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

HOUSING AUTHORITY OF THE CITY OF DANBURY

Five-Year Plan for Fiscal Years 2006-2010
Annual Plan for Fiscal Year 2006

VERSION 2

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

HOUSING AUTHORITY OF THE CITY OF DANBURY PLAN
Agency Identification

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

PHA Number: *CT020*

PHA Fiscal Year Beginning: (mm/yyyy) 1/2006

Public Access to Information *Housing Authority Main Office*
2 Mill Ridge Road,
Danbury, CT. 06810

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)

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5-YEAR PLAN
HACD FISCAL YEARS 2006 - 2010
[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 2006
- ☒ Improve voucher management: (SEMAP score) Standard Performer 2006
- ☒ 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:
- ☒ 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 maintain standard performer designation through improvements in the property management.

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

Goal #3: Develop Quality Housing that is affordable and indistinguishable from 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 collaboratives between the Housing Authority of the City of Danbury and its network of partners in the provisioning of safety and social services delivery

HOUSING AUTHORITY OF THE CITY OF DNABURY
Annual Plan
Fiscal Year 2006
[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.

Federal law requires housing authorities to develop, with input from residents of' public housing and Section 8, elected officials and the public, a plan that sets forth its major initiatives for the coming year. This year, the Housing Authority of the City of Danbury is also required to prepare a five-year plan, in which it sets out a series of objectives that it plans to achieve over that period.

In developing this plan, and publishing this draft, HACD, reached out to the public, elected officials, The HACD Board of Commissioners, HACD Resident Leadership, Community Leaders, and interested citizens to elicit their comments and recommendations. To facilitate such comments the Authority held resident meetings during the months of September and October and ended with the public hearing at Ives Manor, 198 Main Street, Second Floor Danbury CT on October 16, 2005.

In addition, written comments on the draft plans wereprovided through the post office box that HACD maintained during the statutory review period, which will run through October 14, 2005.

Following the public hearing, the HACD will meet again with the Resident leadership to obtain their final comments. The Authority will revise this draft based upon comments received from both the RAB and the public. Final plans will be submitted to HUD by November 30, 2005. The Department of Housing and Urban Development then has 75 days in which to review and approve the plans. These

plans will then be in effect during Housing Authority of the City of Danbury Fiscal Year 2006.

HACD has 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 from 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 collaboratives between the Housing Authority of the City of Danbury and its network of partners in the provisioning of public safety and social services delivery.

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
☒ FY 2006 Capital Fund Program Annual Statement
☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
☒ Voluntary Conversion Initial Assessment

Optional Attachments:

☒ PHA Management Organizational Chart
☒ FY 2006 Capital Fund Program and Five Year Action Plan
☐ 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)

HUD 50075
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Expires: 03/31/2002

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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	development ☒ check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies ☒ 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 ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ 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 ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	agency	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 resident services grant) grant program reports	Annual Plan: Community 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)
☒ Section 8 tenant-based assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ 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	617		325
Extremely low income <=30% AMI	510	82%	
Very low income (>30% but <=50% AMI)	103	16.6	
Low income (>50% but <80% AMI)	4	.65	
Families with children	271	44%	
Elderly families	23	3%	
Families with Disabilities	179	29	
White non-Hispanic	292	47%	
Black non-Hispanic	145	24	
Hispanic	167	27%	
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)? ☐ No ☒ 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? ☒ No ☐ Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
☐ No ☒ Yes Family Unification Program Disabled Vouchers

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ 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	116		30
Extremely low income <=30% AMI	97	84%	
Very low income (>30% but <=50% AMI)	16	14%	
Low income (>50% but <80% AMI)	3	2%	
Families with children	51	44%	
Elderly families	12	10%	
Families with Disabilities	41	35%	
White non-Hispanic	48	41%	
Black non-Hispanic	18	16%	
Hispanic	48	41%	
Other	2	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	54	47%	
2 BR	56	48%	
3 BR	4	3%	
4 BR	2	2%	
5 BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes *Elderly Open*

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☒ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

☒ No ☐ 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.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2006 grants)**		
a) Public Housing Operating Fund	919,740	
b) Public Housing Capital Fund	665,624	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,895,646	
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 Danbury Towers	80,775 722,570	
2. Prior Year Federal Grants unobligated funds only) (list below)		
Capital Fund (2003 set-aside)	125,293	P.H. Capital Improvements
Capital Fund (2004)	694,162	P.H. Capital Improvements
Capital Fund 2005	665,624	P.H. Capital Improvements

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
3. Public Housing Dwelling Rental Income	1,333,533	P.H. Operations
4. Other income (list below)		P.H. Operations
Asset Sales Investment Misc	5,800,975 10,549 43,965	
5. NON-FEDERAL SOURCES (LIST BELOW)		
Rental Income (State & Other)	2,384,987	
State Subsidy	1,170,505	
City of Danbury	12,000.	
State Grant	29,948	
Commercial Rents	29,403	
Investment	39,631	
Others	78,422	
Total Resources	21,703,352	

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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) *Top Ten*
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe) *Preapplication*

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) *Landlord Recommendations*

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? 4

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? 4
3. ☒ Yes ☐ No: May families be on more than one list simultaneously
   If yes, how many lists? 2

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 1

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness 4
☐ High rent burden

Other preferences (select all that apply)

☒ Working families and those unable to work because of age or disability 2
☐ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction 3
☐ 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 C*ondemnation 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:
E*den 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)
☐ 1Date and time of application
☐ 2Drawing (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)
☐ 95th 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 below100% 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 CT020r02

☐ 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	349	63
Section 8 Vouchers	550	80
Section 8 Certificate	0	0
Section 8 Mod Rehab	55	5
Family Unification Shelter Plus Care	50 09	10 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.

(1) Policies on Eligibility, Selection and Admissions

A. Admissions and Occupancy
B. Section 8 Administrative Plan
C. Grievance Procedure
D. Maintenance Plan
E. Financial Procedures
F. Procurement Policy
G. Section 8 Homeownership
H. Operating Budget
I. Pet 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) *CT020a01*

-or-

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

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 (CT020-1A)

☐ 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

2. ☐ 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.)

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites 1b. Development (project) number: CT020-007,008, , 011, 012, 013
2. Activity type: Demolition ☐ Disposition ☒ Sale
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (01/31/2006)
5. Number of units affected: 28 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/2006 b. Projected end date of activity: 3/30/2006

Demolition/Disposition Activity Description
1a. Development name: High Ridge Gardens 1b. Development (project) number: CT020 1A
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (09/08/2005)
5. Number of units affected: 60 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/01/2005 b. Projected end date of activity: 06/01/2008

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.) **In 1999, HACD applied and received HUD's approval to designate (2) two federal properties or 152 units as Elderly only.**

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.

Designation of Public Housing Activity Description
1a. Development name: Putnam Towers 1b. Development (project) number: CT020-004
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ 1999 Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (September 1999)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan

☒ Revision of a previously-approved Designation Plan?
6. Number of units affected: *54* 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Wooster Manor 1b. Development (project) number: CT020-003
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☒ 1999 Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (September 1999)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☒ Revision of a previously-approved Designation Plan?
7. Number of units affected: 98 7. Coverage of action (select one) ☐ Part of the development ☒ 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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites 1b. Development (project) number: CT020-007,008,-011,-012, -013
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☒ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☒ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 06/01/2005
5. Number of units affected: 46 6. Coverage of action: (select one) ☒ Part of the development ☐ 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: Stetson Place

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:

2. Program Description: Scattered Sites

a. Size of Program

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

b. 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 (l)]

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 Skills Training	15	Other	Community Rooms	Both
Boys Scouts	10		Community Room	Both

** Community Rooms located at Laurel Gardens.*

(2) Family Self Sufficiency Program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
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: NA

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

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
Scattered Sites

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. Target Program
☒ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

2. Which developments are most affected? (list below)
Laurel Gardens
Eden Drive
Scattered Sites

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 *Scattered Sites*
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)]

In accordance with [24 CFR Part 903.7 9 (n)], HACD has updated its' pet policy to allow pets at both elderly and family developments.

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? 2 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) CT020s02
   - ☐ 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.) **As provided by City charter, HACD's Resident Commissioner is appointed by the Mayor of the City of Danbury**

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) Mayoral appointment in accordance with City Charter

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)

3. 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.

CT020a02–	2006 Annual And Five Year Capital Fund –Version 2
CT020b02–	Operating Budget
CT020d02 –	Admission and Occupancy Policy
CT020e02-	Section 8 Administrative Plan
CT020f02–	MOA Recovery Plan
CT020g02-	2005 Physical Needs Assessment
CT020h02–	Membership of the Resident Advisory Board
CT020i02-	Resident Member on the PHA Governing Board
CT020j02-	Flat Rents
CT020k02-	Deconcentration and Income Mixing
CT020l02-	Implementation of Public Housing Community Service Requirements
CT020mo2-	PHA Certifications
CT020no2-	October 16, 2005 Public Hearing
CT02O02-	Pet Policy
CT020po2-	Involuntary Conversion
CT020qo2-	Homeownership Plan
CT020r02-	Organizational Chart
CT020s02-	January 18, 2006 Resident Advisory Board Briefing of 2006 Agency Plan- Version 2

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26P02050203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 2)
☐ Performance and Evaluation Report for Period Ending: ☐ 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	1,850.00	25,059.00		
4	1410 Administration		12,529.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		86,375.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	8,400.00	1,330.00		
10	1460 Dwelling Structures	115,043.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26P02050203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 2)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	125,293.00	125,293.00		
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 Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority. City of Danbury		**Grant Type and Number** Capital Fund Program Grant No:CT26P02050203 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2003		
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
				Original	Revised	Funds Obligated	Funds Expended	
CT20-03 WOOSTER MANOR	ELEVATOR REHABILITATION	1460		29,560.00				
CT20-03 WOOSTER MANOR	RESTROOM RENOVATIONS	1460		31,028.00				
CT20-04 PUTNAM TOWER	PUBLIC RESTROOMS	1460		31,028.00				
CT20-04 PUTNAM TOWER	ELEVATOR REHABILITATION	1460		23,427.00				
PHA WIDE MANAGEMENT IMPROVEMENT	TRAINING / COMPUTER UPGRADES	1408		1,850.00				
PHA WIDE	FEES AND COSTS	1430			86,375.00			
CT20-02 EDEN DRIVE	STAIR REPLACEMENT (ABATEMENT)	1450		8,400.00	1,330.00			
ALL	ADMINISTRATION	1410			12,529.00			
ALL	MANAGEMENT IMPROVEMENT	1408			25,059.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority, City of Danbury	**Grant Type and Number** Capital Fund Program No: CT26P02050203 Replacement Housing Factor No:	**Federal FY of Grant: 2003**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CT20-2 EDEN DRIVE	2/12/06	09/30/05		2/12/08	9/30/06		
PHA WIDE ADMINISTRATION	2/12/06	09/30/05		2/12/0/08	9/30/06		
PHA WIDE FEES AND COSTS	2/12/06	09/30/05		2/12/08	09/30/06		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26P02050104 Replacement Housing Factor Grant No: 2004	Federal FY of Grant: 2004

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 12/31/2005 ☐ 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	18.115.00	29.416.20		
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5.000.00	20.000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	26.484.00	4.835.00		
10	1460 Dwelling Structures	101.354.00	639.910.80		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service	543.209.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26P02050104 Replacement Housing Factor Grant No: 2004	Federal FY of Grant: 2004

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 12/31/2005 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	694.162.00	694.162.00		
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 Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority. City of Danbury		**Grant Type and Number** Capital Fund Program Grant No:CT26P02050104 Replacement Housing Factor Grant No:2004				**Federal FY of Grant:** 2004		
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
				Original	Revised	Funds Obligated	Funds Expended	
CT20-1A HIGH RIDGE GARDENS	RECONFIGURATION OF UNITS	1501		543,209.00				
CT20-02 EDEN DRIVE	FIRE PROTECTION	1460			107,316.00			
CT20-02 EDEN DRIVE	REMOVE LEAD BASEBOARDS	1460			390,266.00			
SCATTERED SITES	EXTERIOR RENOVATIONS	1460			1,027.00			
CT20-02 EDEN DRIVE	MILLWORK	1460			99,618.80			
CT20-02 EDEN DRIVE	UPGRADE ELECTRICAL SYSTEM	1460			19,483.00			
CT20-03 WOOSTER MANOR	ELEVATOR REHABILITATION	1460		14,700.00				
CT20-02 EDEN DRIVE	MAILBOX REPLACEMENT	1450		2,718.00				
CT20-02 EDEN DRIVE	VEHICLE PARKING/ACESS PARKING	1450		8,766.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority. City of Danbury		**Grant Type and Number** Capital Fund Program Grant No:CT26P02050104 Replacement Housing Factor Grant No:2004				**Federal FY of Grant:** 2004		
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
				Original	Revised	Funds Obligated	Funds Expended	
CT20-04 PUTNAM TOWER	ELEVATOR REHABILITATION	1460		23,427.00				
MANAGEMENT IMPROVEMENT	TRAINING/COMPUTER UPGRADES	1408		18,115.00	29,416.20			
FEES AND COSTS	TECHNICAL SERVICES	1430		5,000.00	20,000.00			
SCATTERED SITES.	EXTERIOR RENOVATIONS (PERKINS STREET)	1460		7,200.00	7,200.00			
CT20-02 EDEN DRIVE	STAIR REPLACEMENT (ABATEMENT)	1450		15,000.00				
CT20-03 WOOSTER MANOR	RESTROOMS RENOVATIONS	1460		31,027.00				
CT20-01B LAUREL GARDENS	PIPELINE INSTALL	1460		10,000.00				
SCATTERED SITES	EXTERIOR RENOVATIONS (TRIANGLE STREET)	1460		15,000.00	15,000.00			
SCATTERED SITES	LANDSCAPING	1450			4,835.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority, City of Danbury	**Grant Type and Number** Capital Fund Program No: CT26P02050104 Replacement Housing Factor No: 2004	**Federal FY of Grant: 2004**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CT20-2 EDEN DRIVE	09/16/06	09/30/06		9/13/08			
SCATTERED SITES	09/16/06	09/30/06		9/13/08			
PHA WIDE FEES AND COSTS	09/16/06	09/30/06		9/13/08			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26PO2050105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 1)
☐ Performance and Evaluation Report for Period Ending: ☐ 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	29.416.20	29.416.20		
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20.915.00	20.915.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	247.857.80	25.081.00		
10	1460 Dwelling Structures	395.973.00	590.211.80		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	694.162.00	665.624.00		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26PO2050105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 1)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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 Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority. City of Danbury		**Grant Type and Number** Capital Fund Program Grant No: CT26PO2050105 Replacement Housing Factor Grant No				**Federal FY of Grant:** 2005		
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
				Original	Revised	Funds Obligated	Funds Expended	
CT20-02 EDEN DRIVE	ADA ACCESSIBLE	1450		99,234.80				
CT20-02 EDEN DRIVE	FINISH INTERIOR WALLS	1460		220,025.00	7,832.80			
SCATTERED SITES	SMOKE DETECTORS	1460		5,757.00	5,757.00			
CT20-02 EDEN DRIVE	UPGRADE ELECTRICAL SYSTEM	1460		170,191.00	170,191.00			
CT20-01B LAUREL GARDENS	PIPELINE INSTALLATION	1450		10,000.00	10,000.00			
CT20-04 WOOSTER MANOR	PAVING	1450		123,542.00				
CT20-02 EDEN DRIVE	MAILBOX REPLACEMENT	1450		15,081.00	15,081.00			
CT20-04 WOOSTER MANOR	ROOF	1460			406,431.00			
	FEES & COSTS	1430		20,915.00	20,915.00			
	MANAGEMENT IMPROVEMENTS	1408		29,416.20	29,416.20			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority. City of Danbury	**Grant Type and Number** Capital Fund Program No: CT26PO2050105 Replacement Housing Factor No:	**Federal FY of Grant: 2005**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CT20-02 EDEN DRIVE	09/30/07			09/30/08			
CT20-04 WOOSTER MANOR	09/30/07			09/30/08			
SCATTERED SITES	09/30/07			09/30/08			
CT 20-01B LAUREL GARDENS	09/30/07			09/30/08			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26PO2050106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ 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	66,562.00			
4	1410 Administration	13,368.40			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	210,384.40			
10	1460 Dwelling Structures	285,538.20			
11	1465.1 Dwelling Equipment—Nonexpendable	59,771.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	30,000.00			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority, City of Danbury	Grant Type and Number Capital Fund Program Grant No: CT26PO2050106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006

☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	665,624.00			
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 Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority. City of Danbury		**Grant Type and Number** Capital Fund Program Grant No: CT26PO2050106 Replacement Housing Factor Grant No				**Federal FY of Grant:** 2006		
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
				Original	Revised	Funds Obligated	Funds Expended	
CT20-02 EDEN DRIVE	FINISH INTERIOR WALLS	1460		212.192.20				
CT20-02 EDEN DRIVE	LAUNDRY ROOM	1460		12,758.00				
CT20-02 EDEN DRIVE	WASHERS. DRYERS & BREAKER PANEL	1465.1		59.771.00				
CT 20-01B LAUREL GARDENS	PIPELINE INSTALLATION	1450		10,000.00				
WOOSTER MANOR	PAVING	1450		94.079.60				
	REPLACEMENT RESERVE	1490		30,000.00				
	ADMINISTRATION	1410		13,368.40				
CT20-02 EDEN DRIVE	ADA ACCESSIBLE	1450		99,234.80				
CT20-02 EDEN DRIVE	STAIR REPLACEMENT	1450		7,070.00				
WOOSTER MANOR	PUBLIC RESTROOM ADA	1460		31,028.00				
WOOSTER MANOR	ELEVATOR RENOVATIONS	1460		29,560.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority. City of Danbury		**Grant Type and Number** Capital Fund Program Grant No: CT26PO2050106 Replacement Housing Factor Grant No				**Federal FY of Grant:** 2006		
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
				Original	Revised	Funds Obligated	Funds Expended	
	MANAGEMENT IMPROVEMENTS	1408		66,562.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority. City of Danbury				**Grant Type and Number** Capital Fund Program No: CT26PO2050106 Replacement Housing Factor No:			**Federal FY of Grant: 2006**
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CT20-02 EDEN DRIVE	09/30/08			09/30/09			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority, City of Danbury	**Grant Type and Number** Capital Fund Program No: CT26PO2050106 Replacement Housing Factor No:	**Federal FY of Grant: 2006**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CT20-04 WOOSTER MANOR	09/30/08			09/30/09			
SCATTERED SITES	09/30/08			09/30/09			
CT 20-01B LAUREL GARDENS	09/30/08			09/30/09			

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

PHA Name Housing Authority, City of Danbury				**X Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 5 FFY Grant:2010 PHA FY: 2010
	Annual Statement	665,624.00	665,624.00	665,624.00	665,624.00
CT 20-02 EDEN DRIVE		25,502.00	210,618.80	305,250.20	438,217.40
SCATTERED SITES		315,185.26	172,566.74		
CT20-01B LAUREL GARDENS		10,000.00	12,000.00		
CT 20-03 WOOSTER MANOR		215,176.74	52,789.40	234,349.26	227,406.60
CT 20-04 PUTNAM TOWER			118,479.86	29,462.14	
FEES & COSTS		20,000.00	20,000.00	20,000.00	
MANAGEMENT IMPROVEMENT		46,562.40	46,562.40	46,562.40	
REPLACEMENT RESERVE		33,197.60	32,606.80	30,000.00	

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2007 PHA FY: 2007			Activities for Year: _3__ FFY Grant:2008 PHA FY: 2008		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	PHA WIDE	Management Imp	46,562.40	EDEN DRIVE	Heat Registers	83,422.8
Annual	*PHA WIDE*	Fees & Costs	20,000.00	EDEN DRIVE	Install Setback Thermostat	17,015.00
Statement	*WOOSTER MANOR*	Paving	29,462.14	WOOSTER MANOR	Painting Staircases, Light Repl	12,015.40
	SCATTERED SITES	Porch Replacement	109,580.00	WOOSTER MANOR	Appliance Replacement	40,774.00
	SCATTERED SITES	Window Replacement	139,090.86	PUTNAM TOWERS	Paving	118,479.86
	SCATTERED SITES	Insulation	39,085.40	EDEN DRIVE	Upgrade Community Rm	16,220.00
	WOOSTER MANOR	Building Envelop	174,192.00	EDEN DRIVE	Security Area-DHWH	22,554.00
	SCATTERED SITES	Siding Replacement	26,406.00	EDEN DRIVE	Entry Doors	44,629.00
	LAUREL GARDENS	Pipeline Installation	10,000.00	EDEN DRIVE	Interior Handrails	26,778.00
	EDEN DRIVE	Interior Staircase	25,502.00	LAUREL GARDENS	Pipeline Installation	12,000.00
	SCATTERED SITES	Foundation Repairs	1,023.00	SCATTERED SITES	Insulation	117,116.60
	WOOSTER MANOR	Painting Staircases, Light Replacement	11,522.60	*PHA WIDE*	Mgmt Improvements	46,562.40
	PHA WIDE	Replacement Reserve	33,197.60	*PHA WIDE*	Replacement Reserve	32,606.80
				PHA WIDE	Fees & Costs	20,000.00
				SCATTERED SITES	Window Replacement	55,450.14
		Total CFP Estimated Cost	**665,624.00**			**665,624.00**

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :04___ FFY Grant:2009 PHA FY:2009			Activities for Year: 05___ FFY Grant: 2010 PHA FY:2010		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
WOOSTER MANOR	E1 Corridors	218,730.26	WOOSTER MANOR	E1 Corridors	227,406.60
WOOSTER MANOR	Office Rehab	15,619.00	EDEN DRIVE	Site Drainage	438,217.40
EDEN DRIVE	Closet Doors	34,867.00			
EDEN DRIVE	Fencing	38,420.00			
EDEN DRIVE	Playground	5,658.00			
EDEN DRIVE	Windows	94,751.00			
EDEN DRIVE	Vehicular Access/Parking	8,766.00			
EDEN DRIVE	Heat Registers	122,788.20			
PHA WIDE	Mgmt Improvements	46,562.40			
PHA WIDE	Replacement Res	30,000.00			
PHA WIDE	Fees & Costs	20,000.00			
PUTMAN TOWERS	Paving	29,462.14			
	Total CFP Estimated Cost	**665,624.00**			**665,624.00**

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission: [X] Original [ ] Revision No.:
b. Fiscal Year Ending: 12-31-2006
c. No. of months (check one): [X] 12 mo. [ ] Other (specify)
d. Type of HUD assisted project(s):
01 [X] PHA/IHA-Owned Rental Housing
02 [ ] IHA Owned Mutual Help Homeownership
03 [ ] PHA/IHA Leased Rental Housing
04 [ ] PHA/IHA Owned Turnkey III Homeownership
05 [ ] PHA/IHA Leased Homeownership

e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA): Housing Authority of the City of Danbury

f. Address (city, State, zip code): Danbury, CT 06811

g. ACC Number: NY 428
h. PAS / LOCCS Project No.: CT02000104D
i. HUD Field Office: Hartford

j. No. of Dwelling Units: 409
k. No. of Unit Months Available: 4068
m. No. of Projects:

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2004 PUM (2)	Estimates or Actual Current Budget Yr. 2005 PUM (3)	Requested Budget Estimates PHA/IHA PUM (4)	PHA/IHA Estimates Amount (to nearest $10) (5)	HUD Modifications PUM (6)	HUD Modifications Amount (to nearest $10) (7)
Homebuyers Monthly Payments for								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	**Total**	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	331.98	315.95	330.63	1,344,996		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental	1.55	1.62	1.68	6,850		
100	**Total**	Rental Income (sum of lines 070, 080, and 090)	333.53	317.57	332..31	1,351,846		
110	3610	Interest on General Fund Investments	.06	.06	.06	250		
120	3690	Other Income	5.40	4.61	2.83	11,520		
130	**Total**	Operating Income (sum of lines 100, 110, and 120)	338.99	322.24	335.21	1,363,616		
Operating Expenditures - Administration								
140	4110	Administrative Salaries	70.79	69.81	80.09	325,800		
150	4130	Legal Expense	5.93	2.98	3.09	12,570		
160	4140	Staff Training			7.27	29,950		
170	4150	Travel			2.03	8,250		
180	4170	Accounting Fees						
190	4171	Auditing Fees	4.56	4.55	4.72	19,200		
200	4190	Other Administrative Expenses	29.11	23.51	15.11	61,480		
210	**Total**	Administrative Expense (sum of line 140 thru line 200)	110.39	100.85	112.31	456,860		
Tenant Services								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services						
240	4230	Contract Costs, Training and Other						
250	**Total**	Tenant Services Expense (sum of lines 220, 230, and 240)						
Utilities								
260	4310	Water	24.87	26.09	37.86	154,000		
270	4320	Electricity	57.69	54.61	77.54	315,450		
280	4330	Gas	34.44	60.86	50.25	204,417		
290	4340	Fuel	4.65	9.92	21.23	86,361		
300	4350	Labor						
310	4390	Other utilities expense						
320	**Total**	Utilities Expense (sum of line 260 thru line 310)	121.62	151.48	186.87	760,228		

Name of PHA / IHA HOUSING AUTHORITY FO R THE CITY OF DANBURY Fiscal Year Ending 12/31/2006

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2004 PUM (2)	Estimates or Actual Current Budget Yr. 2005 PUM (3)	Requested Budget Estimates PHA/IHA Estimates PUM (4)	PHA/IHA Estimates Amount (to nearest $10) (5)	HUD Modifications PUM (6)	HUD Modifications Amount (to nearest $10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor	104.38	95.82	91.83	373,500		
340	4420	Materials	23.01	36.39	30.74	125,070		
350	4430	Contract Costs	47.00	34.00	35.31	143,640		
360	**Total**	Ordinary Maintenance & Operation Expense (lines 330 to 350)	174.39	166.21	157.88	642,210		
Procetive Services								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract costs						
400	**Total**	Protective Services Expense (sum of lines 370 to 390)						
General Expense								
410	4510	Insurance	22.12	21.64	23.11	94,000		
420	4520	Payments in Lieu of Taxes	20.53	20.96	21.77	88,550		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	81.76	74.08	84.94	345,536		
450	4570	Collection Losses	.65	2.09	2.17	8,840		
460	4590	Other General Expense	2.86	5.31	5.51	22,430		
470	**Total**	General Expense (sum of lines 410 to 460)	127.92	124.08	137.50	559,356		
480	**Total**	Routine Expense (sum of lines 210, 250, 320, 360, 400, and	534.32	542.62	594.56	2,418,654		
Rent for Leased Dwellings								
490	4710	Rents to Owners of Leased Dwellings						
500	**Total**	Operating Expense (sum of lines 480 and 490)						
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance						
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	**Total**	Nonroutine Expenditures (sum of lines 510, 520, and 530)						
550	**Total**	Operating Expenditures (sum of lines 500 and 540)	534.32	542.62	594.56	2,418,654		
Prior Year Adjustments								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580	**Total**	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	534.32	542.62	594.56	2,418,654		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(195.33)	(220.38)	(259.35)	(1,055,038)		
HUD Contributions								
600	8010	Basic Annual Contribution Earned - Leased Projects-Current						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	**Total**	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op. Sub - Cur. Yr.(before year-end	265.44	174.80	259.35	1,055,038		
640		Mandatory PFS Adjustments (net)						
650		Other (specify)						
660		Other (specify)						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru						
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line	265.44	174.80	259.35	1,055,038		
690	**Total**	HUD Contributions (sum of lines 620 and 680)	265.44	174.80	259.35	1,055,038		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	70.11	(45.58)				

Name of PHA / IHA HOUSING AUTHORITY FOR THE CITY OF DANBURY Fiscal Year Ending 12/31/2006

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	**PHA / IHA-Leased Housing - Section 23 or 10(c)** 50% of Line 480, column 5, form HUD-52564		

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date)		
790		Provision for Operating Reserve - Current Budget Year (check one) Estimated for FYE Actual for FYE		
800		Operating Reserve at End of Current Budget Year (check one) Estimated for FYE Actual for FYE		
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700		
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

Field Office Approval Name

Title

Signature Date

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)

Section 1

a) Name and Address of Public Housing Agency	b) Budget Submission to HUD required	c) Type of Submission
Housing Authority for the City of Danbuiry	☒ Yes ☐ No	☒ Original ☐ Revision No.

d) No. of HA Units	e) Unit Months Available (UMAs)	f) Subject FYE	g) ACC Number	h) Operating Fund Project Number	i) DUNS Number
409	4,068	12/31/2006	NY428	CT020001040D	023030810

Section 2

Line No.	Description		Requested by PHA (PUM)	HUD Modifications (PUM)
Part A. Allowable Expenses and Additions				
01	Previous allowable expense level (Part A, Line 08 of form HUD-52723 for previous year)		359.53	
02	Part A, Line 01 multiplied by .005		1.80	
03	Delta from form HUD-52720-B, if applicable (see instructions)			
04	"Requested" year units from latest form HUD-52720-A (see instructions)			
05	Add-ons to allowable expense level from previous fiscal year (see instructions)			
06	Total of Part A, Lines 01, 02, 03 and 05		361.33	
07	Inflation factor		1.025	
08	Revised allowable expense level (AEL) (Part A, Line 06 times Line 07)		370.36	
09	Transition Funding			
10	Increase to AEL			
11	Allowable utilities expense level from form HUD-52722-A		188.91	
12	Actual PUM cost of Independent Audit (IA) (Through FYE 2004)		5.68	
13	Costs attributable to deprogrammed units			
14	**Total Allowable Expenses and Additions** (Sum of Part A, Lines 08 thru 13)		564.95	
Part B. Dwelling Rental Income				
01	Total rent roll (as of 6/30/2005)	$ 112,083		
02	Number of occupied units as of rent roll date	328		
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 ÷ Line 02)	341.72		
04	Average monthly dwelling rental charge per unit for prior budget year	337.08		
05	Average monthly dwelling rental charge per unit for budget year 2 years ago	326.61		
06	Three-year average monthly dwelling rental charge per unit ([Part B, Line 03+Line 04+Line 05]÷ 3)	335.14		
07	50/50 Income split ([Part B, Line 03 + Line 06] ÷ 2)	338.43		
08	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)		338.43	
09	Rental income adjustment factor		1.03	1.
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)		348.58	
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)		338.12	
Part C. Non-dwelling Income				
01	Other income			
02	**Total operating receipts** (Part B, Line 12 plus Part C, Line 01)		338.12	
03	**PUM deficit or (Income)** (Part A, Line14 minus Part C, Line 02)		226.83	
			Requested by PHA (Whole dollars)	HUD Modifications (Whole dollars)
04	Deficit or (Income) before add-ons (Part C, Line 03 times Section 1, e)		922,744	

Project Number:

Line No.	Description		Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in Federal law or regulation and other eligibility				
01	FICA contributions		58,210	
02	Unemployment compensation		11,414	
03	Family Self Sufficiency Program			
04	Energy Add-On for loan amortization			
05	Unit reconfiguration		48,997	
06	Non-dwelling units approved for subsidy		5,444	
07	Long-term vacant units			
08	Phase Down for Demolitions			
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	328		
10	Employee Units			
11	Police Units			
12	Total Units Eligible for Resident Participation (Sum of Part D, Lines 09 thru 11)	328		
13	Funding for Resident Participation (Part D, Line 12 x $25)		8,200	
14	Other approved funding, not listed (Specify in Section 3)			
15	**Total add-ons** (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)		132,265	
Part E. Calculation of Operating Subsidy Eligibility Before Adjustments				
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)		1,055,007	
02	Actual cost of Independent Audit (IA)			
03	**Operating subsidy eligibility before adjustments** (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))		1,055,007	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)				
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)		1,055,007	
HUD Use Only (Note: Do not revise after the end of the subject FY)				
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 690 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):			
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules				
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 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)			

Project Number:	

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part H. Calculation of Adjustments for Subject Fiscal Year **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: ☐ Utility Adjustment ☐ HUD discretionary adjustment (Specify under Section 3)		
02	Utility adjustment from form HUD-52722-B		
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)		

Section 3

Remarks (provide part and line numbers)

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)

Signature of Authorized HA Representative & Date: 12-29-2005	Signature of Authorized Field Office Representative & Date:
X	X

Calculation of Allowable Utilities Expense Level

PHA-Owned Rental Housing
Operating Fund

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

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

a) Public Housing Agency	b) Operating Fund Project Number	c) New Project Numbers	d) Fiscal Year Ending 12 /31/ 2006	f) Type of Submission: X Original	Revision No. ( )
IOUSING AUTHORITY FOR HE CITY OF DANBURY	CT02000104D		e) ACC Number NY 428	g) Energy Performance Contract	h) Utility Rate Incentive

Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Fuel (Specify type e.g., oil, coal, wood)		
						OIL		
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01	UMA and actual consumption for old projects for 12 month period which ended 12 months before the Requested Budget Year.	4,224		2,230,985	139,503	44,412		
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year.	3,924		2,072,534	129,595	41,258		
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year.	3,924		2,004,912	119,003	40,701		
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	12,072		6,308,431	388,101	126,371		
05	Estimated Unit Months Available for old projects for Requested Budget Year.	4,024						
06	Ratio of Unit Months Available for old projects (line 04 divided by line 05 of column 3)	3						
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).	4,024		2,102,810	129,367	42,124		
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).	4,024		2,102,810	129,367	42,124		
10	Estimated cost of consumption on line 09 for Requested Budget Year(Line 13 times Line 09).	Costs	154,000	315,422	204,402	86,354		
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	760,226						
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3)	188.92						
13	Rate			.15	1.58	2.05		
14	Unit of Consumption			KWH	CCF	GAL		

HA Calculation of Occupancy Percentage for a Requested Budget Year (RBY)

PHA/IHA-Owned Rental Housing Performance Funding System (PFS)

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

OMB Approval No. 2577-0066
(Exp. 10/31/2004)

1a. Name and Address of PHA/IHA (Include Street Address, City, State, Zip Code)	2a. Contact (Person who can best answer questions about this submission)
Housing Authority of the City of Danbury	Everette Spencer
	2.b Contact's Phone Number (include area code) 203-744-2500 x 36

3. RBY Beginning Date: (mo/day/yyyy)	4. Type of Submission	5. PAS/LOCCS Project Number	6. Report Date (mo/day/yyyy) (check one box)	7. Data Source
1/1/2006	☑ Original ☐ Revision No. ( )	CT020000203D	6/30/2005 ☑ Actual Day ☐ Average for Actual Month	☐ form HUD-51234 ☑ Rent Roll Records

Part A. Actual Occupancy Data as of Report Date

8. Units Occupied	328
9. Units Available	409
10. Actual Occupancy Percentage (Divide line 8 by line 9; multiply by 100 and round to nearest whole)	80 %

Stop & Note

11. If the HA-wide occupancy percentage shown on line 10 is 97% or greater **and** the HA believes that an average occupancy rate of at least 97% is sustainable for the RBY, then check the box below. You have completed the form and do not need to proceed further.

☐ High Occupancy HA: Occupancy Percentage is 97% or higher and is sustainable for the RBY → Use 97% as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

12. Units vacant as of Report Date (subtract line 8 from line 9 and enter result)	81

Stop & Note

13. If the result on line 12 is five or fewer vacant units **and** the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on line 12 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

☐ High Occupancy HA with five or fewer vacant units → Use line 10 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

Part B. Distribution of Actual Vacancies By Major Cause Given below are circumstances and actions recognized by HUD as possible causes of vacancies that are beyond the control of the HA to correct. If appropriate, please distribute the number of vacant units reported on line 12 among these causes. Attach sheet identified with HA name and address, the RBY beginning date, and ACC number. Use the sheet to describe, for each circumstance; when the circumstance occurred; the location of the units involved; why the circumstance is preventing the HA from occupying, selling, demolishing, rehabilitating, reconstructing, consolidating or modernizing the vacant units; and the likelihood that these circumstances will be mitigated or eliminated in the RBY.

14. Units vacant because of litigation (e.g., units that are being held vacant as part of court-ordered or HUD-approved desegregation plan)	
15. Units vacant because of Federal, Tribal, or State laws of general applicability. (Note: do not include units vacant only because they do not meet minimum construction or habitability standards.)	
16. Units vacant due to changing market conditions	
17. Units vacant because of natural disaster	
18. Reserved	
19. RMC-managed units vacant because of failure of HA to fund approvable request for Federal modernization funding **(This line for use only by RMCs)**	
20. Units vacant because of casualty loss and need to settle insurance claims	
21. Total Units Vacant Due To Circumstances Beyond The HA's Control (Enter sum of lines 14 - 20)	
22. Units vacant after adjusting for circumstances beyond the HA's control (Subtract line 21 from line 12)	81

Stop & Note

23. If the result on line 22 is five or fewer vacant units **and** the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on both lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

☐ High Occupancy HA with five or fewer vacant units after adjustment for vacancies beyond its control → Use line 10 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

24. Vacancy Percentage after adjusting for beyond control circumstances (Divide line 22 by line 9, multiply by 100, and round to nearest whole)	19 %

Stop & Note

25. If the result on line 24 is 3% or less **and** the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

☐ High Occupancy HA: 3% or less vacancy rate afteradjustment for vacancies beyond control → Use line 10 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

Part C. Status of Units Undergoing Modernization as of Report Date If changes occur after the Report Date but prior to submission of this form, the most current status will be shown.

26. Protected Units	Occupied Units	Vacant Units
a: Number of units that are under modernization construction (contract awarded or force account work started)		
b. Number of units not under construction contract but included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFYs after FFY of approval) has not yet expired.		
27. Unprotected Units: Number of units included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFYs after FFY of approval) has expired.		

Part D. Units Estimated to be Available for Occupancy During RBY	(a) No. of Units	(b) Avg. No. of Mos. in RBY	(c) No. of Unit Mos.(a x b)
28. Units Available as of Report Date (Enter line 9)	409	12	4908
29. Additional Units Available During RBY because of Development/Acquisition of PFS-Eligible projects	+		+
30. Units Unavailable During RBY because of Demolition/Disposition/Conversion Actions Approved By HUD	- 70	12	- 840
31. Total (Add lines 28 and 29; subtract line 30)	339		4068

Part E. Units Estimated to be Occupied During RBY			
32. Units Occupied as of Report Date (Enter line 8)	328	12	3936
33. Additional Units Occupied during RBY because of Development/Acquisition of PFS-Eligible Projects	+		+
34. Reoccupancy during RBY of Units Vacated for Circumstances Beyond the HA's Control	+		+
35. Reoccupancy during RBY of Vacant Units in a Funded Modernization Program	+		+
36. Occupied Units in Funded Modernization Program Being Vacated during RBY	-		-
37. Occupied Units Being Vacated during RBY because of Demolition/Disposition/Conversion Actions Approved by HUD. If there are occupied units that become vacant after the Report Date but before the start of the RBY because of circumstances and actions beyond the HA's control, place that number here ( ) and include in total shown on 37. Attach separate sheet with same information requested in Part C.			
38. Total (Add lines 32-35, subtract lines 36 and 37)	328		3936

Part F. Occupancy Percentage During RBY	
39. Total Unit Months of Occupancy (Enter line 38c)	3936
40. Total Unit Months Available for Occupancy (Enter line 31c)	4068
41. Occupancy Percentage for RBY (Divide line 39 by line 40; multiply by100 and round to nearest whole)	97 %
42. Average Number of Vacant Units During RBY (Subtract line 39 from line 40;divide result by 12 and round to nearest whole)	11

Stop & Note

43. If the result on line 41 is 97% or higher **or** if the result on line 42 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

- [x] a. High Occupancy HA: Occupancy Percentage is 97% or higher for the RBY → Use 97% as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723
- [ ] b. High Occupancy HA with five or fewer vacant units → Use line 41 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

Part G. Vacancy Percentage for RBY Adjusted for Modernization		
44. Total Unit Months of Vacancy in RBY (Enter line 40 less line 39)		
45. Total Unit Months for Vacant Units In Funded Mod. and Under Construction or Funded for Construction (Sum the vacant units of lines 26a and b; multiply by 12)		
46. If any of the vacant units on lines 26a or b will be reoccupied during the RBY, enter that number times the average number of months during the RBY these units will be reoccupied.	-	
47. If any of the occupied units on lines 26a or b will be vacated during the RBY for mod. construction, enter that number times the average number of monthsduring the RBY these units will be vacated.	+	
48. Total Unit Months for Vacant Units In Funded Mod. And Under Construction or Funded For Construction In RBY (Add line 45; less line 46; plus line 47)		
49. Total Unit Months of Vacancy in RBY Adjusted for Modernization (Enter line 44 less line 48)		
50. Vacancy Percentage for RBY Adjusted for Modernization (Divide line 49 by line 40; multiple by 100; and round to nearest whole.)		%
51. Average Number of Vacant Units in RBY Adjusted for Modernization (Divide line 49 by 12; round to nearest whole)		

Stop & Note

52. If the result on line 50 is 3% or lower **or** if the result on line 51 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

- [ ] a. High Occupancy HA: Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment → Use line 41 as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723
- [ ] b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment → Use line 41 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

Part H. Vacancy Percentage for RBY Adjusted for Both Modernization *and* Beyond Control Circumstances

53. Total Unit Months of Vacancy in RBY (Enter line 44)	
54. Total Unit Months of Vacancy in RBY Due to Modernization (Enter line 48)	
55. Total Unit Months of Vacancy in RBY Due to Beyond Control Vacancies (Enter line 21 times 12; less any entry made on line 34c)	
56. Total Unit Months of Vacancy After Above Adjustments (Enter line 53 less lines 54 and 55)	
57. Vacancy Percentage for RBY After Above Adjustments (Divide line 56 by line 40; multiple by 100; and round to nearest whole.)	%
58. Average Number of Vacant Units in RBY After Above Adjustments (Divide line 56 by 12; round to nearest whole)	

Stop & Note

59. If the result on line 57 is 3% or lower **or** if the result on line 58 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

- ☐ a. High Occupancy HA: Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment → Use line 41 as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723
- ☐ b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment → Use line 41 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723

Part I. Adjustment for Long Term Vacancies If the HA estimates that it will have a vacancy percentage of more than 3% for its RBY and more than five vacant units after adjusting for vacant units undergoing modernization and vacancies beyond its control, the HA will exclude all of its long-term vacancies (if any) from its count of units available for occupancy and use this section to determine its projected occupancy percentage.

60. Total Long-term Vacancies (Subtract vacant units shown on lines 21, 26a, and b from line 12. Analyze remaining vacancies and identify those units that have been vacant for more than 12 months as of the Report Date.)	
61. Unit Months of Vacancy Associated With Long-Term Vacancies (Multiply line 60 by 12)	
62. Total Unit Months Available for Occupancy in RBY Adjusted for Long-Term Vacancies (Subtract line 61 from line 31(c)) Use this UMA number in all other PFS calculations.	
63. Occupancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 38(c) by line 62; multiply by 100 and round to nearest whole)	%
64. Average Number of Vacant Units in RBY after All Adjustments (Subtract line 60 from line 58)	
65. Total Unit Months of Vacancy in RBY after All Adjustments (Subtract line 61 from line 56)	
66. Vacancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 65 by line 62; multiply by 100 and round to nearest whole)	%

Stop & Note

67. If the result on line 63 is 97% or higher **or** if the result on line 64 is five or less ***or*** if the result on line 66 is 3% or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

- ☐ a. High Occupancy HA: Occupancy Percentage is 97% or higher for the RBY after Long-Term Vacancies Adjustment → Use 97% as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility.**
- ☐ b. High Occupancy HA: Five or fewer vacant units after Adjustment for Long-TermVacancies → Use line 63 as the Projected Occupancy Percentage on Part B, line 11of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility.**
- ☐ c. High Occupancy HA: Vacancy Percentage is 3% or lower for the RBY after Long-Term Vacancies Adjustment → Use line 63 as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility.**

Part J. Projected Occupancy Percentages for Low Occupancy HAs If the HA cannot determine an acceptable Projected Occupancy Percentage for the RBY using the above approach, it will use this section. The HA will use the lower of either 97% or that percentage based on having five units vacant for the RBY. Either percentage can be adjusted for vacant units undergoing modernization construction and vacancies beyond its control. Small HAs of 140 units or less will generally want to use a percentage based on five vacant units.

68. Enter 97% if HA has more than 140 units. If 140 or fewer units, determine occupancy percentage based on 5 vacant units, for RBY. (Take 60 unit months and divide by line 62; multiply by 100 and round to nearest whole. Subtract result from 100%)	%
69. Percentage Adjustment for Modernization and Beyond Control Vacancies (Add lines 48 plus 55; divide that sum by line 62; multiply by 100 and round to nearest whole)	%
70. Projected Occupancy Percentage for Low Occupancy HA (Take the percentage on line 68 and subtract the percentage shown on line 69. Use the result as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility)**	%

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POLICY ON ADMISSIONS AND CONTINUED OCCUPANCY

I. GENERAL STATEMENT OF MISSION, NONDISCRIMINATION AND PRIVACY

It is the intent of the Housing Authority of the City of Danbury (CT) (hereinafter referred to as HACD) to provide safe, decent housing for eligible lower income families and to promote self-sufficiency and economic independence. HACD will not discriminate because of race, color, gender, sexual preference, religion, age, disability, ancestry, national origin, marital**,** familial status or lawful source of income in the leasing, rental, or other disposition of housing or related facilities (including property) included in any housing development(s) under its jurisdiction covered by a contract for annual contribution under the United States Housing Act of 1937, as amended or with the State of Connecticut or in the use or occupancy thereof.

It is the policy of HACD to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, amended by the Community Development Act of 1974, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act**,** and any other legislation protecting the individual rights of tenants, applicants, or staff, which may subsequently be enacted.

HACD shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criteria be applied, or information be considered, pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied and information considered in administering this policy shall relate solely to the attributes and behavior of the individual members of the household.

It is also the policy of HACD to guard the privacy of individuals in accordance with the Privacy Act of 1974, and to ensure the protection of individuals' records maintained by HACD; therefore, HACD shall not disclose any personal information (including, but not limited to information on any disability) contained in its records to any person or agency unless the individual about whom the information is requested gives written consent to such disclosure, or as required by law. This privacy policy in no way limits HACD's ability to collect such information as it may need to determine eligibility, compute rent, or determine the applicant's suitability for tenancy. All adult members of the household are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. This document discusses how information provided by the family will be released and includes the Federal Privacy Act Statement.

HACD is committed to identifying and eliminating situations, which create barriers to equal housing for all. In accordance with the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973, as amended, HACD will make such procedural, administrative, location, or physical changes as will reasonably accommodate persons with disabilities and which do not impose an unreasonable burden either administratively

or financially on HACD. When such reasonable accommodations are granted, they do not confer special treatment but rather they serve to make the program equally available to all persons. All notifications to applicants and residents will include information about how to request from HACD reasonable accommodation.

In order to determine whether a request for an accommodation is reasonable, the requested accommodation must not constitute a fundamental alteration to the Authority's business, nor can the requested accommodation crease an undue financial hardship or administrative burden on HACD. If the resident requests as a reasonable accommodation permission to make physical modifications at their own expense, the Authority reserves the right to disapprove such request if the modifications violate local, state, or federal housing codes or negatively impact the structural integrity of the unit.

Any request for an accommodation that would enable the resident to materially violate the terms and conditions of the lease agreement, such as allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc., will not be approved by HACD.

II. ELIGIBILITY FOR ADMISSION

A. Criteria for Eligibility

It is the policy of HACD to admit to its housing developments only eligible applicant families according to the following criteria:

1. Those who qualify as a family, single person, elderly person, near-elderly person, displaced family or remaining adult member of a tenant family (see Appendix G-Glossary of Terms).

2. Those families whose annual income at the time of admission does not exceed the income limits or guidelines as prescribed by HUD for federal or state assisted housing. A copy of the most current income limits or guidelines shall be conspicuously posted at HACD locations.

3. Those families whose members age 6 or older have been issued a Social Security Number (SSN) that has been disclosed to the satisfaction of HACD. Where a SSN has not been assigned, certification to that effect must be executed.

4. Those families whose members are U.S. Citizens or non-citizens who have eligible immigration status.

5. Those families whose household composition is appropriate for the housing types and unit sizes available in HACD developments in accordance with the occupancy standards outlined herein.

6. Those families who do not maintain another residence in addition to a HACD unit.

7. Those families whose members have not committed fraud in connection with any Federal Housing Assistance program.

8. Those families whose members have not been evicted from federally-assisted housing because of drug-related criminal activity for a three-year period prior to the date of admission (see Appendix G—Glossary of Terms).

9. Those families whose members have been convicted of manufacturing or producing methamphetamine (commonly referred to as "speed") on the premises of a federally assisted housing project. These families are denied admission for life.

10. Those families who include any individual who is subject to a lifetime registration requirement under a state sex offender registration program. These families are denied admission for life.

11. Those families who provide HACD all required information to determine eligibility for one of its housing programs within a reasonable amount of time (not to exceed 5 business days).

12. Those families who meet or exceed the Tenant Selection Criteria outlined in Section E of this Chapter.

B. Waiver of Criteria for Ineligibility for Drug-Related Activity and/or Alcohol Abuse

HACD may at its sole discretion waive the criteria for ineligibility for drug-related activities and/or alcohol abuse if the family members demonstrate to the satisfaction of HACD that:

1. The member is no longer engaging in illegal use of a controlled substance or abuse of alcohol, and

2. Has successfully completed a supervised drug or alcohol rehabilitation program;

3. Has otherwise been rehabilitated successfully; or

4. Is participating in a supervised drug or alcohol rehabilitation program, as verified by an authority from such program.

5. The Authority may require an applicant to exclude a household member in order to be admitted to the housing program where that household member has participated in or been culpable for actions that warrant denial.

C. Eligibility Restrictions Regarding Non-citizens

1. As required by HUD (24 CFR 5 subpart E), eligibility for assistance or continued assistance under a Section 214 program, such as public housing, is contingent upon a family's submission of documentation either declaring U.S. citizenship or eligible immigration status. HACD will require both current tenants and applicants to submit the required citizenship or eligible immigration documentation for every household member in order to receive or continue to receive housing assistance. Documentation will be required of all new admissions at the time an application is processed by HACD. Any current tenant who has not already provided documentation will be required to document citizenship or immigration status at the next reexamination. It is necessary to provide this information only one time for each family member during continued occupancy at HACD. Whenever a new family member is added, documentation must be provided before the new member can be added to the lease.

2. Proof of citizenship will take the following form:

   a. For families claiming U.S. citizenship, each applicant or tenant family member must sign the citizenship declaration form and present appropriate documentation (such as U.S. passport, birth certificate, resident alien card, or other appropriate documentation), which will become a permanent part of the tenant file. Adults will be required to sign on behalf of all children under the age of eighteen years.

   b. Noncitizens age 62 years or older who are current tenants or applicants will be required to sign a declaration of eligible immigration status and proof of age.

   c. Tenants and applicants who are noncitizens declaring eligible immigration status must:

      (1) sign a declaration of eligible immigration status;

      (2) provide documents, such as Alien Registration Receipt Card, Arrival/Departure Record, Temporary Resident Card, Immigration and Naturalization Service (INS) receipt in the event of any lost or missing cards listed above; and

      (3) sign a verification consent form.

3. HACD has the right to deny, terminate or adjust housing assistance if members of any household are found to be non-citizens with ineligible immigration status; however, this determination will not take place until all appeals requested have been exercised by the household. HACD may grant time extensions to provide appropriate information, provided that the household shows a diligent effort in obtaining immigration status documents.

