery

**Annual PHA Plan**  
**PHA Fiscal Year 2005**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration – CT020B01
- FY 2005 Capital Fund Program Annual Statement SEE PAGE 55
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) SEE PAGE
- Voluntary Conversion Initial Assessment SEE PAGE

#### Optional Attachments:

- PHA Management Organizational Chart SEE PAGE 55
- FY 2005 Capital Fund Program 5 Year Action Plan SEE PAGE 56
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

FY 2003 SINGLE AUDIT AND CORRECTIVE ACTION PLAN  
COMMUNITY SERVICES SEE ATTACHMENT CT020C01

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resident services grant) grant program reports	Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Corrective Action Plan	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1988	5	5	3	5	5	5
Income >30% but <=50% of AMI	1577	5	4	3	4	5	5
Income >50% but <80% of AMI	484	5	3	3	4	4	4
Elderly	1534	5	4	3	4	3	3
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	633		325
Extremely low income <=30% AMI	513	81%	
Very low income (>30% but <=50% AMI)	117	18%	
Low income (>50% but <80% AMI)	3	.5	
Families with children	312	49%	
Elderly families	22	3%	
Families with Disabilities	143	23%	
White non-Hispanic	261	41%	
Black non-Hispanic	169	27%	
Hispanic	190	30%	
Other	13	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 24 Months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Family Unification Program Disabled Vouchers			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	344		30
Extremely low income <=30% AMI	292	85%	
Very low income (>30% but <=50% AMI)	48	14%	
Low income (>50% but <80% AMI)	4	1%	
Families with children	200	58%	
Elderly families	47	14%	
Families with Disabilities	74	22%	
White non-Hispanic	118	34%	
Black non-Hispanic	50	15%	
Hispanic	170	49%	
Other	6	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	116	34%	
2 BR	159	46%	
3 BR	62	18%	
4 BR	7	2%	
5 BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>Elderly Open</i>			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>4 Bedroom only</i>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

#### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)



**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	835,769.00	
b) Public Housing Capital Fund	593,209.00	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,447,057.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	0.00	
i) HOME	0.00	
Other Federal Grants (list below)		
Shelter Plus Care \$ 75,000.00		
Danbury Towers \$666,000.00	741,200.00	
<b>2. Prior Year Federal Grants unobligated funds only) (list below)</b>		
Capital Fund (2003)	694,192.00	P.H. Capital Improvements
Drug Elimination	0.00	
<b>3. Public Housing Dwelling Rental Income</b>	1,445,000.00	P.H. Operations
<b>4. Other income (list below)</b>		P.H. Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Investment \$12,600.00		
Commercial Rent \$32,400.00		
Other Income \$14,645.00		
Rental Income (State) \$2,303,850.00	2,363,495.00	
<b>4. Non-federal sources (list below)</b>		
State Subsidy	1,170,505.00	
City of Danbury	12,000.00	
<b>Total Resources</b>	<b>15,302,427.00</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
  - Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
  - Emergencies
  - Overhoused
  - Underhoused
  - Medical justification

- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
*Condemnation by City*  
*Elevated Lead Level*  
*Verified Serious Code Violations*

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - 1 *Condemnation by City*
  - 2 *Elevated Lead Level*
  - 3 *Verify Serious Code Violation*

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the

need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:  
*Eden Drive and Laurel Gardens*

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:  
*Scattered Sites*



## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
*Rental History*

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 90-day period to search for a unit?

If yes, state circumstances below:

*If the family documents their efforts and additional time can reasonably be expected to result in success or the family contains a person with a disability.*

**(4) Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Homelessness

- Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing
- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 Other (list below)  
*Notification to affected persons through local agencies.*

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

- 1.) \$480.00 deduction if the head of household or spouse is enrolled as a full time student
- 2.) Alimony or child support paid by a resident family is considered an income deduction.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

*Based on operating costs and conditions*

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. SEE PAGE 55
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	349	63
Section 8 Vouchers	550	80
Section 8 Certificate	0	0
Section 8 Mod Rehab	55	5
Family Unification	50	10
Shelter Plus Care	09	3
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Disabled Section 8 Vouchers	139	5
Other Federal Programs(list individually)		
CGP	387	N/A



### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

ADA Policy and ADA/Grievance Procedure  
Admissions and Continued Occupancy Policy  
Blood Borne Disease Policy  
Capitalization Policy  
Check Signing Authorization Policy  
Criminal, Drug Treatment, and Registered Sex Offender Classification  
Records Policy  
Disposition Policy  
Drug-Free Workplace Policy  
Equal Opportunity Employment Policy  
Ethics Policy  
Fair Housing Policy Statement  
Facilities Use Policy  
Funds Transfer Policy  
Investment Policy

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here) SEE PAGE 56

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

- 1. Development name:
- 2. Development (project) number:
- 3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
High Ridge (CT20-1A)

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

### 2. Activity Description

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Scattered Sites 1b. Development (project) number: CT020-10
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(12/31/2004)</u>
5. Number of units affected: 26
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/2005 b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Putnam Towers 1b. Development (project) number: CT020-04
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: ( <u>1/31/2005</u> _____)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 54 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	WOOSTER MANOR
1b. Development (project) number:	CT020-03
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(1\31\2005 _____)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected:	98
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	

<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)



**Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 3
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 2
- c. How many Assessments were conducted for the PHA's covered developments? 3  
One for each covered development
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:  
None

Development Name	Number of Units

- c. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Scattered Sites 1b. Development (project) number: CT020-10
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>12/16/2005</u>
5. Number of units affected: 22 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## 12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social Self-Sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Computer Skill Training		Other	Community Rooms	Both

\* Community Rooms located at Laurel Gardens.

**(2) Family Self Sufficiency Program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	0	0
Section 8	0	0

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**SEE ATTACHMENT CT020C01**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

*Laurel Gardens*

*Eden Drive*

#### **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention through Environmental Design

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

*Laurel Gardens*  
*Eden Drive*

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

*Wooster Manor*  
*Laurel Gardens*      *Putnam Tower*  
*Eden Gardens*

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)



## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

NA

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved? 8  
If yes, how many unresolved findings remain?
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) *City of Danbury*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan has priorities for constructing new affordable housing and subsidizing existing housing to make it affordable. The Authority is currently accomplishing both.