4. HACD may not make assistance available to a family submitting an application until at least the eligibility of one family member has been established, and assistance must be prorated based on the number of individuals in the family for whom eligibility has been affirmatively established. This proration requirement does not apply to HACD state public housing.

5. HACD may not delay, deny, reduce or terminate eligibility of an individual for assistance on the basis of the immigration status of the individual. The family will not be penalized for delays on the part of those entities, which must verify eligible immigration status.

6. Continued assistance provided to an eligible mixed family after November 29, 1996 will be prorated based on the percentage of family members that are eligible for assistance.

7. HACD is required to suspend assistance to a family for a period of at least 24 months if it is determined that the family has knowingly permitted an ineligible individual to reside on a permanent basis in the family's unit. This provision does not apply if the ineligible individual has already been considered in calculating any proration of assistance for the family.

8. If HACD discovers that citizenship information provided is expired, fraudulent, or otherwise invalid, it will notify the family or individual of the results of these findings. The family or individual will then have 30 days from the date of the notification to file an appeal with the INS to correct the problem. The family or individual must provide HACD a copy of the appeal request to the INS, which will become a permanent item in the tenant file. HACD can extend this 30-day appeal period at its sole discretion if good cause is found.

9. Any applicant or resident family affected by these provisions has the right to a formal appeal provided the family notifies HACD within 30 days of the action or decision the family wishes to appeal. All appeals will be conducted in accordance with the provisions of HACD's Informal Review or Grievance Policy, whichever is applicable.

10. In accordance with Federal rules, mixed families who were living in HACD's units as of June 19, 1995, are permitted to receive continued assistance provided that either the head of household or spouse have eligible immigration status and any ineligible family members are either the head, spouse, parents, or children of the head or spouse.

11. Families who were living in units operated by HACD as of June 19, 1995, but became ineligible for housing assistance because there are no family members with eligible immigration status may be given a temporary deferral of assistance to transfer to other housing at the discretion of HACD. If the temporary assistance is provided, it will be offered in six-month increments and never for longer than a total of 18 months. The maximum period for deferrals granted prior to November 29, 1996 will be three years.

12. Families that no longer qualify for housing assistance due to their citizenship status may apply for prorated assistance to decrease the level of housing assistance provided to the household based on the ratio of eligible and ineligible persons in the household.

13. Rental housing assistance is prohibited to non-citizen students and their families. None of the provisions of the rules related to prorated assistance, continued assistance, or temporary deferral of termination of assistance applies to non-citizen students. This prohibition does not include a citizen's spouse and their children.

D. Special Eligibility Provisions Relating to Applicants Requiring a Live-In Aide

Some applicants and tenants who would not otherwise be able to fully discharge the responsibilities of tenancy may be able to do so with the assistance of a live-in aide residing in the unit. When an applicant or tenant can provide documentation to the satisfaction of HACD that a live-in aide is required and available, the following provisions shall apply:

1. The live-in aide must submit information as requested and be reviewed by HACD staff for eligibility under applicable selection criteria listed below. If HACD determines an individual proposed as a live-in aide to be ineligible, the tenant or applicant may propose an alternate live-in aide for screening or may appeal HACD's determination as provided in the Informal Review Procedure (Appendix A).

2. The applicant or tenant and the live-in aide may each be allocated a separate bedroom.

3. The head of household is responsible for all acts of all household members with respect to the requirements of the dwelling lease including a live-in-aid. Any violation of lease provisions by the live-in aide may be cause for eviction of the household.

4. The live-in aide does not have rights to continue his/her occupancy as a remaining member of a household.

E. HACD's Tenant Selection Criteria

1. It is HACD's policy that all applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, HACD will require applicants to demonstrate that in present or prior housing the applicant has complied with essential provisions of the lease. A history by any household member of any of the following may be sufficient cause for HACD to deny eligibility:

    a. A record of nonpayment of rightful obligations under a lease, including rent and utilities.

    b. A record of disturbances of neighbors.

    c. A record of destruction of property.

d. Inability to maintain their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety or welfare of other tenants.

e. Any household member has ever been arrested of arson or child molestation.

f. A history of drug-related or criminal activity involving crimes of physical violence to persons or property as documented by a police arrest and/or conviction within the last 5 years. Drug-related or criminal activity would include but not limited to homicide, murder, destruction of property or vandalism, burglary, robbery or theft, drug trafficking, manufacture, use or possession, threats or harassment, assault or fighting, domestic violence, weapons offenses, criminal sexual assaults, home invasion, drug-related arrests or convictions, or a record of other criminal acts.

g. Lack of five (5) year favorable landlord/rental history or unfavorable credit report.

h. A family member is currently engaging in illegal use of a controlled substance.

i. There is reasonable cause to believe that a family member abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

j. There is reasonable cause to believe that a family member's illegal use of a controlled substance, or pattern of abuse of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

2. HACD will verify applicant's ability to comply with essential lease requirements. Information to be considered in completing applicant screening shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application, in present and prior housing. The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:

a. interfere with other tenants in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety or welfare;

b. adversely affect the physical environment or financial stability of the project;

c. violate the terms and conditions of the lease;

d. require services from HACD staff that would alter the fundamental nature of HACD's program.

3. Payment of funds owed to HACD or any other PHA is part of the screening evaluation. Payment of outstanding balances is an opportunity for the applicant to demonstrate an improved track record. HACD will reject an applicant for unpaid balances owed HACD by the applicant for any program that HACD operates or who owe funds, or judgment debts to any utility company or who cannot obtain utilities in their own name. HACD expects these balances to be paid in full (either in a lump sum or over time while on the waiting list) before initiating the full screening process. HACD will not make offers to families who owe back balances or cannot obtain utilities in their own name.

F. Verification of Final Eligibility Determination

Each applicant household shall be required to provide all documentation, information and authorizations necessary to enable HACD to verify the applicant's income eligibility, household composition and conformance to HACD's tenant selection criteria.

1. The applicant will be notified in writing and given a reasonable time not to exceed business 5 days after the interview, subject to the circumstances, to furnish required documentation. If after 5 business days all required information is not provided, an Additional Information Letter will be sent giving 5 additional business days to provide HACD with the necessary information or the family will be removed from the waiting list. The decision will be made by HACD staff and documented, in writing, and placed in the applicant file.

2. Documentation may be required for any or all household members. Verification shall be from third party sources whenever possible. When HACD has determined that third party verification is not possible, it will attempt to obtain other HUD acceptable forms of verification, i.e. telephone verification, tax returns and check stubs, etc. When HACD and applicant household have made all reasonable efforts to obtain third party written verification, documents obtained from the applicant and photocopied are an acceptable form of verification, when not prohibited by law. If photocopying is prohibited by law, HACD staff will sign a statement confirming that the verification documents were viewed by recording the document source, date, time, amount, etc. Oral third party verifications are also acceptable, if properly documented.

3. Each applicant household shall have an interview with a member of HACD staff using an interview checklist. Every adult member of the

applicant household should be present at the office visit except if there are extenuating circumstances.

4. HACD shall require the applicant to:

   a. sign all forms necessary to determine eligibility and suitability including HUD 9886 Release of Information;

   b. provide verification of income, assets, exclusions and deductions from income;

   c. provide verification of family size, age and relationship, including birth certificates for all household members.

   d. disclose the social security numbers of all family members six (6) years of age and older and present social security cards or appropriate documentation for each household member;

   e. provide citizenship information;

   f. provide the names and addresses of the applicant's current and previous landlords for the past five (5) years (or longer if needed to get a minimum of two prior landlords);

   g. provide the most recent six (6) month rent receipts where appropriate;

   h. provide any other information HACD determines is necessary to determine eligibility for housing at HACD.

5. HACD will use the following additional sources of information for further verification of tenant eligibility:

   a. Police and Court Records Check. HACD will obtain police and court records from local or state authorities (or wherever applicants has lived) for all adult members of the applicant family for evidence of behavior, which is relevant to the tenant selection criteria outlined herein.

   b. Credit Reports. HACD may obtain credit reports on all adult family members to determine the household's history of meeting financial obligations, especially rent and utilities. Lack of credit history will not, by itself, cause an applicant to fail this criteria.

6. All verifications and documentation received by HACD for use in the determination of eligibility for housing at HACD, will be analyzed by staff and a determination made with respect to:

a. Eligibility of the applicant family based on the requirements outlined in Chapter II of this policy;

b. Housing type and unit size requirements.

7. Applicants determined to be ineligible for housing at HACD will be promptly notified and will receive a Notice of Ineligibility from HACD stating the basis for this determination and the time frame to submit the written hearing request. HACD will provide such applicants with the opportunity for an Informal Review of the decision in accordance with the HUD regulations and the procedure for Informal Reviews contained in Appendix A of this Policy.

8. Applicants who receive a Notice of Ineligibility will be considered ineligible for housing at HACD for a period of one (1) year from the Notice of Ineligibility and will be removed from the waiting list. After the one-year period, these applicants may reapply for housing, subject to all conditions outlined herein and provided the waiting list is open.

9. HACD shall maintain a record of all applicants determined ineligible for a period of three (3) years as a result of the failure to meet its tenant selection criteria, with an indication of the specific reason(s) for the determination of ineligibility.

10. Applicants who have disabilities who have been determined to be eligible but who fail the tenant selection criteria will have their cases examined by HACD to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the selection criteria outlined herein.

11. If during the final eligibility determination, or at any other time prior to placement, it is determined that the family's qualification for a certain bedroom size has changed, the family's application shall be placed on the waiting list for the appropriate bedroom size based on the original date of the family's pre-application.

III. APPLICATION FOR ADMISSION

A. Application Intake

HACD will accept pre-applications for the Housing Choice Voucher, Designated Housing Vouchers, Family Unification, Moderate Rehabilitation and Substantial Rehabilitation, Federal Family and State Family, Federal Elderly and state Elderly and Ives Manor and Single Room Occupancy programs at the office located at 2 Mill Ridge Road when the waiting list (s) are open, and only during publicly announced time periods during which all interested persons may apply for admission. Accommodations will be made for interested, disabled applicants.

HACD maintains a community-wide waiting list for its federal and state family and senior programs; Housing Choice Voucher Program, Designated Housing Voucher Program; Family Unification program, Moderate Rehabilitation and Substantial Rehabilitation Programs; Ives Manor and Single Room Occupancy programs. Wait Lists for each program will be maintained by bedroom size with the exception of Housing Choice Voucher, Designated Voucher and Family Unification Program which will be maintained by date and time of application

Individuals with documented disabilities that may prevent them from completing a pre-application or formal application may contact HACD to make special arrangements for completing the housing application. HACD will make reasonable accommodation to ensure all applicants have the opportunity to complete the housing application.

B. Closing/Opening of Waiting List(s)

When the number of applicants who can be served within a reasonable period of time is reached, the waiting list (s) may be closed by unit size and/or housing type. Notice of opening and closing of the waiting list(s) shall be made in the Danbury News Times on two (2) consecutive Sundays and announced by other suitable means.

C. Criteria for Placement on Waiting List

Eligible applicants will be placed on the waiting list (s) based on information provided on the preapplication form and according to:

1. Date and time of application

2. Unit size/type needed

Federal regulations no longer give preference to elderly, disabled, or displaced families over other single persons in federal housing programs.

HACD shall utilize a preliminary application form (pre-application). The purpose of the pre-application is to permit HACD to assess a family's preliminary eligibility and placement on the waiting list(s). Factors considered include family's income within HUD established income limits, the family's eligibility for a waiting list that is currently open, and if the family has provided all required forms and documentation. Duplicate pre-applications, including applications from a segment of an applicant household, will not be accepted. Ineligible applicants or incomplete applications from applicants will not be placed on the waiting list.

Incomplete applications will be returned to the applicant with a list of missing and/or deficient items.

If an applicant is determined to be ineligible for placement on the waiting list based on the information provided in the pre-application, HACD will notify the applicant in writing, state the reasons, and inform the applicant of his/her right to an Informal Review (see Appendix A).

D. Maintaining an Active Waiting List (s)

The pool of active applicants will be kept current by requiring each applicant to inform HACD at least once annually of continued interest. HACD will send a notice to the applicant, requiring the applicant to indicate continued interest and any updated information, such as change of address or household information within ten (10) business days. If the applicant fails to respond within that time frame, the applicant's name will be removed from the waiting list(s).

Applicants may request in writing information on the family's position on the waiting list(s). Telephone or in-person requests will not be honored.

E. Responsibility to Report Changes

Applicants on the waiting list (s) must also provide in writing to HACD any changes in income, family composition, address or any other information provided on the preliminary application within 10 business days of the change. Any such changes could affect the applicant's status or eligibility for housing. Any applicant knowingly providing false information or fraudulent statements affecting the applicant's status or eligibility for housing will be removed from the waiting list(s).

F. Removal from the Waiting List

An applicant may withdraw an application at any time. A withdrawn application cannot be reactivated and the applicant who has withdrawn an application shall be required to reapply when the waiting list is open. Any applicant removed from the waiting list by HACD will be notified in writing of the reason(s) for which the application is being removed. Such notification shall inform the applicant of

his/her right to an Informal Review (see Appendix A) of the determination, the time frame for requesting the Informal Review, and will be made part of the application record. HACD will provide the applicant, upon written request and within a reasonable time frame an opportunity for an Informal Review of the determination of removal from the waiting list.

G. Record Keeping

HACD will keep a copy of each pre-application and formal application received. For each applicant, HACD will document its determination that the applicant is eligible and meets tenant selection standards, or is ineligible and does not meet tenant selection standards, or is removed from the waiting list for any other reason.

HACD will also maintain a record of the dwelling unit(s) offered to an eligible applicant, including the location, date, and circumstances of the offer and its acceptance or rejection. A copy of each application will become a part of a tenant's file during participation in the program. Inactive files will be maintained for a minimum of three years from the date of final action. Waiting list information will include race or ethnic designation of head of household.

H. Final Eligibility Determination

Based on staff estimates of the availability units, ten (10) applicants in waiting list order will be called off of the waiting list (s) and invited to attend an interview and submit a formal application for final eligibility for housing, after which the formal verification process and tenant selection process will commence as described in Chapter II of this policy.

IV. SELECTION FROM THE WAITING LIST

A. Overview

Eligible applicants will be selected from the waiting list (s) according to date and time of application, unit size and type required. HACD reserves the right to accommodate the emergency housing needs for families displaced by natural disaster and families that meet one of the following criteria, as documented by the City of Danbury Health Department:

1. Families with a child who has been tested and documented as having an elevated blood level; OR

2. The current resident has been subject to a condemnation order or has verified serious housing code violations.

The decision to provide emergency housing shall be made by the Executive Director. Families admitted to HACD under this emergency housing provision shall be subject to all eligibility and Tenant Selection Criteria outlined in Chapter II.

B. Income Targeting

In each fiscal year, per HUD regulations, HACD shall reserve forty percent (40%) of its new admissions for families who are extremely low income. An extremely low-income family is one whose annual income does not exceed thirty percent of area median income. The goal shall be forty percent of new admissions.

The intent of these Income Targeting requirements is to maintain a tenant body in each of HACD's federal developments composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families within Northern Fairfield County.

HACD will monitor admissions to its federal public housing units at the end of each quarter throughout the fiscal year. If, at the end of any quarter, extremely low-income families make up less than forty percent of admissions for the fiscal year to date, HACD will give priority to extremely low-income families until extremely low-income admissions again make up 40%. Giving priority to extremely low-income families may require skipping families on the waiting list to accomplish the HUD requirement.

If admissions of extremely low-income families to HACD's federal voucher program during a fiscal year exceeds the 75% minimum targeting requirement for the voucher program, such excess will be credited (subject to the limitations in this paragraph) against HACD's basic targeting requirement for the same year.

The fiscal year credit for voucher program admissions that exceed the minimum voucher program targeting requirement will not exceed the lower of:

1. Ten (10) percent of public housing waiting list admissions during HACD's fiscal year;

2. Ten (10) percent of waiting list admissions to HACD's Section 8 tenant-based assistance program during the PHA fiscal year; or

3. The number of qualifying low income families who commence occupancy during the fiscal year of public housing units located in census tracts with a poverty rate of 30% or more. For this purpose, qualifying low income family means a low-income family other than an extremely low-income family.

   If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a nondiscriminatory basis to attract extremely low-income families to reach the statutory requirement.

C. Local Preferences

1. Residency Preference shall be given to HACD Applicants who are residents of the Greater Danbury Area, who work within the Greater Danbury area, whose last permanent address was within the Greater Danbury area and applicant has not claimed local residency preference in another community where the applicant is temporarily residing OR who have been offered employment in the Greater Danbury area. Residency Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, marital status, gender or familial status of any member of an Applicant household. Applicants claiming a HACD Residency Preference shall be required to verify this through:

   a Proof of residency at an address within the Greater Danbury Area limits (No length of stay verification will be imposed on Applicants claiming this Preference.); **or**

   b. Proof that the Applicant is currently employed or has obtained employment in the area; **OR**

   c Proof that the Applicant's last permanent address was within the Greater Danbury Area; **0R**

   D. Proof that an Applicant has not claimed local preference in another community.

C. Homelessness Prefererence

A Homelessness Preference shall be given to HACD Applicants and/or households that lack a fixed, regular and adequate nighttime habitation OR the primary nighttime dwelling is one of the following:

• A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);
• A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

Persons living with existing HACD residents or living with residents either as authorized or unauthorized members of the household or living with residents in private housing DO NOT qualify as homeless.

Verification Requirements:

1. Submission of a "Certificate of Homelessness" fully completed by an appropriate source or the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:
   a. supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);
   b. a public or private place not designed or used as regular sleeping place for human beings.
2 A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

D. Offers Unit

1. An offer of housing will be made after an applicant has been called off of the waiting list (s) completes a formal application for housing and is determined eligible and passes the Tenant Selection Criteria established in this Policy. If the applicant rejects an offer for a particular unit and this is the first unit offer rejected by the applicant, the applicant's name will remain on the waiting list (s). If it is the second rejection of a unit offer, the applicant's name will be removed from the waiting list (s).

2. For purposes of this policy, the applicant will not be considered to have been offered a unit if he/she provides clear evidence to the satisfaction of HACD that one of the following circumstances apply:

a. The unit is not of the proper size and type, and the applicant would be able to reside there only temporarily.

b. The applicant is unable to move at the time of the offer because of serious and unusual circumstances, which are beyond the applicant's control, and the applicant presents clear evidence, which substantiates this to HACD's satisfaction. Examples:

(1) A doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate;

(2) A court verifies that the applicant is serving on a jury, which has been sequestered.

c. Accepting the offer would result in undue hardship to the applicant not related to considerations of race, creed, color, national origin or language, such as making employment or day care facilities inaccessible, and the applicant presents clear evidence which substantiates this undue hardship to HACD's satisfaction.

3. An applicant must respond to, and accept or reject the offer within two (2) business days from the date the offer is made. If an applicant fails to keep a scheduled appointment to view a unit offered for occupancy or fails to respond to written correspondence from HACD within two (2) days, for other than a justifiable reason, such failure shall result in placement on the bottom of the waiting list.

4. When an applicant accepts an offer of housing, executes a lease agreement and provides all required forms and documents to HACD, and moves into the dwelling unit offered, the applicant’s name will be removed from the waiting list.

V. UNIT SIZE AND OCCUPANCY STANDARDS

A. Appropriate Unit Size

It is the policy of HACD to ensure that the dwelling units are occupied by families of the appropriate size. The following chart outlines the allowable number of occupants per bedroom based on HUD guidelines:

No. of Bedrooms	No. of Persons Min.	No. of Persons Max.
0	1	1
1	1	2
2	2	4
3	3	6
4	6	8
5	8	10

B. Factors in Dwelling Size Determination

Dwelling units will be assigned so that, with the exception of infants and very young children, parents have a separate bedroom. Units will be assigned so that the living room is not used for sleeping purposes. Assignment will take into consideration households who share joint custody of any individual under the age of 18 at least 50% of the time. Foster children shall be considered in determining dwelling unit size.

Established occupancy standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy by temporarily assigning a family to a larger size unit than is required. Such family shall be transferred to the proper size unit as soon as one becomes available.

The age, sex, and relationship of the family members will be taken into consideration in assigning families within the above ranges and the maximum number may be exceeded to permit a child less than five (5) years of age share a bedroom with the parents.

In the event of a family break up, the parent who retains custody of the children will be entitled to remain in the unit.

C. Bedroom Size Determination for Single Pregnant Individuals

When making bedroom size determinations, a single individual with no other children who is pregnant at the time of application (proof may be required by a licensed physician) or who is in the process of securing legal custody of any individual under the age of 18, will be housed in a two bedroom unit. If the pregnancy is terminated or legal custody is not granted, the applicant would no

longer qualify for a two-bedroom unit but would be considered for a one-bedroom unit. If the applicant is housed in a two-bedroom unit and the pregnancy is terminated or legal custody is not granted, the tenant is considered over-housed and the transfer policy regarding over-housed conditions applies.

D. Reasonable Exceptions in Emergency Situations

The criteria and standards prescribed above apply to all families applying for housing at HACD; however, reasonable exceptions to the standards listed above may be made in emergency situations, and in some cases, relationship, age, gender, health, or disability of family members may warrant assignment of a larger or smaller unit by HACD staff or at the request of the applicant family. Written approval of such cases will be made by the Executive Director or his/her designee.

E. Requirements for Live-In Aide

Any applicant or tenant who requires a live-in aide, who will be responsible for the essential care and well-being of a family member on a daily basis will be assigned a bedroom to accommodate this aide, provided that the applicant or tenant can show documentation to support the fact that the live-in aide would not be living in the unit except to provide necessary supportive services. A live-in aide will not be listed on the lease as a family member and does not have rights to the unit for continued occupancy as a remaining family member. The tenant is responsible for the live-in aide's actions under the "guest" references in this policy and the Lease Agreement. Lease violations, which are enacted by the live-in aide, are considered "guest" actions and are grounds for lease termination and tenant eviction.

F. Accessible Units

When an accessible unit becomes available, HACD shall offer the unit in the following order:

1. To current HACD tenants who have a disability or handicap who would benefit from the unit's accessible feature(s), but whose current unit does not have such features. If there is more than one current tenant requiring the accessibility features of the available unit, the family with the earliest written request for a transfer shall be selected for the unit.

2. To eligible and qualified households on the waiting list who have a disability or handicap and would benefit from the unit's accessibility features based upon the date and time of the application. This is despite the presence on the waiting list of households with earlier application dates who do not require the specific accessibility features of the available unit.

3. To other eligible and qualified households on the waiting list without disabilities. In this case, the household must agree, in writing, to transfer to a non-accessible unit at the request of HACD.

VI. LEASE

A. Lease Execution

At admission, a Lease, a Lease Addendum for Drug-Free Housing, and a Pet Agreement, if applicable, is to be entered into between HACD and each tenant family. The lease shall be for a twelve (12) month period and is automatically renewable for an additional twelve-month period, except for failure to comply with the eight (8) hour community service requirement discussed in Section B below. The dwelling lease is to be kept current at all times and is to reflect rent being charged and the conditions governing occupancy.

1. If, for any reason, any signer of the lease ceases to be a member of the tenant family, the lease will be cancelled, and a new lease, Lease Addendum, and Pet Agreement, if applicable, must be executed and signed by a remaining member of the family who qualifies and is determined to be eligible for continued occupancy by HACD.

2. If, for any reason, an adult member is added to the tenant family who was not previously on the lease, the lease will be cancelled, and a new lease, Lease Addendum, and Pet Agreement, if applicable, must be executed and signed.

3. If, for any reason, through birth, foster care, adoption, etc., a minor is added to the household, a lease change form must be executed.

4. If a tenant family transfers to a different unit operated by HACD, the existing lease will be cancelled and a new lease, Lease Addendum and Pet Agreement, if applicable, must be executed for the dwelling unit into which the family is to move.

5. If at any time during the life of the lease, a change in the tenant's status or HACD's needs result in the need for changing or amending any provision of the lease, or if HACD desires to waive any provisions with respect to the tenant, HACD at its sole discretion will have either:

    a. Cancel the existing lease and execute a new lease agreement; or

    b. Prepare an appropriate amendment and made it part of the existing lease. The new lease amendment is to be made a part of the permanent tenant file. A lease amendment is to be attached to the existing lease, and must be signed by both the tenant and HACD representative.

B. Community Service Requirement

1. The Quality Housing and Work Responsibility Act of 1998 mandates the Housing Authority of the City of Danbury to require that all adults living within public housing contribute 8 hours of community service (not including political activities) per month; or perform/participate in 8 hours of economic self-sufficiency activities/programs; or 8 hours of combined community service and economic self-sufficiency activities/programs. Exempt from the community service requirement is any adult who:

   a. Is 62 years of age or older;

   b. Is an individual with a disability, as defined under Section 216[I][ii] or 1614 of the Social Security Act; and who is unable to comply with this Section, or is a primary caretaker of an individual and can certify that he or she cannot comply with the community service requirement;

   c. Is an individual engaged in a work activity as defined in Section 407[d] of the Social Security Act;

   d. Is an individual that is exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the State of Connecticut, including a state-administered welfare-to-work program;

   e. Members of a family receiving benefits from a State Welfare Program.

2. The Authority will identify all adult family members who are apparently not exempt from the community service requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. HACD shall verify such claims

   The notification will advise family members that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 2003. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

3. The following activities shall be considered as satisfying the community service requirement:

a. Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

b. An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

c. Together with the resident advisory councils, HACD may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

4. It is the personal responsibility of all adult household members who are required to comply with the community service requirement to locate an agency or organization and to comply with the community service requirement. It shall be the responsibility of HACD to annually verify resident compliance with this community service requirement.

HACD shall ensure that all community service programs are accessible for persons with disability. HACD shall also ensure that the conditions under which the work is to be performed are not hazardous; the work is not labor that would be performed by HACD's employees responsible for essential maintenance and property services; or the work is not otherwise unacceptable.

HACD shall review resident compliance with the community service requirement 30 days before the expiration of each lease term. All activities undertaken by the resident to comply with the requirement shall require a certification letter from the organization/agency where the service/activity was performed.

If HACD determines that a household is not in compliance with the community service requirement, HACD may not renew or extend the household's lease upon expiration of the lease term and shall initiate action to terminate the tenancy of the household, unless HACD enters into an agreement with the household, prior to the expiration of the lease term. The agreement shall provide an opportunity for a household to cure non-compliance with the community service requirement, by allowing the non-compliant resident to participate in economic self-sufficiency programs or

by contributing hours of community service requirement over the 12-month term of the lease.

HACD shall not renew or extend a lease or provide any new lease for a dwelling unit to any household that includes an adult member subject to the community service requirement and who failed to comply with it.

C. Tenant Orientation

1. Eligible applicants selected for admission will be required to participate in a mandatory orientation program conducted by HACD to acquaint new tenant families with the following policies and procedures: the dwelling lease; maintenance procedures, housekeeping standards, services provided by HACD, resident initiative activities, grievance policy, tenant rights, responsibilities and obligations, the rent collection policy, and the operation of heating, cooling, and plumbing equipment in the units.

2. The terms and conditions of the Drug Free Housing Addendum will be discussed at length with all adult family members. All adult family members will be required to sign this addendum.

3. Failure to attend a scheduled orientation session without notice to HACD will result in the family's application being placed at the bottom of the list.

4. The orientation may be re-scheduled twice by the applicant for good reason, provided the applicant provides written documentation of why the orientation was missed. HACD solely will determine if the absence was for good reason, i.e. medical reasons, employment situations, etc. After two missed orientations, the family's application will be removed from the waiting list.

D. Dwelling Unit Inspection Policy

1. *Pre-occupancy*. Prior to occupancy a HACD representative and the new tenant will inspect the premises. HACD will furnish the tenant a written statement of the condition of the premises and the appliances provided in the dwelling unit where appropriate. The statement will be signed by HACD representative and the tenant, and a copy will be kept in the tenant's file.

2. *Notification of Inspections.* HACD will provide the tenant at least forty-eight (48) hours written notice of inspection. If no one is home and the tenant has not contacted HACD to reschedule the inspection, HACD will deem that the tenant has given HACD permission to enter the unit and conduct the inspection in their absence. If children under the age of 16 are at home with no adult supervision, the inspection will not be performed

and the tenant may be terminated and evicted for failure to provide access to the unit for the inspection.

3. *Annual Unit Inspections.* An inspection of each dwelling unit will be conducted on at least an annual basis to check the physical condition of each occupied limit. In addition, HACD will conduct an annual housekeeping inspection. HACD will furnish the resident with a written statement of unit conditions and/or charges, if any, for repairs or removal of non-approved alterations to the unit.

4. *Special Inspections.* Representatives from HUD and/or other US Government Officials may visit HACD to monitor operations and, as part of the monitoring, may inspect a sampling of HACD's public housing inventory.

5. *Move-Out*. Immediately after a tenant moves out, a HACD representative will inspect the dwelling unit. The tenant is encouraged to participate in this move-out inspection and must contact the management office prior to move-out to schedule the joint inspection. A written statement of the unit conditions, and any HACD provided appliances will be signed by both parties.

   A statement of repair/replacement charges for tenant caused damages and charges for cleaning of the unit and appliances, if necessary will be furnished to the tenant and deducted from his/her security deposit if remittance is not made to HACD.

6. *Random/Emergency Inspections.* HACD, in its sole discretion, and without cause may randomly and periodically inspect units. In the event of an emergency, written notice may not be given and HACD may enter the unit regardless of which family members are present.

7. A copy of the move-in and/or move-out**,** and housekeeping inspection reports will be kept in the tenant files.

8. Annual Unit Inspections and Preventive Maintenance (PM) inspection forms will be kept in the unit maintenance file.

E. <u>Rent, Other Charges, and Rent Adjustments</u>

1. *Rental Payments.* Families have a choice of rental payments in HACD's federal public housing (Laurel Gardens, High Ridge Gardens, Eden Drive, Wooster Manor, Putnam Towers and Scattered Sites). HUD regulations provide that public housing families can elect annually whether the monthly rent is a flat rent or income-based rent. Flat rents are set by HACD based on the rental value of the unit. Income-based rents are calculated based on the level of the resident's income and shall be the

higher of 10% of income, 30% of adjusted income, or the minimum rent. Families experiencing hardships may switch from paying flat rents to income-based rents. Incomes of families paying flat rents must be reviewed not less than once every three years; incomes of families paying income-based rents must have income and family composition reviewed annually.

Rents in HACD's state developments (Glen Apartments, Crosby Manor, Mill Ridge, and Fairfield Ridge) are established as a base rent or 30% of income, whichever is greater (See Appendix B).

2. *Minimum Rent.* HACD has established $50 as its minimum Total Tenant Payment (TTP) for its federal public housing units. A hardship exemption shall be granted to Tenants who can document that they are unable to pay the required rent amount because of a long-term hardship (over 90 days). Examples under which Tenants would qualify for the hardship exemption to the minimum rent would include but not be limited to the following:

    a. The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;

    b. The family would be evicted as result of the imposition of the minimum rent requirements;

    c. The income of the family has decreased because of changed circumstances, including loss of employment;

    d. A death in the family has occurred; or

    e. Other circumstances as determined by HACD including an increase in expenses because of changed circumstances for medical costs, childcare, transportation, or other familial expenses.

3. *Flat Rents*. HACD, in compliance with HUD regulations, has implemented flat rents for each unit size for its public housing units, based on the rent reasonableness study prepared for the Section 8 program. Families may elect to pay a monthly flat or income-based rent (See Appendix B).

4. *Utility Allowance*. Families residing in units with check-metered utilities or in units where they pay all utilities, will receive an allowance for tenant paid utilities. If the utility allowance exceeds the Total Tenant Payment, the resident will receive a payment from HACD equal to the amount by which the allowance exceeds the Total Tenant Payment.

5. *Maintenance Charges*. Schedules of charges for maintenance repairs and other services shall be publicly posted in a conspicuous place in the

management office and shall be furnished to applicants and tenants upon request. HACD will notify tenants in writing when such charges are assessed. These charges shall become due and payable thirty (30) days after such notice has been given to the tenant. A copy of all work orders for tenant abuse are filed in the tenant file.

6. *Late Charges.* Rent is due and payable on the first day of the month. A late charge of $25.00 shall be assessed when rent or other charges are not paid on or before the 10th day of the month. This charge is due immediately.

7. HACD will charge $25.00 for a returned personal check. HACD will no longer accept personal checks from residents who have written bad checks.

8. *Security Deposit.* A security deposit will be charged at the time of admission for all HACD properties. A schedule of security deposits required is included in Appendix C.

VII. REEXAMINATION OF INCOME AND FAMILY COMPOSITION, ADJUSTMENTS AND OTHER ANNUAL REQUIREMENTS

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

A. Annual Reexamination Procedures

1. The income, allowances and family composition of HACD's federal public housing tenant households electing an income-based rent shall be reexamined at least once a year in accordance with an established reexamination schedule. Residents electing to pay a flat rent shall have family composition reexamined annually and income reexamined every three years. Reexaminations determine the tenant's monthly rent, eligibility for continued occupancy and the required unit size. HACD follows all pertinent HUD regulations in its completion of reexaminations. On an annual basis, each family residing in one of its federal public housing units will be provided the opportunity to choose between an income-based or flat rent.

2. Each year prior to a public housing resident's anniversary date, HACD will send a formal letter offering a choice between a flat rent and an income-based rent and scheduling the date/time of the reexamination interview. At the appointment, HACD will assist the family in identifying the rent method that would be most advantageous for the family. If the family chooses to select the flat rent without meeting with HACD, they may make this selection on the notice described below and return the form to HACD. In such cases, HACD will cancel the reexamination appointment.

   The annual notice sent to all current residents regarding the reexamination process will state the following:

   a. Each year at the time of the annual reexamination, the family has the option to pay a flat rent amount or have their rent based on income.

   b. The amount of the applicable flat rent.

   c. The amount of the current income-based rent based on the most current information available.

   d. A fact sheet about income-based rent that lists and explains the types of income included, the most common types of income excluded, and the categories of allowances that are deducted from income.

e. Regardless of whether a resident currently pays an income-based or flat rent, a criminal background check will be requested for all adult family members and all will be required to execute a Drug Free Housing Addendum each year.

f. Families who choose to continue to pay a flat rent are required to go through the income reexamination process every three years, rather than annually for residents paying an income-based rent.

g. Families who choose a flat rent may request to have a special reexamination and return to an income-based rent at any time for the following reasons:

(1) The family's income has decreased.

(2) The family's circumstances have changed and expenses have increased for childcare, medical care, etc.

(3) Other circumstances which have created a hardship for the family such that an income-based rent would be more financially feasible at this time.

h. The date and time of the annual reexamination appointment.

i. The name and phone of a HACD staff to call to get additional information and guidance on flat and income-based rents.

j. A certification for the family to sign accepting the flat rent.

3. At the time of the reexamination, families must provide HACD with all necessary information to verify income (annually or every 3 years), and family composition (annually) and sign all required certification forms and the Authorization for Release of Information form (see Appendix G for definition of Income).

4. In the event that a tenant household fails to keep a scheduled reexamination appointment or promptly submit all necessary information, he/she shall be given ten business (10) days from the date of written notification to provide HACD with the required information.

In the event the tenant fails to participate in the interview and/or to provide information required by HACD, the Authority may establish the tenant's rent based upon HACD flat rents until the matter is resolved and/or terminate the tenant from the program.

Employment and income data, assets, full-time student status, medical expenses (elderly, disabled and state moderate families only), childcare

expense, and handicapped assistance expenses will be verified, documented and placed in the tenant's folder.

Third party written verifications will be obtained whenever possible. When HACD and tenant household have made all reasonable effort to obtain third party written verifications, documents obtained from the tenant and photocopied are an acceptable form of verification, when not prohibited by law. If photocopying is prohibited by law, HACD staff will sign a statement confirming that the verification documents were viewed by recording the document source, date, time, amount, etc. Oral third party verifications are also acceptable, if properly documented. When such documents cannot be photocopied or orally verified, HACD will proceed with processing using the best possible documentation and information available. All verifications will be maintained in the tenant's folder.

Verified information will be analyzed and a determination of rent and of the appropriate unit size made.

5. *Determination of Compliance with Community Service Requirements.* HACD will determine on an annual basis whether adult residents subject to the eight (8) hours a month service requirement are in compliance. HACS will also determine if adult residents originally exempt from the requirements have become non-exempt. Adult residents who, because of the annual review, are determined to be non-exempt will be required to comply with the community service and self-sufficiency requirement. For residents paying a flat rent, the review will be performed and appropriate action taken by HACD 12 months after the initial status determination and every 12 months thereafter.

   If a resident is determined to be non-compliant with the monthly community service requirement, HACD will notify the family of the following:

   a. The family member(s) determined to be non-compliant.

   b. That the determination is subject to the grievance procedure.

   c. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

6. *Receipt of a Letter or Notice From HUD Concerning Income.* If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to his or her within ten (10) days of receipt by the resident.

The property manager must reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication within five (5) days of receipt of the notice from the resident. This shall be done as promptly as possible.

After the reconciliation is complete, HACD shall adjust the resident's rent. In addition, if the resident had not previously reported the proper income, HACD shall take one of the following actions:

a. Immediately collect the back rend due to the agency;

b. Establish a repayment plan for the resident to pay the sum due to the agency;

c. Terminate the lease and evict for failure to report income; or

d. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

7. *Temporary Rent Determinations and Special Reexaminations.* When it is not possible to determine the anticipated annual income with any reasonable degree of accuracy at the time of admission or reexamination, a temporary determination of income and rent will be established, giving due consideration to the tenant's past income and other available information. An interim reexamination will be scheduled to take place every 30 days until a reasonable estimate of the Adjusted Income can be made. Rents determined at special reexaminations shall be made effective the first of the second month following the final rent determinations. Until the final rent determination can be made, the family will pay rent based upon the existing Adjusted Income.

   If the Total Family Income can be reasonably estimated at the time scheduled, the reexamination is to be completed and actions taken as appropriate to adjust the Tenant Rent amount.

   If a tenant claims an annual income of zero (0), the tenant will sign a form certifying zero income status monthly. Fraudulent certification will result in eviction.

8. *Changes in Rent*

   a. Limit on rent increases.

      (1) Federal housing regulations preclude HACD from increasing a qualified family's rent as a result of an increase in income due to employment during the cumulative twelve (12) month period beginning on the date

a member of the family is employed or experiences an increase in annual income due to employment. A qualified family is a family currently living in public housing whose:

- annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment; or
- annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program; or
- annual income increases as a result of new employment or increased earnings of a family member, during or within six (6) months after receiving assistance, benefits or services under any state program for Temporary Assistance for Needy Families (TANF) funded under Part A of Title IV of the Social Security Act, as determined by HACD in consultation with the local TANF and Welfare to Work agencies.

(2) During the second cumulative twelve (12) month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income due to employment, HACD will exclude from annual income 50% of any increase in annual income attributable to employment over the income of that family member prior to the beginning of employment.

(3) HACD will limit the disallowance of increased income of an individual family member outlined in (i) and (ii) above to a lifetime 48-month period. The disallowance of increased income is limited to a maximum of 12 months under (i) and a maximum of 12 months under (ii) above, during the 48-month period beginning from the initial exclusion.

(4) This disallowance of increases in income as a result of employment does not apply for purposes of admission to the public housing program (including the determination of income eligibility and income targeting).

b. Loss of Welfare Benefits. If a family's welfare benefits are reduced, in whole or in part, for a family member because of fraud or because of a welfare agency sanction against a family member

for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program, HACD will not reduce the rent to reflect the lost benefit. HACD will include in the family's annual income for purposes of determining rent, an imputed welfare income. Imputed welfare income is the amount of annual income not actually received by a family as a result of a welfare benefit reduction, that is included in the family's income for purposes of calculating rent.

HACD will request from the welfare agency the amount and term of any specified welfare benefit reduction for a family member and will use this information to determine the amount of the imputed welfare income for a family.

(1) HACD may deny a request for a rent calculation only after obtaining written verification from the welfare agency that the family's benefits have been reduced for one of the reasons stated above.

(2) Residents subject to the imputed welfare income requirement and who disagree with the determination may request a grievance hearing in accordance with HACD's Grievance Procedure. The tenant is not required to pay an escrow account deposit for the portion of the tenant rent attributable to the imputed welfare income in order to obtain a grievance hearing.

(3) This restriction does not apply if the reduction in benefits is a result of:

- The expiration of a lifetime time limit on receiving benefits; or
- A situation where the family has complied with welfare program requirements but cannot obtain employment (e.g., the family has complied, but loses welfare because of a duration time limit such as a cap on welfare benefits for a period of no more than two years in a five year period).
- HACD will not include imputed income in the annual income of a family who was on the waiting list at the time the sanction was imposed by the welfare agency.

c. Rent Increase. Increases in rent shall be effective on the scheduled reexamination effective date, with 30 days advance notice, provided the tenant has complied with all reporting requirements.

When the tenant has failed to attend interviews or to provide required information, HACD may increase the rent retroactive to the reexamination effective date, and the balance of such retroactive rent adjustment must be paid within ten (10) business days of notification. Retroactive charges shall not be made when delays are solely the fault of HACD.

d. Rent Decrease. Decreases in rent shall take effect on the first of the month after the month in which the change was reported and verified.

B. Eligibility for Continuing Occupancy

HACD shall verify all information provided by the tenant family at the time of the annual reexamination and will annually request criminal background checks on all members of the household sixteen (16) years of age and older. After reviewing all information received, only those tenants meeting all of the requirements listed below will be considered eligible for continued occupancy:

1. Qualify as a family or the remaining member of a tenant family; and

2. Have exhibited appropriate conduct since residing in one of HACD's housing programs including:

   a. Have not interfered with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare;

   b. Have not adversely affected the physical environment of the community;

   c. Have not adversely affected the financial stability of the development;

   d. Have not illegally used a controlled substance or engaged in drug-related criminal activities on or off the premises;

   e. Have not interfered with the health, safety, or right to peaceful enjoyment of the premises by other tenants because of the abuse of alcohol;

   f. Have not violated any terms and conditions of the Drug Free Housing Addendum.

3. Have abided by the terms and conditions of the lease agreement, and all policies adopted by HUD that are incorporated in the lease agreement by reference all other addenda to the lease agreement.

4. Have signed any required new or existing lease addendum; and

5. Have complied with the eight (8) hour per month community service requirement, if applicable. HACD will determine on an annual basis whether non-exempt residents are in compliance.

C. Interim Reexaminations

1. Interim reexaminations will be conducted for any of the changes listed in this section which must be reported to HACD within ten (10) business days of their occurrence. Failure to report changes as required may result in a retroactive rent charge and/or eviction action against the tenant. Tenants must report any change in household composition (See D below).

2. Tenants may report the following changes which would result in a decrease in the family's rent:

   a. Decrease in income expected to last at least 30 days; and

   b. Increase in allowances or deductions.

3. Tenant(s) must report if they begin receiving public assistance or pubic assistance is terminated.

4. Tenant(s) may report any increase in employment income during the 12 month period between annual reexaminations within ten (10) business days. HACD will not conduct an interim reexamination.

5. An interim reexamination may also occur should it be found that the tenant has misrepresented the facts upon which the family’s rent is based, so that the rent being paid is less than what should have been charged. In these instances, tenant misrepresentations are considered fraud, and appropriate actions will be taken, including but not limited to: lease termination and eviction, retro-active rent charges, referral to a collection agency, and prosecution.

6. For interim reexaminations, increases in rent shall become effective on the first day of the second month following the month the change was reported and verified, provided the change was reported within ten days of its occurrence and the family complies with the verification requirements and completes a reexam. Decreases in rent shall take place on the first day of the month following the month in which the change is reported and verified. The effective dates of changes that are not reported in a timely manner are covered in #5 below.

7. Errors/Omissions, Misrepresentations/Failure or Delay in Reporting Changes (in the interest of brevity, the word "error" is used in this section

to represent errors, *omissions*, misrepresentations, and failure to report changes). If an error in rent is revealed at any time, an appropriate adjustment will be made to correct the error as follows:

a. Errors which are the fault of the tenant:

(1) Increased rent shall be retroactive to the first day of the month following the date the change occurred.

(2) Decreased rent shall be effective on the first day of the month following the month the change was reported.

b. Errors not the fault of the tenant:

(1) Increased rent shall be made effective the first day of the second month following the date the error was discovered.

(2) Decreased rent shall be made retroactive to the date of the rent adjustment in which the error occurred.

D. Changes in Household Composition

1. The tenant is required to report in writing any change in household composition within ten (10) days of the change.

2. A newborn child, an adopted child under 18 years old, or a child under 18 years old for whom custody has been awarded by a court to the Head of the Household or the spouse, may be added to a tenant's lease. Documentation must be provided to HACD within 30 days of the event, i.e. birth certificate, custody court papers, etc. No other new household member may be added to the tenant's lease unless and until that person has provided the required information to HACD and been determined eligible for admission according to the guidelines specified in Chapter II of this policy and a unit of the appropriate size is available. HACD has the right to deny admission to any person found to be ineligible.

3. A tenant must provide documentation as required by HACD when reporting that a family member has vacated the household. In the case of an income producing household member or any member that HACD has reasonable cause to believe has been involved in criminal activity or drug-related criminal activity, HACD will require at least two documents verifying the new address of the departing family member or other evidence deemed acceptable by HACD. Utility bills, a driver's license, an automobile registration, employment verification, a lease or a rent receipt bearing the family member's name, new address and a date are examples of acceptable evidence. Court papers indicating that a family member has left the household such as a Petition for Dissolution of Marriage, a Petition

for an Order of Protection from Abuse, or a Petition for Legal Separation may also be acceptable.

4. A tenant eligible for a transfer to a larger or smaller unit as the result of approved changes in household composition may request a transfer and be placed on the master transfer list effective the date the transfer request is approved (see Chapter VIII). A tenant reporting a decrease in household size which changes the unit size for which the family is eligible will not be required to be placed on the transfer list until the effective date of the family's next annual reexamination.

E. Visitors

Tenants will be allowed to have visitors for a period of up fourteen (14) cumulative days in any one calendar year (twelve-month period), except in the case of a family member requiring care during illness or recuperation from illness or injury as certified in writing by a physician. Written permission must be obtained from HACD for any deviation from the occupancy standards listed in this policy.

VIII. UNIT TRANSFERS

A. Introduction

1. Transfers of tenants from one unit to another will be approved solely in accordance with this policy.

2. Transfers shall be made without regard to race, creed, color, gender, familial status, disability or national origin**.**

3. Transfers between programs (State/Federal) must be approved by the Executive Director.

4. Tenants shall not be transferred to a dwelling unit of equal size except for transferring a non-handicapped family residing in a handicap-accessible unit alleviating hardships or other undesirable conditions as determined by the Executive Director or designee, or transferring to a scattered site unit.

5. Administrative transfers will only be made when tenants are not delinquent in rent, have good housekeeping habits, and have not caused damage to the current unit being occupied.

6. Transfer requests shall be placed on a Transfer List in the order of the date the request is approved. All transfer requests shall be reviewed by Executive Director or his/her designee. Separate transfer lists shall be maintained for each development; however, a master listing of transfer requests shall be maintained at the main office of HACD by leasing staff.

7. With the exception of moves related to modernization activity (relocation) or in the case of an emergency, a tenant family transferring from one apartment to another is responsible for any costs associated with moving to the new apartment. All costs incurred for moves paid by the Authority shall be approved by the Executive Director.

B. Type of Transfers

HACD has four types of transfers: Emergency and Administrative - Category 1, 2 and Category 3**.**

1. *Emergency Transfers* are permitted when the unit or building conditions pose an immediate threat to resident life, health or safety, as determined by HACD. Emergency transfers may be made to repair unit defects hazardous to life, health, or safety, to alleviate verified medical problems of a life threatening nature, or, based on documentation provided by a law enforcement agency, to protect members of the household from criminal acts, or who may be victims of hate crimes or extreme harassment. Emergency transfers shall take priority over new admissions.

a. HACD is not required to give prior notice of an emergency transfer.

b. Emergency conditions that exit due to resident abuse or neglect will be considered grounds for a transfer, however, the resident will be charged for the damages caused in the unit.

c. Refusal to make an emergency transfer is grounds for lease termination and eviction.

2. *Administrative Transfers, Category 1,* include transfers to alleviate verified medical problems of a serious nature, permit modernization of units, permit a family that requires a unit with accessible features to occupy such a unit, and remove residents who are witnesses to crimes and may face reprisals (as documented by a law enforcement agency). These transfers shall take priority over new admissions.

   Requests for transfers under Administrative, Category 1 will be made to the Property Manager. The resident will provide the Property Manager with the necessary verification and/or documentation to substantiate the need for a transfer. Transfers may also be initiated by HACD.

3. *Administrative Transfers, Category 2,* may be made to correct occupancy standards (i.e. over/under housed conditions), to address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas, or for resident hardship situations. These transfers do not take priority over new admissions and will be processed as soon as feasible taking into account HACD's vacancy rate.

   a. Transfers to correct occupancy standards may be recommended at the time of re-examination or interim redetermination. This is the only method used to determine over/under housed status.

   b. Residents in an over/under housed status will be advised within 30 days of the annual or interim reexamination that a transfer is recommended and that the family has been placed on the transfer list.

   c. When a head of household, originally housed in a bedroom alone, has a child, that child shall remain in the parent's bedroom until he/she is two (2) years of age. After age 2, a Category 2 Administrative Transfer may be recommended.

   d. Residents may request a personal hardship transfer, to provide better access to employment, childcare, etc. The resident will provide the Housing Manager with the necessary verification and/or documentation to substantiate the need for a transfer. These

transfers will be made after other listed transfers, as units are available, and based on the vacancy rate.

4. *Administrative Transfers, Category 3.* HACD's scattered site properties are not occupied with residents selected off of the federal public housing waiting lists. Current residents of HACD's federal low-income housing programs have the opportunity to transfer to one of the Authority's scattered site properties after they have successfully resided in one of the federal public housing developments for a period of not less than 12 months.

   These scattered site units are located throughout the City of Danbury and consist of single, duplex, and three family dwellings. Residents of HACD's scattered sites must take on many more responsibilities that they currently have living in one of the apartment complexes. Many would consider a move to a scattered site rental the first move towards homeownership. Utilities such as gas, electric and trash removal will be the resident's responsibility although they do receive a utility allowance each month. Clearing sidewalks, driveways and walkways of snow during the winter and mowing the lawns in the spring and summer are just a few of the additional responsibilities. In addition, residents of the scattered site properties are required to pay a security deposit equal to the local FMR for the bedroom size required.

   If a family currently residing in a federal public housing unit desires to be considered for residency in one of the Scattered Site units, the following must occur prior to the actual move:

   a. Residents shall provide his or her current property manager with a Request to Transfer to Scattered Site Form. Upon receipt of the Request Form, the property manager shall perform a home visit and housekeeping inspection prior to approving the request. The date this form is approved by the property manager is the date the family will be placed on the Transfer List and the date the required twelve-month period of residency begins.

   b. In order to be approved for a transfer to a scattered site unit, the household must earn and maintain at a minimum of 10 points over a 12-month period.

   c. The property manager will be responsible for documenting and monitoring points earned by the family during the 12-month period as follows:

      (1) Two Points: Earned each month for paying rent by the 5th and with no outstanding balance.