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

CT020a01 – Admission and Continued Occupancy Policy

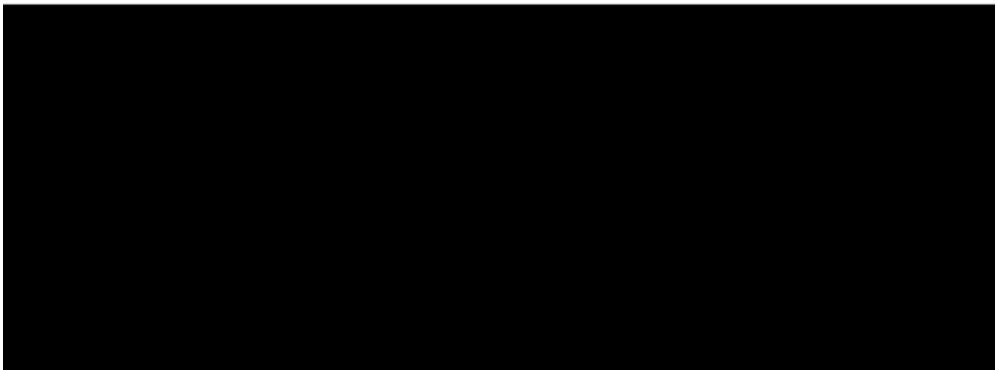
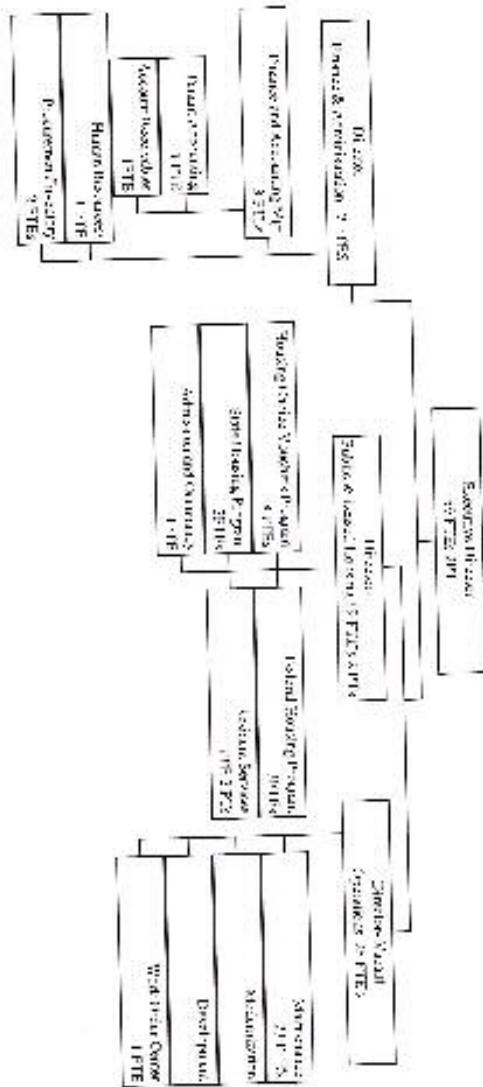
CT020b01 – Deconcentration and Income Mixing

CT020c01 – Implementation of Public Housing Community Service  
Requirements

CT020d01 – Resident Member on the PHA Governing Board

CT020e01 – Membership of the Resident Advisory Board

**HOLDING AUTHORITY FOR THE  
CITY OF DANBURY  
ORGANIZATIONAL STRUCTURE**



Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRH) Part I: Summary		Grant Type and Number	Federal FY of Grant: 2005
PHA Name: Housing Authority, City of Danbury		Capital Fund Program Grant No: C126PO0650114 Replacement Housing Factor Grant No:	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters: Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report	
Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost
		Original	Revised
		Obligated	Expended
1	Total non-CFP Funds		
2	1406 Operations		
3	1408 Management Improvements		
4	1410 Administration		
5	1411 Audit		
6	1415 Unplanned Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—None available		
12	1470 Nondwelling Structures		
13	1475 Nondwelling Equipment		
14	1485 Demolition		
15	1490 Replacement Reserve		
16	1492 Moving in Work Demonstration		
17	1495.1 Relocation Costs		
18	1499 Development Activities		
19	1501 Collateralization or Debt Service		
20	1502 Contingency	\$ 543,209.00	\$ 543,209.00
21	Amount of Annual Grant (sum of lines 1 - 20)		
22	Amount of line 21 Related to LBP Activities		
23	Amount of line 21 Related to Section 504 compliance		
24	Amount of line 21 Related to Security - Soft Costs		
25	Amount of line 21 Related to Security - Hard Costs		
26	Amount of line 21 Related to Energy Conservation Measures		

Annual Statement/Performance and Evaluation Report Capital Fund Programs and Capital Fund Program Replacement Housing Factor (CFV-CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority, City of Danbury									
Development Number Name: HA Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	Federal FY of Grant: 2005
				Original	Revised	Funds Obligated	Funds Expended		
CT20-1A HIGH RIDGE GARDENS	RECONFIGURATION OF UNITS (DEBT SERVICES)	1501		00.00	\$543,209.00	\$543,209.00			
CT20-07 EDEN DRIVE	STAIR REPLACEMENT (ACTUAL)	1450		00.00	\$81,527.00				
CT20-09 EDEN DRIVE	RECREATIONAL (TOT LOT)	1450		00.00	\$1,638.00				
SCATTERED SITES	EXTERIOR RENOVATIONS (WHITLOCK)	1460		00.00	\$17,500.00				
SCATTERED SITES	EXTERIOR RENOVATIONS (PERKINS STREET)	1460		00.00	\$7,200.00				
CT20-0R LAUREL GARDENS	PIPELINE INSTALLATION	1400		00.00	\$10,000.00				
CT20-03 WOOSTER MANOR	ELEVATOR REHABILITATION	1460		00.00	\$14,700.00				
CT20-01 WOOSTER MANOR	ROOFING	1460		00.00	\$208,347.99				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (C/P/C/P/R/H)**  
**Part II: Supporting Pages**  
 PHA Name: Housing Authority, City of Danbury

Development Number: Name:PHA, Wide Activities	General Description of Major Work Categories	Grant Type and Number Capital Fund Program Grant No: LT2GFCF030104 Replacement Housing Factor Grant No		Federal FY of Grant: 2005			
		Dev. Act No	Quantity	Total Estimated Cost	Funds Obligated	Funds Expended	Status of Work



Annual Statement of Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CURHF)										
Part III: Implementation Schedule										
PHA Name	Development Number Name-HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No			Federal FY of Grant		
		Original	Revised	Actual	Original	Revised	Actual	Original	Revised	Actual
		All Funds Expended (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates		
		Original	Revised	Actual	Original	Revised	Actual	Original	Revised	Actual

**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name City of Danbury	Housing Authority,		Original 5-Year Plan	
	Development Number/Name/HA Wide	Year 1	Work Statement for Year 1 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 1 FFY Grant: 2005 PHA FY: 2005
	Admission Schedules	\$ 694,162.00	\$ 694,162.00	\$ 694,162.00
CT 20-1A HIGH RIDGE GARDENS		\$ 543,209.00	\$ 543,209.00	\$ 543,209.00
CT 20-09 LDEN DRIVE SCATTERED SITES		\$ 28,522.50 \$ 22,400.00	\$ 81,527.00 \$ 17,500.00	\$ 200,000.00 \$ 40,000.00
CT 20-03 WOOSTER MANOR		\$ 51,077.99	\$ 14,700.00	\$ 49,000.00 \$ 126,000.00
CT 20-04 MULINAM TOWER		\$ 23,427.00	\$ 208,317.00	\$ 100,000.00
CFP Funds Linked for 5-year planning				
CT 20-07B LAUREL GARDENS		\$ 11,359.00	\$ 10,000.00	\$ 10,000.00 \$ 240,000.00
Replacement Housing Facility Funds		00.00	00.00	00.00 00.00

Capital Fund Program Five-Year Action Plan		Activities for Year: 1		Activities for Year: 2		
Part II: Supporting Prgs—Work Activities		PHY Grant: 2004 PHA FY: 2004		PHY Grant: 2005 PHA FY: 2005		
Activities for Year 1	Development Name/Number PHA W/DL	Major Work Categories	Estimated Cost	Development Name/Number PHA W/DL	Major Work Categories	Estimated Cost
See		Management Improvement	\$21,756.00		Management Improvement	
Agency Strategy		Administration			Administration	
		Audit			Audit	
	UDLN DRIVE	Fees and cost			Fees and cost	
		Contingency			Contingency	
		Mailbox replacement	\$ 2,718.00	EDEN DRIVE	Solar replacement (actual)	\$ 81,527.00
	UDEN DRIVE	Stair replacement (abatement)	\$ 15,000.00	WOOSTER MANOR	Elevator rehab	\$ 14,700.00
	SCATTERED SITES (Peikins street)	Envelope repair/paint	\$ 7,200.00	SCATTERED SITES (Whidlock street)	Renovations	\$ 17,500.00
	LAUREL GARDENS	Pipe line install	\$ 10,000.00	LAUREL GARDENS	Pipe line install	\$ 10,000.00
		Mailbox Replacment	\$ 1,359.00			
	WOOSTER MANOR	Elevator Rehab	\$ 11,700.00	PUTNAM TOWERS	Roofing	\$ 208,347.99
	WOOSTER MANOR	Restrooms	\$ 31,027.99	EDEN DRIVE	Recreational (tot lot)	\$ 5,638.00
	PUTNAM TOWER	Elevator rehab	\$ 23,427.00			
	SCATTERED SITES (Triangle street)	Exterior renovations	\$ 15,000.00			
	EDEN DRIVE	Vehicular Access/parking	\$ 8,766.00			
	HIGH RIDGE GARDENS	Reconfiguration of units (Debt services)	\$ 543,209.00	HIGH RIDGE GARDENS	Reconfiguration of units (Debt services)	\$ 543,209.00
Total C.F.T. Estimated Cost			\$ 694,162.00			\$ 887,468.00