(2) One Point: Earned by the household actively participating in the housing community and resident activities.

(3) One Point: Earned by receiving a good housekeeping status for both the dwelling unit and any area immediately outside of the unit as a result of the annual inspection.

(4) One Point: Earned by the family having no involvement with the police over the course of the 12-month period.

d. The Authority reserves the right to determine prior to approval of a transfer to a Scattered Site unit the ability of the family to meet financial obligations including payment of all utilities.

C. Unit Offers

1. Other than for emergency transfers, HACD has the right to deny a residents' request for a transfer.

2. A tenant that has received a formal transfer offer is given two (2) business days to accept the offer and sign a Dwelling Lease for the new unit. Thereafter, the tenant is given an additional two (2) business days to move personal belongings. If the transfer has not been completed and keys to the former unit returned after four (4) days, per diem rent for the former unit will be charged in addition to rent for the new unit until the keys are returned to the appropriate HACD office.

3. If the tenant refuses a unit offer, the tenant's lease may be terminated in accordance with the lease, or at HACD's discretion, the tenant can be placed at the bottom of the transfer list as of the date of refusal and the tenant will be notified in writing. During the entire proceedings, the tenant will be advised of his/her rights under the Grievance Policy.

D. Extended Family

Members of an extended family living in a HACD unit may not be separated into two dwelling units through a transfer application. Specific family members may apply for a separate unit using the application procedures described in this Policy. Members of such a family will receive no preference on the standard waiting list (s) as a result of occupancy in a HACD unit.

E. Revision or Suspension of Transfer Policy

HACD reserves the right to revise or suspend its Transfer Policy because of efforts to decrease vacancies or any other management initiative. Transfers during such times will be treated on a case-by-case basis solely at the discretion of the Executive Director.

IX. TERMINATIONS

A. Termination Notices

1. The tenant must give a written notice to HACD of at least two (2) weeks for state housing and at least 30 days for federal public housing of intent to terminate the lease and provide a forwarding address in order to receive any refund of the tenant's security deposit.

2. If HACD terminates the lease of a tenant household, a written Notice to Quit must be given to an adult member of the household as follows:

   a. When the health or safety of other tenants or employees of HACD is threatened, notice of HACD's intention to terminate the lease in a reasonable amount of time (not to exceed 30 days) considering the seriousness of the situation. In the case of any drug-related criminal activity on or off the premises, HACD will provide a three (3) day notice of HACD's intention to terminate the lease.

   b. In the case of failure to pay rent which includes all payments due under the lease, notice of HACD's intention to terminate the lease in fourteen (14) days unless all amounts due under the lease have been paid before that date.

   c. In all other cases, notice of HACD's intention to terminate the lease at least thirty (30) days.

3. The Notice to Quit to the tenant shall state reasons for the termination and shall inform the tenant of the right to make such reply as tenant may wish. The notice shall also inform the tenant of the right to examine, prior to hearing or trial, and copy at tenant's expense, HACD documents directly relevant to the termination. The notice shall inform the tenant of the right to request a hearing in accordance with HACD's Grievance Policy (if the Grievance Policy is applicable to the dispute involved).

B. Reasons for Termination

HACD may not terminate or refuse to renew the lease except for serious or repeated violations of the terms of the lease including, but not limited to:

1. The failure to pay rent or other payments when due;

2. Repeated late payment of rent, defined as failure to pay the amount of rent or other charges due by or on the 10th day of the month. Three such late payments within a twelve month period shall constitute repeated late payment;

3. Failure to pay electric, gas or heating bills when Tenant is responsible for paying such bills directly to the supplier of utilities;

4. Misrepresentation of family income, assets, or composition at the time of admission or anytime thereafter;

5. Failure to supply, in a timely fashion, any certification, release, information or documentation on family income, assets or composition needed to process re-examinations or interim re-determinations;

6. Serious or repeated damage to the apartment, creation of physical hazards in the apartment, common areas, grounds or parking area of HACD's property;

7. Behavior and/or activity by Tenant, household member, guest or visitors which disturb other residents' peaceful enjoyment of their apartments; and/or is not conducive to maintaining all HACD projects in decent, safe and sanitary conditions;

8. Drug-related criminal activity by the Tenant, household member, guest or visitor on or off the premises. With respect to a public housing resident convicted of manufacturing or producing methamphetamine on the premises, eviction shall be permanent. Premises shall be defined as the building or complex in which the dwelling is located, including common areas and grounds;

9. Criminal activity by Tenant, household member, guest or visitor including criminal activity that threatens the health, safety, or right to peaceful enjoyment of HACD's public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises as defined by HACD's "One-Strike and You're Out Policy" contained in Appendix D;

10. Alcohol and/or controlled substance abuse that HACD determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;

11. The presence of weapons or illegal drugs in the resident's apartment;

12. Any fire on HACD premises caused by the tenant, household members guests or visitors by their own actions or neglect;

13. Uninhabitable apartment conditions caused by the tenant, a household member, guests or visitors by their own actions or neglect;

14. Refusal of an offer of a new lease;

15. Failure to accept a transfer when currently residing in a unit that is too large or too small for the family based on HACD's Occupancy Standards or to accommodate an administrative need of HACD including but not limited to the disposition, demolition or modernization of the unit;

16. Abandonment of the unit;

17. Failure to comply with the Eight Hour Community Service Requirement as determined appropriate by HACD; and

18. Other serious or repeated violations of any material term of the lease.

C. Written Records

Written records documenting eviction actions shall be maintained by HACD in strict confidence and shall contain all of the following information:

1. Name of tenant and identification of unit occupied.

2. Copies of the Notice to Quit and any subsequent correspondence or notices.

3. Specific reason(s) for eviction.

4. Responses or answers, if any, received from the tenant.

5. Date and method of notifying tenant of reasons for termination and documentation of any conference(s) with the tenant, including the names of conference participants.

6. Dated and signed records of the minutes of any informal hearing held.

7. Date and description of the final action taken.

D. Abandonment of the Unit

HACD will comply with Connecticut state law regarding abandonment and disposition of property left on the premises.

1. If HACD has reason to believe that a resident has vacated or abandoned the apartment, failed to pay current rents, and has not notified HACD of his/her absence, HACD will take steps to:

   a. Serve the tenant with a Notice to Quit;

   b. Reenter and take possession of the dwelling unit;

c. Remove any possessions and personal effects remaining in the premises, if the occupant does not contact HACD;

d. Dispose of all abandoned property in accordance with the state policy, if the occupant does not reclaim such possessions and personal effects within thirty days after the notice.

2. HACD shall take inventory of any possessions and personal effects of the occupant on the premises and shall remove and keep them for not less than thirty days. The occupant may reclaim such possessions and personal effects from HACD within the said thirty-day period. If the occupant does not reclaim such possessions and personal effects by the end of the said thirty-day period, HACD may dispose of them in accordance with Connecticut state law.

X. POSTING REQUIREMENTS/REVISIONS

A. Posting Requirements

This document will be publicly posted in a conspicuous location in the site offices and will be furnished to applicants and tenants upon request.

B. Revisions

This document may be modified by HACD provided that HACD shall give at least a thirty-day written notice to tenants setting forth the proposed modification, the reasons therefore, and providing tenants an opportunity to present written comments which shall be taken into consideration by HACD prior to the proposed modification becoming effective. A copy of such notice shall be:

1. Delivered directly or mailed to each tenant; or

2. Posted in a conspicuous place at the site offices or in a similar central business location within the site.

XI. REVISION OF OCCUPANCY POLICY RESULTING FROM CHANGES IN LOCAL, STATE, OR FEDERAL LAW OR REGULATION

The provisions of this plan are based upon local, state and federal law and regulation. Should any applicable law or regulation change, this plan will be deemed automatically revised. To the extent that the change is mandatory (allowing no Authority discretion), the text of the plan will be revised without requirement for administrative processing. In the event a conflict in this document arises due to changed laws or regulations, the laws and regulations specifically promulgated for the applicable project/program will take precedence. In the event HUD regulations change the implementation of the programs governed by this document, the HUD regulatory changes will take precedence over the provisions listed in this document.

XII. MISREPRESENTATION

The tenant shall be notified in writing if HACD finds evidence that the tenant or any adult member of the tenant family has misrepresented facts affecting the family's eligibility or rent. Willful misrepresentation of facts may result in retroactive rent charges, eviction action, and/or criminal prosecution.

Section 1001 of Title 18 of the United States Code makes it a criminal offense to knowingly make a false statement to any department or agency of the United States as to any matter within its jurisdiction and establishes penalties or fines up to $10,000 and/or imprisonment not to exceed five years.

XIII. GRIEVANCE POLICY

The Grievance Policy contained in Appendix F sets forth the requirements, standards, and criteria established to assure the tenants of HACD an opportunity for a Hearing if he or she disputes any Authority action or failure to act involving the tenant's lease or Authority regulations which adversely affect the individual tenant's rights, duties, welfare or status.

Each tenant and tenant organization shall be given a copy of the Grievance Policy and it is incorporated into this Policy on Admissions and Continued Occupancy and the lease by reference.

XIV. RELOCATION

When HACD intends to rehabilitate a development or developments and rehabilitation activities will require tenants to move temporarily or permanently, a Relocation Plan will be developed in cooperation with the affected tenants. The plan will dictate preferences to which relocatees will be entitled and their rights to housing choices, moving expenses, etc. Such preferences may affect the order of selection for applicants and transferees, and the Relocation Plan, therefore, will serve as an amendment to this policy.

APPENDICES

APPENDIX A
INFORMAL REVIEW PROCEDURES

APPLICANTS FOR PUBLIC HOUSING ONLY

I. Applicability:

A. HACD will provide an opportunity for an Informal Review regarding a decision denying assistance to an applicant, including a decision:

1. Denying placement on the waiting list.

2. Denying participation in HACD's state and federal Public Housing Program.

B. HACD is not required to provide an opportunity for Informal Review:

1. To review discretionary administrative determinations by HACD, or to consider general policy issues or class grievances.

2. To review HACD's determination of the number of bedrooms determined under the standards established by HACD in accordance with HUD regulations.

II. Procedures:

A. HACD shall give an applicant prompt written notice of a decision denying assistance to the applicant, including a decision of ineligibility for housing, ineligibility for any of the Tenant Selection Criteria, or removal from or denying placement on the waiting list. The notice shall also state that the applicant may request in writing an Informal Review of the decision, and shall describe how to obtain the Informal Review.

B. The applicant must submit a written request for an Informal Review within ten (10) business days of notification of the decision denying assistance.

C. If the applicant's request is not submitted within ten (10) business days or in another way fails to comply with requirements, the request will be denied and the applicant will be promptly notified in writing.

D. If the request meets the criteria, an Informal Review will be scheduled within fifteen (15) business days of the request.

E. The Informal Review shall be conducted by any person or persons designated by the Executive Director, other than a person who made or approved the decision under review or a subordinate of such person.

F. The applicant shall be given an opportunity to present written or oral objections to HACD's decision.

G. HACD shall promptly notify the applicant in writing within ten (10) business days of the final decision after the Informal Review, including a brief statement of the reasons for the final decision. If an applicant is successful in his/her appeal, HACD shall restore or upgrade his/her application on the waiting list, as applicable.

APPENDIX C
SCHEDULE OF SECURITY DEPOSIT REQUIREMENTS

Federal Properties
Laurel Gardens - $100
Eden Drive - $100
Wooster Manor - $100
Putnam Towers - $100
Scattered Sites – an amount equal to the local FMR for the bedroom size

State Properties
Crosby Manor - $100
Glen Apts - $100
Moderate Rental – 2 BR: $285
3 BR: $294
4 BR: $303

Ives Manor - $100

Moderate Rehab Units – one months' TTP

SRO units – no security deposit

Per Deposit: A Pet Deposit of $150.00 is required at all HACD Properties.

APPENDIX D
"ONE STRIKE, YOUR'RE OUT POLICY

The residences owned and operated by the Housing Authority of the City of Danbury provide decent, safe and affordable housing for families. It is our intention to endorse and implement a policy that will create and maintain a safe and drug-free community, help maintain an environment where children can live safely, learn and grow up to be productive citizens, and assist families in their goals in the pursuit of self-sufficiency.

During the application process, the Authority will request criminal background checks for all family members aged 16 years and older. If, during the review, there is an indication that the family or any family member is engaged in drug-related criminal or violent criminal activity, HACD will conduct closer inquiry to determine whether the family should be denied admission.

Persons evicted or terminated from any unit or program administered by the Authority or another PHA because of drug-related criminal activity are ineligible for admission for a three-year period beginning on the date of such eviction/termination.

The Authority will deny participation in the program to applicants where it is determined there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the Authority determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The Authority will permanently deny admittance to any unit or program administered by HACD in which any family member is subject to a lifetime sex offender registration requirement or has been convicted of manufacturing methamphetamine in any state subsidized or federally-assisted residence.

The Authority may deny admittance to persons with a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior which would adversely affect the health, safety, or welfare of other residents.

"Violent criminal activity" is defined as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

"Credible evidence" may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants or evidence gathered by inspectors and/or investigators.

At the time of initial lease executive and every year thereafter at annual reexamination, all adult family members must sign and date a Drug-Free Housing Addendum.

The Authority may evict residents for any violation of the Drug-Free Housing Addendum including when it is determined there is reasonable cause to believe that a family member, or guest, is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the Authority determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The Authority will immediately terminate tenancy of persons convicted of manufacturing or producing methamphetamine on the premises of any housing property in violation of any Federal or State law. “Premise” is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

APPENDIX F
GRIEVANCE POLICY

APPENDIX G
GLOSSARY OF TERMS

ADJUSTED INCOME. Annual Income minus applicable allowances.

For federally-assisted housing, as defined in 24 CFR Part 5.

ALLOWANCE FOR DEPENDENTS

For federal housing, a $480 deduction for each family member who is a dependent (See definition of Dependent below). For State moderate rental the dependent deduction is $750.

ADULT

A person, 18 years of age or older, or an emancipated minor whom the members of the family have routinely looked to as the head of the family, and who is legally competent to sign a binding agreement.

ALLOWANCE FOR DISABILITY (HANDICAP) ASSISTANCE EXPENSES

The amount of Disability Assistance Expense in excess of three percent (3%) of annual income which enables a family member (including the handicapped or disabled person) to work. The allowance may not exceed the annual income earned by the family member who is enabled to work. Disability assistance expenses include costs for care attendants and auxiliary apparatus (e.g., wheelchairs, adaptations, to vehicles, special equipment) if directly related to permitting the handicapped person or other family members to work.

ALLOWANCE FOR MEDICAL EXPENSES

For elderly families or disabled or families living in state moderate housing only qualify for the amount of unreimbursed medical expenses (see definition of Medical Expenses below) in excess of three percent (3%) of annual income.

ANNUAL INCOME

1. Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporarily non-recurring or sporadic. Annual income includes, but is not limited to:

    a. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

b. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family.

c. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. All allowance for depreciation is permitted only as authorized in paragraph 1b of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets exceeds $5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD or state regulations as applicable.

d. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amount for the delayed start of a periodic payment (except as provided in 2n below).

e. Payments in lieu of earnings such as unemployment and disability compensation, worker's compensation and severance pay.

f. Periodic and determinable income or allowances, such as alimony and child support payments and regular contributions, lottery winnings, or gifts received from persons not residing in the dwelling.

g. All regular pay, special pay allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse (but see 2g below).

2. Income Exclusions

Annual income does not include the following:

a. Income from employment of children (including foster children) under the age of 18 years;

b. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);

c. Lump-sum additions to family assets, such as inheritances, lottery winnings, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in 1e above);

d. Amounts received by the Family that are specifically for, or in reimbursement of, the cost of Medical Expenses for any family member;

e. Income of a live-in aide as defined in 24 CFR 5.403;

f. The full amount of student financial assistance paid directly to the student or to the educational institution;

g. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

h. Other amounts including:

(i) Amounts received under training programs funded by HUD;

(ii) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

(iii) Amounts received by a tenant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program; or

(iv) A resident service stipend: this is a modest amount (not to exceed $200 per month) received by a public housing resident for performing a service for HACD, on a part-time basis, that enhances the quality of life in public housing. This may include, but is not limited to fire patrol, hall monitoring, lawn maintenance and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time; or

(v) Incremental earnings and benefits to any family member resulting from participation in qualifying State or local employment training programs (including training programs not affiliated with the local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

i. Temporary, non-recurring or sporadic income (including gifts);

j. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

k. For federally-assisted housing, earnings in excess of $480 for each full-time student 18 years or older (excluding the head of household and spouse);

l. Adoption assistance payments in excess of $480 per adopted child;

m. The earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, state or local law during the exclusion period;

For the purposes of this paragraph, the following definitions apply:

(i) Comparable Federal State or local law means a program providing employment training and supportive services that (1) is authorized by a Federal, State or local law; (2) is funded by the Federal, State or local government, (3) is operated or administered by a public agency; (4) has as its objective to assist participants in acquiring employment skills.

(ii) Exclusion period refers to the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

(iii) Earnings and benefits refers to the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

n. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump-sum amount or in prospective monthly amounts;

o. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;

p. Amounts paid by a State Agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;

q. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of

assistance programs that includes assistance under the 1937 Act. The following is a list of incomes that qualify for that exclusion:

(i) The value of the allotment provided to an eligible household under Food Stamp Act of 1977;

(ii) Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, Youthful Offender Incarceration Alternatives, Senior Companions);

(iii) Payments received under Alaska Native Claims Settlement Act;

(iv) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes;

(v) Payments or allowances made under department of Health and Human Services' Low-Income Energy Assistance Program;

(vi) Payments received under programs funded in whole or in part under the Job Training Partnership Act;

(vii) Income derived from the disposition of funds of Grant River Band of Ottawa Indians;

(viii) The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Grant of Claims or from funds held in trust for an Indian tribe by the Secretary of Interior;

(ix) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the BIA student assistance programs. These are made available to cover the cost of tuition, fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of a student or an educational institution;

(x) Payments received from programs funded under Title V of the Older Americans Act of 1965;

(xi) Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, MDL No. 381 (E.D.N.Y.)

(xii) Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-426, 94 Stat. 1785).

(xiii) The value of any childcare provided or reimbursed for under the Childcare and Development Block Grant Act of 1990.

(xiv) Earned income tax credit.

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for shorter periods may be annualized, subject to redetermination at the end of the shorter period.

Any family receiving the reparation payments referred to in paragraph 2j of this section that has been requested to repay assistance under this chapter as a result of receipt of such payments shall not be required to make further repayments on or after April 23, 1993.

APPLICANT

An applicant is a Family who is seeking assistance through the Public Housing Program and who does not yet have a fully executed lease agreement with HACD.

APPLICATION FOR ADMISSION

The written form that is signed and dated by all adult members of the family and which includes information HACD needs to determine whether the family can be admitted. The format for this basic information will be developed by HACD.

ASSETS

The values of (or equity) in the real property, stocks, bonds, checking and savings accounts or certificates, stocks or merchandise or valuables and other forms of capital investments (Not including personal and household belongings and automobiles). Assets shall include any asset disposed of at less than fair market value within the last two years.

CHILDCARE EXPENSES

Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period of which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education. A childcare deduction will not be allowed if an adult family member is capable and available to provide the childcare. The amount deducted shall reflect reasonable charges for childcare, and, in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment and only to the extent such amounts are not reimbursed.

CITIZEN

A citizen or national of the United States.

DEPENDENT

A member of the family household (excluding foster children, head of household, or spouse) who is under 18 years of age or is a disabled person or is a full-time student.

DISABLED PERSON

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) which defines a developmental disability.

Section 223 of the Social Security Act defines disability as:

> "(a) the inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or (b) in the case of an individual who has attained the age of 55 and is blind, the inability by reason of such blindness to engage in substantial gainful activity requiring the skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time."

Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) defines a developmental disability as:

> "severe chronic disability that (a) is attributable to a mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity: (1) self-care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (e) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong extended duration and are individually planned and coordinated."

DISPLACED FAMILY

A family in which each member, or whose sole member, is a person displaced by governmental actions or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.

DRUG-RELATED CRIMINAL ACTIVITY

The illegal manufacture, sale, or distribution, or the possession with the intent to manufacture, sell, or distribute, of a controlled substance (as defined in Section 102 of the Controlled

Substance Act, 21 U.S.C. 802); or the illegal use, or possession for personal use, of a controlled substance.

ELDERLY HOUSEHOLD DEDUCTION

Applies to HACD federal public housing only. Is defined as any household in which the head or spouse (or sole member) is at least 62 years of age or disabled. The $400 deduction is per family.

ELDERLY FAMILY

A family whose head, co-head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

ELDERLY PERSON

A person who is at least 62 years of age.

EVICTION

The dispossession of the tenant from an apartment as a result of the termination of the lease, for serious or repeated violation of material terms of the lease such as failure to make payments due under the lease or to fulfill the tenant obligations set forth in HUD regulations, Federal, and state law, or for other good cause.

EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS

The documents required of family member claiming U.S. citizenship or eligible immigration status.

EXTREMELY LOW INCOME FAMILY

A family receiving income at or below 30% of the median annual income for their area.

FAMILY

Family includes but is not limited to:

a. Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or have evidence of a stable relationship;

b. An elderly person;

c. A near-elderly person;

d. A disabled person;

e. A displaced person;

f. The remaining adult member of a tenant family; and

g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

FOSTER-CARE PAYMENT

Payment to eligible households by state, local or private agencies for the care of a child placed in the home by an agency.

FULL-TIME STUDENT

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

HEAD OF HOUSEHOLD

An adult, 18 years of age or older, or an emancipated minor under the age of 18 years, whom the members of the family have routinely looked to as the head of the family, and who is legally competent to sign a binding contract.

HUD

The U.S. Department of Housing and Urban Development or its designee.

INS

U.S. Immigration and Naturalization Service.

HACD

Housing Authority of the City of Danbury

LEASE

A written agreement between HACD and an eligible family for the leasing of a public housing unit.

LIVE-IN-AIDE

A person who resides with one or more elderly persons or near-elderly persons, or persons with disabilities, and who:

a. Is determined by HACD to be essential to the care and well-being of the person(s);

b. Is not obligated for support of the person(s); and

c. Would not be living in the unit except to provide necessary supportive services.

A live-in aide does not qualify as the remaining member of a tenant family.

LOWER INCOME FAMILY

A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD.

LUMP SUM BENEFIT

A payment of periodic benefits for a previous period which may be included as income, not including Social Security and Social Security lump sum benefits. Only that portion of the payment attributable to the time the tenant resided continuously under the Public Housing Program may be counted as income.

MEDICAL EXPENSES

For purposes of income determination for federal elderly or disabled families and all families residing in state programs, medical expense in excess of 3% of total family income which are anticipated to be incurred during the period for which the annual income is computed, where these expenses are not compensated for, or covered by insurance. Medical expenses include such items as medical insurance premiums, dental expenses, prescription and nonprescription medicines, etc.

MINIMUM RENT

The minimum amount of tenant rent, minus any utility reimbursement. HACD has established the minimum rent at $50.00.

MINOR

A person less than eighteen years of age.

MIXED FAMILY

A family whose members include both citizens/eligible immigrants and noncitizens with ineligible immigration status.

NATIONAL

A person who owes permanent allegiance to the U.S. as the result of birth in a U.S. territory or possession.

NEAR-ELDERLY FAMILY

A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age (or 55 years of age for state elderly housing) but below the age of 62, living together or one or more persons who are at least 50 years of age (or 55 years of age for state elderly housing) but below the age of 62 living with one or more live-in aides.

NEAR-ELDERLY PERSON

A person who is at least 50 years of age but below the age of 62, who may be a person with a disability.

NET FAMILY ASSETS

Value of equity in real property, savings, stock, bonds, life insurance policies, and other forms of capital investment, excluding interests in Indian trust land (Excluding the value of necessary items of personal property such as furniture and automobiles).

In cases where a trust fund had been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.

In determining the Net Family Assets, HACD shall include the value of any assets greater than one thousand dollars ($1000) which were disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of any consideration received for the asset.

NON-CITIZEN

A person who is neither a citizen nor national.

PROGRAMS ESTABLISHED UNDER THE UNITED STATES HOUSING ACT OF 1937

1. The Public Housing program or Indian Housing program; 2. Any program operated as part of the Section 8 program; 3. The Section 23 Leased Housing program.

RECOVERING ADDICT

A person that: 1) has completed a supervised drug rehabilitation program and is not currently engaged in the illegal use of a controlled substance; or has otherwise successfully been

rehabilitated and not currently illegally using drugs; or, 2) is involved in a supervised rehabilitation program and not currently illegally using drugs; and is involved in a self help group, such as Narcotics Anonymous, and not currently illegally using drugs.

OVERHOUSED

A tenant family with a greater number of bedrooms than required for family members, according to the standards set forth in Chapter V of this policy.

RESIDENCY PREFERENCE

A PHA established preference for admission of families that reside or work or have been hired to work in the jurisdiction of the HACD. The length of time the family has lived or worked the jurisdiction may not be considered. HACD does not have a residency preference.

REMAINING FAMILY MEMBER

A person left in an assisted unit after other family members have vacated who may or may not normally qualify for assistance on his or her own circumstances (e.g., widow age 47, not disabled or handicapped). The person must be of legal age to sign a lease (adult) and all amounts incurred under the previous lease must have been paid before the person is provided a lease in his/her name.

RESIDENT

A family living in HACD's operational jurisdiction, working in HACD's jurisdiction or notified that they are hired to work in HACD's jurisdiction would be considered a resident of the jurisdiction. The length of time the family has lived or worked in the jurisdiction may not be considered.

SECURITY DEPOSIT

A dollar amount deposit set by HACD for the its federal and state programs to be used for unpaid rent, damages or other amounts owed under the lease upon termination of the lease. A schedule of security deposits is contained in Appendix C.

SINGLE PERSON

A person who lives alone or intends to live alone who does not qualify as elderly, disabled, or handicapped or as a remaining adult member of a tenant family.

STATE DEDUCTIONS FROM INCOME

Applicants for residents in all of HACD’s state properties are eligible for additional deductions from income including:

- Tuition and books
- Child support or alimony paid

TENANT RENT

The amount payable monthly by the family as rent to HACD. For its federal public housing, Tenant Rent equals Total Tenant Payment where all utilities (except telephone and cable) and other essential housing services are supplied by HACD. Where some or all utilities (except telephone and cable) and other essential housing services are not supplied by HACD and the cost of these services is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. Tenant rent in its state developments is established as a base rent or 30% of income whichever is greater (See Appendix B).

TOTAL TENANT PAYMENT (TTP)

An amount equal to the minimum rent, 30percent of the family's monthly adjusted income or 10 percent of the gross monthly income of the family occupying the dwelling unit, whichever amount is greater. TTP does not include charges for excess utility consumption or other miscellaneous charges.

TRANSFER

A move by a tenant family from one HACD apartment to another, generally as the result of changes in family composition which changes the number of bedrooms required by the family. A transfer may not be used to split an extended family into two households by moving only some members of the family to a second apartment.

UNDERHOUSED

A tenant family with an insufficient number of bedrooms for the number of persons in the family, according to the standard set forth in Chapter V of this policy.

UTILITIES

Water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewage services. Telephone service and cable TV are not included as a utility.

UTILITY ALLOWANCE

The cost of utilities (except telephone and cable TV) and other housing services for an assisted unit when not included in the tenant rent but is the responsibility of the family occupying the unit. An amount equal to an estimate made or approved by HACD or HUD of the monthly cost of a reasonable consumption of utilities for the unit by an energy conservative household of modest circumstances, consistent with the requirements of a safe, sanitary, and healthful living environment.

VERY LOW INCOME FAMILY

Family whose annual income does not exceed fifty percent (50%) of the median income for the area as determined by HUD.

VIOLENT CRIMINAL ACTIVITY

Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

WAITING LIST ADMISSION

An applicant selected for occupancy from HACD'S waiting list(s).

HOUSING AUTHORITY OF THE CITY OF DANBURY
SECTION 8 ADMINISTRATIVE PLAN

Resolution 581
Adopted January 19, 2006

DOMENICO CHIEFFALO,
CHAIRMAN

PATRICK R. WALDRON,
VICE CHAIRMAN

ROBERT DIORIO,
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COMMISSIONER

STANLEY WATKINS, C
COMMISSIONER

M. CAROLYN SISTRUNK,
EXECUTIVE DIRECTOR

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's Section 8 program is a regional program, which covers communities such as Danbury, Brookfield, Ridgefield, New Milford and Newtown. HACD administers the following types of voucher programs:

Housing Choice Vouchers

Housing Choice Vouchers provide subsidies to low income persons and freedom of choice to enable them to rent affordable, decent, safe and sanitary housing anywhere in the United States.

Moderate Rehabilitation

Under the Moderate Rehabilitation Program housing subsidy assistance is attached to units whose owner agreed to rehabilitate the structure. From time to time, new allocations by HUD are made available to the HACD under the McKinney Act.

Family Unification Program (FUP)

The Family Unification Program (FUP) provides rental assistance to families in cases where the need for adequate housing is a primary factor in the reunification of children with families that have been separated or are at risk of being separated.

Mainstream Program

The HACD received an allocation of Housing Choice Vouchers to assist applicants with disabilities to secure housing in the private market.

Designated Housing

The HACD received an allocation of Housing Choice Vouchers to assist non-elderly disabled applicants on the HACD public housing waiting list with their housing needs.

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

All expenditures from the administrative fee reserve will be approved by the Housing Authority of the City of Danbury's Board of Commissioners.

B. TERMINOLOGY

The Housing Authority of the City of Danbury is referred to as the "HACD" or "public housing agency throughout this document.

"Family" is used interchangeable 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 HACD.

"Failure to provide" refers to all requirements in the first family obligation.

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 HACD 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 HACD 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 HACD 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, be excluded from participation in, or otherwise be subjected to discrimination because the HACD'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 HACD'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 HACD 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 HACD 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 HACD finds that the requested accommodation creates an undue administrative or financial burden, the HACD 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 HACD (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 HACD.

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 HACD 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.

Applying 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 HACD staff to review 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 HACD has bilingual staff to assist non-English speaking families.

F. FAMILY FILE

The HACD 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 HACD and owner
10. Interim re determination forms and related records
11. Notification of lease disapproval, if applicable
12. Records concerning denial of assistance, or termination of assistance
13. All HACD records and determinations concerning informal reviews or hearings
14. Social Security number verification
15. Non-citizen verification
16. Proof of legal identity for all family members

G. PRIVACY RIGHTS (24 CFR 5.212)

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 HACD encourages owners of decent, safe and sanitary housing units to lease to Section 8 families. The HACD 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 HACD staff by bedroom size.

The HACD will maintain lists of available housing submitted by owners in all neighborhoods within the HACD'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 HACD 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 HACD's criteria for admission and denial of admission to the program. The HACD 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 HACD pertaining to their eligibility.

A. ELIGIBILITY FACTORS (24 CFR 982.201)

The HACD 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 HACD.

The HUD 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 HACD 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 HACD 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 982.201(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 HACD 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 HACD 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 o 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 HACD. 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 HACD 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 982.316) At any time, the HACD 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 HACD or to another HACD 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 HACD 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 HACD.

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 HUD.

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 HACD 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 HACD 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 HACD 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 six (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 HUD.

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 HACD 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 HACD 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 HACD before this HACD 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 HACD 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 HACD 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 HACD will take into consideration any of the criteria for admission described further in this plan.

The HACD will not screen family behavior or suitability for tenancy. The HACD 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 HACD approval of the tenancy, the HACD 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 HACD 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

HACD reserves the right to open or close the waiting list based on the number of applicants. The waiting list will be closed when there are not enough housing subsidies to assist all the applicants in a reasonable period of time, such as one or two years. When HACD determines that additional applicants are needed, the waiting list will be opened and a public advertisement and notice will be posted.

A. PROGRAM OUTREACH

To affirmatively further fair housing and reach people from all backgrounds, HACD will advertise through a wide variety of sources including local and State newspapers, minority media, minority civic clubs, community and faith-based organizations, service agencies and broadcast media. An effort will also be made to notify elected officials, government agencies and agencies which specifically address the needs of individuals with disabilities. HACD will continuously monitor and evaluate outreach activities to ensure that the widest possible audience is reached.

All notices and advertising announcing the opening of the waiting list will include:

- the dates the list will be open;
- the office hours and location where applications are available and will be accepted;
- the availability of Housing Choice Vouchers;
- eligibility guidelines;
- preferences for the selection of applicants; and
- any limitations which may apply.

Information Campaign

HACD conducts an information campaign to dispel myths about how vouchers work (e.g. misunderstandings regarding restriction of vouchers to certain neighborhoods or automatic termination of vouchers after one year). The information campaign explains what kind of support will be available to participating individuals and explains their housing choices.

Outreach to Property Owners

Outreach to property owners is conducted on an ongoing basis to develop interest in the program and to increase the number of units available in low-poverty areas. HACD notifies and provides program information to local Realtors, agents, apartment associations and any interested landlords. HACD staff is available to make presentations about the HCV Program to these groups. In addition, printed materials and videos describing the program requirements and opportunities for property owners are made available. HACD maintains a list of interested property owners and units available for the program. As inquiries from prospective new property owners are received, staff records the necessary information about units and makes it available the prospective tenants upon request.

HACD makes a concerted effort to contact and encourage local property owners to participate in the program who have units specially designed or adapted for person with disabilities, and those who may be willing to adapt units. Notices shall be sent to landlords presently participating, landlords that have participated in the past, local real estate agencies, and to local social service agencies that specifically address the needs of people with disabilities. Whenever a local property owner makes a unit available for the program, HACD shall inquire as to whether the unit is accessible and the extent of accessibility.

B. OVERVIEW OF THE APPLICATION TAKING PROCESS

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

Pre-Application And Application

HACD will accept pre-applications for the Housing Choice Voucher, Designated Housing Vouchers, Family Unification, Moderate Rehabilitation and Substantial Rehabilitation, Federal Family and State Family, Federal Elderly and state Elderly and Ives Manor and Single Room Occupancy at 2 Mill Ridge Road, Danbury CT. Wait Lists for each program will be maintained by bedroom size with the exception of Housing Choice Voucher, Designated Voucher and Family Unification Programs which will be maintained by date and time of application. Completed pre-applications must be submitted to the address identified in the announcements of waiting list opening. HACD will not deny anyone the right to submit a pre-application when the waiting list is open. All pre-applications will be time and date stamped upon receipt. Accommodations will be made for interested, disabled applicants.

Families who wish to apply for any of the HACD'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 HACD ensures that verification of all HUD and HACD eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

C. OPENING/CLOSING OF PRE-APPLICATION TAKING (24 CFR 982.206, 982.54(d)(1), 24 CFR 982.203(a)(3) and (4))

Opening the Waiting List

When the HACD opens the waiting list, the HACD 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 HACD 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 HACD 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 HACD 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 HACD 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 HACD 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.

D. <u>"INITIAL" APPLICATION PROCEDURES</u> (24 CFR 982.204(b)

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

E. <u>APPLICANT STATUS WHILE ON WAITING LIST</u> (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 o 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 HACD 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.

F. 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 HACD will not admit any other applicant until funding is available for the first applicant.

Based on the HACD'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.

G. COMPLETION OF A FULL APPLICATION

Applicants will be required to complete a full application in their own handwriting (unless assistance is needed, or a request for accommodation is made by a person with a disability). Applicants will then be interviewed by HACD staff to review the information on the full application form.

The full application will be mailed to the applicant (or communicated as requested, as an accommodation to a person with a disability) to complete in advance when the applicant is invited to attend the interview.

H. VERIFICATION (24 CFR 982.201(e))

Information provided by the applicant will be verified, using the verification procedures outlined further in this plan. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified.

I FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY (24 CFR 201)

After the verification process is completed, the HACD will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the HACD, and the current eligibility criteria in effect. If the family is determined to be eligible, the HACD will mail the family a notification of eligibility. A briefing will be scheduled in order to issue a voucher to the family and to orient them to the housing program.

Chapter 4

MAINTAINING THE WAITING LIST

INTRODUCTION

These procedures will ensure that families are placed on the waiting list in the proper order and are selected for admissions in accordance with the policies contained herein.

A. WAITING LIST (24 CFR 982.204)

The HACD maintains a separate waiting lists for admission to its Section 8 Housing Choice Voucher programs. The applicant will be provided the opportunity to have his/her name listed on separate waiting lists for: 1) Housing Choice Vouchers, and/or 2) Moderate Rehabilitation 3) Designated Voucher and 4) Family Unification. If an applicant rejects the form of assistance offered, the applicant will remain at the top of the waiting list until the other form of assistance is available.

HACD will select the next person from the waiting list. HACD will not offer the applicant the form of assistance that he or she rejected while the applicant awaits the desired form of assistance. If an applicant rejects all forms of assistance offered, the applicant's name will be removed from the waiting list and the family will have to re-apply.

B. SPECIAL ADMISSIONS

Some applicant households will be admitted to the Housing Choice Voucher Program without ever being on the waiting list or without considering the applicant's place on the waiting list. This may only occur when HUD has awarded funding to HACD for a targeted group of households living in specified units. This HUD-targeted funding may include (but is not limited to):

- Families displaced because of natural disaster, demolition or disposition of a public housing development;
- Families residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- Housing covered by the Low Income Preservation and Resident Homeownership Act of 1990;
- Non-purchasing families residing in a project subject to a homeownership program;
- Families displaced because of a mortgage prepayment or voluntary termination of a mortgage insurance contract;
- Families residing in a development covered by a project-based HAP contract after the

first year of assistance in a PBV unit or at or near the end of the HAP contract term;

- Families referred to HACD by DCFS and determined eligible under the Family Unification Program.

Except for special admissions, applicants will be selected from the waiting list in accordance with the policies defined in this plan.

The HACD will maintain information that permits proper selection from the waiting list. The waiting list contains the following information for each applicant listed:

- Applicant Name
- Date and time of application
- Racial or ethnic designation of the head of household
- Targeted program and preferences qualifications
- Annual (gross) family income
- Number of persons in family

The waiting list will be maintained in accordance with the following guidelines:

1. The application will be in a permanent file.
2. All applicants must meet very low-income eligibility requirements as established by HUD. Any exceptions to these requirements, other than those outlined previously, must have been approved previously by the HUD field office.

Special Admissions (24 CFR 982.54(d)(3), 982.203)

Applicants who are admitted under special admissions, rather than from the waiting list, are identified by codes in the automated system and are not maintained on separate lists.

B. WAITING LIST PREFERENCES (24 CFR 982.207)

Pre-applications for admission are selected by date and time.

C. FUNDING FOR SPECIFIED CATEGORY OF WAITING LIST FAMILIES

When HUD awards funding for a specified category of families meeting specific requirements, the waiting list is searched for eligible families. If there is not a sufficient number of eligible families on the waiting list, the waiting list will be opened to applicants eligible for the specified category. When the pre-application is submitted to the HACD, it will be date-and time-stamped to determine placement order on the waiting list.

Applicants who meet the criteria for a specified category and are admitted under targeted funding and who are not identified as a special admission are identified by codes in the automated system.

D. INCOME TARGETING

As required by QHWRA, each fiscal year the HACD will target a minimum of 75% of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low income families."

The HACD's income targeting requirement does not apply to low-income families continuously assisted as provided for under the 1937 Housing Act.

E. LOCAL PREFERENCES

Residency Preference

A *Residency preference* shall be given to HACD Applicants who are residents of the Greater Danbury Area, who work within the Greater Danbury area, whose last permanent address was within the Greater Danbury area and applicant has not claimed local residency preference in another community where the applicant is temporarily residing OR who have been offered employment in the Greater Danbury area. Residency Preference shall not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, sex, sexual orientation, religion, age, handicap, disability, national origin, ethnicity, marital status, gender or familial status of any member of an Applicant household.

Verification Requirements

Applicants claiming a HACD Residency Preference shall be required to verify this through:

1. Proof of residency at an address within the Greater Danbury Area limits (No length of stay verification will be imposed on Applicants claiming this Preference.); **or**
2. Proof that the Applicant is currently employed or has obtained employment in the area; **or**
3. Proof that the Applicant's last permanent address was within the Greater Danbury Area; **or**
4. Proof that an Applicant has not claimed local preference in another community.

Homelessness Preference

HACD shall establish a one year pilot program that grants a homelessness preference to HACD Applicants and/or households that lack a fixed, regular and adequate nighttime habitation OR the primary nighttime dwelling is one of the following:

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);

- A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

Persons living with existing HACD residents or living with residents either as authorized or unauthorized members of the household or living with residents in private housing DO NOT qualify as homeless.

Verification Requirements:

1. Submission of a "Certificate of Homelessness" fully completed by an appropriate source or the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

   a. supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);
   b. a public or private place not designed or used as regular sleeping place for human beings.

2. A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

F. REMOVAL FROM WAITING LIST AND UPDATING (24 CFR 982.204(c))

The HACD will annually send applicants an update inquiry to ensure the applicant's continued interest in, and need for, housing. An applicant who does not return the inquiry by the requested deadline date will have his or her name removed from the waiting list.

An extension of 10 days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

Any mailings to the applicant that require a response will state that failure to respond within the stated date will result in the applicant's name being dropped from the waiting list.

If a letter is returned by the post office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If the applicant did not respond to the HACD request for information or updates because of a family member's disability, the HACD will reinstate the applicant in the family's former position on the waiting list.

Chapter 5

SUBSIDY STANDARDS

INTRODUCTION

This chapter explains the subsidy standards used to determine the voucher size for families when they are selected from the waiting list, as well as the HACD's procedures when a family's size changes, or a family selects a unit size different from the voucher size.

A. DETERMINING FAMILY UNIT (VOUCHER) SIZE (24 CFR 982.402)

The HACD does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom on the voucher. The HACD's subsidy standards for determining voucher size shall be applied in a manner consistent with fair housing guidelines.

For subsidy standards, an adult is a person 18 years or older.

All standards in this section relate to the number of bedrooms on the voucher, not the family's actual living arrangements.

The unit size on the voucher remains the same as long as the family composition remains the same, regardless of the actual unit size rented.

- Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults should be allocated a separate bedroom
- Foster children will be included in determining unit size only if they will be in the unit for more than six months.
- A child who is temporarily absent due to placement in foster care is considered a family member when determining unit size.
- Live-in attendants may be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.
- Space may be provided for a child who is away at school but who lives with the family during school recess.
- A pregnant woman will not be determined as a two person household when determining unit size.
- Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member who is away in the military.

GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons in Household (Minimum #)	Persons in Household (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	4	8
5 Bedroom	6	10
6 Bedroom	8	12

B. EXCEPTIONS TO SUBSIDY STANDARDS (24 CFR 982.403(a)&(b))

The HACD shall grant exceptions from the subsidy standards if the family requests and the HACD determines the exceptions are justified by relationship, age, sex, health or disability of family members, or other individual circumstances.

The HACD will grant an exception upon request as an accommodation for persons with disabilities.

Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a need, such as a verified medical or health reason or elderly persons or persons with disabilities who may require a live-in attendant.

Request for Exception to Subsidy Standards

The family may request a larger family unit sized voucher than indicated by the HACD's subsidy standards. Such request must be made in writing within 30 days of the HACD's determination of family unit size. The request must explain the need or justification for a larger family unit sized voucher. Documentation verifying the need or justification will be required as appropriate.

Requests based on health-related reasons must be verified by a doctor/medical professional.

HACD Error

If the HACD errs in the bedroom size designation, the family will be reissued a voucher of the appropriate size so that the family is not penalized.

Changes for Applicants

The voucher size is determined prior to the briefing by comparing the family composition to the HACD subsidy standards. If an applicant requires a change in the voucher size, based on the requirements of the HACD subsidy standards, the above-referenced guidelines will apply.

Changes for Participants

The members of the family residing in the unit must be approved by the HACD. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the HACD within 30 days. The above-referenced guidelines will apply.

Underhoused Families

If a unit does not meet HQS space standards due to an increase in family size (i.e., the unit is too small), the HACD will issue a new voucher of the appropriate size and assist the family in locating a suitable unit.

The HACD will also notify the family of the circumstances under which an exception will be granted, such as:

- If a family with a disability is underhoused in an accessible unit.
- If a family requires the additional bedroom because of a health problem which has been verified by the HACD.

C. UNIT SIZE SELECTED (24 CFR 982.401(d)(ii)

The family may select a difference size dwelling than that listed on the voucher. There are three criteria to consider:

1. Subsidy Limitation: The family unit size as determined for a family under the HACD subsidy standard for a family assisted in the voucher program is based on the HACD's adopted payment standards. The payment standard for a family shall be the lower of:

    - The payment standard amount for the family unit size, or
    - The payment standard amount for the unit size rented by the family.
2. Utility Allowance: The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's voucher.
3. Housing Quality Standards: The standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.

HQS GUIDELINES FOR UNIT SIZE SELECTED

	Maximum # In Household
0 Bedroom	1
1 Bedroom	4
2 Bedroom	6
3 Bedroom	8
4 Bedroom	10
5 Bedroom	12
6 Bedroom	14

Chapter 6

FACTORS RELATED TO TOTAL TENANT PAYMENT AND FAMILY SHARE DETERMINATION

INTRODUCTION

The HACD will use the enclosed methods to verify and determine that family income at admission and reexamination is correct.

This chapter defines the allowable expenses and deductions to be subtracted from annual income and how the presence or absence of household members may affect the total tenant payment (TTP).

A. INCOME AND ALLOWANCES (24 CFR 5.609)

Income includes all amounts, monetary or not, which are received on behalf of the family. For purposes of calculating the total tenant payment, HUD defines in the federal regulations which is to be calculated and what is to be excluded. In accordance with this definition, all income which is not specifically excluded in the regulations is counted.

Annual Income is defined as the gross amount of income anticipated to be received by the family during the twelve (12) months after certification or reexamination. Gross income is the amount of income prior to any expenses or deductions allowed by HUD, and does not include income which has been excluded by HUD. Annual income is used to determine whether applicants are within the applicable income limits.

Adjusted Income is defined as the annual income minus any expenses or deductions allowed by HUD.

HUD has established five allowable deductions from annual income:

1. Dependent allowance: $480 each for family members (other than the head or spouse) who are minors, and for family members who are age 18 or older and who are full-time students or disabled.
2. Elderly/disabled allowance: $400 per family for families whose head or spouse is age 62 or over or disabled.

The sum of the following, to the extent that the sum exceeds 3% of annual income:

3. Allowable medical expenses which are not reimbursed, deducted for all family members of an eligible elderly/disabled family.
4. Child care expenses deducted for the care of children under age 13 when child care is necessary to allow an adult member to work, attend school, or actively seek employment.

5. Allowable disability assistance expenses deducted for attendant care or for any auxiliary apparatus for persons with disabilities, if needed to enable the individual or adult family member to work.

B **DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS FOR PERSONS WITH DISABILITIES** (24 CFR 5.617; 982.201(b)(3))

The annual income for qualified families may not be increased as a result of increases in the earned income of a family member who is a person with disabilities, beginning on the date on which the increase in earned income begins and continuing for a cumulative 12 month period. After the disabled family receives 12 cumulative months of the full exclusion, annual income determinations will include a phase-in period during which one-half the earned income will be excluded from annual income for a period of an additional 12 cumulative months.

A family that qualifies to receive the earned income exclusion is a disabled family that is receiving assistance, and:

- Whose annual income increases as a result of the employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment; or
- Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities participating in any economic self-sufficiency or other job training program; or
- Whose annual income increases as a result of the new employment or increased earnings of a family member during or within six months after receiving assistance, benefits or services under any state TANF program, provided that the total amount of the increase over a six-month period is at least $500.

The HUD definition of "previously unemployed" includes a person with disabilities who has in the previous 12 months earned no more than the equivalent earning for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the state or locality.

The HUD definition of an economic self-sufficiency program is any program designed to encourage, assist, training for facilitate the economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse treatment or mental health treatment).

Amounts to be excluded are any earned income increases of a family member who is a person with disabilities during participation in an economic self-sufficiency or job training program but not increases that occur after the conclusion of their participation, unless the training provides continuing assistance, training or mentoring which continues after employment begins.

The amount of TANF benefits received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies or transportation assistance.

The amount that is subject to the disallowance is the amount of incremental increase in income of a family member who is a person with disabilities. The incremental increase in income is calculated by comparing the amount of the disabled family member's income before the beginning of qualifying employment or the increase in earned income to the amount of such income after the beginning of employment or the increase in earned income.

Initial Twelve-Month Exclusion

During the cumulative 12 month period beginning on the date a member who is a person with disabilities of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the HACD will exclude form the annual income of a qualified family any increase in income of the family member who is a person with disabilities as a result of employment over the prior income of that family member.

Second Twelve-Month Exclusion

During the second cumulative 12 month period, beginning immediately after the expiration of the initial cumulative 12 month period referred to above, the HACD must exclude from the annual income of a qualified family 50% of the total amount of any increase in the income of a family member who is a person with disabilities which occurs as a result of the employment of that family member, when that amount represents an increase over the income of that family member prior to the beginning of such employment.

Maximum Four Year Period During Which the Disallowance Applies

The earned income disallowance is limited to lifetime 48-month period for each family member who is a person with disabilities. For each family member who is a person with disabilities, the disallowance only applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of 50% house-in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period, and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month full exclusion and the second 12-month-in 50% exclusion), provided that both 12-month periods must end within the 48-month period which began on the date when the initial 12-month disallowance began. If both 12-month periods do not end within the 48-month period which began on the date when the initial 12-month disallowance began (i.e., the date of the initial exclusion), the total amount of the disallowance shall be the total disallowance accumulated during the 48-month period.

No earned income disallowance will be applied after the conclusion of the 48-month period following the initial date on which the exclusion was applied.

Tracking the Earned Income Exclusion

The earned income exclusion will be reported on the HUD 50058 Family Report form. Documentation will be included in the family's file to show the reason why the increase in earned income did not result in an increase in tenant rent.

Inapplicability to Admission.

The disallowance of increases in income as a result of employment of persons with disabilities under this section does not apply for purposes of admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

C. MINIMUM RENT (24 CFR 5.630)

Minimum Rent

The minimum monthly rent is $50.

D. DEFINITION OF TEMPORARILY OR PERMANENTLY ABSENT (24 CFR 982.54(d)(10), 982.312, 982.551)

The HACD must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, the HACD must count the income of the spouse or the head of the household if that person is temporarily absent, even if that person is not on the lease.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when a person is exposed to hostile file, and any other exceptions to military pay which HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. The HACD will evaluate absences from the unit using this policy.

Absence of Any Member

Any member of the household will be considered permanently absent if she or he is away from the unit for three (3) consecutive months except as otherwise provided in this chapter.

Absence Due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the HACD will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than three (3) months, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the HACD's policy.

Absence Due to Full-time Student Status

A full-time student (other than the head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. Income over $480 is not counted for full-time students. If the family decides that the member is permanently absent, income of that member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of voucher size.

Absence Due to Incarceration

If the sole member of a family is incarcerated for more than three (3) months, she or he will be considered permanently absent. Any member of the family other than the sole member will be considered permanently absent if she or he is incarcerated for three (3) consecutive months.

The HACD will determine if the reason for incarceration is for drug-related or violent criminal activity.

Absence of Children Due to Placement in Foster Care

If the family includes a child or children temporarily absent from the home due to placement in foster care, the HACD will determine from the appropriate agency when the child or children will be returned to the home.

If the time period is to be greater than 12 months from the date of removal of the child or children, the voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with the HACD's subsidy standards.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved from the unit, the HACD will terminate assistance in accordance with appropriate termination procedures contained in this plan.

Families are required both to notify both the HACD before they move out of a unit and to give the HACD information about any family absence from the unit.

Families must notify the HACD if they are going to be absent from the unit for more than 30 days.

If the entire family is absent from the assisted unit for more than 60 consecutive days, the unit will be considered to be vacated and the assistance will be terminated.

Absent means that no family member is residing in the unit.

In order to determine if the family is absent from the unit, the HACD may write letters to the family at the unit, telephone the family at the unit, check with neighbors, verify if utilities are in service, and/or check with the post office.

A person with a disability may request an extension of time as an accommodation, provided that the extension requested does not go beyond the HUD-allowed time limit of 180 consecutive calendar days.

If the absence which resulted in the termination was due to a person's disability and if the HACD can verify the person was unable to notify the HACD in accordance with the family's responsibilities, and if funding is available, the HACD may reinstate the family as an accommodation if requested by the family.

Caretaker for Children

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the HACD will treat that adult as a visitor until court-awarded custody or legal guardianship has been awarded to the caretaker. The voucher will then be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, the HACD will review the status at 30-day intervals.
If custody or legal guardianship has not been awarded by the court, but the action is in process, the HACD will secure verification from social services staff as to the status.

When the HACD approves a person to reside in the unit as caretaker for the children, the income of the caretaker should be counted pending a final disposition. The HACD will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him or her from the home for more than three (3) months, the person will be considered permanently absent.

Visitors

Any adult not included on the HUD Form 50058 who has been in the unit for more than 30 days with HACD approval will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of any other address will be considered verification that the visitor is a member of the household.

Statements from neighbors and/or the landlord will be considered in making the determination.

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as evidence of permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the household and the HACD will terminate assistance to the family, since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are no longer on the lease may visit for up to 60 consecutive days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 90 days per year, the minor will be considered to be an eligible visitor and not a family member.

Reporting Additions to Owner and HACD

Reporting changes in household composition to the HACD is both a HUD requirement and a HACD requirement.

The family obligations require the family to inform the HACD of the birth, adoption or court-awarded custody of a child and to request HACD approval to add any other family member as an occupant of the unit. The family must request prior approval of additional household members in writing. If any new family member is added, the income of the addition member will be included in the family income, as applicable under HUD regulations.

Families are required to report any additions to the household in writing to the HACD within ten (10) days of the move-in date.

An interim reexamination will be conducted in the event of any additions to the household.

Other than the birth, adoption, or court-awarded custody of a child, any adult proposed to be added to the household will undergo the same screening as other adult household members.

Reporting Absences to the HACD

Reporting changes in household composition is both a HUD and HACD requirement.

If a family member leaves the household, the family must report this change to the HACD, in writing, within ten (10) days of the change (i.e., after the change) and certify as to whether the member is temporarily or permanently absent.

The HACD will conduct an interim evaluation for changes which affect the total tenant payment in accordance with the interim policy.

E. AVERAGING INCOME

When annual income cannot be anticipated for a full 12 months, the HACD may:

1. Average all known sources of income that very, in order to compute an annual income, or
2. Annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

If there are possible bonuses or overtime payments which the employer cannot anticipate for the next 12 months, bonuses and overtime received the previous year will be used.

If an estimate can be made for those families whose income fluctuates from month to month by averaging, this estimate will be used so as to reduce the number of interim adjustments.

The method to be used depends upon the regularity, source and type of income.

G. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME (24 CFR 982.54(d)(10)

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the HACD will exclude the income of the person permanently confined to the nursing home and give the family no deductions for the medical expenses of the confined family member.

H. REGULAR CONTRIBUTIONS AND GIFTS (24 CFR 5.609)

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the total tenant payment.

Any contribution or gift received every six (6) months or more frequently will be considered a regular contribution or gift, unless the amount totals less than $500 per year. This includes rent and utility payments made on behalf of the family as well as other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

I. ALIMONY AND CHILD SUPPORT (24 CFR 5.609)

Regular alimony and child support payments are counted as income for purposes of the calculation of total tenant payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the HACD will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and verification of item(s) below are provided.

The HACD will accept as verification that the family is receiving an amount less than the aware if the HACD receives verification from the agency responsible for enforcement or collection, or the family furnishes documentation of a child support or alimony collection action filed through a child support enforcement or collection agency, or documentation that they have filed an enforcement or collection action through an attorney.

It is the family's responsibility to support a certified copy of the divorce decree.

J. LUMP SUM RECEIPTS (24 CFR 5.609)

Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance or worker's compensation), capital gains, and settlement for personal or property losses are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing period payments such as unemployment or welfare assistance are counted as income. Lump sum payments from Social Security or SSI

are excluded from income, but any amount remaining will be considered an asset. Deferred period payments which have accumulated due to a dispute will be treated the same as period payments which are deferred due to delays in processing.

In order to determine the amount of retroactive tenant rent that the family owes as a result of the lump sum receipt, the HACD uses a calculation method which calculates prospectively or retroactively, depending on the circumstances.

Prospective Calculation Method

If the payment is reported on a timely basis, within 30 days, the calculation will be done prospectively and will result in an interim adjusted where the entire lump-sum payment will be added to the annual income at the time of the interim.

Retroactive Calculation Method

The HACD will go back to the date on which the lump-sum payment was received, or to the date of admission, whichever is closer. The HACD will determine the amount of income for each certification period, including the period during which the lump sum was received, and recalculate the tenant rent for each certification period to determine the amount due the HACD.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

K. **CONTRIBUTIONS TO RETIREMENT FUNDS – ASSETS** (24 CFR 5.603(d)

Contributions to company retirement or pension funds, the only amounts counted are those the family can withdraw without retiring or terminating employment. If the employee has retired or terminated employment, any amount the family member elects as a lump sum will be counted.

L. **ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE** (24 CFR 5.603(d)(3))

The HACD must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The HACD will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

M **CHILD CARE EXPENSES** (24 CFR 5.603)

Child care expenses for children under age 13 may be deducted from annual income if they enable an adult to work, to attend school, or to actively seek employment.

In the case of a child attending private school, only care provided after school hours can be counted as child care expenses.

Allowability of deductions for child care expenses is based on the following guidelines:

Child care for work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work which is included in the family's annual income. The person enabled to work will be the adult member of the household who earns the least amount of income from working.

Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including reasonable travel time to and from school.

Amount of expense: Licensed, registered or otherwise regulated childcare providers will provide a signed statement of childcare expenses. The maximum allowance for all other child care is $100.00 per child, per week.

N **MEDICAL EXPENSES** (24 CFR 5.609(a)(2), 5.603)

When it is unclear in the HUD rules whether to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Non-prescription medicines will be counted toward medical expenses for families who qualify, if the family furnishes legible receipts.

O. PRO-RATION OF ASSISTANCE FOR MIXED FAMILIES (24 CFR 5.520)

Applicability

Pro-ration of assistance must be offered to any mixed applicant or participant family. A mixed family is one that includes at least one U. S. citizen or eligible immigrant and any number of ineligible members.

Mixed families that were participants as of June 19, 1995 and do not qualify for continued assistance must be offered pro-rated assistance. Mixed applicant families are entitled to pro-rated assistance. Families that become mixed after June 19, 1995 by the addition of an ineligible member are entitled to pro-rated assistance.

Pro-rated Assistance Calculations

Pro-rated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Total tenant payment is the gross rent minus the pro-rated assistance.

P. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The HACD will not reduce the rental contribution for families whose welfare assistance is reduced specifically because of fraud by a family member in connection with the welfare program, failure to participate in an economic self-sufficiency program, or non-compliance with a work activities requirement.

The HACD will, however, reduce the rental contribution if the welfare assistance reduction is a result of:

- The expiration of a lifetime time limit on receiving benefits; or
- A situation where a family member has not complied with other welfare agency requirements; or
- A situation where a family member has complied with welfare agency economic self-sufficiency or work activities requirement but cannot or has not obtained employment, such as when the family member has complied with welfare program requirements, but the durational time limit, such as cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

Imputed welfare income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for the purpose of determining the rental contribution.

Imputed welfare income is not included in annual income if the family was not an assisted family at the time of sanction.

The amount of imputed welfare income is offset by the amount of additional income a family receives that begins after the sanction is imposed.

When additional income is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

Verification Before Denying a Request to Reduce Rent

The HACD will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance with economic self-sufficiency or work activities requirements before denying the family's request for rent reduction.

The welfare agency, at the request of the HACD, will inform the HACD of the amount and term of specified welfare benefit reductions for the family, the reason for the reduction, and any subsequent changes in term or amount of reduction.

O. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS (24 CFR 982.153, 982.517, 982.514(b))

The utility allowance is intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. Allowances are not based on an individual family's actual energy consumption.

The HACD's utility allowance schedule and the utility allowance of an individual family, must include utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards.

The HACD may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

The HACD must classify utilities in the utility allowance schedule according to the following general categories: space heating, cooking, water heating, other electric, water, sewer, trash collection, refrigerator (amortized cost of tenant-supplied refrigerator), range (amortized cost of tenant-supplied rate); and other specified services.

The HACD will review the utility allowance schedule annually. If the review finds that a utility rate has changed by 10% or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at the family's next reexamination.

The utility allowance calculation is based on the actual unit size selected.

Where families provide their own range and refrigerator, the HACD will establish an allowance adequate for the family to purchase or rent a range or refrigerator, even if the family already owns either appliance. Allowances for ranges and refrigerators will be based on the less of the cost of leasing or purchasing the appropriate appliance over a 12 month period.

Where the calculation on the HUD Form 50058 results in a utility reimbursement due the family, the HACD will provide a utility reimbursement payment for the family each month. The check will be made out directly to the tenant, unless the tenant has agreed, in writing, to payment directly to utility companies, in which case the check will be made out directly to the utility companies.

The HACD will approve a higher utility allowance for a family including a person with a disability, if needed.

Chapter 7

VERIFICATION PROCEDURES

INTRODUCTION

HUD regulations require family eligibility, income and allowances be verified by the HACD. HACD staff will obtain written verification from independent sources (i.e., third party verification) whenever possible. Files will be documented when third party verification is not possible. The HACD will obtain proper authorization from the family before requesting information from independent sources.

A. METHODS OF VERIFICATION AND TIME ALLOWED (24 CFR 982.516)

The HACD will verify information through the four methods of verification acceptable to HUD in the following order:

1. third-party written
2. third-party oral
3. review of documentation
4. certification/self-declaration

The HACD will allow three (3) weeks for return of third-party written verification. HACD staff will allow two (2) weeks/attempt to obtain other types of verification before going onto the next method. The HACD will place documentation in the tenant file as to why third party written verification was not obtained.

For applicants, verifications may not be more than 60 days old at the time of voucher issuance. For participants, verifications are valid for 120 days from date of receipt.

Third-Party Written Verification

Third-party written verification is used to verify information directly from the source. Third-party written verification forms will be sent and returned via first class mail and/or fax transmittal. Each adult family member (i.e., age 18 or older) will be required to sign an authorization allowing an information source to release the specified information.

Verifications received by fax directly from the source are considered third-party written verifications.

With the exception of computerized printouts from the following agencies, the family will not be allowed to deliver verifications:

- Social Security Administration
- Veterans Administration

- State Department of Social Services (Welfare Assistance)
- State Labor Department (Unemployment Compensation)
- State or federal courts.

Third-Party Oral Verification

Oral Third-party verification will be used when written third-party verification is delay or not possible. When third-party oral verification is used, staff will be required to annotate the file noting with whom they spoke, the date of the conversation, and the facts provided. If oral third party verification is not available, the HACD will compare the information to any documents provided by the family. If obtained by telephone, the HACD must initiate the call.

Review of Documents

In the event that third-party written or oral verification is unavailable the HACD will annotate the file accordingly and utilize documents provided by the family as the primary source if the documents provide complete information.

All such documents, excluding government checks and currency, will be photocopied and retained in the applicant file. In cases where documents are viewed that cannot be photocopied, staff will annotate the file accordingly.

The HACD will accept the following documents from the family, provided that the document is such that tampering would be easily noted:

Printed wage stubs
Computer print-outs from the employer
Signed letters (provided that the information is confirmed by phone)
Other documents noted in this Chapter as acceptable verification

If third-party verification is received after documents have been accepted as provisional verification, and there is a discrepancy, the HACD will utilize the third-party verification.

Self-Certification/Self-Declaration

When verification cannot be made by third-party verification or review of documents, families will be required to submit a self-certification.

Self-certification is accomplished by means of a notarized statement or affidavit which must be witnessed and which is obtained under penalty or perjury.

B. RELEASE OF INFORMATION (24 CFR 5.230)

All adult family members will be required to sign a copy of HUD Form 9886, Authorization for Release of Information/Privacy Act Form.

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 HACD 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 HACD on the 50058 Form. HUD can disclose Social Security information to HACD, but is precluded by law from disclosing Federal tax return data to HACD. 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 HACD. HUD's letter to the family will also notify the family that HUD has notified the HACD in writing that the family has been advised to contact the HACD. HUD will send the HACD a list of families who have received "income discrepancy" letters.

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

- Wait ten (10) days after the date of notification before contacting tenant.
- After ten (10) days following the date of notification, the HACD 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 HACD 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 HACD will verify the accuracy of the income information received from the family, review the HACD'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 HACD, the HACD will ask HUD to send a second letter. After an addition ten (10) days, the HACD will ask HUD to send a third letter. After an additional 15 days the HACD will send a letter to the head of household, warning of the consequences if the family fails to contact the HACD within ten (10) days.

If the tenant claims a letter from HUD was not received, the HACD will ask HUD to send a second letter with a verified address for the tenant. After ten (10) days, the HACD will contact the tenant family. If the tenant family still claims they have not received a letter, the HACD will ask HUD to send a third letter. After an additional 15 days, the HACD will set up

a meeting with the family to complete IRS Forms 4506 and 8821. If the tenant family fails to meet with the HACD or will not sign the IRS forms, the HACD will send a warning letter to the head of the household, notifying the family that termination proceedings will begin within one week if the tenant fails to meet with the HACD and/or sign forms.

If tenant does receive a discrepancy letter from HUD, the HACD will set up a meeting with the family. If the family fails to attend the meeting, the HACD will reschedule the meeting. If the family fails to attend the second meeting, the HACD will send a termination warning. The family must bring the original HUD discrepancy letter to the HACD.

If tenant disagrees with the Federal tax data contained in the HUD discrepancy letter, the HACD will ask the tenant to provide documented proof that the tax data is incorrect. If the tenant does not provide documented proof, the HACD will obtain proof to verify the Federal tax data using third party verification.

D. ITEMS TO BE VERIFIED (24 CFR 982.516)

All income, including income exclusions.

Full-time student status including high school students who are 18 or over.

Current assets including assets disposed of for less than fair market value in preceding two years.

Child car expense where it allows an adult family member to be employed, or to actively seek work or to further his/her education.

Total medical expenses of all family member in households whose head or spouse is elderly or disabled.

Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family which allow an adult family member to be employed.

Disability for determination of allowances or deductions.

Proof of legal identity.

U. S. citizenship/eligible immigrant status.

Social Security Numbers for all family members over 6 years of age or older who have been issued a Social Security Number.

Familial/Marital status when needed for head or spouse definition.

E. VERIFICATION OF INCOME (24 CFR 982.516)

This section defines the methods the HACD will use to verify various types of income.

Employment Income

Verification forms request the employer to specify the:

- Dates of employment
- Amount and frequency of pay
- Date of the last pay increase
- Likelihood of change of employment status and effective date of any known salary increase during the next 12 months
- Year to date earnings
- Estimated income from overtime, tips, bonus pay expected during next 12 months.

Acceptable methods of verification include, in this order:

1. Employment verification form completed by the employer.
2. Minimum of six weeks or 3 bi-weekly check stubs or earning statements which indicate the employee's gross pay, frequency of pay or year to date earnings.
3. W-2 forms plus income tax forms.
4. Self-certifications or income tax returns signed by the family may be used for verifying self-employment income, or income from tips and other gratuities.

Applicants and program participants may be requested to sign an authorization for release of information from the Internal Revenue Service for further verification of income.

In cases where there are questions about the validity of information provided by the family, the HACD will require the most recent federal income tax statements.

Where doubt regarding income exists, a referral to IRS for confirmation will be made on a case-by-case basis.

Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Acceptable methods of verification include, in this order:

1. Benefit verification form completed by agency providing the benefits.
2. Aware or benefit notification letters prepared and signed by the providing agency
3. Computer report electronically obtained or in hard copy.

Unemployment Compensation

Acceptable methods of verification include, in this order;

1, Verification form completed by the unemployment compensation agency.
2. Computer printouts from unemployment office stating payment dates and amounts.
3. Payment stubs

Welfare Payments or General Assistance

Acceptable methods of verification include, in this order:

1. HACD verification form completed by payment provider.
2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months.
3. Computer-generated Notice of Action

Alimony or Child Support Payments

Acceptable methods of verification include any of the following;

1. Copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules.
2. A notarized letter from the person paying the support.
3. Copy of latest check and/or payment stubs from Court Trustee. HACD must record the date, amount, and number of the check.
4. If payments are irregular, the family must provide:

    - A copy of the separation or settlement agreement, or a divorce decree stating the amount and type of support and payment schedules.
    - A statement from the agency responsible for enforcing payments to show that the family has filed for enforcement.
    - A welfare notice of action showing amounts received by the welfare agency for child support.
    - A written statement from an attorney certifying that a collection or enforcement action has been filed.

Net Income from a Business

In order to verify the net income from a business, the HACD will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.

Acceptable methods of verification include:

1. IRS Form 1040, including:
   a. Schedule C (Small Business)
   b. Schedule E (Rental Property Income)
   c. Schedule F (Farm Income)
2. If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules.
3. Audited or unaudited financial statement(s) of the business.

Child Care Business

If an applicant/participant is operating a licensed day care business, income will be verified as with any other business.

If the applicant/participant is operating a "cash and carry" operation (which may or may not be licensed), the HACD will require that the applicant/participant complete a form for each customer which indicates: name of person(s) whose child (children) is/are being cared for, phone number, number of hours child is being cared for, method of payment (check/cash), amount paid, and signature of person.

If the family has filed a tax return, the family will be required to provide it.

Recurring Gifts

The family must provide a self-certification that contains the following information:

The person who provides the gifts
The value of the gifts
The regularity (dates) of the gifts
The purpose of the gifts

Zero Income Status

The HACD will request information from the Department of Social Services, Department of Labor, Social Security Offices and towns.

Full-time Student Status

Only the first $480 of the earned income of full time students, other than head or spouse, will be counted toward family income.

Financial aid, scholarships and grants is not counted toward family income.

Verification of full time student status includes:

1. Written verification from the registrar's office or other school official.
2. School records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

F. INCOME FROM ASSETS (24 CFR 982.516)

Savings Account Interest Income and Dividends

Acceptable methods of verification include, in this order:

1. Account statements, passbooks, certificates of deposit, or HACD verification forms completed by the financial institution.
2. Broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification.
3. IRS Form 1099 from the financial institution, provided that the HACD must adjust the information to project earnings expected for the next 12 months.

Interest Income from Mortgages or Similar Arrangements

Acceptable methods of verification include, in this order:

1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown.)
2. Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.

Net Rental Income from Property Owned by Family

Acceptable methods of verification include, in this order:

1. IRS Form 1040 with Schedule E (Rental Income).
2. Copies of latest rent receipts, leases, or other documentation of rent amounts.
3. Documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilizes, and bank statements or amortization schedules showing monthly interest expense.
4. Lessee's written statement verifying rent payments to the family and family's self-certification as to net income realized.

G. VERIFICATION OF ASSETS

Family Assets

The HACD will require the necessary information to determine the current cash value, (the net amount the family would receive if the asset were converted to cash).

1. Verification forms, letters, or documents from a financial institution or broker.
2. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.
3. Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate.
4. Real estate tax statements if the approximate current market value can be deduced from assessment.
5. Financial statements for business assets.
6. Copies of closing documents showing the selling price and the distribution of the sales proceeds.
7. Appraisals of personal property held as an investment.
8. Family's self-certification describing assets or cash held at the family's home or in safe deposit boxes.

Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Recertification

1. For all certifications and recertifications, the HACD will obtain the Family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or recertification.
2. If the family certifies that they have disposed of assets for less than fair market value, certification is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible.

H. VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME (24 CFR 982.516)

Child Care Expenses

1. Written verification from the person who receives the payments is required. If the child care provider is an individual, s/he must provide a statement of the amount they are charging the family for their services.
2. Verifications must specify the child care provider's name, address, telephone number, Social Security Number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.
3. Family's certification as to whether any of those payments have been or will be paid or reimbursed by outside sources.
4. Verification that childcare provider is licensed/registered or otherwise regulated must be obtained from provider, otherwise childcare situation will be treated as unregulated and eligible only for a maximum allowance of $100.00 per child, per week.

Medical Expenses

Families who claim medical expenses will be required to submit a certification as to whether any expense payments have been, or will be, reimbursed by an outside source. All expense claims will be verified by one or more of the methods listed below.

1. Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency.
2. Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family.
3. Written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months. A computer printout will be accepted.
4. For attendant care:

a. A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes.
b. Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services.

5. Receipts, canceled checks, or pay stubs that verify medical costs and insurance expenses likely to be incurred in the next 12 months.
6. Copies of payment agreements or most recent invoice that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.
7. Receipts or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. HACD may use this approach for "general medical expenses" such as non-prescription drugs and visits to doctors or dentists, but not for one time, nonrecurring expenses from the previous year.
8. The HACD will use mileage at the IRS rate, or cab, bus fare, or other public transportation cost for verification of the cost of transportation directly related to medical treatment.

Assistance to Persons with Disabilities (24 CFR 5.611(c))

1. In all cases:

(a) Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed.
(b) Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

2. Attendant Care:

(a) Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided.
(b) Certification of family and attendant and/or copies of canceled checks family used to make payments.

3. Auxiliary Apparatus:

(a) Receipts for purpose or proof of monthly payments and maintenance expenses for auxiliary apparatus.
(b) In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

I. VERIFYING NON-FINANCIAL FACTORS (24 CFR 5.617(b)(2))

Verification of Legal Identity

In order to prevent program abuse, the HACD will require applicants to furnish verification of legal identity for all family members.

The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

Certificate of Birth, naturalization papers
Church issued baptismal certificate
Current, valid Driver's license
U. S. military discharge (DD 214)
U. S. passport
Voter's registration
Company/agency Identification Care
State or Federal government issued identification care
DSS Eligibility Management System (EMS) print out

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

Certificate of Birth
Adoption papers
Custody agreement
Health and Human Services ID
School records

Verification of Marital Status

Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer.

Verification of a separation may be a copy of a court-ordered maintenance or other records.

Verification of marriage status is a marriage certificate.

Familial Relationships

Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification.

The following verifications will always be required if applicable:

Verification of relationship:

Official identification showing names
Birth certificates
Baptismal certificates

Verification of guardianship is:

Court-order assignment
Verification from social services agency
School records

Verification of Permanent Absence of Family Member

If an adult member who was formerly a member of the household is reported permanently absent by the family, the HACD will consider any of the following as verification:

1. Husband or wife institutes divorce action.
2. Husband or wife institutes legal separation.
3. Order of protection/restraining order obtained by one family member against another.
4. Proof of another home address, such as utility bills, canceled checks for rent, drivers license, or lease or rental agreement, if available.
5. Statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location.
6. If no other proof can be provided, the HACD will accept a self-certification from the head of household or the spouse or co-head, if the head is the absent member.
7. If the adult family member is incarcerated, a document from the Court or prison should be obtained stating how long they will be incarcerated.

Verification of Change in Family Composition

The HACD may verify changes in family composition either reported or unreported through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources.

Verification of Disability

Verification of disability must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) or verified by appropriate diagnostician such as physician, psychiatrist, psychologist, therapist, rehab specialist, or licensed social worker, using the HUD language as the verification format.

Verification of Citizenship/Eligible Immigrant Status (24 CFR 5.508, 5.510, 5.512, 5.514)

To be eligible for assistance, individuals must be U. S. citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by Immigration and Naturalization Service (INS). Each family member must declare their status once. Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants may be delayed while the HACD hearing is pending.

1. Citizens or Nationals of the United States are required to sign a declaration under penalty of perjury. The HACD will require citizens to provide documentation of citizenship. Acceptable documentation will include at least one of the following original documents:

   U. S. birth certificate
   U. S. passport
   Resident alien/registration card
   Social Security card
2. Eligible Immigrants aged 62 and over are required to sign a declaration of eligible immigration status and provide proof of age.
3. Non-citizens with eligible immigration status must sign a declaration of status and verification consent form and provide their original immigration documents which are copied front and back and returned to the family. The HACD verifies the status through the INS SAVE system. If this primary verification fails to verify status, the HACD must request within ten days that the INS conduct a manual search.
4. Ineligible family members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the head of household or spouse.
5. Non-citizen students on student visas are ineligible members even though they are in the country lawfully. They must provide their student visa but their status will not be verified and they do not sign a declaration but are listed on the statement of ineligible members.

   Failure to Provide. If an applicant or participant family member fails to sign required declarations and consent forms to provide documents, as required, they must be listed

as an ineligible member. If the entire family fails to provide and sign as required, the family may be denied or terminated for failure to provide required information.

Time of Verification

For applicants, verification of U. S. citizenship/eligible immigrant status occurs at the same time as verification of other factors of eligibility for final eligibility determination/at the time of initial application.

For family members added after other members have been verified, the verification occurs at the first recertification after the new member moves in.

Once verification has been completed for any covered program, it need not be repeated except that, in the case of port-in families, if the initial HACD does not supply the documents, the HACD must conduct the determination.

Extensions of Time to Provide Documents

The HACD will grant an extension of 15 days for families to submit evidence of eligible immigrant status.

Acceptable Documents of Eligible Immigration

The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register.

Resident Alien Card (I-551)
Alien Registration Receipt Card (I-151)
Arrival-Departure Record (I-94)
Temporary Resident Card (I-688)
Employment Authorization Card (I-688B)
Receipt issued by the INS for issuance of replacement of any of the above documents that shows individual's entitlement has been verified.

A birth certificate is not acceptable verification of status. All documents in connection with U. S. citizenship/eligible immigrant status must be kept five years.

The HACD will verify the eligibility of a family member at any time such eligibility is in question, without regard to the position of the family on the waiting list.

If the HACD determines that a family member has knowingly permitted another individual who is not eligible for assistance to reside permanently in the family's unit, the family's assistance will be terminated for 36 months, unless the ineligible individual has already been considered in prorating the family's assistance.

Verification of Social Security Numbers (24 CFR 5.216)

Social security numbers must be provided as a condition of eligibility for all family members age six and over if they have been issued a number. Verification of Social Security numbers will be done through a Social Security Card issued by the Social Security Administration. If a family member cannot produce a Social Security Card, only the documents listed below showing his or her Social Security Number may be used for verification. The family is also required to certify in writing that the documents(s) submitted in lieu of the Social Security Card information provided is/are complete and accurate:

- A driver's license
- Identification care issued by a Federal, State or local agency
- Identification care issued by a medical insurance company or provider (including Medicare and Medicaid)
- An identification card issued by an employer or trade union
- An identification card issued by a medical insurance company
- Earnings statements or payroll stubs
- Bank statements
- IRS Form 1099
- Benefit award letters from government agencies
- Retirement benefit letter
- Life insurance policies
- Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
- Verification of benefits or social Security Number from Social Security Administration
- EMS print out

New family members ages six and older will be required to produce their Social Security Card or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported to the HACD.

If an applicant or participant is able to disclose the Social Security Number but cannot meet the documentation requirements, the applicant or participant must show proof they have applied to Social Security for a replacement card. The applicant/participant or family member will have an additional 30 days to provide proof of the Social Security Number. If they fail to provide this documentation, the family's assistance will be terminated.

In the case of an individual at least 62 years of age, the HACD may grant an extension for an additional 60 days to a total of 120 days. If, at the end of this time, the elderly individual has not provided documentation, the family's assistance will be terminated.

If the family member states they have not been issued a number, the family member will be required to show they have applied for a Social Security Number.

Chapter 8

VOUCHER ISSUANCE AND BRIEFINGS

INTRODUCTION

Issuance of Vouchers [24 CFR 982.204(d), 982.54(d)(2)]

When funding is available, HACD will issue vouchers to applicants whose final eligibility has been determined. HACD will strive to maintain 100% utilization of all program funds. Program capacity will be closely monitored to determine success rates, average lease up time, and monthly turnover. This statistical information will serve as the basis to determine the number of vouchers to be issued on an ongoing basis to achieve the 100% utilization rate.

When eligibility has been determined, the HACD will conduct a mandatory briefing to ensure that families know how the program works. The briefing will provide a broad description of owner and family responsibilities, HACD procedures, and how to lease a unit. The family will also receive a briefing packet that provides more detailed information about the program, including the benefits of moving outside areas of poverty and minority concentration.

The HACD may over-issue vouchers only to the extent necessary to meet its leasing goals. All vouchers which are over-issued must be honored. If the HACD finds it is over-leased, it must adjust its future issuance of vouchers in order not to exceed the ACC budget limitations over the fiscal year.

B. BRIEFING TYPES AND REQUIRED ATTENDANCE (24 CFR 982.301)

Initial Applicant Briefing

A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefings will be conducted in group and/or individual meetings. Families who attend group briefings and still have the need for individual assistance will be referred to a housing coordinator. Briefings will be conducted in English and, when necessary, in Spanish.

The purpose of the briefing is to explain the documents in the voucher-holder's packet to families so that they are fully informed about the program. This will enable them to utilize the program to their advantage, and it will prepare them to discuss the voucher program with potential owners and property managers.

The HACD will not issue a voucher to a family unless the household representative has attended a briefing and signed the voucher. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. Applicants who fail to attend two (2) scheduled briefings without prior notification and approval of the HACD may be denied admission based on failure to supply information needed for certification. The

HACD will conduct individual briefings for families with disabilities at their homes, upon request by the family, if required as a reasonable accommodation.

Briefing Packet (24 CFR 982.301(b)

The documents and information provided in the briefing packet for the voucher programs will comply with all HUD requirements. The HACD also includes other information and materials which are not required by HUD.

The family is provided the following information and materials:

1. The voucher, with its term indicate.
2. A description of the method used to calculate the housing assistance payment (HAP) for a family, information on the utility allowances, and the payment standards for the voucher program.
3. How the payment standard is determined, including an explanation of rent reasonableness.
4. Guidance and factors to consider which assist the family in selecting a unit, such as proximity to employment, public transportation, schools, day care, shopping, and the accessibility of services including social services. Guidance will also be provided to assist the family in evaluating the prospective units, such as the condition of unit, whether the rent is reasonable, the cost of tenant-paid utilities and energy efficiency of the unit.
5. An explanation of the geographical area in which the family may lease a unit, including an explanation of portability.
6. The Request for tenancy Approval form and a description of the procedure for requesting approval of a rental unit.
7. The HACD policy on providing information about families to prospective owners.
8. The subsidy standards, including when and how exceptions are made and how the voucher size relates to the unit size selected.
9. The HUD brochure on how to select a unit and/or the HUD brochure "A Good Place to Live," concerning how to select a unit that complies with HQS.
10. The HUD pamphlet on lead-based paint entitled Protect Your Family From Lead in Your Home and information about where blood level testing is available.
11. Information on federal, state and local equal opportunity laws.
12. A list of landlords or other parties who may have suitable rental units available.
13. If the family includes a person with disabilities, notice that the HACD will assist in locating accessible units and a list of available accessible units known to the HACD.
14. The family obligations under the program.
15. The grounds on which the HACD may terminate assistance for a participant family because of family action or failure to act.
16. HACD informal hearing procedures, including when the HACD is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.
17. An HQS checklist and a sample contract.

18. Procedures for notifying the HACD and/or HUD of program abuses such as side payments, extra charges, violations of tenant rights, and owner failure to repair.
19. The family's rights as a tenant and a program participant.
20. Requirements for reporting changes occurring between certifications.
21. Information on security deposits

Other Information to be Provided at the Briefing (24 CFR 982.301(a))

The person conducting the briefing will also describe how the program works and the relationship between the family and the owner, the family and the HACD, and the HACD and the owner.

The briefing presentation emphasizes:

- Family and owner responsibilities.
- How portability works for families eligible to exercise portability.

Advantages in move to an area with a low concentration of poor families if the family is living in a high poverty census tract in the HACD's jurisdiction.
Exercising choice in residency.
Choosing a unit carefully and only after due consideration.
Mobility services.

If the family includes a person with disabilities, the HACD will ensure compliance with 24 CFR 8.6 to ensure effective communication.

C. ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION

At the briefing, families are encouraged to search for housing in non-impacted areas, and the HACD will provide assistance to families who wish to do so. The HACD will have available a listing of available units and landlords interested in the program. The mobility services provided may include:

- Direct contact with landlords.
- Counseling with the family.
- Providing information about services in various non-impacted areas.
- Meeting with neighborhood groups to promote understanding
- Formal or informal discussions with landlord groups.
- Formal or informal discussions with social service agencies
- Meeting with rental referral companies or agencies.
- Meeting with fair housing groups or agencies.

D. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION

HACD staff will help clients who require assistance in filling out discrimination complaint forms by referring them to the appropriate HUD office.

E. SECURITY DEPOSIT REQUIREMENTS (24 CFR 982.313)

Security deposits charged by owners may not exceed those charged to unassisted tenants (nor the maximum prescribed by state law, i.e., two months rent, or one months rent if the tenant is 62 or older).

For lease-in place families, responsibility for the first and last month's rent is not considered a security deposit issue. In these cases, the owner should settle the issue with the tenant prior to the beginning of assistance.

F. TERM OF VOUCHER (24 CFR 982.303, 982.54(d)(11)

During the briefing session, each household will be issued a voucher which represents a contractual agreement between the HACD and the family specifying the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

Expirations

The voucher is valid for a period of at least 60 calendar days from the date of issuance. The family must submit a Request for Tenancy Approval within the 60-day peri8od, unless an extension has been granted by the HACD, or the voucher will expire (i.e., the family will lose the voucher).

If the voucher has expired and has not been extended by the HACD, or if the voucher expires after an extension, the family will be denied assistance. The family will not be entitled to a review or a hearing. If the family is currently assisted, they may remain as a participant in their unit if an assisted lease and contract are in effect.

Suspensions

When a Request for Tenancy Approval is received, the HACD will not suspend or stop the clock on the term of the voucher.

Extensions

The HACD will extend the term of the voucher up to 120 days from the beginning of the initial term. If the family needs and requests an extension, and it is granted, it will be granted in 30-day increments not to exceed four extensions. Approval of each extension should be granted by a housing supervisor.

Extensions are granted at the discretion of the HACD primarily for the following reasons:

The HACD is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the HACD through its mobility services, throughout the initial 60-day period. A completed search record is required.

The family was prevented from finding a unit due to the disability accessibility requirement of a family member.

Special Extensions

Special extensions beyond the 120 day search time may be granted by the HACD but only in cases where there are circumstances documented and verified that are beyond the family's control and that affect the family's ability to find suitable housing within the initial 60 days and subsequent allowable extension.

The housing supervisor must review the family's search record and all documentation provided by the family to verify and support the request. The housing supervisor shall approve or disapprove the special extension. If the family does not provide proper documentation a special extension will not e granted.

Assistance to Voucher Holders

Families who require additional assistance during their search may call the HACD office to request assistance. Voucher holds will be notified at their briefing session that the HACD periodically updates the listing of available units and how the updated list may be obtained.

The HACD will assist families with negotiations with owners and provide other assistance related to the families' search for housing.

G. VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS (24 CFR 982.315)

In those instances when a family assisted under the Section 8 program becomes divided into two otherwise eligible families due to divorce, legal separation, or the division of the family, and the new families cannot agree as to which new family unit should continue to receive the assistance and there is no determination by a court, the HACD shall consider the following factors to determine which of the families will continue to be assisted:

1. Which of the two new family units has custody of dependent children.
2. Which family member was the head of household when the voucher was initially issued (listed on the initial application).
3. The composition of the new family units, and which unit contains elderly or disabled members.
4. Whether domestic violence was involved in the breakup.
5. Which family members remain in the unit.

Documentation of these factors will be the responsibility of the requesting parties.

If documentation is not provided, the HACD will terminate assistance on the basis of failure to provide information necessary for a reexamination.

H. REMAINING MEMBER OF TENANT FAMILIY – RETENTION OF VOUCHER (24 CFR 982.315)

To be considered the remaining member of the tenant family, the person must have been previously approved by the HACD to be living in the unit.

A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the family.

In order for a minor child to continue to receive assistance as a remaining family member:

1. The court has to have awarded emancipated minor status to the minor, or
2. The HACD has to have verified that the social services agency and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child(rent) for an indefinite period.

A reduction in family size may require a reduction in the voucher size.

Chapter 9

REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION

INTRODUCTION (24 CFR 982.305(a)

After families are issued a voucher, they may search for a unit anywhere within the jurisdiction of the HACD, or outside of the HACD's jurisdiction if they qualify for portability. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a housing assistance payments (HAP) contract with the HACD.

A. REQUEST FOR TENANCY (24 CFR 982.302, 982.305(b)

The request for tenancy approval (RTA) and a copy of the proposed lease, including the HUD-prescribed tenancy addendum, must be submitted by the family during the term of the voucher. The family must submit the request for tenancy approval in the form and manner required by the HACD.

The request for tenancy approval must be signed by both the owner and voucher-holder.

The HACD will not permit the family to submit more than one RTA at a time.

The HACD will review the proposed lease and the RTA to determine whether they are approvable. The RTA will be approved it:

1. The unit is an eligible type of housing.
2. The unit meets HUD's housing quality standards (and any additional criteria as identified in this plan.
3. The rent is reasonable.
4. The security deposit is approval in accordance with any limitation in this plan.
5. The proposed lease complies with HUD and HACD requirements.
6. The owner is approvable, and there are no conflicts of interest.

In addition to the above, at the time a family initially receives assistance in a particular rent unit (i.e., new admissions and moves), if the gross rent for the unit exceeds the applicable payment standard for the family, the family share of the rent may not exceed 40% of the family monthly adjusted income.

Disapproval of Request for Tenancy Approval

If the HACD determines that the request cannot be approved for any reason, the landlord and the family will be notified in writing. The HACD will instruct the owner and family of the steps that are necessary to approve the request.

The owner will be given no more than 15 calendar days to submit an approval RTA from the date of disapproval.

When, for any reason, an RTA is not approved, the HACD will furnish another RAT form to the family along with the notice of disapproval so the family can continue to search for eligible housing.

B. ELIGIBLE TYPES OF HOUSING (24 CFR 982.353)

The HACD will approve any of the following types of housing in the voucher program:

- All structure types can be utilized.
- Manufactured homes where the tenant leases the mobile home and the pad.
- Manufactured homes where the tenant owns the mobile home and leases the pad.

A family can own a rental unit but cannot reside in it while being assisted, except in the case when tenant owns the mobile home and leases the pad.

The HACD may not permit a voucher holder to lease a unit which is receiving any duplicative rental subsidies.

C. LEASE REVIEW (24 CFR 982.308)

The HACD will review the lease, particularly noting whether any optional charges are approvable, and whether it is in compliance with regulations and state/local law. The tenant also must have legal capacity to enter into a lease under state and local law. Responsibility for utilities, appliances and optional services must correspond to those provided on the request for tenancy approval.

The terms and conditions of the landlord's lease must be consistent with state and local law. The lease must specify:

- The names of the owner and all tenants, and
- The address of the unit rented (including apartment number, if any), and
- The amount of monthly rent to owner, and
- The utilities and appliances to be supplied by the owner, and
- The utilities and appliances to be supplied by the family.

The HUD-prescribed tenancy addendum must be included in the lease word-for-word before the lease is executed.

Effective September 15, 2000, the owner's lease must include the lead warning statement and disclosure information required by 24 CFR 35.92(b).

The lease must provide that drug-related criminal activity engaged in by the tenant, any household member, or any guest on or near the premises, or any person under the tenant's control on the premises is grounds to terminate tenancy.

The lease must also provide that the owner may evict the family when the owner determines that:

Any household member is illegally using a drug;

A pattern of illegal use of drug by any household member interferes with the health, safety or right to peaceful enjoyment of the premises by other residents. The lease must provide that the following types of criminal activity by a "covered person" are grounds to terminate tenancy:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents (including property management staff residing on the premises);
- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises; or
- Any violent criminal activity on or near the premises by a tenant, household member, or guest; or
- Any violent criminal activity on the premises by any other person under the tenant's control.

The lease must provide that the owner may terminate tenancy if a tenant is fleeing to avoid prosecution or custody or confinement after conviction for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees or is violating a condition of probation or parole imposed under federal or state law.

House rules of the owner may be attached to the lease as an addendum, provided they are approved by the HACD to ensure they do not violate any fair housing provisions and do not conflict with the lease addendum.

Actions Before Lease Term

All of the following must be completed before the beginning of the initial term of the lease for a unit:

- The HACD has inspected the unit and has determined that the unit satisfies the HQS,
- The landlord and tenant have executed the lease,
- The HACD has approved leasing of the unit in accordance with program requirements.

D. SEPARATE AGREEMENTS

Separate agreements are not necessarily illegal side agreements. Families and owners will be advised of the prohibition of illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease.

The family is not liable under the lease for unpaid charges for items covered by separate agreements and non-payment of these agreements cannot be cause for eviction.

Owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease in the agreement is in writing and approved by the HACD.

Any appliances, services or other items which are routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. For there to be separate agreement, the family must have the option of not utilizing the service, appliance or other item.

If the family and owner have come to a written agreement on the amount of allowable charges for a specific item, as long as those charges are reasonable and not substitute for higher rent, they will be allowed.

All agreements for special items or services must be attached to the lease approved by the HACD. If agreements are entered into a t a later date, they must be approved by the HACD and attaché dot the lease.

E. RENT LIMITATIONS (24 CFR 982.507)

The HACD will make a determination as to the reasonableness of the proposed rent in relation to comparable units available for lease on the private unassisted market, and the rent charged by the owner for a comparable unassisted unit in the building or premises.

By accepting each monthly housing assistance payment from the HACD, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises. The owner is required to provide the HACD with information requested on rents charged by the owner on the premises or elsewhere.
At all times during the tenancy, the rent to owner may not be more than the most current reasonable rent as determined by the HACD.

F. DISAPPROVAL OF PROPOSED RENT (24 CFR 982.502)

If the proposed gross rent is not reasonable, at the family's request, the HACD will negotiate with the owner to reduce the rent to a reasonable rent. If the rent is not affordable because the family share would be more than 40% of the family's monthly adjusted income, the HACD will negotiate with the owner to reduce the rent to an affordable rent for the family.

At the family's request, the HACD will negotiate with the owner to reduce the rent or include some or all of the utilities in the rent to owner.

If the rent can be approved by negotiations with the owner, the HACD will continue processing the request for tenancy approval and lease. If the revised rent involves a change in the provision of utilities, a new request for tenancy approval must be submitted by the owner.

If the owner does not agree on the rent to owner after the HACD has tried and failed to negotiate a revised rent, the HACD will inform the family and owner that the lease is disapproved.

G. INFORMATION TO OWNERS (24 CFR 982.307(b), 982.54(d)(7)

In accordance with HUD requirements, the HACD will furnish prospective owners with the family's current address as shown in the HACD's records and, if know to the HACD, the name and address of the landlord at the family's current and prior address.

The HACD will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The HACD will inform owners that it is the responsibility of the landlord to determine the suitable of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

A statement of the HACD's policy on release of information to prospective landlords will be included in the briefing packet that is provided to the family.

The HACD will provide documented information regarding tenancy history for the past two (2) years to prospective landlords upon written request from the landlord.

The HACD will provide the following information based on documentation in its possession:

- Eviction history (documenting the disposition of the eviction).
- Damage to rental units, including independent verification.

The information will be provided in writing.

Only the housing supervisor may provide this information. The HACD's policy on providing information to owners is included in the briefing packet and will apply uniformly to all families and owners.

H. CHANGE IN TOTAL TENANT PAYMENT (TTP) PRIOR TO HAP EFFECTIVE DATE

When the family reports changes in factors that will affect the total tenant payment (TTP) prior to the effective date of the HAP contract at admission, the information will be verified and the TTP will be recalculated. If the family does not report any change, the HACD need not obtain new verifications before signing the HAP contract, unless verifications more than 60 days old.

I. CONTRACT EXECUTION PROCESS (24 CFR 982.305(c)

The HACD prepares the housing assistance payments (HAP) contract and lease for execution. The family and the owner will execute the lease agreement, and the owner and the HACD will execute the HAP contract. Copies of the documents will be furnished to the parties who signed the respective documents. The HACD will retain a copy of all signed documents.

The HACD makes every effort to execute the HAP contract before the commencement of the lease term. The HAP contract may not be executed more than 60 days after commencement of the lease term and no payments will be made until the contract is executed.

Owners must provide the current address of their residence (not a post office box). As a requested reasonable accommodation, if families lease properties owned by relatives, the owner's current address will be compared to the address of the subsidized unit.

Owners must provide a social security number.

Owners must also submit proof of ownership of the property, such as a grant deed or tax bill, or a mortgage statement (include the volume and page number from the most recent transaction in the municipal land records), and a copy of the management agreement if the property is managed by a management agent.

The owner must provide a business or home telephone number.

Unless their lease was effective prior to June 17, 1998, a family may not lease properties owned by a parent, child, grandparent, grandchild, sister or brother of any family member. The HACD will waive this restriction as a reasonable accommodation for a family member who is a person with a disability.

Chapter 10

HOUSING QUALITY STANDARDS AND INSPECTIONS

INTRODUCTION

Housing quality standards (HQS) are the HUD-required minimum standards for a unit's condition. Rental units must meet HQS both at initial occupancy and during the term of the lease. HQS apply to the building and premises, as well as to the unit. All units must pass HQS inspection on or before the beginning date of the assisted lease and HAP contract.

A. GUIDELINES/TYPES OF INSPECTIONS (24 CFR 982.401(a) 982.405)

Efforts will be made at all times to encourage owners to provide housing above HQS minimum standards.

All utilities must be in service prior to the effective date of the HAP contract. If the utilities are not in service at the time of inspection, the HQS inspector will notify the tenant or owner (whomever is responsible for the utilities according to the RTA) to have the utilities turned on. The inspector will schedule and conduct a re-inspection, or the owner and tenant will both certify that the utilities are in service.

If the tenant is responsible for supplying the stove and/or the refrigerator, the HACD will allow the stove and/or the refrigerator to be placed in the unit after the inspection if, after the unit has passed all other HQS, the owner and the family certify that the appliances are in the unit and working according to HQS. The HACD will not conduct a re-inspection in that event.

There are four types of inspections the HACD will perform.

1. Initial/Move in: Conducted when the Request for Tenancy Approval has been received and accepted. Inspection must not be over 30 days old.
2. Annual: Must be conducted prior to the HAP contract anniversary date.
3. Special/Complaint: At request of owner, family or an agency or third party.
4. Quality Control: To maintain quality standards.

B. INITIAL HQS INSPECTION (24CFR 982.401(a), 982.305(b)(2)

Timely Initial HQS Inspection

The HACD will inspect the unit, determine whether the unit satisfies HQS and notify the family and the owner of the determination within a reasonable amount of time.

The HACD will conduct initial HQS inspections for the family and owner within 10 days of receipt of the RTA.

The initial inspection will be conducted to

- Determine if the unit and property meet the HQS defined in this plan.
- Document the current condition of the unit in order to assist in future evaluations of whether the condition of the unit exceeds normal wear and tear.
- Document the information to be used for determination of rent reasonableness.

If the unit fails the initial HQS inspection, the family and the owner will be advised to notify the HACD once repairs are completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failing HQS unless, at the inspector's discretion and depending on the amount and complexity of work to be done, additional time will be given.

The owner will be allowed one re-inspection for repair work to be completed.

If unit fails initial inspection for deteriorated paint surfaces, the tenant will not be allowed to move in until corrective action has been taken and the apartment has passed inspection.

If the time period given by the inspector to correct the repairs has elapsed, or if the maximum number of failed re-inspections has occurred, the family must select another unit.

C. ANNUAL HQS INSPECTIONS (24 CFR 982.405(a))

The HACD conducts an inspection in accordance with HQS annually, at least 30 days prior to the anniversary date of the HAP contract. Special inspections may be scheduled between anniversary dates.

HQS deficiencies which cause a unit to fail must be corrected by the landlord unless it is a failure for which the tenant is responsible.

The family must allow the HACD to inspect the unit at reasonable times with reasonable notice. (24 CFR 982.551(d)).

The HACD will work with the tenant to accommodate the tenant's schedule.

The HACD will notify the family in writing at least 5 days prior to the inspection.

Inspection: The family is notified of the date and time of the inspection appointment by mail. If the family is unable to be present, they must reschedule the appointment so that the inspection is completed within 7 days.

If the family does not contact the HACD to reschedule the inspection, or if the family misses two (2) inspection appointments without good cause (i.e., emergency, disability), the HACD will consider the family to have violated a family obligation and their assistance will be terminated.

Time Standards for Repairs

1. Emergency items that endanger the family's health or safety must be corrected by the owner or tenant within 24 hours of notification.
2. For non-emergency items, repairs must be made within 30 days.
3. For major repairs, the director may approve an extension beyond 30 days.

Rent Increases

Increases in the rent paid to the owner may not be approved if the unit is in a failed condition.

D. SPECIAL/COMPLAINT INSPECTIONS (24 CFR 982.405(c))

If at any time the family or owner notifies the HACD that the unit does not meet HQS, the HACD will conduct an inspection.

The HACD may also conduct a special inspection based on information from third parties such as neighbors or public officials.

The HACD will inspect only the items which were reported, but if the inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party will be required to make the necessary repairs.

If the anniversary date is within 120 days of a special inspection, the special inspection will be categorized as annual and all annual procedures will be followed.

E. QUALITY CONTROL INSPECTIONS (24 CFR 982.405(b)(

Quality control inspections will be performed by the supervisor on the number of files required by SEMAP. The purpose of the quality control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in the application of the HQS.

The sampling of files chosen for quality control will include recently completed inspections (conducted within the prior three months), a cross-section of neighborhoods, and a cross-section of inspectors.

F. ACCEPTABILTY CRITERIA AND EXCEPTIONS TO HQS (24 CFR 982.401(a))

The HACD adheres to the acceptability criteria in the program regulations and HUD inspection booklet with the additions described below:

Security:

If window security bars or security screens are present on emergency exist windows, they must be equipped with a quick release system. The owner is responsible for ensuring the family is instructed on the use of the quick release system.

Owners are responsible for providing and replacing old batteries for battery-powered units. Tenants will be instructed not to tamper with smoke detectors or remove batteries under penalty of law.

Ground Fault Circuit Interrupters (GFCI) are required for all electrical receptacles located within or near a water source in the kitchen or bathroom.

Bedrooms:

Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capability.

Bedrooms, or rooms to be used for sleeping, must be at least 80 square feet in size.

Modifications:

Modifications or adaptations to a unit due to a disability must meet all applicable HQS and building codes.