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities			Activities for Year 04		
FY Grant: 2006 PHA FY: 2006			FY Grant: 2007 PHA FY: 2007		
Developmental Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA WIDE	Management improvement	\$ 39,000.00		Management	\$ 40,000.00
	Administration	\$ 25,000.00		Improvements	\$ 30,000.00
	Audit	\$ 5,000.00		Administration	\$ 5,000.00
	Fees and Costs	\$ 50,000.00		Audit	\$ 40,000.00
	Contingency	\$ 30,000.00		Fees and Costs	\$ 20,000.00
	Subtotal	\$ 149,000.00		Contingency	\$ 60,000.00
EDEN DRIVE	Site drainage	\$ 200,000.00		Equipment	\$ 200,000.00
	Site lighting	\$ 40,000.00	WOOSTER MANOR	Subtotal	\$ 200,000.00
SCATTERED SITES PUTNAM TOWER	Maintenance	\$ 40,000.00		Paving/concrete site work	\$ 120,000.00
	Paving/concrete site work	\$ 100,000.00	SCATTERED SITES LAUREL GARDENS	Maintenance	\$ 40,000.00
HICKS RIDGE	Reconfiguration of unit (Debt services)	\$ 543,209.00		Bolts	\$ 230,000.00
			HIGH RIDGE	Replacement individual control	\$ 543,209.00
				Reconfiguration of units (Debt services)	
<b>Total CFP Estimated Cost</b>		<b>\$ 1,072,209.00</b>			<b>\$ 1,115,209.00</b>

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name	Authority	Year 1	Work Statement for Year 2	Work Statement for Year 3	Original 5-Year Plan Revision No:
Development Number/Name/PHA- Wide		FFY Grant: 2002 PHA FY: 2002	FFY Grant: 2003 PHA FY: 2003	FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Subtotal				
10-01/Main Street		\$80,000	\$16,000	\$63,000	\$13,000
10-07/Broadway		\$90,000	\$40,000	\$40,000	\$47,000
PHA-wide		\$100,000	\$50,000	\$33,000	\$77,000
CFP Funds Listed for 5-year planning		\$270,000	\$162,000	\$140,000	125,000
Replacement Housing Facts Funds		\$40,000			





APPLICATION FOR FEDERAL ASSISTANCE

Version 700

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED October 22, 2004	Applicant Identifier
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
5. APPLICANT INFORMATION		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier NY128
Legal Name: Housing Authority City of Danbury		Organizational Unit: Department:	
Organizational DUNS: 023030610		Division:	
Address: Street: 2 Mill Plain Road		Name and telephone number of person to be contacted on matters involving this application (give area code): Prefix: Mr. First Name: Everette	
City: Danbury		Middle Name:	
County: Fairfield		Last Name: Sweeney	
State: CT Zip Code: 06811		Suffix:	
Country: USA		Email: c.sweeney@shar.net	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 026-1318-1214		Phone Number (give area code): 203-744-2500 ext 88 Fax Number (give area code): 203-797-1861	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es). (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) State Other (specify):	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: Title (Name of Program): LHP 14-850		9. NAME OF FEDERAL AGENCY: Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Danbury CT		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: LHP	
13. PROPOSED PROJECT Start Date: 01-01-05 Ending Date: 12-31-05		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING: a. Federal \$ _____ b. Applicant \$ 855,770 c. State \$ _____ d. Local \$ _____ e. Other \$ _____ f. Program Income \$ _____ g. TOTAL \$ 855,770		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes <input type="checkbox"/> THIS PRE-APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON _____ DATE. b. No <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes (Yes) attach an explanation <input checked="" type="checkbox"/> No	
Authorized Representative: Prefix: Mr. First Name: Domenico Middle Name: H. Suffix: _____ Last Name: Chieffalo		c. Telephone Number (give area code): 203-744-2500 d. Date Signed: 10-21-04	
E. Title: Chairman-Board of Commissioners Signature of Authorized Representative: Previous Position: Treasurer Authorized for Local Renewal: For Domenico Chieffalo / Chairman		Standard Form 424 (Rev. 9-2003) Prescribed by GWS Circular A-102	



**Certification of Payments  
to Influence Federal Transactions**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Agency Name

**Housing Authority City of Danbury**

Program/Activity Receiving Federal Grant Funding

**LIFE**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification, of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

**Mr. Domenico M. Chietralo**

**Chairman-Board of Commissioners**

Signature

Date (mm/dd/yyyy)

10/21/04

Previous edition is obsolete

Form HUD-50071 (2/95)  
ref. Handbooks 7417, 1, 7475-13, 7485.1, & 7485.3

*FOR Domenico Chietralo / CHAIRMAN*

**PHA/IHA Board Resolution**

Approving Operating Budget or Calculation of Performance Funding System Operating Subsidy

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0028 (Exp. 6/30/2011)

Burden reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor a collection of information unless it displays a valid OMB control number. This information is required by Section 8(c)(14) of the U.S. Housing Act of 1957. The information is the operating budget for the low-income housing program and provides a summary of proposed budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Indian Housing Authority (IHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- Operating Budget Submitted on: \_\_\_\_\_ (date) 10/22/04
- Operating Budget Revision Submitted on: \_\_\_\_\_
- Calculation of Performance Funding System Submitted on: \_\_\_\_\_
- Revised Calculation of Performance Funding System Submitted on: \_\_\_\_\_

I certify on behalf of the (PHA/IHA Name) Housing Authority City of Danbury that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rent charges and expenditures will be consistent with provisions of law;
7. The PHA/IHA will comply with the wage rate requirements under 24 CFR 960.110(c) and (d) or 24 CFR 905.120(c) and (d);
8. The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 966.110(i) or 24 CFR 905.120(g) and
9. The PHA/IHA will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Consequences result in criminal and civil penalties. (25 U.S.C. 1001, 1010, 1012, 31 U.S.C. 9720, 3902)

Board Chairman's Name (Type)  
Mr. Domenico M. Chieffato

*[Signature]*

DATE  
10-21-04

Previous edition is obsolete

*FOR DOMENICO CHIEFFATO/CHAIRMAN*  
form HUD-52074 (10-05)  
ref. Handbook 7575.1

**Operating Fund  
Calculation of Operating Subsidy  
PHA-Owned Rental Housing**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp.10/31/2004)

<b>Section 1</b>					
a) Name and Address of Public Housing Agency Housing Authority of the City of Danbury 2 Mill Ridge Road Danbury, CT 06813				b) Budget Submission to HUD required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
d) No. of HA Units 352				c) Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	
e) Unit Months Available (UMAs) 4,224	f) Subject FYE 12/31/2005	g) AOC Number NY42R	h) Operating Fund Project Number C T 0 2 0 0 0 1 0 4 0		i) DUNS Number 023030810