Admittance to Basement:

Owners are required to allow the inspector access to the basement to inspect the hearing system. If the owner does not allow access he/she may instead present a safety inspection certificate from a local public agency or evidence that the heating equipment was serviced and is in good working order. The evidence of service or inspection must not be over one year old.

G. EMERGENCY REPAIR ITEMS (24 CFR 982.404(a))

The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice by the Inspector:

- Lack of security for the unit
- Waterlogged ceiling in imminent danger of falling
- Natural gas leak or fumes
- Electrical problem which could result in shock or fire
- No heat between November 1st and April 15th
- Lack of functioning toilet
- Non-operational smoke detector

The HACD may give a short extension (not more than 48 additional hours) whenever the responsible party cannot be notified or it is impossible to effect the repair within the 24-hour period.

In those cases where there is leaking gas or potential of fire or other threat to public safety, and the responsible party cannot be notified or it is impossible to make the repair, proper authorities will be notified by the HACD.

If the emergency repair item(s) are not corrected in the time period required by the HACD, and the owner is responsible the housing assistance payment will be abated and the HAP contract will be terminated.

If the emergency repair item(s) are not corrected in the time period required by the HACD, and it is an HQS breach which is a family obligation, the HACD will terminate the assistance to the family.

Smoke Detectors
Inoperable smoke detectors are a serious health threat and will be treated by the HACD as an emergency (24 hour) fail item.

H. CONSEQUENCIES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS) (24 CFR 982.405, 982.453)

When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) he will be notified in writing of the HQS violation(s). If the owner does not make the corrections in the time period specified by the HACD, the assistance payment to the owner will be abated.

Suspension of Housing Assistance Payments

A notice of suspension will be sent to the owner, and abatement will be effective as of the first of the following month.

The HACD will inspect units under suspension within 5 days of the owner's notification that the work has been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection. This pro-rated portion of the HAP will be included with the next month's payment.

The family will be notified of the reinspection date.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. The notice of suspension states that the tenant is not responsible for the HACD's portion of rent that is abated.

Extension of Time to Complete Repairs

The HACD will grant an extension in lieu of abatement in the following cases:

- The owner has a good history of HQS compliance.
- There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services.
- The repairs are expensive (such as exterior painting or roof repair) and the owner needs time to obtain the funds.
- The repairs must be delayed due to climate conditions.

The extension will be made for a period to be determined by the HACD. At the end of that time, if the work is not completed, the HACD will begin the abatement.

Termination of Contract

If the owner is responsible for repairs, and fails to correct all the deficiencies cited prior to the end of the suspension period, the owner will be sent a HAP Contract Proposed Termination Notice. Prior to the effective date of the termination, the suspension will remain in effect.

If repairs are completed before the effective termination date, the termination will be rescinded by the HACD if the tenant chooses to remain in the unit. Only one Housing Quality Standards inspection will be conducted after the termination notice is issued.

I. DETERMINATION OF RESPONSIBILITY (24 CFR 982.404)

Certain HQS deficiencies are considered the responsibility of the family:

- Tenant-paid utilities not in service.
- Failure to provide or maintain family-supplied appliances
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear. "Normal wear and tear" is defined as items that cold not be charged against the tenant's security deposit under state law or court practice.

The owner is responsible for all other HQS violations.

The owner is responsible for vermin infestation even if caused by the family's living habits.

If, however, such infestation is serious and repeated, it may be considered a lease violation and the owner may evict for serious or repeated violation of the lease. The HACD may terminate the family's assistance on that basis.

If the family is responsible for the owner carries out the repairs, the owner will be encouraged to bill the family for the cost of the repairs and the family's file will be noted.

J. CONSEQUENCIES IF FAMILY IS RESPONSIBLE (24 CFR 982.404(b))

If emergency or non-emergency violations of HQS are determined to be the responsibility of the family, the HACD will require the family make any repair(s) or corrections with 30 days of notice for non-emergency violations and 24 hours of notice for emergency violations. If the repair(s) or correction(s) are not made in this time period, the HACD will terminate assistance to the family. Extensions in these cases must be approved by a supervisor. The owner's rent will not be abated for items which are the family's responsibility.

If the tenant is responsible and corrections are not made, the HAP Contract will terminate when assistance is terminated. The landlord will be notified 30 days prior to termination.

Chapter 11

OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS

INTRODUCTION

It is the responsibility of the HACD to ensure that rents charged by the owners of units occupied by program participants are reasonable based upon a comparison with rents charged by the owners of comparable unassisted units in the rental market.

A. RENT TO OWNER

The amount of rent paid to an owner (i.e., the rent to owner, or the contract rent) is limited only by rent reasonableness. The HACD must demonstrate that the rent to owner is reasonable in comparison to rent for other comparable unassisted units.

The only other limitation on rent to owner is the maximum rent standard at initial occupancy. At the time when a family initially receives assistance, if the gross rent (i.e., the contract rent plus the amount of the utility allowance) for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40% of the family's monthly adjusted income.

During the initial term of the lease, the owner may not raise the rent.

B. MAKING PAYMENTS TO OWNERS (24 CFR 982.451)

Once the HAP contract is executed, the HACD begins processing housing assistance payments to the landlord. The effective date and the amount of the HAP are communicated by letter to both the landlord and tenant. A HAP register will be used as the basis for monitoring the accuracy and timeliness of payments. Changes are made to the HAP register for the following month. Checks are disbursed by the HACD to the owner each month.

Checks that are not received will not be replaced until a written request has been received from the payee and a stop payment has been put on the check.

Excess Payments

The total of rent paid by the tenant plus the housing assistance payment made by the HACD to the owner may not be more than the rent to owner. The owner must immediately return any excess payment to the HACD.

Late Payments to Owners

The HACD will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond the control of the HACD, such as a delay in the receipt of program funds from HUD. The HACD will use administrative fee income or the

administrative fee reserve as its only source for any late payment penalty paid to an owner. The HACD will not use any program funds for the payment of late fee penalties to the owner.

Rent Increases

The owner is required to notify the HACD in writing at least 60 days before any change in the amount of rent to owner is scheduled to go into effect. Any requested change in rent to owner will be subject to rent reasonableness requirements.

C. RENT REASONABLENESS DETERMINATIONS (24 CFR 982.507)

The HACD will determine and document on a case-by-case basis that the rent approved for a unit is reasonable in comparison with rent charged for other comparable unassisted units in the market.

The HACD will not approve a lease until it determines that the initial rent to owner is a reasonable rent. The HACD must redetermine the reasonable rent before any increase in the rent to owner, and if there is a five percent decrease in the published fair market rent (FMR) in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary.

The HACD must redetermine rent reasonableness if directed by HUD and based on a need identified by the HACD's auditing system. The HACD may elect to redetermine rent reasonableness at any other time. AT all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or redetermined by the HACD.

The owner will be advised that by accepting each monthly housing assistance payment, she or he will be certifying that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

If requested, the owner must give the HACD information on rents charged for other units in the premises or elsewhere. The data for other unassisted units will be gathered from newspapers, realtors, professional associations, inquires to owners, market surveys, and other available sources.

The following items will be used for rent reasonableness documentation:

Size (number of bedrooms/square footage)
Location
Quality
Age of unit
Unit type
Utilities
Amenities

Rent Reasonableness Methodology

Information is gathered on rental units throughout the jurisdiction and each unit is rated using the HACD's rent reasonableness system. The average rents are identified for units o like size and type within the same neighborhood. Each defined factor of the items listed above on the unit to be assisted will be compared to those of comparable unassisted units in the database.

D. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM (24 CFR 982.503)

The payment standard is used to calculate the housing assistance payment for a family. In accordance with HUD regulations and with HACD Board of Commissioners approval, the HACD will keep the voucher payment standard between 90 and 110 percent of the HUD published FMR. The HACD reviews the appropriateness of the payment standard annually. In determining whether a change is needed, the HACD will ensure that the payment standard is always within the basic range of 90 to 100 percent, unless an exception payment standard has been approved by HUD. The HACD shall

The HACD will establish a single voucher payment standard amount for each FMR area in the HACD jurisdiction. For each FMR area, the HACD will establish payment standard amounts for each unit size (as determined by the number of bedrooms in a unit). The HACD may have a higher payment standard within the jurisdiction if it is needed to expand housing opportunities outside areas of minority or poverty concentration, as long as the payment standard is within the HUD range – 90 to 110% of FMR.

The HACD may approve a higher payment standard within the basic range, if required as a reasonable accommodation for a family that includes a person with a disability or disabilities.

E. ADJUSTMENTS TO PAYMENT STANDARDS (24 CFR 982.503

Payment standards may be adjusted, within HUD regulatory limitations, to increase housing assistance payments in order to keep families' rents affordable. The HACD will not raise payment standards solely to make "high end" units available to voucher holders. The HACD may use some or all of the measures noted below in making its determination as to whether an adjustment should be made to the payment standards.

Assisted Families' Rent Burdens

The HACD will review its voucher payment standard amounts at least annually to determine whether a large number of families in a particular unit size are paying more than 30% of their annual adjusted income for rent.

If it is determined that particular unit sizes in the HACD's jurisdiction have payment standard amounts that are creating rent burdens for families, the HACD will modify its payment standards for those particular unit sizes. The HACD will establish a separate voucher payment standard, within the basic range, for designated parts of its jurisdiction if it determines that a

higher payment standard is needed in those designated areas to provide families with quality housing choices and to give families an opportunity to move outside areas of concentration of high poverty and low income.

Rent to Owner Increases

The HACD may review a sample of unassisted units to determine how often owners are increasing rents and the average percent of increase by bedroom size.

Time to Locate Housing

The HACD may consider the average time period for families to lease up under the program. If many voucher-holders are unable to locate suitable housing within the initial term of the voucher and the HACD determines that this is due to rents in the jurisdiction being unaffordable for families even with the presence of a voucher, the payment standard may be adjusted. The HACD will maintain records of those families who were unsuccessful in finding units within the timeframe allowed by the HACD.

Lowering of the Payment Standard

Lowering the FMR may require an adjustment of the payment standard. Additionally, statistical analysis may reveal that the payment standard should be lowered. In any case, the payment standard will not be set below 90% of the FMR without authorization from HUD and approval of the HACD's Board of Commissioners.

Financial Feasibility

Before increasing the payment standard, the HACD will review the budget to determine the impact that projected subsidy increases would have on the funding available for the program and on the number of families served.

F. EXCEPTION PAYMENT STANDARD

If the dwelling unit is located in an exception area, the HACD must use the appropriate payment standard amount established by the HACD for the exception area.

Chapter 12

RE-EXAMINATIONS

INTRODUCTION

In accordance with HUD requirements, the HACD will re-examine the income and household composition of all families at least annually. Families will be provided with accurate annual and interim rent adjustments. Re-examinations and interim examinations will be processed in a manner that ensures families are given reasonable notice of rent increase.

A. ANNUAL ACTIVITIES (24 CFR 982.516, 982.405)

There are two activities the HACD must conduct on an annual basis: Re-examination of income and family composition and HQS inspection. These activities will be coordinated around the anniversary date of the HAP contract.

The HACD produces a monthly listing of assisted units under contract to ensure that timely reviews of housing quality and of factors related to total tenant payment/family share can be made.

Reexamination of the family's income and composition must be conducted at least annually.

B. ANNUAL RECERTIFICATION/REEXAMINATION (24 CFR 982.516

Families are required to be reexamined at least annually. The head of household and any family members 18 or older must complete and sign all required documents.

Moves Between Reexaminations

When families move to another dwelling unit an annual reexamination will be schedule (unless a reexamination has occurred in the last 120) and the anniversary date will be change.

Income limits are not used as a test for continued eligibility at reexamination.

Reexamination Notice to the Family

The HACD will maintain a reexamination tracking system and the household will be notified by mail of the date and time for their interview at least 120 days in advance of the anniversary date of their lease and the Housing Assistance Payment contract. If requested as an accommodation by a person with a disability, the HACD will provide the notice in an accessible format. The HACD will also mail the notice to a third party, if requested as a reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

Completion of Annual Reexamination

The HACD will have all reexamination for families completed before the anniversary date. This includes notifying the family of any change in rent at least 30 days before the scheduled date of the change in family rent.

Collection of Information (24 CFR 982.516(f))

The HACD has established appropriate reexamination procedures necessary to ensure that the income data provided by families is complete and accurate.

The HACD will require the family to complete a personal declaration form prior to all reexamination interviews. The family will be given no more than 30 days to complete the personal declaration form and return it.

Requirements to Attend

Only the head or co-head of household will be required to attend the reexamination interview. If the head of the household is unable to attend the interview, the appointment will be rescheduled.

Failure to Respond to Notification to Reexamine

The written notification must state which family member is required to attend the interview. The family may call to request another appointment date up to 24 hours prior to the interview.

If the family does not appear for the reexamination interview, and has not rescheduled or made prior arrangements with the HACD, the HACD will reschedule a second appointment.

If the family fails to appear for the second appointment and has not rescheduled or made other prior arrangements, the HACD will send the family notice of termination and offer them an informal hearing.

Exceptions to this policy may be made if the family is able to document an emergency situation that prevented it from canceling or attending the appointment, or if requested as a reasonable accommodation for a person with a disability.

Documents Required From the Family

In the notification letter to the family, the HACD will include instructions for the family to bring documentation of all liquid and non-liquid assets to the reexamination, as well as any additional information that may affect the family's reexamination status.

Verification of Information

The HACD will follow the verification procedures and guidelines described in this plan. Verifications for reexaminations must be less than 120 days old.

Rent Increase

If rent increases, a thirty day notice is mailed to the family prior to the annual reexamination date.

If less than thirty days are remaining before the scheduled effective date of the annual reexamination, the tenant rent increase will be effective on the first of the month following the 30-day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be retroactive increase in rent to the anniversary date.

Rent Decreases

If rent decreases as a result of an annual reexamination, it will be effective on the anniversary date or the first day of the month following completion of the reexamination process, whichever is sooner.

If the family causes a delay so that the processing of the reexamination is not complete by the anniversary date, rent change will be effective on the first day of the month following completion of the reexamination processing by the HACD.

C. REPORTING INTERIM CHANGES (24 CFR 982.516)

Program participants must report all changes in household composition to the HACD between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain HACD approval prior to all other additions to the household.

If any new family member is added, family income must include any income of the new family member. The HACD will conduct a reexamination to determine such additional income and will make the appropriate adjustments in the housing assistance payment and family unit size.

The U. S. citizenship/eligible immigrant status of additional family members must be declared and verified as required at the first interim or regular reexamination after moving into the unit.

Interim Reexamination Policy

The HACD will conduct interim reexaminations when families have an increase in income. Families will be required to report all increases in income or assets within 30 days of the increase.

Decreases in Income

Participants may report a decrease in income and other changes which would reduce the amount of tenant rent, such as an increase in allowances or deductions. The change which may result in a rent decrease must be calculated by the HACD within a reasonable time after the request.

HACD Errors

If the HACD makes a calculation error at admission to the program or at an annual reexamination, an interim reexamination will be conducted, if necessary, to correct the error, but the family will not be charged retroactively. Families will be given decreases, when applicable, retroactive to when the decrease for the change would have been effective if calculated correctly.

D. OTHER INTERIM REPORTING ISSUES

An interim reexamination does not affect the date of the annual reexamination.

An interim reexamination will be scheduled and conducted for families with zero income every 90 days.

In the following circumstances, the HACD may conduct the interim reexamination by mail:

1. Changes that will not result in a change in tenant rent or voucher size;
2. Changes in income that are normal for the family, such as seasonal employment;
3. As a reasonable accommodation when requested.

Any changes reported by participants other than those listed in this section will be noted in the file but will not be processed between regularly scheduled annual reexaminations.

E. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

(24 CFR 5.615)

The HACD will not reduce the family share of the rent for families whose welfare assistance is reduced due to a "specified welfare benefit reduction", which is a reduction in benefits by the welfare agency specifically because of fraud in connection with the welfare program, or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program.

However, the HACD will reduce the rent if the welfare assistance reduction is a result of the expiration of a lifetime time limit on receiving benefits, or a situation where the family has complied with welfare program requirements but cannot or has not obtained employment, or a situation where a family member has not complied with other welfare agency requirements.

The family's annual income will include the imputed welfare income, as determined at the family's annual or interim reexamination, during the term of welfare benefits reduction (as specified by the welfare agency).

Definition of Covered Family

A covered family is a household that receives benefits for welfare or public assistance from a state or public agency program which requires, as a condition of eligibility to receive assistance, the participation of a family member in an economic self-sufficiency program.

Definition of "Imputed Welfare Income"

Imputed welfare income is the amount of annual income not actually received by a family (as a result of a specified welfare benefit reduction) that is included in the family's income for purposes of determining rent.

The amount of imputed welfare income is determined by the HACD, based on written information supplied to the HACD by the welfare agency, including:

The amount of the benefit reduction.
The term of the benefit reduction
The reason for the reduction.
Subsequent changes in the term or amount of the benefit reduction.

The family's annual income will include the imputed welfare income as determined at the family's annual or interim reexamination (during the term of the welfare benefits reduction, as specified by the welfare agency).

The amount of imputed welfare income will be offset by the amount of additional income the family receives that commences after the sanction was or is imposed. When additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero.

If the family was not an assisted resident when the welfare sanction began, imputed welfare income will not be included in annual income.

If the family claims the amount of imputed welfare income has been calculated incorrectly, the housing supervisor will review the calculation for accuracy. If the imputed welfare income amount is correct, the HACD will provide a written notice to the family that includes a brief explanation of how the amount of imputed welfare income was determined, and a statement

that the family may request an informal hearing if they do not agree with the HACD determination.

Verification Before Denying A Request to Reduce Rent

The HACD will obtain written verification from the welfare agency stating that the family's benefits have been reduced due to fraud or noncompliance with welfare agency economic self-sufficiency or work activities requirements before denying the family's request for rent reduction.

The HACD will rely on the welfare agency's written notice to the HACD regarding welfare sanctions.

Cooperation Agreements (24 CFR 5.613)

The HACD will rely on the welfare agency's written notice regarding the amount of specified benefit reduction.

Family Dispute of Amount of Imputed Welfare Income

If the family disputes the amount of imputed income and the HACD denies the family's request to modify the amount, the HACD will provide the tenant with a notice of denial, which will include an explanation for the HACD's determination of the amount of imputed welfare income, and a statement that the tenant may request an informal hearing.

F. NOTIFICATION OF RESULTS OF REEXAMINATION

The HUD Form 50058 will be completed and transmitted as required by HUD.

The notice of rent adjustment is mailed to the owner and the tenant. Signatures are not required by the HACD. If the family disagrees with the rent adjustment, they may request an informal hearing.

G. TIMELY REPORTING OF CHANGES IN INCOME AND ASSETS (24 CFR 982.516(c))

Standard for Timely Reporting of Changes

The HACD requires that families report interim changes to the HACD within 10 days of when the change occurs. Any information, document or signature needed from the family which is needed to very the change must be provided within 10 days of the change.

If the change is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

Procedures When the Change is Reported in a Timely Manner

The HACD will notify the family and the owner of any change in the HAP to be effective according to the following guidelines:

Increases in rent are effective on the first of the month following at least 30 days notice.

Decreases in rent are effective the first of the month following that in which the change is reported. However, no rent reductions will be processed until all the facts have been verified, even if a retroactive adjustment results.

Procedures When the Change is Not Reported in a Timely Manner

"Processed in a timely manner" means that the change goes into effect on the date it should when the family reports the change in a timely manner, as described above. If the change is not made effective on that date, the change is not processed by the HACD in a timely manner.

In this case, an increase will be effective after the required thirty days' notice prior to the first of the month after completion of processing by the HACD.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective and the family will be credited for the amount.

H. CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMLIES (24 CFR 5.518)

Under the non-citizens rule, "mixed" families are families that include at least one citizen or eligible immigrant and any number of ineligible members.

"Mixed" families who were participants as of June 19, 1995 shall continue receiving full assistance if they meet all of the following criteria:

1. The HACD implemented the non-citizens rule prior to November 29, 1996, and
2. The head of household or spouse is a U. S. citizen or has eligible immigrant status, and

3. All members of the family other than the head, the spouse, parents of the head or the spouse, and children of the head or spouse are citizens or eligible immigrants.

I. MISREPRESENTATION OF FAMILY CIRCUMSTANCES

If any participant deliberately misrepresents the information on which eligibility or tenant rent is established, the HACD may terminate assistance and may refer the family file to the proper authorities for appropriate disposition.

Chapter 13

MOVES WITH CONTINUED ASSISTANCE/PORTABILITY

INTRODUCTION

HUD regulations permit families to move with continued assistance to another unit within the HACD's jurisdiction, or to a unit outside of the HACD's jurisdiction under portability procedures.

A. ALLOWABLE MOVES

A family may move to a new unit with continued assistance if:

1. The assisted lease for the old unit has terminated because the HACD has terminated the HAP contract for owner breach, or the lease was terminated by mutual agreement of the owner and the family.
2. The owner has given the family a notice to vacate, or has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the family (unless assistance to the family will be terminated).
3. The family has given proper notice of lease termination (if the family has a right to terminate the lease on notice to owner) for owner breach or otherwise.

For a family to be considered "continually assisted" once the HACD has terminated the HAP contract, the family has a maximum of 15 days from receipt of written notice to schedule an appointment with the HACD and be issued a voucher.

B. RESTRICTIONS ON MOVES (24 CFR 982.314, 982.552(a))

Families will not be permitted to move within the HACD's jurisdiction during the initial term of assisted occupancy.

Families will not be permitted to move outside the HACD's jurisdiction under portability procedures during the initial term of assisted occupancy.

Families will not be permitted to move more than once in a 12-month period.

The HACD will deny permission to move if there is insufficient funding for continued assistance.

The HACD will deny permission to move if:

The family has violated a family obligation.
The family owes the HACD money
The family has moved or been issued a voucher within the last 12 months.

The Executive Director may make exceptions to these restrictions there is an emergency reason or good cause for the move over which the participant has no control.

C. PROCEDURE FOR MOVES (24 CFR 982.314)

Issuance of Voucher

Subject to the restrictions on moves, if the family has not been reexamined within the last 120 days, the HACD will issue the voucher to move as soon as the family requests the move.

If the family does not locate a new unit, the family will not lose its assistance and may remain in the current unit so long as the owner permits and there is a HAP contract in place.

The annual reexamination date will be changed to coincide with the new lease-up date.

Notice Requirements

Briefing sessions should emphasize the family's responsibility to give the owner and the HACD proper written notice of any intent to move.

The family must give the owner the required number of days written notice of intent to vacate as specified in the lease and must give a copy to the HACD simultaneously.

Time of Contract Change

A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move except that there will be no overlapping assistance.

In a move, assistance stops at the old unit at the end of the month in which the tenant ceased to occupy, unless proper notice was given to end a lease mid-month. Assistance will started on the new unit on the effective date of the least and contract. Assistance payments may overlap for the month in which the family moves.

D. PORTABILITY (24 CFR 982.353, 982,355)

Portability applies to families moving out of or into the HACD's jurisdiction, within the United States and its territories.

E. OUTGOING PORTABILITY (24 CFR 982.353, 982.355)

Within the limitations of the regulations and this policy, a participant family has the right to receive voucher assistance to lease a unit outside the HACD's jurisdiction, anywhere in the United States, in the jurisdiction of a receiving HACD with a housing choice voucher program.

When a family requests to move outside of the HACD's jurisdiction, the request must specify the area to which the family wants to move.

If there is more than one HACD in the area in which the family has selected a unit, the HACD will choose the receiving HACD.

Restrictions on Portability

Applicants

If neither the head nor the spouse had a domicile (i.e., a legal residence) in the HACD's jurisdiction at the date of their initial application for assistance, the family will not be permitted to exercise portability upon issuance of a voucher, unless the HACD approves such move.

For a portable family that was not already receiving assistance in the HACD's voucher program, the HACD must determine whether the family is eligible for admission under the receiving HACD's program.

Participants

After an applicant has leased-up in the jurisdiction of the HACD, they cannot exercise portability during the first year of assisted occupancy, except in the following circumstances: The receiving and initial HACD agree to allow the move, and the family's move relates to an opportunity for education, job training or employment.

The HACD will not permit families to exercise portability if the family is in violation of a family obligation, the family owes money to the HACD, or if the family has moved out of its assisted unit in violation of the lease.

F. INCOMING PORTABILITY (24 CFR 982.354, 982.355)

Absorption or Administration

The HACD will accept a family with a valid voucher from another jurisdiction and will either administer or absorb the voucher. If the receiving HACD is administering, the family will be issued a voucher by the receiving HACD. The term of the voucher will not expire before the expiration date of any initial HACD voucher. The family must submit a request for tenancy approval for an eligible unit to the receiving HACD during the term of the receiving HACD voucher. The receiving HACD may grant extension s in accordance with this administrative plan. However, if the family decides not to lease up in the HACD's jurisdiction, they must contact the initial HACD to request an extension.

When the HACD does not absorb the incoming voucher, it will administer the initial HACD's voucher and the receiving HACD's policies will prevail.

For admission to the program a family must be income-eligible in the area where the family initially leases a unit with assistance under the program.

The receiving HACD does not redetermine eligibility for a portable family that was already receiving assistance in the initial HACD's Section 8 voucher program.

The HACD will issue a voucher according to its own subsidy standards. If the family has a change in family composition which would change the voucher size, the HACD will change to the proper size based on its own subsidy standards.

Income and Total Tenant Payment of Incoming Portables (24 CFR 982.353(d))

As the receiving HACD, the HACD will conduct a reexamination interview but only verify the information provided if the documents are missing or are over 120 days old, whichever is applicable, or there has been a change in the family's circumstances.

If the HACD conducts a reexamination of the family it will not cause a delay in the issuance of a voucher.

If the family's income is such at a $0 subsidy amount is determined prior to lease-up in the HACD's jurisdiction, the HACD will refuse to enter into a contract on behalf of the family at $0 assistance.

Request for Tenancy Approval

A briefing will be mandatory for all portability families.

When the family submits an RTA, it will be processed using the HACD's policies. If the family does not submit an RTA or does not execute a lease, the initial HACD will be notified before the expiration of the voucher.

If the family leases up successfully, the receiving HACD will notify the initial HACD within 60 days and the bill process will commence.

The receiving HACD will notify the initial HACD if the family fails to submit an RTA for an eligible unit within the term of the voucher.

If the HACD denies assistance to the family, the receiving HACD will notify the initial HACD within 60 days and the family will be offered a review or hearing.

The receiving HACD will notify the family of its responsibility to contact the initial HACD if the family wishes to move outside the receiving HACD's jurisdiction under continued portability.

Regular Program Functions

The receiving HACD will perform all applicable program functions such as annual reexamination of family income and composition, annual HQS inspection of the unit, and interim examinations when requested or deemed necessary by the receiving HACD.

Terminations

The receiving HACD will notify the initial HACD in writing of any termination of assistance within 30 days of the termination. If an informal hearing is required and requested by the family, the hearing will be conducted by the receiving HACD, using the regular hearing procedures included in this plan. A copy of the hearing decision will be furnished to the initial HACD.

The initial HACD will be responsible for collecting amounts owed by the family for claims paid and for monitoring repayment. If the initial HACD notifies the receiving HACD that the family is in arrears or the family has refused to sign a repayment agreement, the receiving HACD will terminate assistance to the family.

Required Documents

As the receiving HACD, this HACD will require the documents listed on the HUD portability billing form from the initial HACD.

Billing Procedures

As the receiving HACD, the HACD will bill the initial HACD monthly for housing assistance payments. The billing cycle for other amounts including administrative fees and special claims will also be monthly, unless otherwise requested by the initial HACD.

As receiving HACD, this HACD will bill 100% of the housing assistance payment, 100% of special claims and 80% of the initial HACD's administrative fee as indicated in the Federal Register's Annual factors for Determining HACD Ongoing Fees, for each "portability" voucher leased as of the first day of the month.

As receiving HACD, this HACD will notify the initial HACD of changes in subsidy amounts and will expect the initial HACD to notify the receiving HACD of changes in the administrative fee amount to be billed.

Chapter 14

CONTRACT TERMINATIONS

INTRODUCTION

This chapter describes the circumstances under which the contract can be terminated by the HACD and the owner, and the policies and procedures for such terminations.

A. CONTRACT TERMINATION (24 CFR 982.311)

The term of the HAP contract is the same as the term of the lease. The HAP contract between the owner and the HACD may be terminated by the action of the HACD, or by the owner or tenant terminating the lease.

No future subsidy payments on behalf of the family will be made by the HACD to the owner after the month in which the HAP contract is terminated. The owner must reimburse the HACD for any subsidies paid in error by the HACD for any period after the contract termination date.

After a contract termination, if the family meets the criteria for a move with continued assistance, the family may lease up in another unit. The contract for the new unit may begin during the month in which the family moved from the old unit.

B. TERMINATION BY THE FAMILY: MOVES (24 CFR 982.314(c)(2))

Family termination of the lease must be in accordance with the terms of the lease.

C. TERMINATION OF TENANCY BY THE OWNER: EVICTIONS (24 CFR 982.310, 982.455

If the owner wishes to terminate the lease, the owner must provide proper notice as stated in the lease.

During the term of the lease, the owner may not terminate tenancy except for the grounds stated in the HUD regulations.

During the term of the lease the owner may only evict for:

Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms and conditions of the lease;

Violations of federal, state or local law that imposes obligations on the tenant in connection with the occupancy or use of the premises; or criminal activity by the tenant, any member of the household, a guest or another person under the tenant's control that threatens the health, safety or right to peaceful enjoyment of the premises by the other residents, or persons residing in the immediate vicinity of the premises, or any drug-related criminal activity on or near the premises.

Other good cause.

During the initial term of the lease, the owner may not terminate the tenancy for "other good cause" unless the owner is terminating the tenancy because of something the family did or failed to do.

Evidence of Criminal Activity

The owner may terminate tenancy and evict a family by judicial action for criminal activity by a covered person if the owner determines that the covered person has engaged in the criminal activity regardless of arrest or conviction and/or without satisfying the standard of proof used for a criminal conviction.

Termination of Tenancy Decisions

If the law and regulation permit the owner to take an action but do not require action to be taken, the owner can decide whether to take the action. Relevant circumstances for consideration include:

- The seriousness of the offense
- The effect on the community
- The extent of participation by household members
- The effect on uninvolved household members
- The demand for assisted housing by families who will adhere to responsibilities.
- The extent to which the leasehold has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action.
- The effect on the integrity of the program.

Exclusion of Culpable Household Member

The owner may require a tenant to exclude a household member in order to continue to reside in the assisted unit.

Consideration of Rehabilitation

When determining whether to terminate tenancy for illegal drug use or alcohol abuse, the owner may consider whether the member:

- Is no long participating

- Has successfully completed a supervised drug or alcohol rehab program
- Has otherwise been successfully rehabilitated.

The owner may require the tenant to submit evidence of any of the three actions listed above. Termination by the owner must be considered with fair housing and equal opportunities as stated in 24 CFR 5.105.

The owner must provide the tenant with a written notice specifying the grounds for termination of tenant, at or before the commencement of the eviction action. The notice may be included in, or may be combined with, any owner eviction notice to the tenant.

The owner eviction notice means a notice to vacate, or a complaint, or other initial pleading used under state or local law to commence an eviction action.

Housing assistance payments are paid to the owner under the terms of the HAP contract. If the owner has begun eviction and the family continues to reside in the unit, the HACD must continue to make housing assistance payments to the owner until the owner has obtained a court judgment or other process allowing the owner to evict the tenant.

The HACD must continue making housing assistance payments to the owner in accordance with the contract as long as the tenant continues to occupy the unit and the contract is not violated. By endorsing the monthly check from the HACD, the owner certifies that the tenant is still in the unit, that the rent is reasonable and that the tenant is in compliance with the contract.

If an eviction is not due to a serious or repeated violation of the lease, and if the HACD has no other grounds for termination of assistance, the HACD may issue a new voucher so that the family can move with continued assistance.

D. **<u>TERMINATION OF THE CONTRACT BY HACD</u>** (24 CFR 982.404(a), 982.453, 982.454, 982.552(a)(3))

The term of the HAP contract terminates when the lease terminates, when the HACD terminates program assistance for the family, or when the owner has breached the HAP contract.

The HACD may also terminate the contract if the HACD terminates assistance to the family, the family is required to move from a unit when the unit does not meet the HQS space standards because of an increase in family size or a change in family composition, or funding is no longer available under the ACC.

The contract will terminate automatically if 180 days have passed since the last housing assistance payment has been made to the owner.

Notice of Termination

When the HACD terminates the HAP contract under the violation of HQS space standards, the HACD will provide the owner and family written notice of termination of the contract, and the HAP contract terminates at the end of the calendar month that follows the calendar month in which the HACD gives such notice to the owner.

Chapter 15

DENIAL OR TERMINATION OF ASSISTANCE

INTRODUCTION

The HACD may deny or terminate assistance for a family because of the family's action or failure to act. The HACD will provide families with a written description of the family obligations under the program, the grounds under which the HACD can deny or terminate assistance, and the HACD's informal hearing procedures.

A. GROUNDS FOR DENIAL OR TERMINATION (24 CFR 982.54, 982.552, 982.553

If denial or termination is based upon behavior resulting from a disability, the HACD will delay the denial or termination in order to determine if there is an accommodation that would negate the behavior resulting from the disability.

Form of Denial or Termination

Denial of assistance for an applicant may include any or all of the following:

1. Denial of placement on the HACD waiting list
2. Denying or withdrawing a voucher;
3. Refusing to enter into a HAP contract or approve tenancy;
4. Refusing to process or provide assistance under portability procedures.

Termination of assistance for a participant may include any or all of the following:

1. Refusing to enter into a HAP contract or approve tenancy;
2. Terminating housing assistance payments under an outstanding HAP contract; and
3. Refusing to process or provide assistance under portability procedures

Mandatory Denial and Termination (24 CFR 982.54(d), 982.552(b), 982.553(a), 982.553(b)

The HACD must deny assistance to applicants and terminate assistance for program participants if the family is under contract and 180 days (or 6 months, depending on the HAP contract used) have elapsed since the HACD's last housing assistance payment was made.

The HACD must deny assistance to applicants and terminate assistance to program participants convicted or manufacturing or producing methamphetamine on the premises of federally assisted housing.

The HACD must deny admission to the program for applicants and terminate assistance for program participants if the HACD determines that any household member is currently engaging in illegal use of a drug.

The HACD must deny admission to the program for applicants and terminate assistance for program participants if the HACD determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

The HACD must deny admission to the program for applicants if the HACD determines that any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The HACD must terminate program assistance for a family evicted from housing assisted under the voucher program for serious violation of the lease.

The HACD must deny admission to the program for an applicant or terminate assistance for a program participant if any member of the family fails to sign and submit consent forms for obtaining information.

The HACD must deny admission to the program for applicants or terminate program assistance when required under the regulations to establish citizenship or eligible immigration status.

Grounds for Denial or Termination of Assistance (24 CFR 982.552(c))

The HACD will deny program assistance for an applicant or terminate program assistance for a participant for any of the following reasons:

- The family violates any family obligation under the program as listed in 24 CFR 982.551.
- Any family member violates the family obligation under 24 CFR 982.551 not to engage in any drug-related activity
- Any family member violates the family obligation under 24 CFR 982.551 not to engage in any violent criminal activity
- Any family member has been evicted or terminated from federally assisted housing in the last three (3) years.
- Any family member commits fraud, bribery or any other corrupt criminal act in connection with any federal housing program.
- The family currently owes rent or other amounts to the HACD or to another HACD in connection with Section 8 or public housing assistance under the 1937 Act.
- The family has not reimbursed any HACD for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- The family breaches an agreement with a HACD to pay amounts owed to a HACD, or amounts paid to an owner by a HACD. At its discretion, the HACD may offer the family the opportunity to enter into a repayment agreement.
- The family participating in an FSS program fails to comply, without good cause, with the family's FSS contract of participation.

- Any member of the family engages in drug or alcohol abuse which interferes with the health, safety or peaceful enjoyment of other residents.
- Any member of the family commits drug-related criminal activity or violent criminal activity.
- The family has threatened or engaged in abusive or violent behavior toward HACD personnel. "Threatening" refers to oral or written threats or physical gestures that communicate an intent to abuse or commit violence. "Abusive or violent behavior towards HACD personnel" includes verbal as well as physical abuse or violence. Use of expletives that are generally
-
- considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate may be cause for termination or denial.
- Actual physical abuse or violence will always be cause for termination

B. SCREENING AND TERMINATION FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

Administration

All screening procedures shall be administered fairly and in such a way as to not violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, gender or other legally protected groups.

Screening of Applicants

In an effort to prevent future drug-related and other criminal activity, as well as other patterns of behavior that post a threat to the health, safety or right to peaceful enjoyment of the premises by other residents, the HACD will endeavor to screen applicants as thoroughly and fairly as possible.

Such screening will apply to any member of the household who is 18 years of age or older, or who is an emancipated minor.

HUD Definitions

Covered person, for purposes of 24 CFR 982 and this chapter, means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.
Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Guest, for purposes of this chapter and 24 CFR part 5, Subpart A and 24 CFR 982 means a person temporarily staying in the unit with the consent of a tenant or other member of the

household who has express or implied authority to so consent on behalf of the tenant. The requirements of part 982 apply to a guest as so defined.

Household, for the purposes of 24 CFR 982 and this chapter, means the family and any HACD-approved live-in aide(s).

Other person under the tenant's control, for the purposes of the definition of *covered person* and for 24 CFR Parts 5 and 982 and for this chapter, means that the person, although not staying as a guest (as defined in this chapter) in the unit, is (or was at the time of the activity in question) on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Standard for Violation

The HACD will deny participation in the program to applicants and terminate assistance to participants in cases where the HACD determines there is reasonable cause to believe that a household member is illegally using a drug or if the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, including cases where the HACD determines that there is a pattern of illegal use of a drug or a pattern of alcohol abuse.

Engaged in or engaging in violent criminal activity means any act within the past 3 years by an applicant or participant or household member which involved criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonable likely to cause, serious bodily injury or property damage, which resulted in the arrest and/or conviction of the applicant, participant, or household member.

In evaluating evidence of negative past behavior, the HACD will give fair consideration to the seriousness of the activity with respect to how it would affect other residents and/or the likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

Drug-Related and Violent Criminal Activity

Ineligibility for Admission if Evicted or Terminated for Drug-Related Activity: Persons evicted or terminated from federally assisted housing because of drug-related criminal activity are ineligible for admission to the Section 8 program for a three year period beginning on the date of such eviction/termination.

However, the household may be admitted if, after considering the individual circumstances of the household, the HACD determines that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the HACD or the circumstances leading to eviction no longer exist because the criminal household member has died or is imprisoned.

Applicants will be denied assistance if they have been arrested for or convicted of violent criminal activity within the last three (3) years prior to the date of the certification interview.

Denial of Assistance for Sex Offenders

The HACD will deny admission if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. In screening applicants, the HACD will perform criminal history background checks to determine whether any household member is subject to a lifetime sex offender registration requirement.

Termination of Assistance for Participants

Termination of Assistance for Drug-Related Criminal Activity or Violent Criminal Activity:

Under the family obligations listed at 24 CFR 982.551, the members of the household must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

Assistance will be terminated for participants who have been arrested for or convicted of drug-related or violent criminal activity during participation in the program, or who have been evicted or terminated from a unit assisted under any federally assisted housing program within the last three (3) years prior to the date of the notice to terminate assistance.

If any member of the household violates the family obligations by engaging in drug-related or violent criminal activity, the HACD will terminate assistance.

In appropriate cases, the HACD may permit the family to continue receiving assistance provided that family members determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the HACD may consider individual circumstances with the advice of juvenile court officials.

The HACD will waive the requirement regarding drug-related criminal activity if the person demonstrates successful completion of a credible rehabilitation program approved by the HACD, or the circumstances leading to the violation no longer exist because the person who engaged in drug-related criminal activity or violent criminal activity is no longer in the household due to death or incarceration.

Terminating Assistance for Alcohol Abuse by Household Members

Under the family obligations listed at 24 CFR 982.551, the members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. Assistance will be terminated due to violation of a family obligation if the HACD determines that a member of the household has demonstrated a pattern of alcohol abuse that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

In appropriate cases, the HACD may permit the family to continue receiving assistance provided that family members determined to have engaged in the proscribed activities will not reside in the unit. If the violating member is a minor, the HACD may consider individual circumstances with the advice of juvenile court officials.

Required Evidence

Preponderance of evidence is defined as evidence which is of greater weight or more convincing that the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is proven more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Credible evidence may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of arrest warrants and/or drug raids.

Confidentiality of Criminal Records

The HACD will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

C. FAMILY OBLIGATIONS (24 CFR 982.551)

a. The family must supply any information that the HACD or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release or other documentation.
b. The family must supply any information requested by the HACD or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
c. The family must disclose and verify Social Security numbers and must sign and submit consent forms for obtaining information.
d. All information supplied by the family must be true and complete.

e. The family is responsible for an HQS breach caused by the family.
f. The family must allow the HACD to inspect the unit at reasonable times and after reasonable notice.
g. The family may not commit any serious or repeated violations of the lease.
h. The family must notify the owner and, at the same time, notify the HACD before the family moves out of the unit or terminates the lease upon notice to the owner.
i. The family must promptly give the HACD copy of any owner eviction notice.
j. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
k. The composition of the assisted family residing in the unit must be approved by the HACD. The family must promptly inform the HACD of the birth, adoption or court-awarded custody of a child. The family must request HACD approval to add any other family member as an occupant of the unit.
l. The family must promptly notify the HACD if any family member no longer resides in the unit.
m. If the HACD has given approval, a foster child or a live-in aide may reside in the unit. If the family does not request approval or HACD approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.
n. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family.
o. The family must not sublease or let the unit.
p. The family must not assign the lease or transfer the unit.
q. The family must supply any information or certification requested by the HACD to verify that the family is living in the unit, or relating to family absence from the unit, including any HACD-requested information or certification on the purposes of family absences. The family must cooperate with the HACD for this purpose. The family must promptly notify the HACD of absence from the unit.
r. The family must not own or have any interest in the unit.
s. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with this program.
t. The household members may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
u. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
v. An assisted family, or members of the family, may not receive Section 8 voucher assistance while receiving another housing subsidy, for the same unit or for a different unit, under any federal, state or local housing assistance program determined by HUD or in accordance with HUD requirements to be duplicative.

Housing Authority Discretion (24 CFR 982.552(c))

In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, the HACD has discretion to consider all the circumstances in each case, including the seriousness of the case. The HACD will use its discretion in reviewing the extent of participation or culpability of individual family members and the length of time since the violation occurred. The HACD may also review the family's recent history and record of compliance, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

The HACD may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure to act will not reside in the unit. The HACD may permit the other members of a family to continue in the program.

Enforcing Family Obligations

Explanations and Terms

The term "promptly" when used in the family obligations always means "within 10 days."

Denial or termination of assistance is always optional except where this plan or the regulations state otherwise.

HQS Breach: The HACD will determine if an HQS breach is the responsibility of the family. Families may be given extensions by the HACD to cure HQS breaches.
Lease Violations: The following criteria will be used to decide if a serious or repeated violation of the lease has occurred which will result in termination of assistance:

If the owner terminates tenancy through court action for serious or repeated violation of the lease.

If there are police reports, neighborhood complaints or other third party information that has been verified by the HACD.

Notification of Eviction: If the family requests assistance to move and they did not notify the HACD of an eviction within 10 days of receiving the notice of lease termination, the move will be denied.

Proposed Additions to the Family: The HACD will deny a family's request to add additional family members who are:

- Persons who have been evicted or terminated from federally assisted housing within the past three (3) years
- Persons who have previously violated a family obligation

- Persons who have committed drug-related criminal activity or violent criminal activity within the past three (3) years
- Persons who do not meet the HACD's definition of a family
- Persons who commit fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- Persons who currently owe rent or other amounts to the HACD or to another HACD in connection with housing under the 1937 Act.
- Persons who have engaged in or threatened abusive or violent behavior toward HACD personnel.

Family Members Move-Out: Families are required to notify the HACD if any family member leaves the assisted household. When the family notifies the HACD, they must furnish the following information:

- The date the family member moved out.
- The new address, if know, of the family member.
- A statement as to whether the family member is temporarily or permanently absent.

Limitation on Profit-Making Activity in Unit: If the business activity area results in the inability of the family to use any of the critical living areas, such as a bedroom (utilized for a business) which is not available for sleeping, it will be considered a violation.
If the HACD determines that the use of the unit as a business is not incidental to use as a dwelling unit, it will be considered a violation. If the HACD determines the business is not legal, it will be considered a violation.

Interest in Unit: The owner may not reside in the assisted unit regardless of whether she or he is a member of the assisted family, unless the family owns the mobile home and rents the pad under the voucher program.

Fraud: In each case, the HACD will consider which family members were involved, the circumstances and any hardship that might be caused to innocent members.

D PROCEDURES FOR NON-CITIZENS (24 CFR 5.514, 5.516, 5.518

Denial or Termination Due to Ineligible Immigrant Status

Applicant or participant families in which all members are neither U. S. citizens nor eligible immigrants are not eligible for assistance and must have their assistance

Assistance may not be terminated while verification of the participant family's eligible immigration status is pending.

False or Incomplete Information

If the individual is unable to verify his or her citizenship, the HACD will give him or her an opportunity to provide a new declaration as an eligible immigrant or an opportunity to elect not to contend his or her status.

The HACD will then verify eligible status, deny, terminate or pro rate as applicable.

The HACD will deny or terminate assistance based on the submission of false information or on misrepresentation.

Procedure for Denial or Termination

If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the family status, the family may make an appear to the INS and request a hearing with the HACD either after the INS appear or in lieu of the INS appeal.

After the HACD has been a determination of ineligibility, the family will be notified of the determination and the reasons and informed of the option for pro-rated assistance (if applicable).

E. ZERO ($0) ASSISTANCE TENANCIES

The family may remain in the unit at zero ($0) assistance for up to 180 days after the last HAP payment. If the family is still in the unit after 180 days, the assistance will be terminated. If, within the 180 day time frame, an owner rent increase or a decrease in the total tenant payment causes the family to be eligible for a housing assistance payment, the HACD will resume assistance payments for the family. In order for a family to move to another unit during the 180 days, the rent for the unit would have to be high enough to necessitate a housing assistance payment.

F. OPTION NOT TO TERMINATE FOR MISREPRESENTATION (24 CFR 982.551, 982.552(e))

If the family has misrepresented any facts that caused the HACD to overpay assistance, the HACD may choose not to terminate and may offer to continue assistance provided that the family either reimburses the HACD in full or executes a repayment agreement and makes payments in accordance with the agreement.

G. MISSED APPOINTMENTS AND DEADLINES (24 CFR 982.551, 982.552(c))

It is a family obligation to supply information, documentation, and certification as needed for the HACD to fulfill its responsibilities. The HACD schedules appointments and sets deadlines in order to obtain the required information. The obligations also require that the family allow the HACD to inspect the unit, and appointments are made for this purpose.

An applicant or participant who fails to keep an appointment or fails to supply information required by a deadline without notifying the HACD may be sent a notice of denial or termination of assistance for failure to allow the HACD to inspect the unit or failure to provide required information.

The family will be given information about the requirement to keep appointments and the number of times appointments will be rescheduled, as specified in this plan.

Appointments will be scheduled and time requirements will be imposed for the following events and circumstances:

- Eligibility for Admissions;
- Verification Procedures;
- Voucher Issuance and Briefings;
- Housing Quality Standards Inspections;
- Reexaminations; and
- Appeals.

Acceptable reasons for missing appointments or failing to provide information by deadlines are medical emergency, incarceration, family emergency, and work or training obligations.

Procedure when Appointments Are Missed or Information Is Not Provided

For most purposes in this plan, the family will be given two (2) opportunities to attend an appointment or to provide information before being issued a notice of termination or denial of admittance.
After issuance of the termination notice, if the family offers to correct the breach within the time allowed to request a hearing, the notice will be rescinded if the family subsequently attends an appointment or provides information and the family does not have a history of non-compliance.

Chapter 16

OWNER DISAPPROVAL AND RESTRICTION

INTRODUCTION

The regulations define when the HACD must disallow owner participation in the program and they provide the HACD discretion to disapprove or otherwise restrict the participation of owners in certain categories.

A. DISAPPROVAL OF OWNER (24 CFR 982.306, 982.54(d)(8)

The owner does not have a right to participate in the program. For purposes of this section, the term "owner" includes a principal or other interested party.

The HACD will disapprove the owner for the following reasons:

- HUD or another agency directly related has informed the HACD that the owner has been disbarred, suspended, or subject to a limited denial of participation under 24 CFR Part 24.
- HUD has informed the HACD that the federal government has instituted an administration or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements and such action is pending.
- HUD has informed the HACD that a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.
- Unless their lease was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. This HACD will waive this requirement as a reasonable accommodation for a family member who is a person with a disability.
- The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act.
- The owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligations to maintain the unit to HQS, including any standards the HACD has adopted in this policy.
- The owner has committed fraud, bribery or any other corrupt act in connection with any federal housing program.
- The owner has engaged in drug-related criminal activity or any violent criminal activity.
- The owner has a history or practice of non-compliance with the HQS for units leased under federal housing programs.
- The owner has a history or practice of renting units that fail to meet state or local housing codes.

- The owner has failed to comply with regulations, the mortgage or note, or the regulatory agreement for projects with mortgages insured by HUD or loans made by HUD.

B. OWNER RESTRICTIONS AND PENALTIES (24 CFR 982.453)

If an owner has committed fraud or abuse or is guilty of frequent or serious contract violations, the HACD will restrict the owner from future participation in the program for a period of time commensurate with the seriousness of the offense. The HACD may also terminate some or all contracts with the owner.

Before imposing any penalty against an owner the HACD will review all relevant factors pertaining to the case, and will consider such factors as the owner's record of compliance and the number of violations.

C. CHANGE IN OWNERSHIP

A change in ownership does not require execution of a new HAP contract. The HACD will process a change of ownership only upon the written request of the new owner and only if accompanied by a copy of the escrow statement or other document showing the transfer of title and the Tax Identification Number or Social Security Number of the new owner.

Chapter 17

SECTION 8 HOME OWNERSHIP PROGRAM

INTRODUCTION

The Section 8 Home Ownership Program of the Housing Authority of the City of Danbury permits eligible participants in the Section 8 housing choice voucher program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. The home ownership option is limited to five percent (5%) of the total Section 8 voucher program administered by HACD in any fiscal year, provided that disabled families shall not be subject to the 5% limit.

Eligible applicants for the Section 8 home ownership program must have completed an initial Section 8 lease term, may not owe HACD or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 home ownership assistance may be used to purchase the following type of homes within the City of Danbury: new or existing single-family, condominium, planned use developments, cooperatives, lofts, live/work units, or manufactured homes. HACD also will permit portability of Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes HACD to administer the home ownership assistance in their jurisdiction.

A FAMILY ELIGIBILITY REQUIREMENTS.

Participation in the Section 8 home ownership program is voluntary. Each Section 8 home ownership participant must meet the general requirements for admission to the Section 8 housing choice voucher program as set forth in HACD's Administrative Plan. Such Section 8 family also must be "eligible" to participate in the home ownership program. The additional eligibility requirements for participation in HACD's Section 8 home ownership program include that the family must:

- Be a first-time homeowner or have a member who is a person with disabilities;
- With the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- With the exception of elderly and disabled households, meet the requisite employment criteria;
- Have completed an initial lease term in the Section 8 housing choice voucher program;
- Have fully repaid any outstanding debt owed to HACD or any other Housing Authority;
- Not defaulted on a mortgage securing debt to purchase a home under the home ownership option; and
- Not have any member who has a present ownership interest in a residence at the commencement of homeownership assistance.

B. FIRST-TIME HOMEOWNER

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest". A member of a cooperative also qualifies as a "first time homeowner".

C. MINIMUM INCOME REQUIREMENT

(1) Amount of Income.

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours.

(2) Exclusion of Welfare Assistance Income.

With the exception of elderly and disabled families, HACD will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF"); Supplemental Security Income ("SSI") that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the home ownership program. It does not affect the determination of income-eligibility for admission to the Section 8 housing choice voucher program, calculation of the family's total tenant payment, or calculation of the amount of home ownership assistance payments.

D. EMPLOYMENT HISTORY

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. In order to reasonably accommodate a family's participation in the program, HACD will exempt families that include a person with disabilities from this requirement.

HACD's Executive Director may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. The Executive

Director may also consider successive employment during the one-year period and self-employment in a business**.**

E. COMPLETION OF INITIAL LEASE TERM

Applicants for and new participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program until completion of an initial Section 8 lease term and the participant's first annual recertification in the Section 8 housing choice voucher program.

Nothing in this provision will preclude Section 8 participants that have completed an initial lease term in another jurisdiction from participating in the Section 8 home ownership program**.**

F. REPAYMENT OF ANY HOUSING AUTHORITY DEBTS

Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program in the event any debt or portion of a debt remains owed to HACD or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the Section 8 home ownership program.

G. ADDITIONAL ELIGIBILITY FACTORS

(1) Elderly and Disabled Households.

Elderly and disabled families are exempt from the employment requirements set forth in Section 2. C. above. In the case of an elderly or disabled family, HACD will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 home ownership program.

(2) Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 home ownership program, the family will be ineligible to participate in the home ownership program.

H. FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

- Complete a home ownership counseling program approved by HACD prior to commencement of homeownership assistance;
- Within a specified time, locate the home it proposes to purchase;
- Submit a sales agreement containing specific components to HACD for approval;
- Allow HACD to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards;
- Obtain an independent inspection covering major building systems;
- Obtain HACD approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements); and
- Enter into a written agreement with HACD to comply with all of its obligations under the Section 8 program.

Home Ownership Counseling Program.

A family's participation in the home ownership program is conditioned on the family attending and successfully completing a home ownership and housing counseling program provided or approved by HACD prior to commencement of home ownership assistance.

The home ownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families.

The counseling agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the home ownership counseling provided under HUD's Housing Counseling program. HACD may require families to participate in a HACD-approved home ownership counseling program on a continuing basis**.**

Locating and Purchasing a Home

(1) Locating A Home

Upon approval for the Section 8 home ownership program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to HACD. For good cause, HACD may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by HACD, the Section 8 rental assistance through the Section 8 housing choice voucher program shall continue**.**

(2) Type of Home

A family approved for Section 8 home ownership assistance may purchase the following type of homes within the City of Danbury: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home to be situated on a privately owned lot or on a leased pad in a mobile home park. The home must be already existing or under construction at the time HACD determines the family eligible for home ownership assistance The family also may purchase a home in a jurisdiction other than the City of Danbury, provided the Housing Authority in the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes HACD to administer the home ownership assistance in their jurisdiction**.**

In the former case, a family's participation in the Section 8 home ownership program will be subject to the Section 8 home ownership program and policies of the receiving jurisdiction.

(3) Purchasing a Home

Once a home is located and a sales agreement approved by HACD is signed by the family, the family shall have up to three (3) months, or such other time as is approved by HACD's Executive Director or set forth in the HACD-approved sales agreement, to purchase the home.

(4) Failure to Complete Purchase.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by HACD, HACD shall continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 housing choice voucher program following the initial determination of their eligibility for the home ownership option.

(5) Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses-- a "home ownership premium." Any "home ownership premium," defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from HACD's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify the Home Ownership Counselor at HACD and apply for the home ownership option. If determined eligible for home ownership assistance, the family may be admitted to the home ownership program and must meet all the requirements of these policies.

Sales Agreement

Prior to execution of the offer to purchase or sales agreement, the financing terms must be provided by the family to HACD for approval. The sales agreement must provide for inspection by HACD and the independent inspection referred to in Section 3(E) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to HACD. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by HACD. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by HACD pursuant to Section 3(F). The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

Independent Initial Inspection Conducted

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until HACD first inspects the home. An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family and approved by HACD. HACD will not pay for the independent inspection. The independent inspection report must be provided to HACD. HACD may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

Financing Requirements

The proposed financing terms must be submitted to and approved by HACD prior to close of escrow. HACD shall determine the affordability of the family's proposed financing. In making such determination, HACD may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by

HACD. Seller-financing mortgages shall be considered by HACD on a case by case basis. If a mortgage is not FHA-insured, HACD will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/ FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Connecticut Housing Finance Agency (CHFA), the Federal Home Loan Bank, or other private lending institution.

Compliance With Family Obligations

A family must agree, in writing, to comply with all family obligations under the Section 8 program and HACD's home ownership policies. These obligations include (1) attending ongoing home ownership counseling, if required by HACD; (2) complying with the mortgage terms; (3) not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving home ownership assistance; (4) not refinancing or adding debt secured by the home without prior approval by HACD; (5) not obtaining a present ownership interest in another residence while receiving home ownership assistance; and (6) supplying all required information to HACD, including but not limited to annual verification of household income, notice of change in home ownership expenses, notice of move-out, and notice of mortgage default. HACD's Home Ownership Family Obligation policies are set forth in Appendix A hereto.

Compliance Lien

Upon purchase of a home, the family must execute documentation as required by HUD and HACD, consistent with State and local law, securing HACD's right to recapture the home ownership assistance in accordance with Section 5. C. below. The lien securing the recapture of home ownership subsidy may be subordinated to a refinanced mortgage.

[Note: Moving to another home in the same PHA jurisdiction, as well as buying another home in another PHA jurisdiction, is permitted with continued use of homeownership assistance. See §§ 982.636 & 637.]

I. AMOUNT OF ASSISTANCE

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family's household income. HACD will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Section 8 family will pay the difference.

Determining the Payment Standard

The voucher payment standard is the fixed amount the HACD annually establishes as the "fair market" rent for a unit of a particular size located within the HACD jurisdiction. In the home ownership program, the initial payment standard will be the lower of either (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the home ownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. HACD will request HUD approval of a higher payment standard, up to 100% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities.

Determining the Monthly Home Ownership Expense

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per HACD allowance; costs of major repairs and replacements per HACD allowance (replacement reserves); utility allowance per HACD's schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any. Home ownership expenses for a cooperative member may only include HACD approved amounts for the cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home; principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt; home insurance; the allowances for maintenance expenses, major repairs and replacements and utilities; and principal and interest on debt incurred to finance major repairs, replacements, or improvements, including changes needed to make the home accessible.

Determining the Total Family Contribution

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance), will be counted to determine the family's adjusted monthly income for purposes of determining the

amount of assistance.

Payment to Family or Lender

HACD will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay HACD's contribution towards the family's homeowner expense directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender requires direct payment of HACD's contribution.

J. TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE

Grounds for Termination of Home Ownership Assistance

(1) Failure to Comply with Family Obligations Under Section 8 Program or HACD's Home Ownership Policies.

A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, HACD home ownership policies, or if the family defaults on the mortgage. If required, the family must attend and complete ongoing home ownership and housing counseling classes. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home.

The family must provide HACD with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to HACD home ownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

(2) Occupancy of Home

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, HACD will not continue home ownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse the HACD for home ownership assistance paid for the month the family moves.out.

(3) Changes in Income Eligibility

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership program shall continue until such time as the assistance payment amounts to $0 for a period of six (6) consecutive months.

(4) Maximum Term of Home Ownership Assistance.

Notwithstanding the provisions of Section 5(A), subparagraphs 1 through 3, except for disabled and elderly families, a family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

Procedure for Termination of Home Ownership Assistance.

A participant in the Section 8 Home Ownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the HACD for the Section 8 housing choice voucher program.

Recapture of Home Ownership Assistance

In certain circumstances the home ownership assistance provided to the family is subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 home ownership assistance are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recapture penalty, provided that no proceeds are realized ("cash-out"). Only "cash-out" proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 assistance ***less those amounts provided for in §982.640*** are subject to recapture. Further, the amount of home ownership assistance subject to recapture shall automatically be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years the amount of home ownership assistance subject to recapture will be zero.

K. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Default on FHA-Insured Mortgage

If the family defaults on an FHA-insured mortgage, HACD may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (a) conveyed title to the home to HUD or its designee, as required by HUD; and (b) moved from the home within the period established or approved by HUD.

Default on non-FHA-Insured Mortgage

If the family defaults on a mortgage that is not FHA-insured, HACD may permit the family to move with continued Section 8 housing choice voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to HACD or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or HACD.

L. HACD ADMINISTRATIVE FEE

For each month that home ownership assistance is paid by HACD on behalf of the family, HACD shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

M. WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES

The Executive Director of HACD shall have the discretion to waive or modify any provision of the Section 8 home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

Chapter 18

OWNER OR FAMILY DEBTS TO THE HACD

INTRODUCTION

This chapter describes the HACD's policies for the recovery of monies that have been overpaid for families and to owners.

When families or owners owe money to the HACD, the HACD will make every effort to collect it. The HACD will use a variety of collection tools to recover debts including, but not limited to, requests for lump sum repayments, repayment agreements, reclaim from future housing assistance payments, use of collection agencies, and use of credit bureaus.

A. REPAYMENT AGREEMENT FOR FAMILIES (24 CFR 982.552(c)(v-vii))

A repayment agreement is a document entered into between the HACD and a person who owes a debt to the HACD. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of repayment, any special provisions of the agreement, and the remedies available to the HACD upon default of the agreement.

The minimum monthly amount of monthly repayment for any repayment agreement is $25.

If the family already has a repayment agreement in place or the HACD determines that the family committed program fraud, the HACD will not enter into a repayment agreement.

B. DEBTS OWED FOR CLAIMS (24 CFR 792.103, 982.552(c)(v-viii))

If a family owes money to the HACD for claims paid to an owner, the HACD may enter into a repayment agreement.

Family Error/Late Reporting

Families who owe money to the HACD due to the family's failure to report increases in income will be required to repay in accordance with the repayment procedures for a person who owes a debt to the HACD.

Late Repayments

A repayment agreement will be considered to be in arrears if the repayment is not received by the close of the business day on the date due.

If the family's repayment agreement is in arrears for 30 days, the HACD will terminate the housing assistance. If the family requests a move to another unit and has a open repayment agreement, the family will not be allowed to move until the repayment agreement is paid in full.

C. DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF INFORMATION (24 CFR 982.163)

HUD's definition of program fraud and abuse is a single act or pattern of actions that constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in repayment of Section 8 program funds in violation of Section 8 program requirements. The HACD can institute such actions as termination, enter into a repayment agreement, refer the case to HUD's Regional Inspector for Investigation, or pursue the matter in civil/criminal court.

D. GUIDELINES FOR REPAYMENT AGREEMENTS (24 CFR 982.552(c)(v-vii)

Repayment agreements will be executed between the HACD and the head of household and spouse.

Repayments made only be made by money order or cashier's check.

A repayment agreement will be considered to be in default when it is in arrears for 30 days.

The amount of the monthly repayments may be decreased in cases of family hardship if requested with reasonable notice from the family, verification of the hardship, and the approval of the HACD.\

The family's assistance will be terminated unless the HACD receives the balance of the repayment agreement in full within 21 days from the date of the termination notice.

The HACD will not execute another repayment agreement if there is one already in place. Arrearages must be repaid in full.

E. OWNER DEBTS TO THE HACD (24 CFR 982.453(b))

If the HACD determines that the owner has retained housing assistance or repayments to which the owner is not entitled, the HACD may reclaim the amounts from future housing assistance repayments owed to the owner for any unit or units under contract.

If future housing assistance or repayments are insufficient to reclaim the amount owed, the HACD may enter into a repayment agreement with the owner for the amount owed, pursue collections through the local court system, and/or restrict the owner from future participation.

F. WRITING OFF DEBTS

Debts will be written off if the debt is more than three (3) years old or the debtor is deceased.

Chapter 19

COMPLAINTS AND APPEALS

INTRODUCTION

The informal hearing requirements defined in HUD regulations are applicable to participating families who disagree with an action, decision, or inaction of the HACD.

A. COMPLAINTS TO THE HACD

The HACD will respond promptly to complaints from families, owners, employees, and members of the public. All complaints will be documented. The HACD may require that complains other than HQS violations be put in writing. HQS complaints may be reported by telephone.

B. INFORMAL REVIEW PROCEDURES FOR APPLICANTS (24 CFR 982.54(d)(12), 982.554

Reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. The exception is that when an applicant is denied assistance for citizen or eligible immigrant status, the applicant is entitled to an informal hearing.

When the HACD determines that an applicant is ineligible for the program, the family must notified of their ineligibility in writing. The notice must contain the reason(s) for which they are ineligible, the procedure for requesting a review if the applicant does not agree with the decision, and the time limit for requesting a review.

When denying admission due to criminal activity by a household member, the HACD will include in the notice a statement that the applicant may request a copy of the criminal record upon which the decision to deny admission was based.

The HACD must provide applicants with the opportunity for an informal review of decisions denying listing on the HACD's waiting list, issuance of a voucher, participation in the program, or assistance under portability procedures.

Informal reviews are not required for established polices and procedures and HACD determinations such as:

1. Discretionary administrative determinations by the HACD,
2. General policy issues or class grievances,
3. A determination of the family unit size under the HACD subsidy standards,
4. Refusal to extend or suspend a voucher,
5. Disapproval of a lease,
6. Determination that a unit is not in compliance with HQS, or

7. Determination that a unit is not in compliance with HQS due to family size or composition.

Procedure for Informal Review

A request for an informal review must be received in writing by the close of the business day, no later than 10 days from the date of the HACD's notification of denial of assistance. The informal review will be scheduled within 30 days from the date the request is received.

The informal review may not be conducted by the person who made or approved the decision under review, nor by a subordinate of such person.

The informal review may be conducted by a staff person who is at the hearing officer or supervisor level or above, or a qualified individual from outside the HACD.

The applicant will be given the option of presenting oral and/or written objections to the decision. Both the HACD and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

A notice of review findings will be provided in writing to the applicant within ten (10) days after the review. The notice shall include the decision of the review officer and an explanation of the reasons for the decision.

All requests for a review, supporting documentation, and a copy of the notice of review findings/final decision will be retained in the family's file.

C. INFORMAL HEARING PRCEDURES (24 CFR 982.555(a-f), 982.54(13)

When the HACD makes a decision regarding the eligibility and the amount of assistance, applicants and participants must be notified in writing. The HACD will give the family prompt notice of such determinations, which will include:

- The proposed action or decision of the HACD'
- The date on which the proposed action or decision will take place;
- The family's right to an explanation of the basis for the HACD's decision;
- The procedures for requesting a hearing if the family disputes the action or decision;
- The time limit for requesting the hearing;
- To whom the hearing request should be addressed; and
- A copy of the HACD's hearing procedures.

When terminating assistance for criminal activity as shown by a criminal record, the HACD will provide the subject of the record and the tenant/participant/head of household with a copy of the criminal record upon which the decision to terminate was based.

The HACD must provide participants with the opportunity for an informal hearing for decisions related to any of the following HACD determinations:

1. Determination of the family's annual or adjusted income and the computation of the housing assistance payment.
2. Appropriate utility allowance used from schedule.
3. Family unit size determination under HACD subsidy standards.
4. Determination to terminate assistance for any reason.
5. Determination to terminate a family's FSS contract, withhold supportive services, or propose forfeiture of the family's escrow account.

The HACD must always provide the opportunity for an informal hearing before termination of assistance. As with informal reviews, the request for an informal hearing must be received in writing by the close of the business day no later than ten (10) days from the date of the HACD's notification of action. The informal hearing will be scheduled within 30 days from the date the request is received.

Informal hearings are not required for established policies and procedures and HACD determinations such as:

1. Discretionary administrative determinations by the HACD.
2. General policy issues or class grievances.
3. Establishment of the HACD schedule of utility allowances for families in the program.
4. A HACD determination not to approve an extension or suspension of a voucher term.
5. A HACD determination not to approve a unit or lease.
6. A HACD determination that an assisted unit is not in compliance with HQS (the HACD must provide an informal hearing for family breach of HQS because that is a family obligation determination).
7. A HACD determination that the unit is not in accordance with HQS because of the family size.
8. A HACD determination either to exercise or not to exercise any right or remedy against the owner under a HAP contract.

Notification of Hearing

It is the HACD's objective to resolve disputes at the lowest level possible and to make every effort to avoid the most severe remedies. However, if this is not possible, the HACD will ensure that applicants and participants will receive all the protections and rights afforded by the law and the regulations.

The notification of hearing will contain:

1. The date and time of the hearing;
2. The location where the hearing will be held;
3. The family's right to bring evidence, witnesses, and legal or other representation to the hearing at the family's expense;
4. The right to review any documents or evidence in the possession of the HACD upon which the HACD based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing. Requests for such documents or evidence must be received no later than 48 hours (excluding weekends and holidays) before the hearing date; and
5. A notice to the family that the HACD will request a copy of any documents or evidence the family will use at the hearing. Requests for such documents or evidence must be received no later than 48 hours (excluding weekends and holidays) before the hearing date.

The HACD's Hearing Procedures

After a hearing date is agreed upon, the family may request to reschedule only upon showing "good cause," which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

If a family does not appear at a scheduled hearing and has not rescheduled the hearing 24 hours in advance, the Hearing Officer may decide to uphold the HACD's decision to terminate assistance to the family.

Families have the right to:

- Present written or oral objections to the HACD's determination;
- Examine the documents in the file which are the basis for the HACD's action, and all documents submitted to the hearing officer;
- Copy any relevant documents at their expense;
- Present any information or witnesses pertinent to the issues of the hearing;
- Request that HACD staff be available or present at the hearing to answer questions pertinent to the case; and
- Be represented by legal counsel, an advocate, or another designated representative at the family's own expense.

If the family requests copies of documents relevant to the hearing, the HACD will make the copies for the family and assess a charge of $.25 per copy. In no case will the family be allowed to remove the file from the HACD's office.

In addition to other rights contained in this chapter, the HACD has a right to:

- Present evidence and any information pertinent to the issue of the hearing;
- Be notified if the family intends to be represented by legal counsel, an advocate, or another designated representative;
- Examine and copy any documents to be used by the family prior to the hearing;
- Have its attorney present; and
- Have staff persons and other witnesses familiar with the case present.

The informal hearing shall be conducted by the hearing officer appointed by the HACD who is neither the person who made or approved the decision, nor a subordinate of that person. The HACD appoints hearing officers who are managers from other departments within the agency, are managers from other HACDs, or are professional mediators or arbitrators.

The hearing shall concern only the issues for which the family has received the opportunity for a hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial procedures.

No documents may be presented which have not been provided to the other party before the hearing if these documents have been requested by the other party. "Documents" includes records and regulations.

The hearing officer may ask the family for additional information and may adjourn the hearing, in order to reconvene at a later date, before reach a decision.

If the family misses an appointment or deadline ordered by the hearing officer, the action of the HACD shall take effect and another hearing will not be granted.

The hearing officer will determine whether the action, inaction or decision of the HACD is legal in accordance with HUD regulations and this administrative plan, based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of hearing findings shall be provided in writing to the HACD and the family within ten (10) days and shall include:

- A clear summary of the decision and the reasons for the decision;
- If the decision involves money owed, the amount owed; and
- The date on which the decision goes into effect.

The HACD is not bound by hearing decision of the following sort:

- those concerning matters for which the HACD is not required to provide an opportunity for a hearing;
- those which conflict with or contradict HUD regulations or requirements;
- those which conflict with or contradict federal, state or local laws; or
- those which exceed the authority of the person conducting the hearing.

The HACD shall send a letter to the participant within ten (10) days if it determines that the HACD is not bound by the hearing officer's determination. The letter shall include the HACD's reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the notice of hearing findings will be retained in the family's file.

D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS" (24 CFR Part 5, Subpart E)

Assistance to a family may not be terminated or denied while the HACD hearing is pending but assistance to an applicant may be delayed pending the HACD hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the HACD notifies the applicant or participant within 10 days of their right to appeal to the INS within 30 days of notification or to request an informal hearing with the HACD either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the HACD copy of the appeal and proof of mailing or the HACD may proceed to deny or terminate. The time period to request an appeal may be extended by the HACD for good cause.

The request for a HACD hearing must be made within 14 days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within 14 days of receipt of that notice.

After receipt of request for an informal hearing, the hearing is conducted as described in section D of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members, the HACD will either deny the applicant family, defer termination if the family is a participant and qualifies for deferral, or termination participation if the family does not qualify for deferral.

If there are eligible members in the family, the HACD will offer to pro-rate assistance or give the family the option to remove the ineligible member(s).

All other complaints related to eligible citizen/immigrant status:

- If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide documentation or certification, the family will be denied or terminated for failure to provide documentation.
- Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.
- Participants whose assistance is pro-rated (either based on the statement that some members are ineligible, or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of tenant rent and total tenant payment.
- Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

E. MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES (24 CFR 982.204, 982.552(c))

When applicants are denied placement on the waiting list, or the HACD is terminating assistance, the family will be informed that presence of a disability may be considered as a mitigating circumstance during the informal review process.

(*Examples of mitigating circumstances are: a person with a cognitive disorder may not have understood the requirement to report increases in come, a person may not understand the need to make regular repayments on a promissory notice, minor criminal records for public drunkenness may actually be due to medication reactions; prior incarcerations for being disorderly may be due to an emotional disorder.*

Chapter 20

SPECIAL HOUSING TYPES

MANUFACTURED HOMES

The HACD will permit a family to lease a manufactured home and space with assistance under the program. The HACD will also provide assistance for a family that owns the manufactured home and leases only the space.

Housing Quality Standards (24 CFR 982.621)

A manufactured home must meet all the HQS requirement outlined previously and regulated by 24 CFR 982.401. In addition, the manufactured home also must meet the following requirements:

A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as susceptibility to sliding or wind damage.

A manufactured home must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist overturning or sliding due to the action of wind.

Manufactured Home Space Rental (24 CFR 982.622)

Rent to owner for a manufactured home space will include payment for maintenance services that the owner must provide to the tenant under the lease for the space.

Rent to owner does not include the cost of utilities and trash collection for the manufactured home. However, the owner may charge the family a separate fee for the cost of utilities or trash collection provided by the owner.

Reasonable Rent

During the assisted tenancy, the rent to owner for the manufactured home space may not exceed a reasonable rent as determined by the HACD.

The HACD will not approve a lease for a manufactured home space until the HACD has determined that the initial rent to owner for the space is a reasonable rent. At least annually during the assisted tenancy, the HACD will redetermine that the rent is reasonable. The HACD will determine whether the rent to owner for a manufactured home space is a reasonable rent in comparison to rents for other comparable manufactured home spaces. The HACD will consider the size and location of the space and any services and maintenance provided by the owner in accordance with the lease.

By accepting each monthly housing assistance payment from the HACD, the owner of the manufactured home space certifies that the rent to owner for the space is not more than rent charged by the owner for the unassisted rental of comparable spaces in the same manufactured home park or elsewhere. If requested by the HACD, the owner must provide the HACD with information on rents for other manufactured home space.

Housing Assistance Payments for Manufactured Home Space (24 CFR 982.623)

HAP for the Voucher Program

There is a separate FMR for a family renting a manufactured home space. The payment standard is used to calculate the monthly housing assistance payment for a family. The FMR for rental of a manufactured home space is generally 40% of the published FMR for a two-bedroom unit.

Subsidy Calculation for the Voucher Program

During the term of a voucher tenancy, the amount of the monthly housing assistance payment for a family will equal the less of the payment standard minus the total tenant payment, or the rent paid for rental of the real property on which the manufactured home owned by the family is located (space rent) minus the total tenant payment.

The space rent is the sum of the following as determined by the HACD:

Rent to owner for the manufactured home space, and
Owner maintenance and management charges for the space, and
The utility allowance for tenant-paid utilities.

Amortization Cost

The amortization cost may include debt service to amortize costs (other than furniture costs) included in the purchase price of the manufactured home. The debt service includes the payment for principal and interest on the loan. The debt service amount will be reduced by 15 % to exclude debt service to amortize the cost of furniture, unless the HACD determines that furniture was not included in the purchase price.

Any debt service due to refinancing the manufactured home after purchase of the home is not included in the amortization costs.

The HACD will not approve as part of the monthly amortization payment any set up charges to be included in the debt service incurred by a family that relocated its home.

The HACD will not include as part of the monthly amortization payment any set up charges incurred before the family became an assisted family, if monthly payments are still being made to amortize such charges.

Utility Allowance Schedule for Manufactured Home Space Rental (24 CFR 982.624)

The HACD will establish utility allowances for manufactured home space rental. For the first 12 months of the initial lease term only, the allowances will include a reasonable amount for utility hook up charges payable by the family, if the family actually incurs the expenses because of a move.

Allowances for utility hook up charges do not apply to a family that leases a manufactured home space in place.

Utility allowances for manufactured home space will not be applied to cover the costs of digging a well or installation of a septic system.

SPECIAL HOUSING TYPES AS REASONABLE ACCOMMODATION

In addition to manufactured housing, the HACD will allow housing choice vouchers to be used in the following types of housing as a reasonable accommodation for a person with a disability:

Single Room Occupancy (SRO) units
Defined at CFR 982.065 as a single room with access to a bathroom that contains at least 110 sq. feet of floor space.

Group homes
A group home must be licensed, certified or otherwise approved in writing by the state as a group home for elderly persons or persons with disabilities.

Congregate housing
Defined at CFR 982.609 as a single room or multiple rooms (e.g. sitting room). The unit must contain a refrigerator and there must be a central kitchen and dining facilities on the premises.

Shared housing
Defined at CFR 982.618, each unit must contain private space for each assisted family, plus appropriate common space for shared use by the residents of the unit. The private space for each family must contain at least one bedroom for each two persons in the family. The number of bedrooms in the private space of an assisted family may not be less than the family size. A zero or one bedroom unit may not be used for shared housing.

Chapter 21

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM

GENERAL (24 CFR 985)

HUD implemented the Section 8 Management Assessment Program (SEMAP) on October 13, 1998 to serve as a management tool for objectively measuring program compliance, identifying management capabilities and deficiencies, as well as improving risk assessment for potential program problems. SEMAP also provides local housing agencies with a structured self assessment system for evaluating the tenant-based rental assistance programs.

A. PERFORMANCE INDICATORS

The following performance indicators have been established to help meet HUD's overall goal of getting the right Section 8 families in the right units at the right cost. Effective delivery of rental assistance and family-self-sufficiency goals is also measured. The individual indicators and their assigned points are presented below.

1. Selection from the Waiting List	15
2. Rent Reasonableness	20
3. Adjusted Income	20
4. Utility Allowance	5
5. HQS Quality Control	5
6. HQS Enforcement	10
7. Expanding Housing Opportunity	5
8. Payment Standards	5
9. Annual Reexaminations	10
10. Tenant Rent Calculations	5
11. Pre Contract HQS Inspections	5
12. Annual Inspections	10
13. Lease-Up	20
14. FSS Escrowing and percent of Families with Escrow Accounts	5
15. Deconcentration Bonus	5
TOTAL POSSIBLE POINTS	**150**

High Performer: 90+percent
Standard Performer: 61-89 percent
Troubled: <=60 percent

Certification Period

HACD is required to submit a certification to HUD by February 28th of each year for the period from January 1st through December 31th, (HACD's fiscal year).

SEMAP Certification Process

The certification for each of the performance indicators is supported by documentation from the following sources:

. Family files and the HACD computer records
. Multi-Family Tenant Characteristic System (MTCS)
. Management files, marketing materials, studies, and surveys.

Family Files and Computer Records

A random sample of family files and computer Records along with management files, marketing materials, studies and surveys are reviewed to support the following SEMAP indicators:

. Indicator 1: Selection from the Waiting List
. Indicator 2: Rent Reasonableness
. Indicator 3: Adjusted Income
. Indicator 4: Utility Allowance Schedule
. Indicator 5: HQS Quality Control
. Indicator 6: HQS Enforcement
. Indicator 7: Expanding Housing Opportunities
. Indicator 8: Payment Standards
. Indicator 15: De-concentration (Bonus)

Multi-Tenant Characteristic System (MTCS) Data

MTCS is a computerized tracking and monitoring system used by HUD to track family data in both the Section 8 and public housing programs. Family information is electronically submitted to MTCS upon completion of a HUD 50058 Family Report. The following SEMAP indicators are evaluated based on information from the MTCS database.

. Indicator 9: Annual Reexaminations
. Indicator 10: Tenant Rent Calculations
. Indicator 11: Pre-Contract HQS
. Indicator 12: Annual Inspections
. Indicator 13: Lease-Up
. Indicator 14: FSS Enrollment and Escrow Account

Summary by Indicator

Indicator 1: Selection from the Waiting List 15 points

The purpose of this indicator is to determine whether the local housing agency has written admission policies in its Administrative Plan and to confirm whether the agency follows their admission policies when selecting applicants from the waiting list. The Administrative Plan must be formally adopted by HACD and must be submitted to HUD.

Verification Process

HUD will rate this indicator on the SEMAP certification. The agency can earn either all or none of the 15 points for this indicator. To earn all 15 points, the review must confirm that HACD has written admissions policies in it Administrative Plan and at least 98 percent of the families in the sample were selected from the waiting list in accordance with these policies and met the selection criteria that determined their places on the waiting list and their order of selection.

Indicator 2: Rent Reasonableness- 20 points

The purpose of this indicator is to determine whether HACD has implemented a written, reasonable method for determining and documenting the rent charged for each unit leased. The method used must ensure that the rent charged is reasonable based on current rents for comparable unassisted units at the time of initial leasing; when there is any increase in the rent to owner; and at the HAP contract anniversary if there is a five percent decrease in the published FMR in effect 60 days before the HAP contract anniversary.

Verification Process

This indicator will be rated by HUD on HACD's SEMAP certification. HACD can earn a maximum of 20 points for this indicator if the review confirms that:

. HACD has a reasonable method it follows to determine reasonable rent which considers location, size, type, quality, and age of the units, and the amenities, housing services, and maintenance and utilities provided by the owner; and

. A random sample of tenant files demonstrates that the rent reasonable system was used and documented in 98 percent of the files sampled for initial lease-up, any rent increase to owner, and if there is a five percent decrease in the published FMR in effect 60 days prior to the HAP contract anniversary.

Fifteen points can be earned if the review confirms that the above criterion is met in 80-97 percent of the units sampled for the review. Zero points are earned if the rent reasonableness method is used and documented in less than 80 percent of the random sample files that are reviewed.

Indicator 3: Adjusted Income -20 points

The purpose of this indicator is to determine whether the housing agency has verified and correctly determined adjusted annual income for each assisted family at the time of admission; and at annual reexamination.

Verification Process

This indicator will be rated by HUD on the SEMAP certification. HACD can earn a maximum of 20 points for this indicator if the review confirms that based on a random sample in at least 90 percent of the families:

. HACD obtains third-party verification of reported family income, the value of assets totaling more than $5000, expenses related to deductions from annual income and other factors that affect the determination of adjusted income, and/or HACD documents in tenant files why third party verification was not available;

. HACD properly attributes and calculates allowances for any medical, child care, and/or disability assistance expenses; and

. HACD uses the appropriate utility allowance to determine gross rent for the unit leased.

Fifteen points can be earned if the review confirms that the above criteria are met in 80-89 percent of the files sampled for the review. Zero points are earned if adjusted income determinations are correct and properly documented in less than 80 percent of the random sample files reviewed.

Indicator #4: Utility Allowance Schedule 5 points

The objective of this indicator is to determine whether HACD maintains an up-to-date utility allowance schedule in accordance with HUD program regulations, (24 CFR 982.517.)

Verification Process

This indicator will be rated by HUD on the SEMAP certification. The agency can earn a maximum of five points for this indicator if the review confirms that HACD reviewed utility rate data within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10 percent or more in a utility rate since the last time the utility allowance schedule was revised.

Indicator #5: HQS Quality Control Inspections

The purpose of this indicator is to determine whether a HACD manager or other qualified person re-inspects a sample of the units under contract during the last completed HACD fiscal year. The quality control inspection process tests consistency in adherence to the HQS and also helps to determine if inspectors require additional training.

Verification Process

This indicator will be rated by HUD on the HACD's SEMAP certification. The agency can earn a maximum of five points for this indicator, if the review confirms that:

. A sample of assisted units were quality control inspected based on the sample size required by 24CFR 985.2 for the number of units under contract.

. The sample represents units recently inspected (HQS inspections perform during the three months preceding the quality control inspection).

. The sample represents cross-section of inspectors and neighborhoods.

Indicator #6: HQS Enforcement

The purpose of this indicator is to test the HACD's ability to insure that life- threatening HQS deficiencies are corrected within 24 hours from the date of inspection and that all other HQS deficiencies are corrected within no more than 30 calendar days from the date of the inspection or any HA-approved extension. The indicator also tests whether the agency's has appropriately abated the rent to owner no later than the first of the month following the specified correction period, and if not corrected termination of the HAP contract. This indicator also measures the response of HACD for family caused defects, and whether or not the agency takes prompt and vigorous action to enforce the family obligations.

Verification Process

This indicator will be rated by HUD on the HACD's SEMAP certification. The agency can earn a maximum of 10 points for this indicator if the review confirms that based on a random sample:

. 100 percent of life threatening emergencies were completed within 24 hours;

. 98 percent of all other cited HQS deficiencies were corrected within no more than 30 days or any HACD approved extension;

. If deficiencies were not corrected within required time frame, the HAP was abated no later than the first of the month following the correction period or the HAP contract was terminated or for family-caused defects took prompt and vigorous action to enforce the family obligations.

Indicator #7: Expanding Housing Opportunities

The purpose of this indicator is to determine whether the housing agency has adopted and implemented a written policy to encourage participation by owners with units located outside areas of poverty or minority concentration; informs rental voucher and certificate holders of the full range of areas where they may lease units both inside and outside of HACD's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.

Verification Process

This indicator will be rated by HUD on the HACD's SEMAP certification. The agency can earn a maximum of five points for this indicator if the review confirms that:

- HACD has a written policy to encourage participation by owners of units outside areas of poverty minority concentration; HACD clearly delineates areas in its jurisdiction that the agency considers areas of poverty or minority concentration, and which includes actions the

- HACD will take to encourage owner participation.

- HACD encouraged participation by owners outside areas of poverty and minority participation.

- HACD has prepared maps that show various areas, both within and outside of its jurisdiction.

- HACD's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the rental voucher or certificate programs, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration

- HACD's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

- HACD has analyzed whether rental voucher and certificate holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficulties have been found,

- HACD documentation shows that the agency has analyzed whether it is appropriate to seek approval of area exception rents in any part of its jurisdiction and has sought HUD approval of exception rents when necessary.

Indicator #8: Payment Standards

The purpose of this indicator is to determine whether the housing agency has verified and correctly determined adjusted annual income for each assisted family at the time of admission; and annual reexamination.

Verification Process

This indicator will be verified by HUD through the use of payment standard information submitted to HUD on the SEMAP certification form and MTCS gross rents and FMR data. An agency can earn a maximum of five points for this indicator if:

- At least 98 percent of the families newly leased in the certificate program, excluding over FMR families, have initial gross rents at or below the applicable FMR or approved exception rent limit, and

- That HACD has adopted payments standards which do not exceed the applicable FMR or approved exception rent limit and which are not less than 80 percent of the current FMR, unless approved by HUD.

Zero points are earned if the random sample demonstrates that more than two percent of the sample files have gross rents that exceed the applicable FMR, or HUD-approved exception rent limits, or HACD's rental voucher program payment.

Indicator #9: Annual Re-Certifications

The purpose of this indicator is to determine whether the HACD completes an annual reexamination for each participating family at least every 12 months.

Verification Process

This indicator will be verified by MTCS reports showing the percent of reexaminations that are more than two months overdue. An agency can earn a maximum of 10 points for this indicator if the MTCS report confirms that fewer that five percent of all HACD reexaminations are more than two months overdue. Five points can be earned if the report confirms that five to 10 percent of all HACD reexaminations are more than two months overdue. Zero points are earned if more than 10 percent of all HACD reexaminations are more than two months overdue.

Indicator #10: Correct Tenant Rent Calculations

The purpose of this indicator is to determine whether HACD correctly calculates tenant rent in the rental certificate program, and the family's share of the rent to owner in the rental voucher program.

Verification Process

This indicator will be verified by MTCS reports. The reports will demonstrate the percent of tenant rent and family's share of the rent to owner calculations that are incorrect based on data sent to HUD on the HUD-50058 form.

HACD can earn a maximum of five points for this indicator if the MTCS report confirms that two percent or fewer of all HACD tenant rent and family's share of rent to owner calculations are incorrect. Zero points will be awarded if more than two percent of all HACD tenant rent and family's share of rent to owner calculations are incorrect.

Indicator #11: Pre-contract HQS Inspections

The purpose of this indicator is to determine whether newly leased units passed HQS inspection on or before the beginning date of the assisted lease and HAP contract.

Verification Process

This indicator will be verified by the MTCS report which shows the percent of newly leased units where the beginning date of the assistance contract is before the date the unit passed HQS inspection. If 98-99 percent of newly leased units passed HQS inspection before the beginning of the HAP contract, the HACD will receive five points. If fewer than 98 percent passed inspection prior to execution of the contract, HACD will receive zero points.

Indicator #12: Annual HQS Inspections

The purpose of this indicator is to determine whether the housing agency inspects each unit under contract at least annually. This indicator will be verified by the MTCS report, which shows the percent of HQS inspections that are more than two months passed due. It should be noted that the two-month allowance is provided to accommodate a possible lag in the housing agency's electronic submission and not in the completion of the inspection.

Verification Process

This indicator will be verified by the MTCS report, which shows the percent of HQS inspections that are more than two months passed due. It should be noted that the two-month allowance is provided to accommodate a possible lag in the housing agency's electronic submission and not in the completion of the inspection. HACD will receive 10 points if fewer that five percent of the annual inspections are more than two months late, five points if five to

10 percent are more than two months late and, zero points if more than 10 percent of annual inspections are more than two months late.

Indicator #13: Lease-Up

The purpose of this indicator is to determine whether HACD entered into HAP contracts for the number of units under budget for the last fiscal year.

Verification Process

This indicator will be verified by the percent of units leased during the last completed HACD fiscal year as determined by taking unit-months under HAP contract as shown on the HACD's latest approved year-end operating statement, dividing that result by 12, and then dividing that result by the number of units budgeted as shown on the HACD's approved budget for the same fiscal year. An agency can earn a maximum of 20 points for this indicator if the percent of units leased during the last fiscal year was 98 percent or more. Fifteen points will be awarded if 95-98 percent of the units were leased during the last fiscal year. Zero points will be awarded if less than 95 percent of the units were leased during the last fiscal year.

Indicator #14: Family Self-Sufficiency (FSS)

The purpose of this indicator is to determine whether the HACD has enrolled families in the FSS program as required, and the extent of the HACD progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in MTCS that have had increases in earned income which resulted in escrow account balances.

Verification Process

HUD will verify this indicator through the MTCS report that shows the number of families currently enrolled in FSS. This number is divided by the number of mandatory FSS slots based on funding reserved for the HACD through the second to last completed Federal Fiscal Year, or based on a reduced number of mandatory slots under a HUD-approved exception. An MTCS report also shows the percent of FSS families with FSS progress reports who have escrow account balances. HUD also uses information reported on the SEMAP certification by initial PHAs concerning FSS families enrolled in their FSS programs but who have moved.

Indicator #15: De-concentration

The purpose of this indicator is to determine what percentage of Section 8 families with children who live in and who have moved during the reporting period, moved to low-poverty census tracts in the HACD's principal operating area.

Verification Process

This indicator will be verified by HACD data submitted for the de-concentration bonus and the latest independent auditor annual audit report.

Required Action Plan

An operational improvement plan is required for any HACD deemed substandard under the Section 8 Management Assessment Program. Upon HUD's confirmation of a substandard score HACD must prepare a detailed action plan identifying the tasks necessary to improve each failed indicator. HUD may also require an action plan for any individual indicator that does not reach a passing score even if the overall rating of HACD is standard.

Chapter 22

PROGRAM INTEGRITY

General [24 CFR 792.101 to 792.204, 982.54]

HUD conservatively estimates that over $200 million is paid annually to program participants who falsify or omit material facts in order to gain more rental assistance than they are entitled to under the law. HUD further estimates that over 12% of all HUD-assisted families are either totally ineligible, or are receiving benefits which exceed their legal entitlement.

HACD is committed to assuring that the proper level of benefits are paid for all participating families, and that housing resources reach only income-eligible families so that program integrity can be maintained. HACD will take all steps necessary to prevent fraud, waste, and mismanagement so that program resources are utilized judiciously. This chapter outlines HACD's policies for the prevention, detection and investigation of program abuse and fraud.

Criteria for Investigation of Suspected Abuse and Fraud

Under no circumstances will HACD undertake an inquiry or an audit of a participating family arbitrarily. HACD's expectation is that participating families will comply with HUD requirements, provisions of the voucher, and other program rules. HACD staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, HACD has a responsibility to HUD, to the Community, and to eligible families in need of housing assistance, to monitor participants and owners for compliance and, when indicators of possible abuse come to HACD's attention, to investigate such claims. HACD will initiate an investigation of a participating family only in the event of one or more of the following circumstances:

Referrals, Complaints, or Tips - HACD will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a family is in non-compliance with, or otherwise violating the family obligations or any other program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation and HACD's response will be retained in the family's file.

Internal File Review - A follow-up will be made if HACD staff discovers (as a function of a certification or re-certification, an interim re-determination, or a quality control review), information or facts which conflict with previous file data, HACD's knowledge of the family, or is discrepant with statements made by the family.

Verification of Documentation - A follow-up will be made if HACD receives independent verification or documentation, which conflicts with representations in the family's file (such as public record information or credit bureau reports, reports from other agencies).

Steps to Prevent Program Abuse and Fraud - HACD management and staff will utilize various methods and practices (listed below) to prevent program abuse, non-compliance, and willful violations of program rules by applicants and participating families. This policy objective is to establish confidence and trust in the management by emphasizing education as the primary means to obtain compliance by families.

Program Orientation Briefing - Mandatory orientation sessions will be conducted by HACD staff for all program applicants, either prior to or upon issuance of a voucher. At the conclusion of all Program Orientation Briefing, the family representative will be required to sign their voucher to confirm that all rules and pertinent regulations were explained to them.

Continued Occupancy Training - HACD will annually provide participant training as apart of every re-certification interview in order to clarify any confusion pertaining to program rules and requirements.

Review and explanation of Forms - Staff will explain all required forms and review the contents of all (re)certification documents prior to signature.

Use of Instructive Signs and Warnings - Instructive signs will be conspicuously posted in common areas and interview areas to reinforce compliance with program rules and to warn about penalties for fraud and abuse

Participant Certification - All family representatives will be required to sign a "Participant Certification" form, as contained in HUD's Participant Integrity Program Manual.

Steps to Detect Program Abuse and Fraud - HACD personnel will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families.

Quality Control File Reviews - Prior to initial certification, and at the completion of all subsequent recertifications, participant files will be reviewed by a Quality Control staff member. Such reviews shall include, but are not limited to:

- Assurance that verification of all income and deductions is present;
- Changes in reported Social Security Numbers or dates of birth;
- Authenticity of file documents;
- Ratio between reported income and expenditures;
- Review of signatures for consistency with previously signed file documents;
- All forms are correctly dated and signed;
- Appropriate selection from the waiting list.

Observation - HACD personnel and representatives will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in household and unreported income.

Public Record Bulletins - May be reviewed by HACD personnel.

Up-Front Income Verification (UIV) - The verification of income, before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form.

Credit Bureau Inquiries - Credit Bureau inquiries may be made (with proper authorization by the applicant/participant) in the following circumstances At the time of final eligibility determination; When HACD receives an allegation wherein unreported income sources are disclosed; When a participant's expenditures exceed his /her reported income and no plausible explanation is given; If a family is at minimum rent or is claiming zero income.

Handling of Allegations of Possible Abuse and Fraud - HACD staff will encourage all participating families to report suspected abuse to their assigned caseworker. The caseworker will be responsible for conducting a preliminary review of Allegation to determine their validity. All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented and placed in the participant's file.

All allegations, complaints and tips will be carefully evaluated in order to determine if they warrant follow-up. HACD will not follow up on allegations, which are vague or otherwise nonspecific.

Caseworkers will be responsible for referring cases to their assigned supervisor if it is determined to be a valid allegation and supervisors will be responsible for following up or referring the case to the agency's designee. They will only review allegations, which contain one or more independently verifiable facts.

File Review - An internal file review will be conducted to determine: If the subject of the allegation is a client of HACD and, if so, to determine whether or not the information reported has been previously disclosed by the family. It will then be determined if HACD is the most appropriate authority to do a follow-up (more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.

Conclusion of Preliminary Review - If at the conclusion of the preliminary file review there are facts contained in the allegation which conflict with file data, and the facts are independently verifiable, the agency's designee will initiate an investigation to determine if the allegation is true or false.

<u>Investigation of Allegations of Abuse and Fraud</u>

If HACD determines that an allegation should be referred, the agency's designee or a person designated to monitor the program compliance will conduct the investigation. The steps taken will depend upon the nature of the allegation and may include, but are not limited to, the items listed below. In all cases, HACD will secure the written authorization from the program participant for the release of information.

- **Credit Bureau Inquiries**. In cases involving previously unreported income sources, a CBI inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.

- **Verification of Credit**. In cases where the financial activity conflicts with file data, a Verification of Credit form may be mailed to the creditor in order to determine the unreported income source.

- **Employers and Ex-Employers**. Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.

- **Neighbors/Witnesses**. Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to HACD's review.

- **Other Agencies**. Investigators, caseworkers or representatives of other benefit agencies may be contacted.

- **Public Records**. If relevant, HACD will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records and postal records.

- **Interviews with Head of Household or Family Members**. HACD will discuss the allegation (or details thereof) with the Head of Household or family member by scheduling an appointment at the appropriate HACD office. HACD staff person who conducts such interviews will maintain a high standard of courtesy and professionalism. Under no circumstances will management tolerate inflammatory language, accusation, or any unprofessional conduct or language. If possible, an additional staff person will attend such interviews.

Documents, Evidence and Statements Obtained by HACD

Documents and other evidence obtained by HACD during the course of an investigation will be considered "work product" and will either be kept in a separate "work file." In either case, the participant's file or work file shall be kept in a locked file cabinet. Such cases under review will not be discussed among HACD personnel unless they are involved in the process, or have information, which may assist in the investigation.

Conclusion of the Investigative Review

At the conclusion of the investigative review, the reviewer will report the findings to the Section 8 Program Director. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

Evaluation of the Findings

If it is determined that a program violation has occurred, HACD will review the facts to determine:

- The type of violation (procedural, non-compliance, fraud);
- Whether the violation was intentional or unintentional.
- What amount of money (if any) is owed by the family.
- If the family is eligible for continued occupancy.

Action Procedures for Violations Which Have Been Documented

Once a program violation has been documented, HACD will propose the most appropriate remedy based upon the type and severity of the violation.

1. **Procedural Non-compliance -** This category applies when the family "fails to" observe a procedure or requirement of HACD, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family.

   Warning Notice to the Family - In such cases a notice will be sent to the family, which contains the following:

   - A description of the non-compliance and the procedure, policy or obligation which was violated;
   - The date by which the violation must be corrected, or the procedure complied with;
   - The action which will be taken by HACD if the procedure or obligation is not complied with by the date specified by the PH; and,
   - The consequences of repeated (similar) violations.

2. Procedural Non-compliance: Overpaid Assistance - When the family owes money to HACD for failure to report changes in income or assets, HACD will issue a Notification of Overpayment of Assistance. This Notice will contain the following:

- A description of the violation and the date(s);
- Any amounts owed to HACD;
- A ten day response period; and,
- The right to disagree and to request an informal hearing with instructions for
- The request of such hearing.

Participant Fails to Comply with HACD's Notice. If the Participant fails to comply with HACD's notice, and a family obligation has been violated, HACD will initiate termination of assistance.

Participant Complies with HACD's Notice. When a family complies HACD's notice, the staff person responsible will meet with him/her to discuss and explain the Family Obligation or program rule which was violated. The staff person will complete a Participant Counseling Report, give one copy to the family and retain a copy in the family's file.

3. Intentional Misrepresentations. When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance by HACD, HACD will evaluate whether or not: the participant had knowledge that his/her actions were wrong, and the participant willfully violated the family obligations or the law.

Knowledge that the action or inaction was wrong. This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. The participant's signature on various certifications, {briefing certificate}, personal declaration are adequate to establish knowledge of wrong-doing. The participant willfully violated the law. Any of the following circumstances will be considered adequate to demonstrate willful intent:

(a) An admission by the participant of the misrepresentation;
(b) That the act was done repeatedly;
(c) If a false name or Social Security Number was used;
(d) If there were admissions to others of the illegal action or omission;
(e) That the participant omitted material facts which were known to him/her (employment of any household member, including head of household);
(f) That the participant falsified, forged or altered documents;
(g) That the participant uttered and certified to statements at a interim (re)determination which were later independently verified to be false.

Disposition of Cases Involving Misrepresentations

In all cases of misrepresentations involving efforts to recover monies owed, HACD may pursue, depending upon its evaluation of the criteria stated above, one or more of the following actions:

(a) Criminal Prosecution: If HACD has established criminal intent, and the case meets the criteria for prosecution, HACD will notify HUD's Regional Inspector General and terminate rental assistance.
(b) Administrative Remedies: HACD will terminate assistance and execute an administrative repayment agreement in accordance with HACD's Repayment Policy.

Case Conference for Serious Violations and Misrepresentations

When HACD has established that material misrepresentation(s) have occurred, a Case Conference will be scheduled with the family representative, the HUD Inspector General and HACD staff person who is most knowledgeable about the circumstances of the case. This conference will take place prior to any proposed action by HACD. The purpose of such conference is to review the information and evidence obtained by HACD with the participant, and to provide the participant an opportunity to explain any document findings which conflict with representations in the family's file. Any documents or mitigating circumstances presented by the family will be taken into consideration by HACD. The family will be given 10 days from the date of the conference to furnish any mitigating evidence.

A secondary purpose of the Participant Conference is to assist HACD in determining the course of action most appropriate for the case. Prior to the final determination of the proposed action,

HACD will consider:
- The duration of the violation and number of false statements.
- The family's ability to understand the rules.
- The family's willingness to cooperate, and to accept responsibility for his/her actions
- The amount of money involved.
- The family's past history
- Whether or not criminal intent has been established.
- The number of false statements.

Notification to Participant of Proposed Action

HACD will notify the family of the proposed action no later than 15 days after the case conference by certified mail.