<b>Section 2</b>		Requested by PHA (PUM)	HUD Modifications (PUM)
<b>Part A. Allowable Expenses and Additions</b>			
01	Previous allowable expense level (Part A, Line 06 of form HUD-52723 for previous year: Part A, Line 01 multiplied by .005	351.07	
02	Delta from form HUD-52720-B, if applicable (see instructions)	1.76	
03	Requested year units from latest form HUD-52720-A (see instructions)		
04	Add-ons to allowable expense level from previous fiscal year (see instructions)		
05	Total of Part A, Lines 01, 02, 03 and 04	352.83	
06	Inflation factor	1.019	
07	Revised allowable expense level (AEL) (Part A, Line 05 times Line 06)	359.53	
08	Transition Funding		
09	Increase to AEL		
10	Allowable utilities expense level from form HUD-52722-A		
11	Actual PUM cost of Independent Audit (IA) (Through FYE 2003)	132.41	
12	Costs attributable to deprogrammed units	5.88	
13	<b>Total Allowable Expenses and Additions</b> (Sum of Part A, Lines 06 thru 13)	497.63	
<b>Part B. Dwelling Rental Income</b>			
01	Total rent roll (as of 9/30/2004)	\$ 114,843	
02	Number of occupied units as of rent roll date	341	
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 ÷ Line 02)	337.08	
04	Average monthly dwelling rental charge per unit for prior budget year	326.61	
05	Average monthly dwelling rental charge per unit for budget year 2 years ago	287.64	
06	Three-year average monthly dwelling rental charge per unit (Part B, Line 03 + Line 04 + Line 05) ÷ 3	317.11	
07	50/50 income split (Part B, Line 03 + Line 06) ÷ 2	327.10	
08	Average monthly dwelling rental charge per unit ( Lesser of Part B, Line 07 or Line 06)	327.10	
09	Rental income adjustment factor	1.03	1
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)	336.91	
11	Projected occupancy percentage from form HUD-52728	97%	%
12	Projected average monthly dwelling rental income per unit (Part B, Line 10 times Line 11)	326.58	
<b>Part C. Non-dwelling Income</b>			
01	Other income		
02	<b>Total operating receipts</b> (Part B, Line 12 plus Part C, Line 01)	326.58	
03	<b>PUM deficit or (income)</b> (Part A, Line 13 minus Part C, Line 02)	171.26	
04	Deficit or (income), before add-ons (Part C, Line 03 times Section 1, e)	728,360	
		Requested by PHA (Whole dollars)	HUD Modifications (Whole dollars)

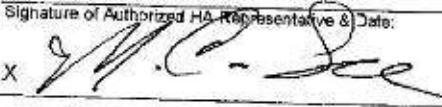
Previous edition is obsolete for PHA Fiscal Years beginning 1/1/2004 and thereafter

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
<b>Part D. Add-ons for changes in Federal law or regulation and other eligibility</b>			
01	FICA contributions		
02	Unemployment compensation	54,545	
03	Family Self Sufficiency Program	8,057	
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy	34,516	
07	Long-term vacant units	4,314	
08	Phase Down for Demolitions	2,452	
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	341	
10	Employee Units		
11	Police Units		
12	Total Units Eligible for Resident Participation (Sum of Part D, Lines 09 thru 11)	341	
13	Funding for Resident Participation (Part D, Line 12 x \$25)		
14	Other approved funding, not listed (Specify in Section 3)	8,529	
15	<b>Total add-ons</b> (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)	112,408	
<b>Part E. Calculation of Operating Subsidy Eligibility Before Adjustments</b>			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)		
02	Actual cost of Independent Audit (IA)	835,768	
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	19,260	835,768
<b>Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)</b>			
01	Utility Adjustment for Prior years		
02	Additional subject fiscal year operating subsidy eligibility (specify)		
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
04	HUD discretionary adjustments		
05	Other (specify)		
06	Other (specify)		
07	Unfunded portion due to proration		
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)		
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 08)	835,768	
<b>HUD Use Only (Note: Do not revise after the end of the subject FY)</b>			
10	Amount of operating subsidy approvable for subject fiscal year not funded		
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal year (sum of Part F, Lines 09 thru 11) (Must be the same as line 890 of the Operating Budget form HUD-52564, for the subject fiscal year) Appropriation symbol(s)		
<b>Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules</b>			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52725 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (Identify individual amounts under Section 3)		
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)		

Previous edition is obsolete for PHA Fiscal Years beginning 9/1/2004 and thereafter

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Project Number: CT02000104D			
<b>Part H. Calculation of Adjustments for Subject Fiscal Year</b>			
This part is to be completed only after the subject fiscal year has ended			
01	Indicate the types of adjustments that have been reflected on this form: <input type="checkbox"/> Utility Adjustment <input type="checkbox"/> HUD discretionary adjustment (Specify under Section 3)		
02	Utility adjustment from form HUD-52722-G		
03	Deficit or (Income) after adjustments (total of Part E, Line 01 and Part H, Line 02)		
04	Operating subsidy eligibility after year-end adjustments (greater of Part E, Line 02 or Part H, Line 03)		
05	Part E, Line 03 of latest form HUD-52723 approved during subject FY (Do not use Part E, Line 03 of this revision)		
06	Net adjustments for subject fiscal year (Part H, Line 04 minus Part H, Line 05)		
07	Utility adjustment (enter same amount as Part H, Line 02)		
08	Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)		
09	Unfunded portion of utility adjustment due to proration		
10	Unfunded portion of HUD discretionary adjustment due to proration		
11	Prorated utility adjustment (Part H, Line 07 plus Line 09)		
12	Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)		
<b>Section 3</b>			
Remarks (provide part and line numbers)			

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.  
 Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Authorized HA Representative & Date: X 	Signature of Authorized Field Office Representative & Date: X
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X. Carolyn Sistrunk - Executive Director

**Operating Budget**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0025 (exp. 6/30/2001)

See page four for instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision for: _____		b. Fiscal Year Ending: 12/31/2005		c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify): _____		d. Type of HUD assisted project(s): 01 <input checked="" type="checkbox"/> PHA/PIA-Owned Rental Housing 02 <input type="checkbox"/> IHA-Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/PIA Leased Rental Housing 04 <input type="checkbox"/> PHA/PIA Owned Turnkey II Homeownership 05 <input type="checkbox"/> PHA/PIA Leased Homeownership	
e. Name of Public Housing Agency (Indian Housing Authority) (PHA/PIA) Housing Authority, City of Danbury						f. HUD Field Office: Hartford	
g. AOC Number: NY 428						h. PAS/LOCOS Project No. CT 020.000104D	
i. No. of Dwelling Units: 352		j. No. of Unit Hours Available: 1,221		k. No. of Projects: 1			

Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. (1) PUM	Estimates of Actual Current Budget Yr. 2005 PUM (2)	Requested Budget Estimates		
					PHA/PIA Estimates PUM (4)	Amount (in thousands \$10) (5)	HUD Modifications Amount (in thousands \$10) (7)
<b>Homebuyers Monthly Payments for</b>							
010	7710	Operating Expense					
020	7712	Earned Home Payments					
030	7714	Nonroutine Maintenance Reserve					
040		<b>Total Break-Even Amount (sum of lines 010, 020, and 030)</b>					
050	7716	Excess (or deficit) in Break-Even					
060	7790	Homebuyers Monthly Payments - Contra					
<b>Operating Receipts</b>							
070	3110	Dwelling Rents	319,98	327,12	331,44	1,402,000	
080	3120	Excess Utilities					
090	3180	Non dwelling Rental	2,14	2,32	2,32	2,320	
100		<b>Total Rental Income (sum of lines 070, 080, and 090)</b>	322,12	329,44	333,76	1,404,320	
110	3810	Interest on General Fund Investments	54	05	06	250	
120	3990	Other Income	12,28				
130		<b>Total Operating Income (sum of lines 100, 110, and 120)</b>	535,25	329,79	335,82	1,406,270	
<b>Operating Expenditures - Administration</b>							
140	4110	Administrative Salaries	77,14	66,44	70,28	582,000	
150	4130	Legal Expense	27,15	2,72	2,84	12,000	
160	4140	Staff Training					
170	4150	Travel					
180	4170	Accounting Fees					
190	4171	Auditing Fees	1,92	4,26	5,68	24,000	
200	4190	Other Administrative Expenses	2,168	20,47	14,20	60,000	
210		<b>Total Administrative Expense (sum of line 140 thru line 200)</b>	127,89	96,24	96,01	614,000	
<b>Tenant Services</b>							
220	4210	Salaries	38,90	0	0	0	
230	4220	Recreation, Publications and Other Services	27	2	0	0	
240	4290	Contract Costs, Training and Other					
250		<b>Total Tenant Services Expense (sum of lines 220, 230, and 240)</b>	39,02	2	0	0	
<b>Utilities</b>							
260	4310	Water	22,25	22,90	19,09	97,500	
270	4320	Electricity	86,43	57,17	59,19	250,000	
280	4330	Gas	34,46	25,60	28,20	115,000	
290	4340	Coal					
300	4350	Labor	8,79	12,08	10,15	45,000	
310	4390	Other utility expenses					
320		<b>Total Utilities Expense (sum of line 260 thru line 310)</b>	128,32	128,82	126,62	547,500	

Name of PHA / LHA			Fiscal Year Ending		Requestor Budget Estimates			
HACD			12/31/2005		PHA/HA Estimates		HUD Modification	
Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 10/2003 PUM (1)	Estimates or Actual Current Budget Yr. 10/2004 PUM (2)	PHA/HA Estimates		HUD Modification	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
<b>Ordinary Maintenance and Operation</b>								
330	4410	Labor	120.57	95.26	90.20	419,000		
340	4420	Materials	21.50	80.71	28.31	90,000		
350	4430	Contract Costs	76.13	46.16	49.53	205,000		
359		<b>Total Ordinary Maintenance &amp; Operation Expense (lines 330 to 350)</b>	<b>221.20</b>	<b>162.14</b>	<b>168.03</b>	<b>714,000</b>		
<b>Protective Services</b>								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract costs						
401		<b>Total Protective Services Expense (sum of lines 370 to 390)</b>						
<b>General Expense</b>								
410	4510	Insurance	43.76	40.56	37.88	160,000		
420	4520	Payments in Lieu of Taxes	19.69	20.39	20.41	86,250		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	62.65	71.39	78.91	337,500		
450	4570	Collection Leases	6.79	1.78	1.78	7,500		
460	4590	Other General Expense	4.03	4.01	3.07	16,750		
478		<b>Total General Expense (sum of lines 410 to 460)</b>	<b>140.91</b>	<b>141.14</b>	<b>143.04</b>	<b>528,000</b>		
480		<b>Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)</b>	<b>651.53</b>	<b>529.34</b>	<b>540.60</b>	<b>2,283,510</b>		
<b>Rent for Leased Dwellings</b>								
480	4710	Rents to Owners of Leased Dwellings						
500		<b>Total Operating Expense (sum of lines 400 and 490)</b>	<b>651.53</b>	<b>529.34</b>	<b>540.60</b>	<b>2,283,510</b>		
<b>Nonroutine Expenditures</b>								
510	4610	Extraordinary Maintenance		2.37	2.37	10,000		
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Adjustments						
540		<b>Total Nonroutine Expenditures (sum of lines 510, 520, and 530)</b>		<b>2.37</b>	<b>2.37</b>	<b>10,000</b>		
550		<b>Total Operating Expenditures (sum of lines 500 and 540)</b>	<b>651.53</b>	<b>527.71</b>	<b>542.97</b>	<b>2,293,510</b>		
<b>Prior Year Adjustments</b>								
990	6010	Prior Year Adjustments Affecting Residual Receipts						
<b>Other Expenditures</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580		<b>Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 990 plus line 570)</b>	<b>651.53</b>	<b>527.71</b>	<b>542.97</b>	<b>2,293,510</b>		
590		Residual Receipts (or Deficit) before HUD Contributions and credits for operating reserve (line 130 minus line 580)	(315.98)	(197.91)	(209.16)	(593,460)		
<b>HUD Contributions</b>								
600	6010	Basic Annual Contribution Earned - Leased Projects - Current Year						
610	6015	Prior Year Adjustments - (Debit) Credit						
620		<b>Total Basic Annual Contribution (line 600 plus or minus line 610)</b>						
630	6020	Contributions Earned - Op. Sub - Cur. Yr. (before year-end adj.)	240.65	246.40	197.86	835,770		
640		Mandatory P.E.S. Adjustments - Incl.						
650		Other (specify)						
660		Other (specify)						
670		Total Year-end Adjustments - Other (to us of line 640 thru 660)						
680		<b>Total Operating Subsidy current year (line 630 plus or minus line 670)</b>						
690		<b>Total HUD Contributions (sum of lines 620 and 680)</b>	<b>240.65</b>	<b>246.40</b>	<b>197.86</b>	<b>835,770</b>		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	(75.33)	(48.49)	(11.29)	(47,690)		



Name of PHA / IHA		Fiscal Year Ending
<b>Operating Reserve</b>		
	<b>Part I - Maximum Operating Reserve - End of Current Budget Year</b>	<b>PHA/IHA Estimates</b>
740	2821 PHA / IHA-Leased Housing - Section 23 or 10(a) 50% of Line 480, column 5, form HUD-52594	<b>HUD Modifications</b>

<b>Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End</b>		
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date)	
790	Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	
800	Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 790	
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	
830	Cash Reserve Requirement _____ % of line 480	
Comments		

PHA / IHA Approval

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

Title: \_\_\_\_\_

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

Field Office Approval

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

Title: \_\_\_\_\_

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

Previous editions are obsolete



Housing Authority City of Danbury  
CT02000103D  
Operating Subsidy - HUD Form 52723

Units Available

Units Eligible for full operating subsidy 352 units- Section 1(d)

Long-term Vacant Unit (fire damage) 1 unit- Part D Ln7

24 CFR 990.108 (3) Long-term Vacant Units  
 1 unit x 12 mos. = 23 UMAS  
 AEL \$359.53 x 20% = 71.91  
 Utility Allowance 132.41  
 Total \$204.32 x 12 UMAS = \$2,452 Part D, Ln. 7

Unit Reconfiguration (lost due to conversion) 8 units - Part D, Ln 5

24 CFR 990.108 (3) (d) (1), Cost resulting from combination of two or more units.

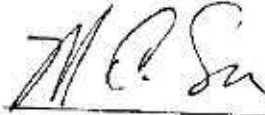
8 units x 12 mos. = 96 UMA  
 AEL \$359.53 x 96 UMAS = \$34,515 Part D, Ln 5

Non-dwelling units approved for subsidy  
 Community Room  
 1 unit x 12 = 12 UMAS  
 AEL \$359.53 x 12 = \$4,314 Part D Ln 6

I certify that this is a true copy of a Resolution adopted by the Housing Authority of the City of Danbury by its Board of Commissioners on which has not been rescinded or modified in any way whatsoever

*Oct. 21, 2004*

October 21, 2004  
Date



Secretary

**BE IT RESOLVED** that the Housing Authority of the City of Danbury Board of Commissioners authorizes the Executive Director to develop and submit to the Department of Housing and Urban Development the Agency's Fiscal Year 2005 Section 8/ Housing Choice Voucher Program Budget in the amount of seven million four hundred forty seven thousand and fifty seven dollars (\$7,447,057).

OMB Approval No. 2577-0029 (10/31/2004)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

**Calculation of Allowable Utilities Expense Level**  
PHA-Owned Rental Housing Operating Fund

Line No.	Description	Operating Fund Project Number	New Project Numbers		Fiscal Year Ending 12/31/05	Type of Submission		Fuel (Specify type e.g., oil, coal, wood)
			(a)	(b)		(c)	(d)	
01	UMA and actual consumption for old projects for 12 months period which ended 36 months before the Requested Budget Year. 03							
02	UMA and actual consumption for old projects for 12 months period which ended 24 months before the Requested Budget Year. 02							
03	UMA and actual consumption for old projects for 12 months period which ended 36 months before the Requested Budget Year. 01							
04	UMA and actual consumption for old projects for 12 months period which ended 36 months before the Requested Budget Year. 01							
05	Estimated Util Months Available for old projects for Requested Budget Year.							
06	Ratio of Util Months Available for old projects (line 05 divided by line 04 or column 3)							
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 05).							
08	Estimated UMA and consumption for new projects.							
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08).							
10	Estimated cost of consumption on the OB for Requested Budget Year (line 09 times line 09).							
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).							
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utility Expense Level) (line 11 divided by line 09, col. 3).							
13	Note							
14	Unit of Consumption							

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## Administrative Plan

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**Chapter 1**  
**STATEMENT OF POLICIES AND OBJECTIVES**

**INTRODUCTION**

**The Section 8** program was enacted as part of the Housing and Community Development Act of 1974, which recodified the U. S. Housing Act of 1937. The Housing and Community Development Act has been amended from time to time, and its requirements, as they apply to the Section 8 tenant-based program, are described in and implemented through this administrative plan.

The Housing Authority of the City of Danbury jurisdiction of the Section 8 program covers the communities of Danbury, Brookfield, Ridgefield and New Fairfield, Newtown. Regional basis.

A. ADMINISTRATIVE FEE RESERVE (24 CFR 982.54(d)(21))

All expenditures from the administrative fee reserve will be approved by the Board of Commissioners.

B. TERMINOLOGY

The Housing Authority of the City of Danbury is referred to as the “PHA” or “public housing agency throughout this document.

“Family” is used interchangeably with “applicant” or “participant” and can refer to a single person family.

“Tenant” is used to refer to participants in terms of their relation to landlords. “Landlord” and “owner” are used interchangeably.

“Disability” is used where “handicap” was formerly used.

“Non-citizens rule” refers to the regulations effective June 19, 1995 restricting assistance to U. S. citizens and eligible immigrants.

The Section 8 program is also known as the Housing Choice Voucher Program.

“HQS” means the housing quality standards required by regulations and enhanced by the PHA.

“Failure to provide” refers to all requirements in the first Family Obligation. See

Glossary for other terminology.

### **C. FAIR HOUSING POLICY**

It is the policy of the public housing agency to comply fully with all federal, state, and local nondiscrimination laws and with the rules and regulations governing fair housing and equal opportunity in housing and employment.

The PHA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 program on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable civil rights laws, the PHA will provide federal/state/local information to voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable fair housing information and discrimination complaint forms will be made a part of the voucher holder's briefing packet and available upon request.

All PHA staff is required to attend fair housing training. The importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, is an important part of the fair housing policy.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of or be excluded from participation in, or otherwise be subjected to discrimination because the PHA's facilities are inaccessible to or unusable by persons with disabilities.

### **D. REASONABLE ACCOMMODATIONS POLICY (24 CFR 100.202)**

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability. The PHA's policies and practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on PHA forms and letters.

To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:

- . A physical or mental impairment that substantially limits one or more of the major life activities of the individual;
- . A record of such impairment; or
- . Being regarded as having such impairment.





Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403, individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

The PHA will require third party verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.

If the PHA finds that the requested accommodation creates an undue administrative or financial burden, the PHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the PHA (i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the PHA.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All PHA mailings will be made available in an accessible format upon request, as a reasonable accommodation.

If a person is denied the accommodation or feels the alternative suggestions are inadequate, they may request an informal hearing to review the decision.

#### Application for Admission

All persons who wish to apply for the Section 8 program must submit a pre-application via written format, as indicated in our public notice. Applications will be made available in an accessible format upon request from a person with a disability.

To provide specific accommodation to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format.

The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by the person with a disability. Applicants will then be interviewed by PHA staff to review



In addition, all adult family members will be required to sign specific authorization forms when information is needed that is not covered by HUD Form 9886.

Each member requested to consent to the release of specific information will be provided with a copy of the appropriate forms for their review and signature.

Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information and to sign consent forms requested by the PHA or HUD.

### **C. COMPUTER MATCHING**

For some time, HUD has conducted a computer matching initiative to independently verify resident income. HUD can access income information and compare it to information submitted by PHAs on the 50058 Form. HUD can disclose Social Security information to PHAs, but is precluded by law from disclosing Federal tax return data to PHAs. If HUD receives information from Federal tax return data indicating a discrepancy in the income reported by the family, HUD will notify the family of the discrepancy. The family is required to disclose this information to the PHA. HTJD's letter to the family will also notify the family that HUD has notified the PHA in writing that the family has been advised to contact the PHA. HUD will send the PHA a list of families who have received "income discrepancy" letters.

When the PHA receives notification from FEUD that a family has been sent an "income discrepancy" letter, the PHA will:

- . Wait ten (10) days after the date of notification before contacting tenant.
- . After ten (10) days following the date of notification, the PHA will contact the tenant by mail asking the family to promptly furnish any letter or other notice by HUD concerning the amount or verification of family income.
- . The PHA will fully document the contact in the tenant's file, including a copy of the letter sent to the family.

When the family provides the required information, the PHA will verify the accuracy of the income information received from the family, review the PHA's interim recertification policy, identify unreported income, charge retroactive rent as appropriate, and change the amount of rent or terminate assistance, as appropriate, based on the information.

If tenant fails to respond to PHA, the PHA will ask HUD to send a second letter. After an additional ten (10) days, the PHA will ask HUD to send a third letter. After an additional 15 days the PHA will send a letter to the head of household, warning of the consequences if the family fails to contact the PHA within ten (10) days.

If the tenant claims a letter from HUD was not received, the PHA will ask HUD to send a second letter with a verified address for the tenant. After ten (10) days, the PHA will



the information on the full application form. Verification of disability will be requested at this time. The full application will also include questions asking all applicants whether reasonable accommodations are necessary.

**E. TRANSLATION OF DOCUMENTS**

The PHA has bilingual staff to assist non-English speaking families.

**F. FAMILY FILE**

The PHA will maintain a file for each family when the family is selected from the waiting list and keep the file active until the family is no longer a program participant. The inactive file should be kept for three years and contain the following:

1. Application forms
2. Income verification forms
3. A copy of each voucher issued
4. Copies of relevant correspondence
5. All requests for tenancy approval
6. A copy of all approved leases
7. All rent reasonableness determinations
8. All unit inspection forms
9. A copy of each HAP contract executed by PHA and owner
10. Interim redetermination forms and related records
11. Notification of lease disapproval, if applicable
12. Records concerning denial of assistance, or termination of assistance
13. All PHA records and determinations concerning informal reviews or hearings
14. Social Security number verification
15. Noncitizen verification
16. Proof of legal identity for all family members

**G. PRIVACY RIGHTS (24 CFR 5.2 12)**

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD will release family information.

**H. OWNER OUTREACH (24 CFR 982.54(d)(5))**

The PHA encourages owners of decent, safe and sanitary housing units to lease to Section 8 families. The PHA maintains a list of interested landlords for the Section 8 program and updates this list periodically. When listings from owners are received, they will be compiled by the PHA staff by bedroom size.



The PHA will maintain lists of available housing submitted by owners in all neighborhoods within the PHA's jurisdictions to ensure greater mobility and housing choice to very low income households. The lists of owners will be provided at the front desk and provided at briefings.