Overpayments to Owners

If a landlord has been overpaid as a result of fraud, misrepresentation or violation of the HAP contract, HACD may terminate the contract and will make every effort to recover any overpayments. Payments otherwise due to the owner may be deducted from other contracts in order to repay HACD or the tenant, as applicable.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Recovery and Prevention Corps
1350 Euclid Avenue, Suite 900
Cleveland, OH 44115-1815

MEMORANDUM OF AGREEMENT

This Agreement is made this the 20 day of May, 2005, by and between the Housing Authority of the City of Danbury, State of Connecticut, and the Secretary of the United States Department of Housing and Urban Development (HUD) acting by and through the Director of the Recovery and Prevention Corp (RPC), pursuant to the requirements of Section 6 (j)(2)(B) of the United States Housing Act of 1937, 42 U.S.C. 1437 ("the Act"), in Public Housing Assessment System (PHAS); Final Rule,65 Fed. Reg. 1712 (to be codified at 24 CFR Part 902). (Further references to this regulation will be to the codified section number)

The PHA entered into a Low Rent Public Housing Annual Contribution Contract ("ACC") Number NY-428 pursuant to the authority of the United States Housing Act of 1937, 42 U.S.C. 1437 on June 29, 1961, as subsequently amended, with HUD. As a result, HUD provides funding to the PHA.

Under the authority of 6(j) of the Act, the PHA was evaluated in accordance with the provisions of PHAS as codified at 24 CFR Part 902, received a score of less than 60% as required, and was designated as "troubled."

Under the requirements of 24 CFR Section 902.75, those housing authorities which are designated as troubled must enter into a binding contractual agreement designated as a Memorandum of Agreement (MOA) with HUD for the purpose of improving the PHAS score to 60% or above as required by 24 CFR Part 902.

The Act and related regulations require the PHA MOA to include the following:

a. Baseline data, which could be raw data.
b. Performance targets for such periods specified by HUD;
c. Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;
d. Technical assistance to the PHA provided or facilitated by HUD;
e. The PHA's commitment to take all actions within its control to achieve the targets;
f. Incentives for meeting such targets
g. The consequences of failing to meet the targets; and,
h. A description of the involvement of local public and private entities including PHA resident leaders in carrying out the agreement and rectifying the PHA's problems.

Failure by the PHA to achieve the performance targets under this Memorandum of Agreement (MOA) may result in HUD's imposition of such sanctions as: the imposition of budget and management controls by HUD; or declaration of substantial

default and subsequent actions, including referral to the Department Enforcement Center (DEC) for judicial appointment of a receiver, limited denial of participation, suspension, debarment, or other actions deemed appropriate by the DEC.

This MOA does not supersede, modify or amend the ACC or in any way excuse the PHA from complying fully with its obligations under the ACC. HUD does not waive its rights under the ACC. The PHA's satisfaction of, or failure to meet, the goals set forth in this MOA does not limit, modify or preclude HUD's right to take any remedial action allowed by the ACC or any provision of the Act or the related regulations.

Under 24 CFR Section 902.75(c)(8), the PHA has the primary responsibility for and has obtained the active local public and private entity participation, including the involvement of public housing resident leaders, in assisting the PHA's efforts to improve.

HUD has consulted with the assessment team which has provided recommendations for management improvements necessary to eliminate or substantially remedy existing deficiencies.

The parties agree that this Memorandum of Agreement (MOA) is a binding contractual agreement between the PHA and HUD.

1. This agreement shall consist of :

    a. This Part A, Terms and Conditions;
    b. Part B, Performance Targets and Strategies, which sets out the:

        1) Baseline Data
        2) Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;
        3) Target dates for completion of strategies; and,
        4) Technical assistance to the PHA provided or facilitated by HUD;
        5) The description of the involvement of local public and private entities, including PHA resident leaders in carrying out the agreement and rectifying the PHA's problem in accordance with the requirements of 24 CFR Section 902.75(b)(8).

2. The PHA agrees that the performance targets, strategies, and time frames specified in this MOA are reasonable and that it will take all actions within its control to complete them as set out in this Agreement.

3. HUD agrees to provide technical assistance as stated in Part B to the Authority and, based upon the compliance with the MOA, give the PHA appropriate consideration for discretionary or competitive funding resources as those resources are available to HUD.

4. The Executive Director of the PHA shall provide to the HUD staff (as designated in Part B), a monthly written progress report based upon that month's scheduled targets and strategies as set out in Part B. Failure to provide the written progress reports shall constitute a substantial default under this MOA. The Executive Director shall also complete quarterly and annual reports as required by Part B.

5. Subsequently, the designated HUD staff shall provide a response to the Executive Director of the PHA that identifies the current accomplishments/shortfalls for the month. The HUD response will be based upon that month's PHA progress report and supporting documents. The Executive Director shall include the report on the agenda for discussion or action for the immediately upcoming monthly PHA Board Meeting.

6. HUD shall have the primary responsibility for validating the accuracy of the scheduled accomplishments as well as the quality of the work performed by the PHA.

7. Incentives for successfully meeting the performance targets include:

    a. The removal of troubled designation, overall or with respect to the Capital Funds Program (Section 9(d) of the Act);
    b. A higher capacity rating for competitive grant programs as the PHA improves its performance under the MOA; and
    c. *(deleted)* Departmental recognition for the most improved PHAs.

8. The following events or conditions shall constitute substantial default of this agreement:

    a. The PHA is determined by HUD to be in violation of Federal statutes, including but not limited to the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq.), or in violation of regulations implementing such statutory requirements, whether or not such violations would constitute a substantial breach or default under provisions of the relevant ACC.

    b. HUD determines that the PHA has failed to meet the terms of, or to make reasonable progress to execute or meet requirements included in this MOA.

    c. The PHA does not show substantial improvement, as defined in 24 CFR Section 902.75(g);

    d. HUD determines that the PHA is in default under the ACC, in accordance with its terms and conditions;

9. In addition to those provisions listed elsewhere, the following shall also constitute a substantial default under this MOA:

a. Material violation of a statutory or regulatory provision or program requirement applicable to a public agreement or transaction including applications for grant and financial assistance, or to the performance of requirements under a grant or assistance award.
b. Any other cause of so serious or compelling a nature that it affects the present responsibility of the PHA.

10. Notwithstanding anything to the contrary, upon the occurrence of events or conditions that constitute a substantial default by the PHA with respect to its obligations under the ACC and applicable regulations to which the PHA is subject or this MOA, HUD may, in its discretion:

    a. Solicit competitive proposals from other public housing agencies and private housing management agents (which may be selected by existing tenants through administrative procedures established by the Secretary) in the eventuality that these agents may be needed for managing all, or part, of the housing administered by a public housing agency;
    b. Petition for the appointment of a receiver (which may be another public housing agency or a private management corporation) of the public housing agency to any district court of the United States or to any Court of the State in which the real property of the public housing agency is situated, that is authorized to appoint a receiver for the purposes and having the powers prescribed in this subsection;
    c. Require the agency to make other arrangements acceptable to the Secretary and in the best interests of the public housing residents for managing all, or part of, such housing; and
    d. Take such other actions available to it under the terms of the ACC, Section 6 of the National Housing Act, Title 24 CFR Sections 902.75 through Section 902.83 and those listed in the Field Office Monitoring of Public Housing Agencies (PHAs) Handbook 7460.7 REV-2.

11. This MOA creates no third party benefits or right in any person or entity not a party to this Agreement.

12. The PHA covenants that it will operate in good faith and with due diligence to fulfill and complete the terms of this agreement. HUD shall have the right to declare a substantial default should the PHA cease to operate in good faith, act in any manner inconsistent with the terms of this Agreement, take any action that would undermine the MOA, or for any other cause that would impede or impact the PHA's ability to timely and truly complete the terms of this Agreement.

13. The PHA affirmatively states that it has complied with all State and Local requirements precedent to entering into this MOA, and that this is a legal and binding contract upon the PHA.

This agreement shall be in full force and effect, binding the parties from May 1, 2005 to April 30, 2006. This document may be amended by a document signed by all parties to this original agreement.

Housing Authority of the City of Danbury

Domenico Chieffalo 4/25/05

By: Domenico Chieffalo Date
Chairperson

M. Carolyn Sistrunk 04/25/2005

By: M. Carolyn Sistrunk Date
Executive Director

U.S. Department of Housing and Urban Development

Patricia A. Knight 5/2/2005

By: Patricia A. Knight Date
Director
Recovery and Prevention Corps

5/2/05

By: Steven C. Porath Date
Deputy Director
Recovery and Prevention Corps

HOUSING AUTHORITY OF THE CITY OF DANBURY, CT

PHYSICAL NEEDS ASSESSMENT

Performed By:

MDStrum Housing Services

Report Presented June 16, 2004

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EXECUTIVE SUMMARY

INTRODUCTION

The objective of this physical needs assessment (PNA) is to determine the present condition of the Danbury Housing Authority housing stock, located in Danbury, Connecticut. This assessment examines the existing buildings with regard to the Public Housing Modernization Standards, current building code compliance, energy efficiency, 20-year life expectancy (long term viability), and user comfort. It is not the intent of this assessment to provide actual design solutions to identified work items. Estimated costs associated with the correction of deficiencies per this assessment are included.

The HACD has 392 low-income public housing units under ACC. They are:

High Ridge Gardens	60 Family Units
Laurel Gardens	64 Family Units
Eden Drive	60 Family Units
Wooster Manor	98 Elderly Units
Putnam Towers	54 Elderly Units
Scattered Sites	56 Family Units
TOTAL	**392 UNITS**

In addition to the properties and units shown above, the HACD purchased twenty-six (26) Scattered Sites units with the intention of rehabbing them and placing them under ACC. At present, these units have numerous code and building violations and are generally uninhabitable. They are not under ACC.

High Ridge Gardens, a 60-unit Family housing development has been completely vacated and gutted. It is slated for total redevelopment. A comprehensive redevelopment plan has already been developed for this property, and related cost estimates have been developed. The redevelopment of this property has begun, but is now in suspension. The redevelopment cost estimate developed by the designing A/E firm has been included in the total estimate of capital needs.

For the purposes of this PNA, the following public housing developments were evaluated:

Laurel Gardens – CT020-01B	64 Family Units
Eden Drive – CT020-02	60 Family Units
Wooster Manor – CT020-03	98 Elderly Units
Putnam Towers – CT020-04	54 Elderly Units
Scattered Sites – CT02-07, 08, 11, 12	56 Family Units
TOTAL	**332 UNITS**

The estimated costs associated with the identified deficiencies may be found on the detail of required work items and summarized on HUD form 52832 for each project.

The estimated costs for each development do not include environmental site assessments (ESAs) or an energy audit analysis, which are required by HUD, OSHA, and EPA standards prior to demolition, renovation, or funding allocation. It is strongly recommended that those activities be completed, as the cost estimates may be significantly impacted by negative findings. For example, if the ESAs identify the presence of asbestos-containing joint compound in all drywall, this finding would impact the cost for patching and painting, doorframe and millwork replacement, and window replacement. Typical abatement and ESA costs include:

ESA per OSHA & EPA Standards:	$900-1,500 per unit
Floor covering abatement:	$ 4-5.00 per square foot
Gypsum Wallboard abatement:	$ 1.70-2.00 per square foot
Category II Non-Friable abatement:	$ 2-2.50 per square foot
Pipe Insulation Abatement:	$ .75 per linear foot or $55-65.00 per glove-bag

Further, it is important to note that the cost estimates and the work item cost estimates do not include architectural and engineering (A/E) fees. Typical A/E fees will range from 10-12% of the total construction cost for new construction, and 12-15% of the total construction cost for renovation work.

STANDARDS APPLIED

This physical needs assessment (PNA) was prepared by M.D. Strum Housing Services, Inc., (MDS), and their consultants. The MDS team inspected the Housing Authority of the City of Danbury's (HACD) housing stock on April 12 through April 16, 2004. The team obtained PNA data for each development, in compliance with the Public Housing Modernization Standards and current building code compliance, regarding the condition of their architectural, structural, mechanical, electrical, plumbing, fire (life safety) systems, energy efficiency, and environmental compliance.

This PNA provides HACD with an evaluation and summary of present conditions at each listed development. The evaluation portion sets out the deficiencies listed in the Work Items. Deficiencies are named, along with recommended solutions for each of the Items, thereby enabling HACD to formulate a plan to improve the overall quality, safety, and livability of the housing stock.

The HACD housing stock was evaluated for compliance with the following:

a. Section 504 of the Rehabilitation Act of 1983
b. Americans With Disabilities Act
c. Federal Fair Housing Accessibility Guidelines as they relate to ADA
d. Uniform Building Code
e. Uniform Mechanical Code

f. Uniform Plumbing Code
g. Uniform Fire Code
h. National Electrical Code
i. Public Housing Modernization Standards

PHYSICAL NEEDS SURVEY METHODOLGY

Consistent with the terms of the Statement of Work for this undertaking, the MDS team surveyed:

Buildings:	100% of buildings at multi-family housing developments; 100% of building housing Scattered-Sites units that were inspected.[1]
Common Areas:	100% of all common areas in multi-family housing developments
Non-Dwelling Spaces:	20% of all non-dwelling spaces known to be in similar condition
Dwelling Units:	10% within a development known to be in similar condition; 20% within the development sampled by building type and unit size

The units selected for survey included representative numbers of units from each bedroom size, unit configuration, and location within the developments. The units were also selected based on architectural stress, e.g., ground floor units, units underneath roofing, units adjacent to the elevator cores, and the units on the sides of the buildings, which receive the most weathering.

Physical inspections of the designated units were performed Monday, April 12, through Friday, April 16, 2004. All unit inspections were performed using the Dwelling Unit Inspection form (HUD Form 52827). HACD provided advance notice to residents of the inspection, according to the notice provisions of the dwelling lease.

Inspections included all building exteriors, common areas, management and community buildings, the mechanical rooms, roofs, and total interiors of approximately 15% of the dwelling units. Site conditions were also inspected to evaluate the condition of the development.

Properties Exempted from Inspection

High Ridge Gardens (CT02001A) - None of the buildings or units at this were inspected. This property has undergone total gut demolition and is awaiting redevelopment. Architectural plans, specifications, and cost estimates for the redevelopment have been prepared by the HACD's architect of record.

Scattered Site Acquisition (No Development Number Assigned) – While none of these twenty-six, non-ACC units was subject to inspection as part of the Physical Needs Assessment, two

[1] Does not include High Ridge Gardens (CT02001A). This entire property has had gut demolition and is awaiting redevelopment

units received a limited evaluation. These units are not public housing and are not currently eligible for expenditure of Capital Fund or Operating Fund resources for capital improvements.

COST ESTIMATING METHODOLOGY

Upon completion of the above steps, a composite listing of remedial action quantities required to bring the development up to the mandatory standards was inserted into nationally recognized estimating software, or costs were obtained from local sources. All work items were calculated to ascertain unit cost (per square foot (sf), linear foot (lf), system (sy), each (ea), square (sq), etc.). The price indices were obtained from one of the following sources:

National Construction Estimator
National Remodeling Estimator
R.S. Means Repair and Remodeling Cost Data
R.S. Means Facilities Construction Cost Data
Estimated Lump Sum

Prices were also based on current market rates for materials and freight, and current HUD determined wage rates. Estimates are based on 2004 costs using a standard construction contract, conditions, excluding restrictive bidding requirements, and open to all bidders. The estimates exclude design fees, administrative costs, furnishings and equipment (except those specifically mentioned in the estimate), and annual escalation costs (typically 5% per year). The estimates assume normal escalation based on the current economic climate in Connecticut**. It should be noted that the market driven cost of building materials have increased approximately 35% since the Iraqi and Afghanistan conflicts.** The completed cost estimates reflect the increases in cost.

The resulting data and cost estimates were placed into one of four categories of need: 1) **E**, Emergency, 2) **En**, Energy, 3) **S**, Security, and 4) **Ps**, Development Specific. This detailed information is provided in the attached sections.

PHYSICAL NEEDS SUMMARY

HIGH RIDGE GARDENS

This property is undergoing total redevelopment and has undergone total gut rehab. The property is totally vacant and construction fencing surrounds the site. Capital improvement activities at the property have been suspended since September 2002 due to concerns over the misuse bond fund proceeds. The contractor on this project has declared bankruptcy and the bond funds have been frozen.

Site: The site requires total redevelopment.

Building: All buildings require total redevelopment. Interior demolition has been completed.

Common Areas: All common areas need to be addressed in the property's redevelopment.

Mechanical Areas: All mechanical areas and systems must be addressed in the property's redevelopment.

Dwelling Units: All units require total redevelopment.

LAUREL GARDENS

This property was totally redeveloped within the last two years. As such, all of its systems and components are essentially new. During the course of our inspection we did observe the early stages of normal wear in site and building components that can best be addressed by a comprehensive preventive maintenance program.

Site: No deficiencies requiring capital improvements were noted.

Building: No deficiencies requiring capital improvements were noted.

Common Areas: No deficiencies requiring capital improvements were noted.

Mechanical Areas: The heating registers in the individual units don't have thermostatic controls. The residents use the windows to control the temperature in the units.

Dwelling Units: No deficiencies requiring capital improvements were noted.

EDEN DRIVE

Site: The site is generally in fair condition. Site elements that do not meet the mandatory modernization standards include: pedestrian access, accessible entrances and access, site definition, grading and drainage, and recreation areas.

Regarding vehicular access, the existing parking stalls do not contain wheel stops or other appropriate barriers to prevent vehicular encroachment beyond driveways and service areas. Safe pedestrian access (concrete stairways) is not available to each building, as the existing stairs are spalling, cracking, and do not meet current building codes. Accessible entrances at the community services facility and management office are not provided. The site is not adequately defined to deter trespassing. The buildings and site do not provide immediate diversion of water from building and paved surfaces. Finally, the existing recreation area contains unsafe and damaged playground equipment.

Building: The exterior building envelope is in fair condition, except for the unit windows. All existing windows were improperly installed. The windows should be bedded in caulking and installed directly to the framing rough openings. Currently, the windows are attached to the existing millwork, which is causing air and water infiltration.

Common Areas: Compliance with UBC Chapter 11 Accessibility for this housing complex requires that at least two (2) units be converted to Type A Dwelling Units; that is, one that meets all the requirements of CABO/ANSI A117.1 (a.k.a. ADA). The costs associated with converting two existing units to Type A would approach those for new construction, approximately $130 per square foot, plus the site work required to effect an accessible route from parking. Compliance with Chapter 11 also requires that ten (10) of the units be converted to Type B Dwelling Units. With the exception of the change in level that must be overcome, the units lend themselves more readily to Type B conversion. In addition to a residential wheelchair lift in some of the existing stairways, modifications would include the widening of interior doors, wall reinforcement for grab bars and shower seats in toilet rooms, repositioning of water closets, and the site work required to effect an accessible route from parking.

The above is representative of the structural changes and compliance strategy, and is required only when no other feasible way exists to make a public entity's program accessible. Another strategies available to the public entity Owner of existing facilities may include ensuring all of its programs are accessible when viewed in their entirety. In other words, any other housing owned by HACD in Danbury could be considered part of the overall program.

Other deficiencies noted pertaining to the mandatory modernization standards include mail handling and delivery, garbage collection, laundry facilities, and community service facilities. Existing mail handling facilities are in poor condition, i.e., rusting, peeling paint, non-functioning, etc. Garbage collection areas are not defined and screened. The existing laundry facility is deficient in several areas: inadequate ventilation, lighting, energy efficient equipment, and plumbing. The existing community services facility is not ADA compliant.

Mechanical Areas: The mechanical condition of the complex appears to be in fair to poor condition. Many of the systems are not in compliance with current building, mechanical, and plumbing codes.

The buildings are not equipped with fire-sprinkler systems, but are provided with electronic smoke alarm systems as noted in Work Items C1, Fire Protection. The existing smoke alarms are battery operated, but the majority surveyed did not work. No smoke/heat detection devices were noted in the individual locations of the domestic hot water heater rooms. Although not currently required by code, they warrant some consideration.

The domestic hot water heater rooms do not have adequate clearance as required by the Uniform Mechanical code. The hot water heaters are also accessible to unauthorized personnel and are stored in confined spaces (under stairway). In Group R, Division 1 Occupancy, rooms containing a boiler, central heating plant, or hot-water supply boiler should be separated from the rest of the building by not less than a one-hour occupancy separation. Currently, no fire separation exists. There is no evidence that the hot water heaters are serviced under a regularly scheduled maintenance program.

Space temperatures do not appear to be controlled to between 65-72F. The average room temperature noted in the surveyed units was 78F. The units are heated with electric baseboard heating units. The majority of the heat registers (fin tubing) and covers are damaged and in poor condition. There is no evidence that the thermostats or heat registers are serviced under a regularly scheduled maintenance program.

The plumbing systems are in average condition for the age of construction, but several items need to be repaired to bring the building up to current code. The main level plumbing fixtures are in average condition, and some individual units have had fixtures replaced due to maintenance or tenant damage, but all are probably due for replacement within 5 to 10 years. The second floor bathroom plumbing fixtures are in average condition, and some individual units have had fixtures replaced due to maintenance or tenant damage, but all are probably due for replacement within 5 to 10 years. Several first floor ceilings appear to have water damage due to leaking or overflowing water closets on the second floor. Although the ceilings have been repaired, the original damage is readily evident.

The kitchen sink fixtures are in average condition. The kitchen faucets are in generally poor condition, with many faucets leaking at the spout and handle connections. Some individual units have had fixtures replaced due to maintenance or tenant damage, but all are probably due for replacement within 5 to 10 years.

Electrical equipment panels are in poor condition, i.e., rusting, peeling paint, etc., and are accessible to unauthorized personnel. In one of the units surveyed, the tenant illegally wired a 220 circuit breaker for the existing dryer. In all of the units surveyed, each unit contained both a washer and a dryer; however, none of the 60 units are fitted with receptacles for dryers. To vent the dryer, tenants opened an adjacent window to vent dryer exhaust. None of the units contained

waste lines for washing machines. Tenants generally disposed of wastewater from the washer in the kitchen sink.

Dwelling Units: Interior finishes (walls and floors) are in poor condition. Interior painted surfaces are peeling, flaking, and scaling. Existing vinyl floor tile is cracking and chipping, and requires replacement. The interior millwork, containing lead-based paint, is deteriorating past the point of repair. Additional work items not meeting mandatory modernization standards include: existing stairwells without a slip-resistant surface, closet doors not provided in bedrooms, stairwell handrails not meeting current building codes or not existing, and all entry doors and frames are deteriorated past the point of serviceability.

Several receptacles in the units were discovered to have open grounds or neutrals. Not all receptacles in all apartments were tested, so items listed in the Work Items section may not be all-inclusive. No conclusive evidence was available as to whether open neutrals and grounds were related to receptacles or wiring. Such extensive troubleshooting is beyond the scope of this report.

Wiring devices were found to be in average to poor condition. Many receptacles were "jammed" or damaged such that a plug will not be readily accepted. It also was noted that very few devices were of specification grade (standard residential grade). We would encourage the use of specification grade devices, as the savings realized by decreased maintenance calls and replacement costs would likely at least offset the increased initial device cost.

Bathroom receptacles in the units were found to be GFCI type. None of the units surveyed were found to be protected with GFI breakers. Dryer and range receptacles were not grounding type as required by the National Electric Code.

Light fixtures are generally in moderate condition. Some incandescent fixtures are still provided for lighting in the units. Generally, the living room and bedroom fixtures are the incandescent type.

In general, observed condition of electrical system is in line with what would be expected, given the age of installation. Continued maintenance will be required to achieve long-term viability.

WOOSTER MANOR

Site: The site is generally in good condition. Site elements that do not meet the mandatory modernization standards or building codes include: paved parking surfaces, outdoors seating, and lighting.

Paved areas are in poor condition. Paved areas contain tripping hazards, spalling, dips, or bulging. Paving is not free of deterioration from moisture, decay or weathering. Concrete walkways, patio pavers are chipped, cracked and/or broken.

Building: The building envelope is in fair condition. There is minor brick damage and some concrete areas are deteriorating, i.e., brick siding, concrete fascia, parapet wall, etc. All exterior windows, unit patio doors, and exterior entry doors are in poor condition and lacking in energy efficiency and code compliance.

Common Areas: Interior common areas and the elevators are in poor condition. The existing elevators do not meet current building codes. The majority of the emergency/security lighting is inoperable; bulbs are burned out, equipment outdated with no source for replacement. Waste receptacles are not provided at common areas. Public lobby light fixtures are in poor condition with no source for replacement.

Mechanical Areas: No Deficiencies noted. Painting, lighting, and flooring improvements should be included in common area upgrades.

Dwelling Units: Wall finishes, flooring, cove base, and light fixtures are in poor condition and are in need of replacement. Windows throughout the building are in poor condition and need to be replaced. Units designated as ADA compliant do not meet the requirements. Kitchen cabinets, countertops and appliances have exceeded their economical remaining useful life and are in need of replacement. Bathroom fixtures, toilets, vanities, medicine cabinets, shutoff valves, and toilet flanges are in poor condition and should be replaced. Electrical panel boxes, fuses, and connections are all original devices and do not meet NEC standards. Interior unit entry and closet doors/hardware are in poor condition and should be replaced.

PUTNAM TOWER

Site: The site is generally in good condition, except for parking lot paving and the retaining wall. The existing parking asphalt is in poor condition, i.e., cracking, heaving, spalling, etc. Existing retaining wall is showing signs of wear and needs to be repaired.

Building: Building envelope is in good condition, except the roof. The existing roof is in poor condition and is leaking. The PHI is in the process of soliciting bids for the replacement of the roof, although the maintenance staff has been addressing several leaks.

Common Areas: Common areas are in good condition, except for the elevators. Elevators are in poor condition and in need of upgrade. Currently, the elevators do not meet building codes or ADA standards.

Mechanical Areas: No deficiencies observed.

Dwelling Units: Units are in good condition, except for ADA compliance. Development does not have the required number of accessible units. The units that are designated as accessible do not meet the ADA standard.

SCATTERED SITES

Site: The various sites inspected are generally in fair condition. The majority of the upkeep appears to be provided by the residents.

Building: A large portion (60%) of the porches and stairs should be replaced. The winter conditions, and the humid climate are contributing factors to the deterioration. A smaller portion (approximately 10%) of the building siding should be replaced. For the most part, exterior painting and preventative maintenance programs have extended the useful life of the siding.

Dwelling Units: Code compliance issues regarding interior stairs, turning radius at the landings, ceiling heights, and window egress are issues that may be addressed over time. The local building department indicated that because of the age of the buildings, and the pre-existing conditions, the buildings originally met the local code requirements at the time they were constructed.

Energy Comments: The inspection team was not able to find any energy audits in compliance with 24cfr part 600. Upgrading the thermal envelope of any of the buildings would cost much more than any reasonable savings expected, and payback years would probably be near to or beyond the life expectancy of the building. Thermal envelope upgrading includes all insulation options as well as the window upgrade option. Replacing the heating system with the most energy efficient type available is also not cost effective, since it is highly likely that a straight-line payback analysis would show in excess of 10 years to payback. Additionally, such appliances often require more maintenance labor and parts replacement costs than the present systems. Air leakage of specific apartments would be very cost effective and increase occupant comfort significantly. It should be noted that much of the air leakage is attributable to poorly closing windows, balloon frame construction, and poorly insulated walls. So, while conductive and convective heat loss analysis of windows do not show much advantage in upgrading, and/or replacement, consideration should be given to upgrading some of windows for thermal comfort and reduced infiltration reasons.

Note that tuning up boilers, adding a modulating aquastat control, and adding simple setback thermostats in each apartment are all potential energy saving options. A detailed energy audit should be completed to determine the most cost effective energy related options available.

TOTAL CAPITAL IMPROVEMENT NEEDS

On the basis of our review, we have projected the current cost of capital improvements needed to assure long-term viability of the ACC public housing properties to be $12,761,312. The properties with the greatest needs in terms of resources required to assure long-term viability are High Ridge Gardens, Eden Drive and Wooster Manor.

DEVELOPMENT AND NUMBER	CAPITAL IMPROVEMENT NEEDS[2]
High Ridge Gardens – CT020-01B	$4,098,000[3]
Laurel Gardens – CT020-01B	$78,632
Eden Drive – CT020-02	$3,193,201
Wooster Manor – CT020-03	$3,397,965
Putnam Towers – CT020-04	$575,108
Scattered Sites – CT02-07, 08, 11, 12	$518,406
TOTAL CAPITAL IMPROVEMENTS	**$11,861,312**

TOTAL CAPITAL IMPROVEMENT RESOURCES

There is a substantial gap between the capital improvement needs and the capital improvement resources of the Housing Authority of the City of Danbury. The HACD receives approximately $802,000[4] under the Capital Fund program. Of this amount, approximately $575,000 a year, for the next thirty (30) years, has been encumbered for Debt Service related to an $11 Million Bond Issue. This leaves approximately $227,500 for eligible Capital Fund Expenditures.

On the basis of recent financial reviews of this agency, it is unlikely that additional funding from internal sources (i.e., Operating Fund, Section 8 Administrative Fees, surplus from State-Funded Moderate Rental program) will be available to support capital improvements of public housing. Also to be noted is the fact that the HACD acquired 26 scattered site units that are currently uninhabitable due to code compliance problems and other serious physical deficiencies.[5] The HACD is currently making mortgage payments on these units. On top of this, the agency owes HUD approximately $2.6 million for ineligible or inappropriate expenditures of Section 8 Housing Assistance Payment funds.

It is our understanding that up to $4 million remains from the original $11 million in proceeds from bond issue. [6] Provided the bonds are not called, this amount should be available to defray some of the expense of a capital improvement program. If the agency is willing to devote all of its unencumbered Capital Fund dollars and the remaining bond proceeds to address the physical needs of its public housing, it should be able to accomplish capital improvements totaling $5,137,500 over the next five (5) years. This still leaves a funding shortfall of approximately $6,723,812.

[2] These costs are for ACC units only. They do not include costs for restoring the 26 scattered sites units purchased by the HACD but not placed under ACC.
[3] This is the budgeted TDC amount approved by the Bond Administrator. The budgeted costs were based, in part, on estimates provided by the A/E firm of Donald Zaleta of Danbury, CT. The original budget was $4,998,000 but the completed demolition and prep work is valued at approximately $900,000.
[4] Based on it FFY 2002 and 2003 Capital Fund Grant.
[5] The HACD is considering selling these properties.
[6] Because of confused accounting records and other concerns, this number is by no means certain

FYE of Capital Improvement	Bond Proceeds	Capital Fund Grant	Total Available
12/31/2004	$4,000,000	$227,500	$4,227,500
12/31/2005		$227,500	$227,500
12/31/2006		$227,500	$227,500
12/31/2007		$227,500	$227,500
12/31/2008		$227,500	$227,500
AVAILABLE	**$4,500,000**	**$1,137,500**	**$5,137,500**
CAPITAL NEEDS			$11,861,312
5-YR SHORTFALL			**$6,723,812**

The greatest capital need is exhibited by High Ridge Gardens. It cannot be occupied at this time, as it has been gutted in anticipation of a comprehensive redevelopment. Unfortunately, approximately 40% of the Bond Funds originally earmarked for the planned redevelopment has been spent, with only design and demolition having been accomplished.

On the basis of the foregoing, we recommend that the HACD seriously consider its options with respect to High Ridge Gardens. As it is vacant, and its restoration to viability will require resources the agency doesn't have, demolition or disposition may be a logical alternative. Careful consideration of operational objectives and the priority of needs will be required to make the best use of the scarce capital improvement resources that are available.

With respect to the other properties, capital resources exist to make substantial improvements provided the remaining Bond proceeds can be used for this purpose. It will still require the HACD to make tough decisions on its capital improvement priorities. It will also require the agency to initiate efforts to locate alternative sources of funds to defray the cost of the required improvements.

LAUREL GARDENS

PHYSICAL NEEDS ASSESSMENT

CT020001-B

GENERAL INFORMATION

I. MASTER PROJECT PROFILE

General		
	Project Name	Laurel Gardens
	Physical Address	385 Main Street
	Number of Units	56
	Office Address	P.O. Box 86, 2 Mill Ridge Road
	City	Danbury, CT 06810
	Occupancy Status	Occupied/Conventional Housing
	Operating Agency	Danbury Housing Authority
Building Type		
	Type of Structure	Various
	Date Constructed	Redevelopment 2002
Structural		
	Structure Type	Wood frame
	Foundation Type	Slab on grade/CMU Foundation
Exterior Surface		
	Surface Type	Original: Various
Roofing		
	Type of Roofing	Pitched Asphalt Shingles
Floors		
	Floor Construction	Wood/vinyl floor tile
Heating		
	Heating System	Oil central boiler DHW Baseboard Heat
Electrical Service		100A

II. TERMS

Categories for Work Items: The Work Items of this Physical Needs Assessment are organized according to the following:

A. Site
B. Building Envelope
C. Public Entrance
D. Pubic Lobby
E. Corridors
F. Public Stairs
G. Management/Maintenance Offices
H. Public Restrooms
I. Common Storage Area
J. Laundry Room(s)
K. Community Room(s)
L. Interior Garbage Collection Area(s)
M. Mechanical Rooms
N. Mechanical Systems
O. Development-wide Dwelling unit
P. Dwelling Unit Survey

Justifications: Recommended solutions and proposed work items are justified according to the following considerations:

- ✓ Public Housing Modernization Standards
- ✓ Code Compliance
- ✓ Energy Efficiency
- ✓ 20-Year Useful (Economic) Life Expectancy (Long Term Viability)
- ✓ Hazardous Materials Content (i.e. Asbestos Containing Materials, Lead Containing Materials, etc.)
- ✓ User Comfort

Category of Need: The surveyor's need keys include the following four categories:

- **E**, Emergency-health and safety items requiring immediate correction
- **En**, Energy items which are energy
- **S**, Security- development specific items that are related to tenant and development security.
- **Ps**, Development Specific- other development specific items that are necessary for long term viability

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
LAUREL GARDENS – CT02001B

Component Categories

A. Dwelling Units
    a. Mechanical System modifications. Zone Valves and Transformers

WORK ITEM: Dwelling Units

TITLE: Mechanical System

DESCRIPTION OF DEFICIENCY: The individual units do not have (thermostats) control of the heating system.
RECOMMENDED SOLUTION: Install Thermostats, zone valves and transformers in each unit off of the mono-flow system.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: En

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Heating Systems Modifications							
Install zone valves, transformers, & thermostats in each unit. Additional man-hours included balancing & modifying central boiler system.							
Per Unit:	P1@8.667		each	275.00	650.00	0.00	925.00
64.00	P1@554.7		each	17,600.00	41,600.00	0.00	59,200.00
Total Man-hours, Material, Labor, and Equipment:							
		554.7		17,600.00	41,600.00	0.00	59,200.00
Total Only (Subcontract) Costs:							0.00
					Subtotal:		59,200.00
					15.00% Overhead:		8,880.00
					5.00% Mob/Demob:		3,404.00
					10.00% Profit:		7,148.40
					Estimate Total:		78,632.40

Physical Needs Assessment
Comprehensive Grant Program (CGP)

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

FORM 52832

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name		[x] Original
HOUSING AUTHORITY OF THE CITY OF DANBURY		[ ] Revision No.
Development Number	Development Name	DOFA Date **1/31/1959**
CT26P020001B	**Laurel Gardens**	or Construction Date

Development Type:		Occupancy Type:		Structure Type:		Number of Buildings	5	Number of Vacant Units
Rental	[X]	Family	X	Detached/Semi-Detache	[ ]			0
Turnkey III Vacant	[ ]	Elderly	[ ]	Row	[ ]	Current Bedroom Distribution		0.00%
Turnkey III - Occupied	[ ]	Mixed	[ ]	Walk-Up	X	0	2	Total Current
Mutual Help	[ ]			Elevator	[ ]	3	5	Units
Section 23, Bond Finan	[ ]					5+		64

General Description of Needed Physical Improvements	Estimated Costs	Urgency of Need (1-5)
1450 Site Improvement		
1460 Dwelling Structure		
Install zone valves, and transformers in each unit.	$78,632	1
1465.1 Dwelling Equipment		

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	$	**$78,632**
Per Unit Hard Cost	$	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	Yes [X]	No [ ]
Development Has Long-Term Physical and Social Viability	Yes [X]	No [ ]
Date Assessment Prepared		05/05/04

Source's) of Information: Physical Needs Assessment prepared by MD Strum, Housing Services, Inc.
PHA staff and resident input, and Site assessment

EDEN DRIVE

PHYSICAL NEEDS ASSESSMENT

CT020002

GENERAL INFORMATION

I. PROJECT PROFILE

General		
	Project Name	Eden Drive
	Office Address	P.O. Box 86, 2 Mill Ridge Road
	City	Danbury, CT 06810
	Occupancy Status	Occupied
	Operating Agency	Danbury Housing Authority
Building Type		
	Type of Structure	Wood Frame
	Date Constructed	1966; partial remodel 1982
Structural		
	Structure Type	Wood frame
	Foundation Type	Slab on grade
Exterior Surface		
	Surface Type	Original: Wood siding Remodel: Metal siding
Roofing		
	Type of Roofing	Asphalt Shingles
Floors		
	Floor Construction	Slab on grade/vinyl floor tile
Heating		
	Heating System	Electric baseboard heating
Electrical Service		120V/240V, Single Phase, 3-Wire

II. TERMS

Categories for Work Items: The Work Items of this Physical Needs Assessment are organized according to the following categories:

A. Site
B. Building Envelope
C. Public Entrance
D. Pubic Lobby
E. Corridors
F. Public Stairs
G. Management/Maintenance Offices
H. Public Restrooms
I. Common Storage Area
J. Laundry Room(s)
K. Community Room(s)
L. Interior Garbage Collection Area(s)
M. Mechanical Rooms
N. Mechanical Systems
O. Development-wide Dwelling unit
P. Dwelling Unit Survey

Justifications: Recommended solutions and proposed Work Items are justified according to the following considerations:

- ✓ Public Housing Modernization Standards
- ✓ Building Code Compliance
- ✓ Energy Efficiency
- ✓ 20-Year Life Expectancy (Long Term Viability)
- ✓ User Comfort

Category of Need: The surveyor's need keys include the following four categories:

- **E**, Emergency-health and safety items requiring immediate correction
- **En**, Items that are related to energy conservation measures
- **S**, Security- development specific items that are related to tenant and development security.
- **Ps**, Development Specific- other development specific items that are necessary for long term viability

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
EDEN DRIVE – CT02002

Component Categories

A. Site

1. Vehicular Access
2. Pedestrian Access
3. Accessible Entrance
4. Site Definition
5. Grading and Drainage
6. Recreation

B. Building Envelope

1. Windows

C. Public Entrance

1. Fire Protection
2. Mail Handling and Delivery
3. Garbage Collection
4. Laundry Facilities
5. Community Services Facilities

D. Public Lobby (No Centralized Public Lobby)

E. Corridors (No Centralized Corridors)

F. Public Stairs (Public Stairs Not Provided)

G. Management/Maintenance Offices (No Deficiencies Observed)

H. Public Restrooms

1. 504/ADA Compliance

I. Common Storage Area (None provided)

J. Laundry Rooms (See Component “C”)

K. Community Rooms (See Component “C”)

L. Interior Garbage Collection Areas (No Interior Garbage Collection Areas)

M. Mechanical Rooms (Central boiler rooms not provided)

N. Mechanical Systems

1. Location
2. Space Temperatures
3. Equipment and Appliance
4. Heat Registers

O. Development-wide Dwelling unit

1. Interior Painting
2. Millwork
3. Flooring Finishes
4. Closets
5. Stairs
6. Stair Handrails
7. Entry Doors
8. Electrical System

P. Dwelling Unit Survey (See component "O")

WORK ITEM NO.: A1, SITE

TITLE: VEHICULAR ACCESS

DESCRIPTION OF DEFICIENCY:
Wheel stops or other appropriate barriers are not provided to prevent vehicular encroachment beyond driveways and service areas.

RECOMMENDED SOLUTION:
Install wheel stops at all parking areas.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
80.00	--@	20.00	Ea	4,000.00	2,400.00	200.00	6,600.00

Total Manhours, Material, Labor, and Equipment:

20.0	4,000.00	2,400.00	200.00	6,600.00
Total Only (Subcontract) Costs:				0.00

Subtotal:	6,600.00
15.00% Overhead:	990.00
5.00% Mobilization/Demobilization:	379.50
10.00% Profit:	796.95
Estimate Total:	8,766.45

WORK ITEM NO.: A2, SITE

TITLE: PEDESTRIAN ACCESS

DESCRIPTION OF DEFICIENCY:
Site does not provide for safe pedestrian access to residential building.

RECOMMENDED SOLUTION:
Replace existing deteriorated access stairs.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Concrete stairs							
12.00	--@	60.00	LF	10,200.00	10,500.00	1,800.00	22,500.00
Handrails							
24.00	--@	96.00	Ea	24,000.00	14,400.00	480.00	38,880.00
Total Manhours, Material, Labor, and Equipment:							
		156.0		34,200.00	24,900.00	2,280.00	61,380.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	61,380.00
15.00% Overhead:	9,207.00
5.00% Mobilization/Demobilization:	3,529.35
10.00% Profit:	7,411.64
Estimate Total:	81,527.99

WORK ITEM NO.: A3, SITE

TITLE: ACCESSIBLE ENTRANCE

DESCRIPTION OF DEFICIENCY:
Accessibility ramps are not provided.

RECOMMENDED SOLUTION:
Provide accessibility ramps to 504/ADA units and management office/community room.

JUSTIFICATION: Americans with Disabilities Act.

CATEGORY OF NEED: **Ps**, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Access ramps							
3.00	C8@	288.0	Ea	6,330.00	34,500.00	0.00	40,830.00
Access aprons at curbs							
5.00	P9@	40.00	SF	1,500.00	4,800.00	1,000.00	7,300.00
Landings							
3.00	C8@	96.00	Ea	1,767.00	11,520.00	0.00	13,287.00
Snow melting cable for ramps							
10.00	CE@	30.00	SF	77.90	3,600.00	0.00	3,677.90
Power connection kit							
3.00	CE@	1.500	Ea	84.90	180.00	0.00	264.90
Thermostat							
3.00	CE@	1.500	Ea	714.00	180.00	0.00	894.00
Railing for ramps							
850.00	H6@	78.20	LF	4,760.00	3,391.50	306.00	8,457.50
Total Manhours, Material, Labor, and Equipment:							
		535.2		15,233.80	58,171.50	1,306.00	74,711.30
Total Only (Subcontract) Costs:							0.00

Subtotal:	74,711.30
15.00% Overhead:	11,206.70
5.00% Mobilization/Demobilization:	4,295.90
10.00% Profit:	9,021.39
Estimate Total:	99,235.29

WORK ITEM NO.: A4, SITE

TITLE: SITE DEFINITION

DESCRIPTION OF DEFICIENCY:
Project boundaries are not defined to deter trespassing. Site borders industrial activities and is not permanently screened.

RECOMMENDED SOLUTION:
Install safety screening and repair existing fence.

JUSTIFICATION: Modernization mandatory standard.

CATEGORY OF NEED: S, Security

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Chain link fencing							
300.00	BL@75.00		LF	1,275.00	11,250.00	0.00	12,525.00
Repair existing chain link fence							
400.00	--@80.00		LF	4,000.00	12,000.00	400.00	16,400.00
Total Manhours, Material, Labor, and Equipment:							
		155.0		5,275.00	23,250.00	400.00	28,925.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	28,925.00
15.00% Overhead:	4,338.75
5.00% Mobilization/Demobilization:	1,663.19
10.00% Profit:	3,492.69
Estimate Total:	38,419.63

WORK ITEM NO.: A5, SITE

TITLE: GRADING AND DRAINAGE

DESCRIPTION OF DEFICIENCY:
Buildings do not provide immediate diversion of water away from buildings and paved surfaces.

RECOMMENDED SOLUTION:
Install foundation drains around each building and connect to storm drain.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
6" perforated drain							
6500.00	--@	38968	LF	195,000.00	162,500.00	0.00	357,500.00
6" solid drain							
1500.00	--@	.0000	LF	45,000.00	37,500.00	0.00	82,500.00
4" roof drain connection							
29.00	--@	.0000	Ea	1,044.00	870.00	0.00	1,914.00
6" storm sewer connection							
8.00	--@	.0000	Ea	480.00	400.00	0.00	880.00
Gravel surround to perforated pipes							
508.00	--@	.0000	CY	10,160.00	7,620.00	0.00	17,780.00
Geofabric wrap							
4700.00	--@	.0000	SY	8,225.00	7,050.00	0.00	15,275.00
Total Manhours, Material, Labor, and Equipment:							
		38967.5		259,909.00	215,940.00	0.00	475,849.00

Subtotal:	475,849.00
15.00% Overhead:	71,377.35
5.00% Mobilization/Demobilization:	27,361.32
10.00% Profit:	57,458.77
Estimate Total:	632,046.44

WORK ITEM NO.: A6, SITE

TITLE: RECREATION

DESCRIPTION OF DEFICIENCY:
Outdoor recreation space for children is damaged (tot lot).

RECOMMENDED SOLUTION:
Provide recreation equipment for tots.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Sandbox							
1.00	S6@12.00		Ea	425.00	439.00	101.00	965.00
Seesaw							
1.00	S6@9.000		Ea	949.00	329.00	76.10	1,354.10
8' high swings with two-leg ends							
1.00	S6@12.00		Ea	419.00	439.00	101.00	959.00
Add for swing with platform for wheelchair							
1.00	S6@12.00		Ea	475.00	439.00	68.00	982.00
Total Manhours, Material, Labor, and Equipment:							
		45.0		2,268.00	1,646.00	346.10	4,260.10
Total Only (Subcontract) Costs:							0.00

Subtotal:	4,260.10
15.00% Overhead:	639.02
5.00% Mobilization/Demobilization:	244.96
10.00% Profit:	514.41
Estimate Total:	5,658.49

WORK ITEM NO.: B1, BUILDING ENVELOPE

TITLE: WINDOWS

DESCRIPTION OF DEFICIENCY:
Windows do not limit air or water infiltration. Windows improperly installed.

RECOMMENDED SOLUTION:
Remove and reinstall all existing windows.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Window removal and reinstallation							
255.00	--@127.5		Ea	0.00	22,950.00	408.00	23,358.00
Backer rod and sealant							
1800.00	--@.0000		LF	2,250.00	2,250.00	0.00	4,500.00
Window casework installation							
255.00	--@204.0		Ea	12,750.00	30,600.00	127.50	43,477.50
Total Manhours, Material, Labor, and Equipment:							
		331.5		15,000.00	55,800.00	535.50	71,335.50
Total Only (Subcontract) Costs:							0.00

Subtotal:	71,335.50
15.00% Overhead:	10,700.33
5.00% Mobilization/Demobilization:	4,101.79
10.00% Profit:	8,613.76
Estimate Total:	94,751.38

WORK ITEM NO.: C1, PUBLIC ENTRANCE

TITLE: FIRE PROTECTION

DESCRIPTION OF DEFICIENCY:
Dwelling units not provided with the appropriate number and application of fire detection, notification, and control units

RECOMMENDED SOLUTION:
Install required number of smoke detectors to all living areas.

JUSTIFICATION: Uniform Fire Code

CATEGORY OF NEED: S, Security

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Residential smoke detector, hard wired (includes removal of existing detectors)							
310.00	--@.0000		Ea	38,750.00	38,750.00	0.00	77,500.00
120-volt photoelectric ditto							
5.00	--@.0000		--	375.00	400.00	0.00	775.00
Wiring (includes patching and repairing)							
3600.00	--@.0000		LF	1,440.00	1,080.00	0.00	2,520.00
Total Manhours, Material, Labor, and Equipment:							
		0.0		40,565.00	40,230.00	0.00	80,795.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	80,795.00
15.00% Overhead:	12,119.25
5.00% Mobilization/Demobilization:	4,645.71
10.00% Profit:	9,756.00
Estimate Total:	107,315.96

WORK ITEM NO.: C2, PUBLIC ENTRANCE

TITLE: MAIL HANDLDING AND DELIVERY

DESCRIPTION OF DEFICIENCY:
Development not provided with and exterior weather-resistant mailbox

RECOMMENDED SOLUTION:
Replace deteriorated mailbox with new weather-resistant mailbox. Provide canopy to protect mailbox.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
60 box unit, 5-1/2" wide x 16" high weather resistant (includes removal of existing box)							
1.00	B1@8.000		Ea	5,000.00	1,200.00	200.00	6,400.00
10' x 20' mailbox canopy, steel							
1.00	IW@8.000		Lb	3,554.00	1,200.00	200.00	4,954.00
Total Manhours, Material, Labor, and Equipment:							
		16.0		8,554.00	2,400.00	400.00	11,354.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	11,354.00
15.00% Overhead:	1,703.10
5.00% Mobilization/Demobilization:	652.86
10.00% Profit:	1,371.00
Estimate Total:	15,080.96

WORK ITEM NO.: C3, PUBLIC ENTRANCE

TITLE: GARBAGE COLLECTION

DESCRIPTION OF DEFICIENCY:
Collections areas are not defined and screened.

RECOMMENDED SOLUTION:
Provide 6’ wood fencing around three sides with 1’ high galvanized railing.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: **Ps**, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Dig hole for 4" fence posts							
35.00	B1@	4.760	Ea	0.00	714.00	0.00	714.00
6' high, 3-rail fence							
150.00	B1@	19.50	LF	549.00	2,925.00	0.00	3,474.00
Galvanized steel rails 1' high							
150.00	RI@	25.65	LF	1,312.50	669.00	0.00	1,981.50
Total Manhours, Material, Labor, and Equipment:							
		49.9		1,861.50	4,308.00	0.00	6,169.50
Total Only (Subcontract) Costs:							0.00

Subtotal:	6,169.50
15.00% Overhead:	925.43
5.00% Mobilization/Demobilization:	354.75
10.00% Profit:	744.97
Estimate Total:	8,194.65

WORK ITEM NO.: C4, PUBLIC ENTRANCE

TITLE: LAUNDRY FACILITIES

DESCRIPTION OF DEFICIENCY:
Laundry facilities are deficient in several areas: 1) inadequate ventilation, lighting, energy efficient equipment, and plumbing

RECOMMENDED SOLUTION:
Rehabilitate existing laundry room to meet modernization standards and building codes

JUSTIFICATION: Modernization mandatory standards, Uniform Mechanical Code, Uniform Plumbing Code

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Clothes dryer vent set							
6.00	SW	@2.640	Ea	58.80	396.00	0.00	454.80
Ventilator on humidistat							
2.00	--	@8.000	Ea	800.00	1,200.00	100.00	2,100.00
Vandal resistant lighting							
4.00	--	@16.00	Ea	400.00	2,400.00	200.00	3,000.00
Energy efficient cloths dryer (gas)							
6.00	--	@12.00	Ea	2,100.00	1,800.00	150.00	4,050.00
Total Manhours, Material, Labor, and Equipment:							
		38.6		3,358.80	5,796.00	450.00	9,604.80
Total Only (Subcontract) Costs:							0.00

Subtotal:	9,604.80
15.00% Overhead:	1,440.72
5.00% Mobilization/Demobilization:	552.28
10.00% Profit:	1,159.78
Estimate Total:	12,757.58

WORK ITEM NO.: C5, PUBLIC ENTRANCE

TITLE: COMMUNITY SERVICES FACILITIES

DESCRIPTION OF DEFICIENCY:
Community services facility is not 504/ADA compliant

RECOMMENDED SOLUTION:
Provide accessible community services facility by widening interior doors, wall reinforcement for grab bars, repositioning of water closets and cabinets, and provide 5' turn clearance at entry, kitchen, and bathroom.