The PFIA conducts periodic meetings with participating owners to improve owner relations and to recruit new owners.





## **Chapter 2 ELIGIBILITY FOR ADMISSION**

### **INTRODUCTION**

This chapter defines both HUD's and the PHA's criteria for admission and denial of admission to the program. The PHA staff will review all information provided by the family without regard to factors other than those defined in this chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the Housing Authority pertaining to their eligibility.

### **A. ELIGIBILITY FACTORS** (24 CFR 982.201)

The PITA accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under state law.

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the PHA.

The HLTD eligibility criteria are:

- An applicant must be a "family"
- An applicant must be within the appropriate income limits
- An applicant must furnish Social Security numbers for all family members age six and older
- An applicant must furnish evidence of citizenship or eligible immigrant status and verification where required
- An applicant must furnish proof of legal identity

At least one member of the applicant family must be either a U. S. citizen or have eligible immigration status before the PHA can provide any financial assistance.

The family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors.

Evidence of citizenship or eligible immigrant status will not be verified until the family is selected from the waiting list for final eligibility processing for issuance of a voucher, unless the PHA determines that such eligibility is in question, whether or not the family is at or near the top of the waiting list.

### **B. FAMILY COMPOSITION** (24 CFR 982.20 1(c))

The applicant must qualify as a family. A family may be a single person or a group of persons.



A family includes a family with a child or children. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or~ disabled persons living with one or more live-aides is a family. The PHA determines if any other group of persons qualifies as a family.

A single person family may be:

- . An elderly person.
- . A displaced person.
- . A person with a disability. (Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence).
- . Any other single person.

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

A family also includes two or more elderly or disabled persons living together, or one or more elderly, near-elderly or disabled persons living with one or more live-in aides.

### **Head of Household**

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under state/local law. Emancipated minors who qualify under state law will be recognized as head of household.

### **Spouse or Head**

Spouse means the husband or wife **Of** the head.

For proper application of the non-citizens rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

### **Co-Head**

An individual in the household who is equally responsible for the lease with the head of household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.



## **Live-in Attendants**

A family may include a live-in aide provided that such live-in aide:

- . Is determined by the PITA to be essential to the care and well being of an elderly person, a near-elderly person (i.e., aged 50-61), or a person with disabilities,
- . Is not obligated for the support of the person(s), and
- . Would not be living in the unit except to provide care for the person(s).

A live-in aide is treated differently than family members:

1. Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.
2. Live-in aides are not subject to non-citizen rule requirements.
3. Live-in aides will not be considered as a remaining member of the tenant family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in definition described above.

A live-in aide may only reside in the unit with the approval of the PHA. Written verification will be required from a reliable, knowledgeable professional, such as a doctor or case worker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (i.e., aged 50-61) or disabled.

The PHA will approve a live-in aide if needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability. Approval of a live-in aide for reasonable accommodation will be in accordance with CFR 24 Part 8 and the reasonable accommodations section of this administrative plan.

Verification must include the hours during which the care will be provided.

(24 CFR 982.3 16) At any time, the PHA may refuse to approve a particular person as a live-in aide or may withdraw such approval if:

1. The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
2. The person commits drug-related criminal activity or violent criminal activity; or
3. The person currently owes rent or other amounts to the PHA or to another PHA in connection with any federally-assisted program.



### **Split Households Prior to Voucher Issuance**

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the PHA will make the decision taking into consideration the following factors:

1. Which family member applied as head of household
2. Which family unit retains the children or any disabled or elderly members.
3. Restrictions that were in place at the time the family applied.
4. Role of domestic violence in the split.

Documentation of these factors is the responsibility of the applicant families. If either or both the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the PITA.

### **Multiple Families in the Same Household**

When families apply which consist of two families living together (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

### **Joint Custody of Children**

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the waiting list and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

### **C. INCOME LIMITATIONS (24 CFR 982.201(b), 982.353)**

**In order to be eligible for** assistance, an applicant must have an annual income at the time of admission that does not exceed the very low income limits for occupancy established by HUB.

To be income-eligible the family may be under the low-income limit in any of the following categories:

- A very low-income family.
- A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within 120 days of voucher issuances. Programs include public housing, all Section 8 programs, and all Section 23 programs.





- . A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
- . A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
- . A low-income non-purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.
- . A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
- . A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident home ownership program.

To determine if the family is income eligible, the PHA compares the annual income of the family to the applicable income limit for the family's size.

Families whose annual income exceeds the income limit will be denied admission and offered an informal review.

For admission to the program (initial lease-up), 75% of the families may be within the extremely low income limit for the jurisdiction of the receiving PITA in which they want to live.

Portability: For initial lease-up families who exercise portability must be within the very low income limit for the jurisdiction of the receiving PHA in which they want to live.

**D. MANDATORY SOCIAL SECURITY NUMBERS** (24 CFR 5.216, 5.218)

Families are required to provide verification of Social Security numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial or termination of assistance.

Persons who have not been issued a Social Security number must sign a certification that they have never been issued a Social Security number.

Persons who disclose their Social Security number but cannot provide verification must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.



**E. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS** (24 CFR Part 5, Subpart E)

In order to receive assistance, a family member must be a U. S. citizen or eligible immigrant. Individuals who are neither may elect not to content their status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUB.

For the citizenship/eligible immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

All members ineligible. Applicant families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students. As defined by HUD in the non-citizen regulations at 24 CFR 5.522, these persons are not eligible for assistance.

Appeals. For this eligibility requirement only, the applicant is entitled to a hearing exactly like those provided for participants.

**F. OTHER CRITERIA FOR ADMISSIONS** (24 CFR 982.552(b))

The PITA will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program.

The family must not have violated any family obligation during the last year of previous participation in the Section 8 program prior to final eligibility determination.

The PHA will make an exception, if the family member who violated the family obligation is not a current member of the household on the application. The family must have repaid any outstanding repayment agreement with another PITA before this PITA will allow participation in the program.

No family member may have been evicted or terminated from federally-assisted housing for any reason during the last three (3) years prior to final eligibility determination.

The PHA will check criminal history for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as referenced further in this plan.



If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, the PHA may deny assistance and may refer the family file/record to the proper authorities for appropriate disposition.

#### **G. TENANT SCREENING (24 CFR 982.307)**

The PITA will take into consideration any of the criteria for admission described further in this plan

The PITA will not screen family behavior or suitability for tenancy. The PHA will not be liable or responsible to the owner or other persons for the family's behavior or the conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before PITA approval of the tenancy, the PITA will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on the tenancy histories, including such factors as payment of rent and utility bills, caring for a unit and premises, respecting the rights of other residents to the peaceful enjoyment of their housing, drug-related criminal activity or other criminal activity that is a threat to the health,, safety, or property or others, and compliance with other essential conditions of tenancy.

The PHA will give the owner the family's current and prior address as shown in the files and the name and address, if known, of the landlord at the family's current and prior addresses.

#### **H. INELIGIBLE FAMILIES**

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to non-citizen status.

#### **I. PROHIBITED ADMISSIONS CRITERIA (24 CFR 982.202(b))**

Admissions to the program may not be based on where the family lives before admission to the program.

Admission to the program may not be based on:

- . Discrimination because the members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
- . Discrimination because a family includes children; or
- . Whether a family decides to participate in a family self-sufficiency (FSS) program.



## **Chapter 3 APPLYING FOR ADMISSION**

### **INTRODUCTION**

This chapter describes the policies and procedures for completing an initial application for assistance, placement or denial of placement on the waiting list, and limitations on who may apply.

#### **A. OVERVIEW OF TUE APPLICATION TAKING PROCESS**

The purpose of application taking is to permit the PITA to gather information and determine placement on these waiting lists. The application will contain questions designed to obtain pertinent program information.

Families who wish to apply for any of the PHA's programs must complete a written pre-application form when application-taking is open, i.e., when applications are being accepted. Pre-applications will be made available in an accessible format upon request from a person with a disability.

When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.

When the family reaches the top of the waiting list, a full application will be completed by the family. At this time the PHA ensures that verification of all HUD and PITA eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

#### **B. OPENING/CLOSING OF PRE-APPLICATION TAKING** (24 CFR 982.206, *982.54(dx1)*, 24 CFR <sup>98</sup>2.203(a)(3) and (4))

##### **Opening the Waiting List**

When the PHA opens the waiting list, the PITA will advertise through public notice in newspapers and minority publications, the location(s) and program(s) for which pre-applications are being accepted.

The notice will contain the location where families access pre-application forms as well as where and when to mail the application, the programs for which pre-applications will be taken, a brief description of the program(s), and limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PITA address and telephone number, how to submit a pre-application, and information on eligibility requirements.





If the waiting list is open, any family asking to be placed on the waiting list for the Section 8 program will be given the opportunity to complete a pre-application.

Upon request from a person with a disability, additional time will be given as an accommodation for sub-mission of a pre-application after the closing deadline.

If the waiting list is open, the PITA will accept pre-applications from families. However, they may not be placed on the waiting list if there is good cause, such as denial of assistance because of action or inaction by members of the family as described further in this plan.

### **Closing the Waiting List**

The PITA may stop applications if there are enough applicants to fill anticipated openings for the next twelve (12) months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

The PHA will announce the last date pre-applications will be accepted in the same notice that advertises the opening of the list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next twelve (12) months. When the period for accepting applications is over, the PFIA will add the new applicants to the list using a lottery method

Selected applicants will be placed on the list after applicants who were on the list previously.

### **C. "INITIAL" APPLICATION PROCEDURES (24 CFR 982.204(b))**

The PHA will utilize a preliminary application form (pre-application). The information is to be filled out by the applicant whenever possible. To provide specific accommodation for persons with disabilities, the information may be completed by a staff person over the telephone. It may also be mailed to the applicant and, if requested, it will be mailed in an accessible format. Translations will be provided for non-English speaking applicants where possible. The purpose of the pre-application is to permit the PHA to assess family eligibility or ineligibility in a preliminary fashion, and to determine placement on the waiting list. The pre-application will contain questions designed to obtain the following information:

- . Applicant name and number of family members
- . Street address and phone number(s)
- . Mailing address
- . Amount(s) of income received by household members
- . Information regarding disabilities to determine qualifications for allowances and deductions



- Social Security numbers
- Race/ethnicity
- Request for specific accommodation needed to fully utilize program and services

Duplicate pre-applications, including pre-applications from a segment of an applicant household, will not be accepted.

Ineligible families will not be placed on the waiting list.

The information on the pre-application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Applicants are required to inform the PHA in writing of changes in address. Applicants are also required to respond to requests from the PHA to update information on their pre-application and to determine their continued interest in assistance.

#### D. APPLICANT STATUS WHILE ON WAITING LIST (24 CFR 982.204)

After a preliminary review of the pre-application, if the family is determined to be eligible for the program they will be notified in writing (or in an accessible format upon request, as a reasonable accommodation).

The notice will contain the approximate date that assistance may be offered and will further explain that the estimated date is subject to factors such as turnover and available funding.

If the family is determined to be ineligible based on the information provided in the pre-application, the PHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform the family of its right to an informal review.

#### E. TIME OF SELECTION (24 CFR 982.204)

When funding is available, families will be selected from the waiting list in their determined sequence regardless of family size, subject to income targeting requirements. When there is insufficient funding available for the family at the top of the list, the PHA will not admit any other applicant until funding is available for the first applicant.

Based on the PITA's turnover and the availability of funding, groups of families will be selected from the waiting list to form a final eligibility pool. Selection from the pool will be based on waiting list sequence/completion of verification.



## **B. Deconcentration Policy**

It is the Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and nondiscriminating manner.

The Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

## **RENTS**

The rent for an apartment is based on the schedule of rents as proposed by the Housing Authority and approved by the appropriate governing agency Department of Housing and Urban Development for Federal units and the Department of Economic and Community Development for the State developments.

Rents for the federal developments (Laurel Gardens, High Ridge Gardens, Eden Drive, Wooster Manor, Putnam Tower, Ives Manor, and scattered sites) are based on the higher of 30 percent of adjusted income, 10% of gross income, the shelter rent, or the flat rent.

Rents in State developments (Glen Apartments, Crosby Manor, Mill Ridge, and Fairfield Ridge) are set on a base rent and 30 percent of income, whichever is greater.

## **REEXAMINATIONS**

The Housing Authority of the City of Danbury will conduct annual reexaminations of all residents.

The Housing Authority is required to reexamine and verify family income and family composition for each tenant at least once a year. This date is then used to determine total tenant payment and appropriate dwelling size. The Authority may schedule reexaminations more frequently than once a year.

The annual letter to tenants will give the family the option of selecting the flat rent amount in lieu of completing the reexamination process or having their rent based on the formula amount. The opportunity to select the flat rent is available only at this time. At the appointment, the Authority may assist the family in identifying the rent method that would be most advantageous for the family.

The Housing Authority may not refuse to renew a lease for the sole reason that a family would no longer qualify for public housing unless:

1. The HA has located a suitable, safe, and sanitary unit that is available without requiring the family to allocate more than 30 percent of its monthly income to rent.
2. The HA is required to do so by State or local law.

Interim reexaminations will be done at any time for the following reasons:

1. A tenant(s) can show a change in circumstances (such as decline in income) which would justify a reduction in rent.
2. A tenant(s) commences to receive public assistance or his public assistance is terminated. Such a change must be reported to management within ten (10) days of its occurrence.
3. A tenant(s) must report any increase in income within ten (10) days. At that time, the Housing Authority will determine whether an interim reexamination is required.
4. If it is found that a tenant(s), has misrepresented to management, the facts upon which his rent is based, so that the rent he is paying is less than what he should have been charged, at the option of the management, an increase in rent will be made retroactive or the tenant(s) will be required to execute a new lease at an adjusted rental. In the event of any rent adjustment pursuant to the above, management will mail or deliver a "notice of rent adjustment" to tenant(s) in accordance with the provisions hereof. In the case of rent decreases, the adjustment will be effective the first of the following month. Where the rent increases, adjustments will be reflected the first of the second month following unless the rent increases results from a finding of intentional misrepresentation. In this case, the adjustment will be retroactive to the date the increase should have occurred.

## **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS**

The Housing Authority has sent letters to all family units outlining the requirements for each adult member to provide eight (8) hours of community service or economic self-sufficiency activities a month. The letter will list the exemptions for individuals who need not fulfill the requirement, but will also provide the notice that, unless advised otherwise, the Authority will presume all adult family members will be required to complete and provide verification of the obligation.

The Housing Authority has made the required changes to the Lease and provided for a 30-day comment period.

Tenants were advised that they will be required to submit evidence of community service 30 days prior to annual recertification (or for those on flat rents, when the recertification would have occurred). The Housing Authority will conduct third-party verification of the statements received regarding community service and proceed with any required action.

The community service requirements are detailed in full in the Housing Authority's Admissions and Continued Occupancy Policy.



Resident Member on the PHA Governing Board

Maria Moffett  
5 Old Mill Plain Road  
Danbury, CT 06811

Term Dates 06 16 03 thru 01/01/08

Method of Selection: Appointment by Mayor of the City of Danbury in  
accordance with agency guidelines

## MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Ella Frasier	Putnam Towers
Recia Hollins	Wooster Manor
Henry Shue	Eden Drive
Ana Murray	Laurel Gardens
Gloria Mora	Scattered Sites
Betty Gonzalez	Section 8
Margarita Colon	Section 8