JUSTIFICATION: Modernization mandatory standards, American with Disability Act

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Install new fixtures, lavatories, wall hung (includes removal of existing fixtures)							
2.00	P6@5.600		Ea	1,120.00	224.00	100.00	1,444.00
Water closets, tank type, with elongated bowl, toilet seat, trim and valves (includes removal)							
1.00	P6@2.800		Ea	360.00	112.00	50.00	522.00
Grab bars for the disabled							
1.00	CC@2.000		Set	150.00	93.80	0.00	243.80
Signage, raised lettering for the blind							
1.00	PA@.0000		Ea	21.70	0.00	0.00	21.70
Widen interior doors							
2.00	--@4.000		Ea	200.00	600.00	50.00	850.00
Automatic door opener							
1.00	--@6.000		Ea	400.00	1,080.00	50.00	1,530.00
Residential wheelchair lift							
1.00	--@.0000		LS	0.00	0.00	0.00	7,600.00
Total Manhours, Material, Labor, and Equipment:							
		20.4		2,251.70	2,109.80	250.00	4,611.50
Total Only (Subcontract) Costs:							7,600.00

Subtotal:	12,211.50
15.00% Overhead:	1,831.73
5.00% Mobilization/Demobilization:	702.16
10.00% Profit:	1,474.54
Estimate Total:	16,219.93

WORK ITEM NO.: H1, PUBLIC RESTROOMS

TITLE: 504/ADA Compliance

DESCRIPTION OF DEFICIENCY: The project does not comply with accessibility standards for a housing complex. At least two (2) units must be converted to Type "A" dwelling units and at least 10 units must be converted to Type "B" dwelling units.

RECOMMENDED SOLUTION: Convert appropriate number of units to type "A" and type "B" accessible units

JUSTIFICATION: Americans with Disability Act, Uniform Building Code

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Convert two units to Type "A" Dwelling units							
1664.00	--@.0000		SF	83,200.00	74,880.00	0.00	158,080.00
Convert ten units to Type "B" Dwelling units							
6630.00	--@.0000		SF	198,900.00	165,750.00	0.00	364,650.00
Total Manhours, Material, Labor, and Equipment:							
		0.0		282,100.00	240,630.00	0.00	522,730.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	522,730.00
15.00% Overhead:	78,409.50
5.00% Mobilization/Demobilization:	30,056.98
10.00% Profit:	63,119.65
Estimate Total:	694,316.13

WORK ITEM NO.: N1, MECHANICAL SYSTEMS

TITLE: LOCATION

DESCRIPTION OF DEFICIENCY: Domestic hot water heaters are accessible to unauthorized personnel. Equipment does not have adequate clearance due to storage of tenant's personal belongings. Equipment is stored in confined space (stairway).

RECOMMENDED SOLUTION: Secure access door to equipment. Remove tenant belongings from space to provide adequate clearance. Natural gas central plant should be provided to each building to provide domestic hot water and heating to the units (currently all electric).

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: S, Security

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Provide locking fire rated door							
60.00	--@90.00		Ea	3,000.00	13,500.00	480.00	16,980.00
Total Manhours, Material, Labor, and Equipment:							
		90.0		3,000.00	13,500.00	480.00	16,980.00
Total Only (Subcontract) Costs:							0.00
					Subtotal:		16,980.00
					15.00% Overhead:		2,547.00
					5.00% Mobilization/Demobilization:		976.35
					10.00% Profit:		2,050.34
					Estimate Total:		22,553.69

WORK ITEM NO.: N2, MECHANICAL SYSTEMS

TITLE: SPACE TEMPERATURE

DESCRIPTION OF DEFICIENCY: Setback thermostats must be provided to control space temperature.

RECOMMENDED SOLUTION: Install setback thermostats

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: E, Energy Conservation

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Install setback thermostats (includes removal of existing t-stats)							
60.00	--@	60.00	Ea	1,800.00	10,800.00	210.00	12,810.00
Total Manhours, Material, Labor, and Equipment:							
		60.0		1,800.00	10,800.00	210.00	12,810.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	12,810.00
15.00% Overhead:	1,921.50
5.00% Mobilization/Demobilization:	736.58
10.00% Profit:	1,546.81
Estimate Total:	17,014.89

WORK ITEM NO.: N3, MECHICAL SYSTEMS

TITLE: EQUIPMENT AND APPLIANCE

DESCRIPTION OF DEFICIENCY: Equipment panel accessible to unauthorized personnel. Dryer venting and waste line not provided to each unit.

RECOMMENDED SOLUTION: Provide secured breaker panel to each unit, install waste line to washer, and install dryer vent to each unit.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: S, Security

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Provide locking breaker panel (includes removal of existing cover)							
60.00	--@	30.00	Ea	600.00	5,400.00	120.00	6,120.00
Provide waste line to washers							
60.00	--@	90.00	Ea	1,500.00	13,500.00	300.00	15,300.00
Provide dryer vents to each unit							
60.00	--@	150.0	Ea	600.00	22,500.00	480.00	23,580.00
Total Manhours, Material, Labor, and Equipment:							
		270.0		2,700.00	41,400.00	900.00	45,000.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	45,000.00
15.00% Overhead:	6,750.00
5.00% Mobilization/Demobilization:	2,587.50
10.00% Profit:	5,433.75
Estimate Total:	59,771.25

WORK ITEM NO.: N4, MECHICAL SYSTEMS

TITLE: HEAT REGISTERS

DESCRIPTION OF DEFICIENCY: Existing heat registers are damaged (both covers and fin tubing).

RECOMMENDED SOLUTION: Replace existing heat registers and covers.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: E, Energy Conservation

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Replace fin tube baseboards (includes removal)							
1800.00	--@.0000		LF	45,000.00	39,600.00	720.00	85,320.00
Install enclosure							
2700.00	--@.0000		LF	33,750.00	35,100.00	1,080.00	69,930.00
Total Manhours, Material, Labor, and Equipment:							
		0.0		78,750.00	74,700.00	1,800.00	155,250.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	155,250.00
15.00% Overhead:	23,287.50
5.00% Mobilization/Demobilization:	8,926.88
10.00% Profit:	18,746.44
Estimate Total:	206,210.82

WORK ITEM NO.: O1, DEVELOPMENT-WIDE DWELLING UNIT

TITLE: INTERIOR PAINTING

DESCRIPTION OF DEFICIENCY: Wall and ceiling finishes are in poor condition, i.e., paint peeling, flaking, etc.

RECOMMENDED SOLUTION: Refinish and paint ceilings and walls

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Patch and finish damaged sheetrock walls and ceilings							
5000.00	--@.0000		SF	4,500.00	4,400.00	0.00	8,900.00
Prime and paint interior walls							
120000.00	--@.0000		SF	54,000.00	60,000.00	0.00	114,000.00
Prime and paint interior ceilings							
45000.00	--@.0000		SF	22,500.00	20,250.00	0.00	42,750.00
Total Manhours, Material, Labor, and Equipment:							
		0.0		81,000.00	84,650.00	0.00	165,650.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	165,650.00
15.00% Overhead:	24,847.50
5.00% Mobilization/Demobilization:	9,524.88
10.00% Profit:	20,002.24
Estimate Total:	220,024.62

WORK ITEM NO.: O2, DEVELOPMENT-WIDE DWELLING UNIT

TITLE: MILLWORK

DESCRIPTION OF DEFICIENCY: Existing baseboard is deteriorating and in general poor condition. It also contains lead-based paint over the HUD threshold (1mg/cm^2).

RECOMMENDED SOLUTION: Replace existing deteriorated baseboard

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Remove lead-containing baseboards							
18000.00	--@.0000		LF	0.00	19,800.00	0.00	19,800.00
TCLP testing and disposal (assume as general debris)							
10.00	--@80.00		Ea	500.00	9,600.00	1,000.00	11,100.00
Install new baseboard							
18000.00	--@.0000		LF	22,500.00	21,600.00	0.00	44,100.00
Total Manhours, Material, Labor, and Equipment:							
		80.0		23,000.00	51,000.00	1,000.00	75,000.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	75,000.00
15.00% Overhead:	11,250.00
5.00% Mobilization/Demobilization:	4,312.50
10.00% Profit:	9,056.25
Estimate Total:	99,618.75

WORK ITEM NO.: O3, DEVELOPMENT-WIDE UNIT

TITLE: FLOORING FINISHES

DESCRIPTION OF DEFICIENCY: Existing flooring is in poor condition and based on the year of construction, is considered presumed asbestos-containing material (PACM).

RECOMMENDED SOLUTION: Remove and replace deteriorated vinyl flooring.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Vinyl tile removal							
48000.00	--@	480.0	SF	0.00	72,000.00	960.00	72,960.00
Install new vinyl tile							
48000.00	--@	720.0	SF	144,000.00	108,000.00	480.00	252,480.00
Total Manhours, Material, Labor, and Equipment:							
		1200.0		144,000.00	180,000.00	1,440.00	325,440.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	325,440.00
15.00% Overhead:	48,816.00
5.00% Mobilization/Demobilization:	18,712.80
10.00% Profit:	39,296.88
Estimate Total:	432,265.68

WORK ITEM NO.: O4, DEVELOPMENT-WIDE UNIT

TITLE: CLOSETS

DESCRIPTION OF DEFICIENCY: closet doors not provided.

RECOMMENDED SOLUTION: Install closet doors

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Install hollow core wood bi-fold closet doors							
150.00	--@.0000		Ea	13,500.00	12,750.00	0.00	26,250.00
Total Manhours, Material, Labor, and Equipment:		0.0		13,500.00	12,750.00	0.00	26,250.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	26,250.00
15.00% Overhead:	3,937.50
5.00% Mobilization/Demobilization:	1,509.38
10.00% Profit:	3,169.69
Estimate Total:	34,866.57

WORK ITEM NO.: O5, DEVELOPMENT-WIDE DWELLING UNIT

TITLE: STAIRS

DESCRIPTION OF DEFICIENCY: Stairs do not have non-slip surfaces

RECOMMENDED SOLUTION: Install non-slip surface.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Install non-slip vinyl treads and risers							
60.00	--@.0000		Ea	9,000.00	10,200.00	0.00	19,200.00
Total Manhours, Material, Labor, and Equipment:		0.0		9,000.00	10,200.00	0.00	19,200.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	19,200.00
15.00% Overhead:	2,880.00
5.00% Mobilization/Demobilization:	1,104.00
10.00% Profit:	2,318.40
Estimate Total:	25,502.40

WORK ITEM NO.: O6, DEVELOPMENT-WIDE DWELLING UNIT

TITLE: STAIR HANDRAILS

DESCRIPTION OF DEFICIENCY: Existing stairs handrails do not meet local building code requirements.

RECOMMENDED SOLUTION: Install compliant handrail

JUSTIFICATION: Uniform Building Code.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Wall mounted handrail							
960.00	--@.0000		LF	10,560.00	9,600.00	0.00	20,160.00
Total Manhours, Material, Labor, and Equipment:							
		0.0		10,560.00	9,600.00	0.00	20,160.00
Total Only (Subcontract) Costs:							0.00
					Subtotal:		20,160.00
					15.00% Overhead:		3,024.00
					5.00% Mobilization/Demobilization:		1,159.20
					10.00% Profit:		2,434.32
					Estimate Total:		26,777.52

WORK ITEM NO.: O7, DEVELOPMENT-WIDE DWELLING UNIT

TITLE: ENTRY DOORS

DESCRIPTION OF DEFICIENCY: Existing entry doors and frames and hardware are deteriorating past the point of serviceability.

RECOMMENDED SOLUTION: Replace existing doors, frames, and hardware. Reinstall existing storm doors to new assembly.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Fiberglass door, screen and hardware, prefinished							
60.00	--@	.0000	Ea	7,800.00	7,500.00	0.00	15,300.00
Insulated hollow metal door frame, prefinished (includes removal of existing)							
60.00	--@	.0000	Ea	5,700.00	4,800.00	0.00	10,500.00
Reinstall existing storm door							
60.00	--@	60.00	Ea	0.00	7,200.00	600.00	7,800.00
Total Manhours, Material, Labor, and Equipment:							
		60.0		13,500.00	19,500.00	600.00	33,600.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	33,600.00
15.00% Overhead:	5,040.00
5.00% Mobilization/Demobilization:	1,932.00
10.00% Profit:	4,057.20
Estimate Total:	44,629.20

WORK ITEM NO.: O8, DEVELOPMENT-WIDE DWELLING UNIT

TITLE: ELECTRICAL SYSTEMS

DESCRIPTION OF DEFICIENCY: Existing receptacles are a poor condition, i.e., cracked, missing cover, not working, etc.

RECOMMENDED SOLUTION: Replace existing receptacles.

JUSTIFICATION: National Electric Code.

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Install new duplex outlets (includes removal)							
840.00	--@.0000		Ea	21,000.00	16,800.00	0.00	37,800.00
GFCI duplex outlets (includes removal)							
720.00	--@.0000		Ea	28,800.00	21,600.00	0.00	50,400.00
Duplex outlet split wire							
120.00	--@.0000		Ea	4,800.00	3,960.00	1,200.00	9,960.00
Special outlets							
120.00	--@.0000		--	5,400.00	4,800.00	0.00	10,200.00
Switch (includes removal)							
840.00	--@.0000		Ea	17,640.00	16,800.00	0.00	34,440.00
Total Manhours, Material, Labor, and Equipment:							
		0.0		77,640.00	63,960.00	1,200.00	142,800.00
Total Only (Subcontract) Costs:							0.00

Subtotal:	142,800.00
15.00% Overhead:	21,420.00
5.00% Mobilization/Demobilization:	8,211.00
10.00% Profit:	17,243.10
Estimate Total:	189,674.10

Physical Needs Assessment
Comprehensive Grant Program (CGP)

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

FORM 52832

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name		[x] Original
Housing Authority of the City of Danbury		[ ] Revision No.
Development Number	Development Name	DOFA Date **9/30/1972**
CT020002	**Eden Drive**	or Construction Date

Development Type:		Occupancy Type		Structure Type:		Number of Buildings 6	Number of Vacant Units
Rental	[X]	Family	X	Detached/Semi-Detachec	[ ]		0
Turnkey III Vacant	[ ]	Elderly	[ ]	Row	[ ]	Current Bedroom Distribution	0.00%
Turnkey III - Occupied	[ ]	Mixed	[ ]	Walk-Up	[ ]	0 1 2 18	Total Current
Mutual Help	[ ]			Elevator	[x]	3 30 4 12 5	Units
Section 23, Bond Financ	[ ]					5+	60

General Description of Needed Physical Improvements	Estimated Costs	Urgency of Need (1-5)
1450 Site Improvement		
Playground area.	$5,658	5
Grade, & drainage	$632,046	5
Accessable ramps	$99,235	2
Chain link fencing	$38,420	4
Garbage collection	$8,195	1
Concrete stairs,	$81,528	1
Bumper stops, curb and gutter	$8,766	5
Mailboxes	$15,081	3
1460 Dwelling Structure		
Windows	$94,751	5
Smoke Detectors hardwired battery back up	$107,316	2
Laundry Room	$12,758	3
Community room upgrades	$16,220	3
ADA compliance unit conversion major structural renovation	$694,316	5
Provide security area for DHWH	$22,554	3
Install setback thermostats	$17,015	4
Baseboard heat registers	$206,211	4
Paint, patch, prime and finish interior walls areas	$220,025	2
Remove lead contained baseboards	$432,266	1
Floor finishes removal and replacement	$99,619	1
Dwelling unit renovation costs, closet doors	$34,867	3
stair treads, risers	$25,502	3
Stair railings	$26,778	3
Entry doors	$44,629	3
Electrical upgrades	$189,674	2
1465.1 Dwelling Equipment		
Washer, dryer vents and breaker/panel box	$59,771	2
Total Preliminary Estimated Hard Cost for Needed Physical Improvements	$ **$3,193,201**	
Per Unit Hard Cost	$	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable C	Yes [X] No [ ]	
Development Has Long-Term Physical and Social Viability	Yes [X] No [ ]	
Date Assessment Prepared		05/05/04

Source's) of Information: Physical Needs Assessment prepared by MD Strum, Housing Services, Inc.
PHA staff and resident input, and Site assessment

WOOSTER MANOR

PHYSICAL NEEDS ASSESSMENT

CT020003

GENERAL INFORMATION

I. PROJECT PROFILE

General		
	Project Name	Wooster Manor
	Physical Address	36 West Wooster, St.
	Number of Units	98 1-Bedroom Single Occupancy
	Office Address	P.O. Box 86, 2 Mill Ridge Road
	City	Danbury, CT 06810
	Occupancy Status	Occupied/Senior Facility
	Operating Agency	Danbury Housing Authority
Building Type		
	Type of Structure	CMU/Steel frame
	Date Constructed	1969
Structural		
	Structure Type	Steel frame
	Foundation Type	Slab on grade
Exterior Surface		
	Surface Type	Original: Brick/Concrete
Roofing		
	Type of Roofing	Flat rubberized membrane/gravel overlay
Floors		
	Floor Construction	Slab on grade/vinyl floor tile
Heating		
		Heating System Electric baseboard heat Floors 5, thru 7 Natural Gas Hydronic Baseboard heating Cogeneration System installed 1998
Electrical Service		120V/240V, Single Phase, 3-Wire

II. TERMS

Categories for Work Items: The Work Items of this Physical Needs Assessment are organized according to the following categories:

A. Site
B. Building Envelope
C. Public Entrance
D. Pubic Lobby
E. Corridors
F. Public Stairs
G. Management/Maintenance Offices
H. Public Restrooms
I. Common Storage Area
J. Laundry Room(s)
K. Community Room(s)
L. Interior Garbage Collection Area(s)
M. Mechanical Rooms
N. Mechanical Systems
O. Development-wide Dwelling unit
P. Dwelling Unit Survey

Justifications: Recommended solutions and proposed work items are justified according to the following considerations:

- ✓ Public Housing Modernization Standards
- ✓ Code Compliance
- ✓ Energy Efficiency
- ✓ 20-Year Useful (Economic) Life Expectancy (Long Term Viability)
- ✓ Hazardous Materials Content (i.e. Asbestos Containing Materials, Lead Containing Materials, etc.)
- ✓ User Comfort

Category of Need: The surveyor's need keys include the following four categories:

- **E**, Emergency-health and safety items requiring immediate correction
- **En**, Items that are related to energy conservation measures
- **S**, Security- development specific items that are related to tenant and development security.
- **Ps**, Development Specific- other development specific items that are necessary of long term viability

Component Categories

A. Site

1 Parking
2 Paving
3 Spaces
4 Bumper Stops
5 Deteriorated Walks
6 Outdoor Seating
7 Other Paved Areas
8 Site Lighting

C. Building Envelope

1 Walls
2. Windows
3. Aluminum Entry Doors (Patio)
4. Exterior Doors

C. Public Entrance

1. Roof Repair
2. Parapet Wall/roof
4. Roof drainage/Vents

D. Public Lobby

1 Elevator Repair
2. Waste Receptacles
5. Security
5. Light Fixtures

E. Corridors

1a. Pipe Cover N/A
1b. Ceramic Tile Walls N/A
1c. Rubber Base N/A
1d. Corner Guards N/A
1e. Back Splash (No Deficiencies Observed)
2a. Carpet Floor
2b. Resilient Flooring
2c. Ceramic Floor Tile N/A
2d. Painted Floors N/A
2e. Wood Floor N/A
3a. Corridor Acoustical Ceiling N/A
3b. Refinish Ceiling
3c. Repaint Ceiling (No Deficiencies Observed)
4. Interior Painting N/A

5. Window Blinds N/A
6. Stairs
7. Stair Handrails
7. Interior Walls
8. Lobbies N/A
9. Office N/A
10a. Kitchen Cabinets (No Deficiencies Observed)
10b. Lavatory Cabinets N/A
10c. Kitchen Appliances (No Deficiencies Observed)
11a. Corridor Doors N/A
11b. Interior Unit Doors
12a Replace Bathroom Accessories (No Deficiencies Observed)
12b. Shower Enclosures
13. Trash Compactor N/A
14. Wardrobe Shelves (No Deficiencies Observed)

F. Public Stairs

1. Electrical Distribution
2a. Interior Wiring
2b. Distribution and Branch Panel boards
2c. Corridor Panels N/A
2d. Bathroom Light Switch
2e. Kitchen Receptacles
2f. Bathroom Receptacles
2g. Zone Valve Transformers N/A
2h. Apartment Feeder N/A
2i. Fire Stopping Electrical Penetrations (No Deficiencies Observed)
2j. Office/Shop/Community Room
2k. Exterior Outlets
2l. Grounding Rods
2m. Other Apartment Receptacles
2n Circuit Breaker Covers
3a. Smoke Detectors
3b. (1) (2) Generator N/A
4. Apartment Lighting Fixtures (See 16b)
5. Parking Lot Lighting N/A
6. Emergency Exit Signs N/A
7. GFCI Protection Garage/Shop N/A
8. Distribution Transformers N/A
9. Capacitors N/A
10. Motor Control Centers N/A
11. Motors N/A
12. Main Service Switchboard N/A
13. Elevator Telephone N/A
14. Security System N/A
15. PCB and Other Hazardous Material and Conditions (See M1 –M6)
16a. Common Area Lighting – Community Room
16b. Apartment Lighting
16c. Apartment Incandescent Lighting (See 16b)
16d. Mechanical Space Lighting (No Deficiencies Observed)
16e. Occupancy Sensors N/A
16f. Exit Signs N/A
17a. Crawl Space Fixtures
17b. Cable TV Outlets

G. Management/Maintenance Offices

1a. Boilers (No Deficiencies Observed)
1b. Expansion Tank for Hydronic System (No Deficiencies Observed)
1c. Heating System Pumps
2a. Zone Valves, Apartments (No Deficiencies Observed)
2b. Hydronic Valves (No Deficiencies Observed)
2c. Access to Valves, Apartments (No Deficiencies Observed)
3a. Baseboard Replacement
3b. Baseboard Isolation Valves (No Deficiencies Observed)
4. Windows A/C N/A
5. Drains N/A
6. Flashing N/A
7. Apartment Restroom Exhaust Fans (No Deficiencies Observed)
8. Cooling Towers N/A
9. Make Up Air N/A
10a. Heat Recovery Units N/A
10b. Combustion Air Vents
11a. Existing Cabinet Unit Heaters N/A
11b. Unit Heater in Shop Area N/A
12. Ductwork and Filters
13. Water Treatment N/A
14. Energy conservation – Automatic Pump Shut Down N/A
15. Thermostat Heat Anticipator
16. Shop Area N/A
17. Roof Exhaust Hoods N/A
18. Piping Insulation
19. Pipe and Valve Identification (No Deficiencies Observed)
20. Adequate Design of Existing Computer AC Facilities and Adequate Capabilities of Efficient Future Expansion of New AC Facilities N/A
21. Seismic Requirements (No Deficiencies Observed)
22. Asbestos and Other Hazardous Material and Conditions (see M1 –M6)
23a. Dryer Vents
23b. Boiler Room Combustion Air Fan N/A
23c. Laundry Room Make-up Air N/A
24. Ductwork

H. Public Restrooms

1. Domestic Cold Water Piping (No Deficiencies Observed)
2a. Domestic Hot Water Expansion Tank N/A
2b. Domestic Water Pumps N/A
3. Surface Mounted Tempering Valves
4. Sump Pump N/A
4. Drain in Laundry Room N/A
5. Apartment Restroom Lavatories N/A
6b. Damaged Bathtubs
7. Kitchen Sink Waste Piping
7a. Kitchen Sink
7b. Community Kitchen Sink & Trim N/A
7c. Heating Appliances
7d. All Escutcheons and Angle Stops (No Deficiencies Observed)
7e. Office/Shop/Community Room Fixtures
7f. Backflow Prevention
7g. Kitchen Exhaust Vent Material
7h. Office Coffee Sink N/A
8. Sanitary Sewer Piping Support
9. Toilet Seats
10. Fuel Oil Vents
11. Shop Area N/A
12. Seismic Requirements N/A
13. Asbestos and Other Hazardous Material (See M1-M6)
14a. Energy Conservation – Low Flow Toilets (No Deficiencies Observed)
14b. Energy Conservation – Low Flow Showerheads (No Deficiencies Observed)

I. Common Storage Area

1. Access Route/Ramps
2. Entrances
3. Doors
4. Drinking Fountain
5a. Public Restroom Lavatories
5b. 504/ADA Apartment Lavatories
5c 504/ADA Apartment Kitchen Sinks and Trim
5d. 504/ADA Apartment Shower Stalls and Trim
5e. Energy Conservation – Low Flow 504/ADA Toilets
5f. 504/ADA Urinal
5g. Existing Accessible Bathrooms
5h. Public Restrooms
5i. Laundry Room
6. Elevator
7. Public Telephone
8a. Stair Handrail
8b. Corridor Handrail
9. Stairs
10. Floors
11. Parking
12. Barrier Free Signage
13. Walks
14a. Restroom Fire Alarm Signaling Devices
14b. Kitchen Fire Alarm Signaling
14c. Fire Alarm Pull Stations
14d. Fire Alarm Signaling Devices
14e. Apartment Fire Alarm Signaling Devices

J. Laundry Rooms

1a. Double Check Valve on Sprinkler Riser N/A
1b. Double Check Valve on Domestic Cold Water Service (No Deficiencies Observed)
1c. Double Check Valve on Boiler Fill Piping (No Deficiencies Observed)
1d. Hot and Cold Water Drain N/A
1e. Dry Pipe Sprinkler Used in Apartments N/A
2. Standpipe-Hose N/A
3. Extinguisher (No Deficiencies Observed)
4a. Sleeping Room Smoke Detection (See F3a)
4b. Stairwell Smoke Detectors N/A
4c. Fire Alarm Annunciator N/A
4d. Fire Alarm Dialer
5a. Doors, Door Rating, and Hardware (No Deficiencies Observed)
5b. Doors, Mechanical Room (No Deficiencies Observed)
6. Exits N/A
6. 1-Hr. Corridor N/A
7b. Wall Separation
8a. Combination Fire/Smoke Dampers at Corridors N/A
8b. Fire Damper
8c. Dryer Vent
9. Smoke Detectors (See F3a)
10. Draft Stops
11a. Drain in Elevator Shaft N/A
11b. Control Damper at Top of Elevator Shaft N/A
11c. Exhaust Fan in Elevator Room N/A
12. Seismic Requirements (No Deficiencies Observed)
13. Signage N/A

K. Community Rooms

1. Elevator Cab Finish
2. Escalators
3. Seismic Requirements
4. Controls
5. Other

L. Interior Garbage Collection Areas

N. Mechanical Rooms

1. Asbestos-Containing Gaskets and Packing on Valves
2. Asbestos-Containing Flooring and Mastic
3. Gypsum Wallboard with Asbestos-Containing Texturing and Joint Compound
4. Stainless Steel Sinks with Asbestos-Containing Under coatings
5. Cement Asbestos Board
6. Lead-Base Paint Monitoring

N. Mechanical Systems

1. Exterior Wall Insulation
2. Trash Room Door
3. Attic Insulation
4. Foundation Insulation
5. Electrical
6. HVAC
7. Plumbing
7. Crawl Space Vapor Retarder

O. Development-wide Dwelling unit

1. Exterior Wall Insulation
2. Trash Room Door
3. Attic Insulation
4. Foundation Insulation
5. Electrical
6. HVAC
7. Plumbing
8. Crawl Space Vapor Retarder

P. Dwelling Unit Survey

1. Exterior Wall Insulation
2. Trash Room Door
3. Attic Insulation
4. Foundation Insulation
5. Electrical
6. HVAC
7. Plumbing
9. Crawl Space Vapor Retarder

WORK ITEM` NO.: A1-8, SITE

TITLE: PARKING, PAVING, WHEEL STOPS, WALKS, OUTDOOR SEATING, LIGHTING

DESCRIPTION OF DEFICIENCY:
Paved areas are in poor condition. Some areas contain tripping hazards, spalling, dips, or bulging. Paving is not free of deterioration from moisture, decay or weathering. Concrete walkways, patio pavers are chipped, cracked and/or broken.

RECOMMENDED SOLUTION:
Provide thorough cleaning of asphalt, patch and repair major cracks and potholes, install new asphalt overlay, and seal coat entire parking area. Provide parking area stripping. Replace approximately 35 concrete wheel stops. Replace and upgrade existing 504/ADA signage. Remove and replace damaged concrete areas.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Asphalt paving/overlay for parking areas							
2575.00	P5	@170.0	SY	27,423.75	18,694.50	6,051.25	52,169.50
Major Patching & Pothole/crack Repairs							
150.00	P5	@9.900	SY	1,942.50	1,089.00	268.50	3,300.00
Cleaning & seal-coating							
2575.00	P5	@170.0	SY	3,218.75	18,694.50	643.75	22,557.00
Parking area striping							
50.00	P5	@7.250	Ea	487.50	800.00	89.50	1,377.00
Bumper stops							
50.00	P5	@3.300	Ea	4,250.00	363.00	89.50	4,702.50
Disability Access Designation, Replace existing signs and decals							
4.00	--	@4.500	Ea	480.00	243.20	260.00	983.20
Remove, patch, and reinstall approximately 3 cubic yards of concrete sidewalks.							
3.00	--	@36.00	CY	675.00	2,160.00	0.00	2,835.00
Control Joint, mesh and forms							
250.00	--	@4.500	SF	375.00	270.00	0.00	645.00
Repair Park Bench (regrout, patch and new brick)							
1.00	--	@12.00	Ea	125.00	780.00	0.00	905.00

Remove and replace damaged brick tile @ Gazebo						
30.00	--@22.50	Ea	540.00	1,350.00	0.00	1,890.00
Power Wash patio area and apply weed killer						
650.00	--@16.25	SF	162.50	734.50	0.00	897.00
Remove and replace exterior light pole						
1.00	--@4.000	Ea	450.00	300.00	0.00	750.00

Total Manhours, Material, Labor, and Equipment:

460.1	40,130.00	45,478.70	7,402.50	93,011.20
		Subtotal:		93,011.20
		15.00% Overhead:		13,951.68
		5.00% Mobilization/Demobilization.:		5,348.14
		10.00% Profit:		11,231.10
		Estimate Total:		123,542.13

WORK ITEM NO.: B1-4, BUILDING ENVELOPE

TITLE: WALLS, WINDOWS, PATIO DOORS, AND EXTERIOR DOORS

DESCRIPTION OF DEFICIENCY:
Concrete areas are deteriorating, i.e., brick siding, concrete fascia, parapet wall, etc. Entry doors and unit patio doors are in poor condition and lacking in energy efficiency.

RECOMMENDED SOLUTION:
Provide thorough exterior cleaning of the building. Patch and repair damaged brick siding and concrete areas. Replace entry doors and unit patio doors.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Exterior Brick Repair							
150.00	--@	52.50	SF	450.00	3,150.00	2,250.00	5,850.00
Patch concrete @ several locations exterior portion of the building (equipment cost part of above cost)							
375.00	--@	84.38	SF	1,031.25	5,062.50	0.00	6,093.75
Windows: Remove and replace common areas. Cost includes caulking; sealing, equipment lift and ext. finish work.							
42.00	--@	504.0	Ea	31,500.00	37,800.00	13,650.00	82,950.00
Patio Doors: Remove and replace Patio doors on each floor. Cost includes caulking, sealing, and finish work.							
7.00	--@	168.0	Ea	10,500.00	12,600.00	2,275.00	25,375.00
Exit Glass Doors: Remove and replace balance of first floor exit doors. Cost includes caulking, sealing, and finish work.							
3.00	--@	72.00	Ea	4,500.00	5,400.00	975.00	10,875.00

Total Manhours, Material, Labor, and Equipment

880.9	47,981.25	64,012.50	19,150.00	131,143.75

Subtotal:	131,143.75
15.00% Overhead:	19,671.56
5.00% Mobilization/Demobilization:	7,540.77
10.00% Profit:	15,835.61
Estimate Total:	174,191.69

WORK ITEM NO.: C1-3, PUBLIC ENTRANCE

TITLE: ROOF, PARAPET, ROOF DRAINAGE

DESCRIPTION OF DEFICIENCY:
Roof is deteriorating (original condition) and leaking. Concrete parapets are damaged.

RECOMMENDED SOLUTION:
Repair deteriorated roof. Patch parapet areas.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Project Specific, **En**, Energy Upgrades

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Public Entrance							
Patch concrete @ several locations exterior entryway and roofing areas.							
450.00	--@	101.3	SF	1,237.50	6,075.00	0.00	7,312.50
Built-up roofing Demolition							
Asphalt felt, 15 lb, 2 plies, roll and mop							
9360.00	R1@	2059.	SQ	10,576.80	55,692.00	11,232.00	77,500.80
Built-up roofing, drain repair, roof vent replacement/repairs.							
9360.00	R1@	6739.	SQ	38,656.80	182,520.00	0.00	221,176.80
Total Manhours, Material, Labor, and Equipment:							
		8899.6		50,471.10	244,287.00	11,232.00	305,990.10
Total Only (Subcontract) Costs:							0.00

Subtotal:	305,990.10
15.00% Overhead:	45,898.52
5.00% Mobilization/Demobilization:	17,594.43
10.00% Profit:	36,948.30
Estimate Total:	406,431.35

WORK ITEM NO.: D1-5, PUBLIC LOBBY

TITLE: ELEVATOR REPAIR, WASTE RECEPTICALS, SECURITY, LIGHTING

DESCRIPTION OF DEFICIENCY:
Elevators are in poor condition. No upgrades/code compliance work completed. The majority of the emergency/security lighting is inoperable, bulbs are burned out, equipment outdated with no source for replacement. Waste receptacles not provided at common areas. Public lobby light fixtures are in poor condition with no source for replacement.

RECOMMENDED SOLUTION:
Upgrade elevators, replace security/emergency lighting and common area light fixtures.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Project Specific, Energy Upgrades

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Public Lobby Area							
Elevator Upgrades, Lighting, and control panels							
2.00	--@	32.00	Ea	3,000.00	4,000.00	500.00	7,500.00
Emergency Watch							
2.00	--@	32.00	Ea	0.00	1,440.00	0.00	1,440.00
Waste Receptacles							
16.00	--@	16.00	Ea	1,200.00	720.00	0.00	1,920.00
Security/Emergency Lighting Wall mounted vandal resistant lighting							
50 watt, high-pressure sodium lamp							
25.00	CE@	11.88	Ea	6,250.00	527.50	0.00	6,777.50
Remove and Replace Existing Light Fixtures (4 Tube T-8 Lamps Electronic ballasts							
2' x 4', four 40 watt T-8 lamps							
25.00	CE@	26.25	Ea	3,450.00	1,167.50	0.00	4,617.50
Total Manhours, Material, Labor, and Equipment:							
		118.1		13,900.00	7,855.00	500.00	22,255.00

Subtotal:	22,255.00
15.00% Overhead:	3,338.25
5.00% Mobilization/Demobilization:	1,279.66
10.00% Profit:	2,687.29
Estimate Total:	29,560.20

WORK ITEM NO.: E1, CORRIDORS

TITLE: WALLS, PAINTING, FLOORS, BASEBOARD, CEILING, LIGHTING, DOORS, HANDRAILS, VENTILATION, AIR SEALING,

DESCRIPTION OF DEFICIENCY:
Wall finishes are in poor condition and in need of painting and repairs. Light fixtures are in poor condition and not energy efficient. Acoustical ceiling is in poor condition. Vinyl flooring is deteriorating. Common area hallway handrails are not in compliance with local building codes. Corridor ventilation system is not functioning.

RECOMMENDED SOLUTION:
Paint and patch all common area hallways. Remove and replace all common area ceiling tiles. Remove existing floor tile and install sheet vinyl throughout common area hallways (include cove base). Install new common area handrails per local codes.

JUSTIFICATION: Modernization mandatory standards, Energy Efficiency, Code Compliance

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Corridors							
Minor Sheetrock Repair, patch holes, scrape marks							
19360.00	PP@193.6		SF	2,323.20	9,680.00	0.00	12,003.20
Painting interior surfaces, two coats							
Walls, enamel (400 SF/hour)							
19360.00	PT@58.08		SF	4,840.00	24,200.00	0.00	29,040.00
Congoleum or Futura sheet vinyl							
13250.00	BF@3313.		SF	23,850.00	16,562.50	0.00	40,412.50
Integral cove base							
2800.00	BF@700.0		LF	3,080.00	3,500.00	0.00	6,580.00
"T" bar ceiling panel suspension system Fire Rated Including Tile							
4' x 4' grid							
13250.00	C8@119.3		SF	19,875.00	16,562.50	0.00	36,437.50
Remove and Replace Existing Light Fixtures (4 Tube T-8 Lamps Electronic ballasts							
2' x 4', four 40 watt T-8 lamps							
325.00	CE@341.3		Ea	44,850.00	15,177.50	0.00	60,027.50

Common Area Corridor Doors including hardware assume 25% replacement						
Fire doors, 7'0" high, 1 hour rating						
3'6" wide						
15.00	BC@23.55	Ea	5,625.00	23,100.00	0.00	28,725.00
Handrailing in common areas, hallways and lobby areas.						
2500.00	BC@40.00	LF	34,125.00	39,375.00	0.00	73,500.00
Repair Existing common area ventilation system						
7.00	--@392.0	Ea	8,400.00	37,240.00	0.00	45,640.00
Fire blocking, air sealing, caulking & weather-stripping						
98.00	--@343.0	Ea	0.00	25,774.00	0.00	25,774.00
Total Manhours, Material, Labor, and Equipment:						
	5523.2		146,968.20	211,171.50	0.00	358,139.70
Total Only (Subcontract) Costs:						0.00

Subtotal:	358,139.70
15.00% Overhead:	53,720.96
5.00% Mobilization/Demobilization:	20,593.03
10.00% Profit:	43,245.37
Estimate Total:	475,699.06

WORK ITEM NO.: F1, PUBLIC STAIRS

TITLE: WALLS, PAINTING, LIGHTING

DESCRIPTION OF DEFICIENCY:
Wall finishes are in poor condition and in need of painting/repairs. Light fixtures are in poor condition and not energy efficient.

RECOMMENDED SOLUTION:
Paint all stairway hallways. Remove and replace light fixtures

JUSTIFICATION: Modernization mandatory standards, energy efficiency

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Common Area Stairwells							
Minor Sheetrock Repair, patch holes, scrape marks							
1500.00	PP@15.00		SF	180.00	750.00	0.00	930.00
Painting interior surfaces, two coats							
Walls, enamel (400 SF/hour)							
7500.00	PT@22.50		SF	1,875.00	9,375.00	0.00	11,250.00
Remove and Replace Existing Light Fixtures (4 Tube T-8 Lamps							
Electronic ballasts & safety covers).							
2' x 4', four 40 watt T-8 lamps							
30.00	CE@31.50		Ea	4,140.00	1,401.00	0.00	5,541.00
Total Manhours, Material, Labor, and Equipment:							
		69.0		6,195.00	11,526.00	0.00	17,721.00

Subtotal:	17,721.00
15.00% Overhead:	2,658.15
5.00% Mobilization/Demobilization:	1,018.96
10.00% Profit:	2,139.81
Estimate Total:	23,537.92

WORK ITEM NO.: G1, MANAGEMENT/MAINTENACE OFFICES

TITLE: WALLS, PAINTING, FLOORING, BASEBOARD, CEILINGS, LIGHTING

DESCRIPTION OF DEFICIENCY:
Wall finishes, flooring, and light fixtures are in poor condition and in need of replacement.

RECOMMENDED SOLUTION:
Paint all wall and ceiling areas. Remove and replace light fixtures and flooring.

JUSTIFICATION: Modernization mandatory standards, Energy Efficiency.

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Manager, Maintenance and Conference Offices							
Minor Sheetrock Repair, patch holes, scrape marks							
1620.00	PP@19.44		SF	194.40	972.00	0.00	1,166.40
Painting interior surfaces, two coats							
Walls, enamel (400 SF/hour)							
1620.00	PT@8.100		SF	405.00	3,385.80	0.00	3,790.80
Congoleum or Futura sheet vinyl							
1024.00	BF@256.0		SF	1,843.20	1,280.00	0.00	3,123.20
Integral cove base							
200.00	BF@50.00		LF	220.00	250.00	0.00	470.00
"T" bar ceiling panel suspension system. Fire Rated Including Tile							
4' x 4' grid							
350.00	C8@3.150		SF	525.00	437.50	0.00	962.50
Remove and Replace Existing Light Fixtures (4 Tube T-8 Lamps Electronic ballasts							
2' x 4', four 40 watt T-8 lamps							
12.00	CE@12.60		Ea	1,656.00	560.40	0.00	2,216.40

Total Manhours, Material, Labor, and Equipment:

349.3	4,843.60	6,885.70	0.00	11,729.30

Subtotal:	11,729.30
15.00% Overhead:	1,759.40
5.00% Mobilization/Demobilization:	676.17
10.00% Profit:	1,419.95
Estimate Total:	15,619.42

WORK ITEM NO.: H1, PUBLIC RESTROOMS

TITLE: WALLS, CEILINGS, FLOORS, FIXTURES

DESCRIPTION OF DEFICIENCY:
Public Restrooms do not comply with 504/ADA standards. Restrooms are deteriorated past the point of practical serviceability.

RECOMMENDED SOLUTION:
Complete renovation of public restrooms to meet 504/ADA standards.

JUSTIFICATION: Modernization mandatory standards. 504/ADA

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Public Restrooms Major Renovation							
To include the replacement of all fixtures, lighting replacement, wall repair/paining, exhaust fans, flooring, doors and partitions. Each bathroom must be increased in size to achieve adequate turnaround clearances.							
80.00	@164.0		SF	11,040.00	12,320.00	0.00	23,360.00
Total Manhours, Material, Labor, and Equipment:							
		164.0		11,040.00	12,320.00	0.00	23,360.00

Subtotal:	23,360.00
15.00% Overhead:	3,504.00
5.00% Mobilization/Demobilization:	1,343.20
10.00% Profit:	2,820.72
Estimate Total:	31,027.92

WORK ITEM NO.: I1, COMMON STORAGE AREA

TITLE:

DESCRIPTION OF DEFICIENCY: No Deficiencies noted. Painting, lighting, and flooring improvements included in common area upgrades.

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

COST ESTIMATE
WORK DESCRIPTION:

WORK ITEM NO.: J1, LAUNDRY ROOMS

TITLE:

DESCRIPTION OF DEFICIENCY: No Deficiencies noted. Painting, lighting, and flooring improvements included in common area upgrades. The ventilation is included as a part of the building ventilation strategy.

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

COST ESTIMATE
WORK DESCRIPTION:

WORK ITEM NO.: K1, COMMUNITY ROOMS

TITLE:

DESCRIPTION OF DEFICIENCY: Painting, lighting, and flooring improvements included in common area upgrades. The ventilation and appliance replacement are addressed in other areas of this report.

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

WORK ITEM NO.: L1, INTERIOR GARBAGE COLLECTION AREAS

TITLE:

DESCRIPTION OF DEFICIENCY: No Deficiencies noted.

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

COST ESTIMATE
WORK DESCRIPTION:

WORK ITEM NO.: M1, MECHANICAL ROOMS

TITLE:

DESCRIPTION OF DEFICIENCY: No Deficiencies noted. Painting, lighting, and flooring improvements included in common area upgrades.

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

COST ESTIMATE
WORK DESCRIPTION:

WORK ITEM NO.: N1, MECHANICAL SYSTEMS

TITLE:

DESCRIPTION OF DEFICIENCY: No Deficiencies noted. Painting, lighting, and flooring improvements included in common area upgrades.

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

COST ESTIMATE
WORK DESCRIPTION:

WORK ITEM NO.: O1, DEVELOPMENT-WIDE DWELLING UNITS

TITLE: WALLS, CEILINGS, PAINTING, FLOORING, COVE BASE, WINDOWS, LIGHTING, RECEPTICLES, DOORS/FRAMES, CASEWORK, AND APPLIANCES

DESCRIPTION OF DEFICIENCY:
Wall finishes, flooring, cove base, and light fixtures are in poor condition and are in need of replacement. Windows throughout the building are in poor condition and need to be replaced. Units designated as 504/ADA compliant do not meet the requirements. Kitchen cabinets, countertops and appliances have exceeded their economical remaining useful life and are in need of replacement. Bathroom fixtures, toilets, vanities, medicine cabinets, shutoff valves and toilet flanges, are in poor condition and should be replaced. Electrical panel boxes, fuses, and connections are all original devices and do not meet NEC standards. Interior unit entry and closet doors/hardware are in poor condition and should be replaced.

RECOMMENDED SOLUTION:
Provide major renovation for each dwelling unit to correct each deficiency identified above.

JUSTIFICATION: Energy efficiency, health and safety, 504/ADA compliance

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Minor Sheetrock Repair, patch holes, scrape marks							
21168.00	PP@211.7		SF	2,540.16	10,584.00	0.00	13,124.16
Painting interior surfaces, two coats							
Walls, Ceilings, casework and finishes enamel (1 primer 1 finish coat)							
120000.00	PT@360.0		SF	30,000.00	126,000.00	6,000.00	162,000.00
Congoleum sheet vinyl Futura							
49392.00	BF@13336		SF	88,905.60	66,679.20	0.00	155,584.80
Integral cove base							
9000.00	BF@2250.		LF	9,900.00	11,250.00	0.00	21,150.00
Windows Remove and replace living/bedroom windows (cost included caulking, sealing, equipment lift and ext. finish work.							
196.00	--@2352.		Ea	147,000.00	176,400.00	63,700.00	387,100.00
Remove and Replace Existing Light Fixtures (4 Tube T-8 Lamps Electronic ballasts							
2' x 4', four 40 watt T-8 lamps (hallway & bathroom fixtures CFfixtures)							
196.00	CE@205.8		Ea	27,048.00	9,153.20	0.00	36,201.20

Unit electrical upgrade, GFCI, outlets, covers, switches, breakers and panel box.						
98.00	CE@392.0	Ea	73,500.00	17,444.00	0.00	90,944.00
ADA Compliance Partial Upgrades. (Site, Sound, and Accessibility)						
5.00	--@1500.	Ea	37,500.00	112,500.00	0.00	150,000.00
Kitchen Cabinets, countertops, and related appurtenances						
98.00	--@2352.	Ea	154,350.00	176,400.00	0.00	330,750.00
Bathroom upgrades (vanity, toilet, and bath light/fan combo 50cfm continuous run low speed cycle)						
98.00	--@1176.	Ea	40,180.00	88,200.00	0.00	128,380.00
Closet doors, entry doors and hardware						
98.00	--@367.5	Ea	46,550.00	27,538.00	0.00	74,088.00
Smoke Detectors						
98.00	--@73.50	Ea	9,310.00	5,517.40	0.00	14,827.40

Total Man-hours, Material, Labor, and Equipment:					
24576.3	666,783.76	827,665.80	69,700.00	1,564,149.56	
Total Only (Subcontract) Costs:				0.00	

Subtotal:	1,564,149.56
15.00% Overhead:	234,622.43
5.00% MOB/DEMOB/Contg:	89,938.60
10.00% Profit:	188,871.06
Estimate Total:	2,077,581.65

WORK ITEM NO.: O1, DEVELOPMENT-WIDE DWELLING UNITS

TITLE: APPLIANCES

DESCRIPTION OF DEFICIENCY:
An estimated 30% of the dwelling unit appliances have reached their remaining useful life. The PHA has been replacing kitchen appliances on an as needed basis. The existing appliances are not energy efficient and do not meet the HUD requirements.

RECOMMENDED SOLUTION:
Provide replacement appliances for 30% of the units.

JUSTIFICATION: Energy efficiency

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Appliances 30% replacement of stoves, refrigerators, and exhaust hoods							
29.00	--@	79.75	Ea	34,800.00	5,974.00	0.00	40,774.00
Total Man-hours, Material, Labor, and Equipment:							
		79.8		34,800.00	5,974.00	0.00	40,774.00
					Estimate Total:		40,774.00

WORK ITEM NO.: P1, DWELLING UNIT SURVEY

TITLE:

DESCRIPTION OF DEFICIENCY:
See work items in component "O."

RECOMMENDED SOLUTION:

JUSTIFICATION:

CATEGORY OF NEED:

COST ESTIMATE
WORK DESCRIPTION:

Physical Needs Assessment
Comprehensive Grant Program (CGP)

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

FORM 52832

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name		[x] Original
HOUSING AUTHORITY OF THE CITY OF DANBURY		[ ] Revision No.
Development Number	Development Name	DOFA Date **6/30/1969**
CT020003	**Wooster Manor**	or Construction Date

Development Type:	Occupancy Type:	Structure Type:	Number of Buildings 1	No. of Vacant Units
Rental [X]	Family [ ]	Detached/Semi-Detache [ ]		0
Turnkey III Vacant [ ]	Elderly [X]	Row [ ]	Current Bedroom Distribution	0.00%
Turnkey III - Occupied [ ]	Mixed [ ]	Walk-Up [ ]	0 1 98 2	Total Current
Mutual Help [ ]		Elevator [x]	3 4 5	Units
Section 23, Bond Finai [ ]			5+	98

General Description of Needed Physical Improvements	Estimated Costs	Urgency of Need (1-5)
1450 Site Improvement		
Asphalt Patching, Paving, stripping, sealcoating, parking signs.		2
Concrete repairs to bench, sidewalks and patio areas, replace exterior light pole	$123,542	2
1460 Dwelling Structure		
Exterior siding brick repair common area windows, patio doors and exit doors	$174,192	3
Public Entrance, roofing, vents and drains	$406,431	3
Elevator upgrades, wastes receptacles and security/common area lighting	$29,560	2
Public Restrooms ADA compliance	$31,028	1
Corridor upgrades: flooring, walls, lighting and ceiling tile replacement	$475,699	3
Public Stairways: Sheetrock repair, painting taping and patching	$23,538	4
Manager, maintenance area upgrades	$15,619	4
Residential Unit Upgrades: Walls, ceilings, flooring, light fixtures kitchen cabinets ADA compliance doors, and hardware	$2,077,582	2
1465.1Dwelling Equipment		
Appliances 30% replacement of stoves and refrigirators	$40,774	4

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	$ **$3,397,965**
Per Unit Hard Cost	$
Physical Improvements Will Result in Structural/System Soundness at a Reasonable C	Yes [X] No [ ]
Development Has Long-Term Physical and Social Viability	Yes [X] No [ ]
Date Assessment Prepared	05/05/04

Source's) of Information: Physical Needs Assessment prepared by MD Strum, Housing Services, Inc.
PHA staff and resident input, and Site assessment

PUTNAM TOWERS

PHYSICAL NEEDS ASSESSMENT

CT020004

GENERAL INFORMATION

I. PROJECT PROFILE

General		
	Project Name	Putnam Towers
	Physical Address	25 Beaver Street
	Number of Units	54 1-Bedroom Single Occupancy
	Office Address	P.O. Box 86, 2 Mill Ridge Road
	City	Danbury, CT 06810
	Occupancy Status	Occupied/Senior Facility
	Operating Agency	Danbury Housing Authority
Building Type		
	Type of Structure	CMU/Steel frame
	Date Constructed	1979
Structural		
	Structure Type	Steel frame
	Foundation Type	Slab on grade
Exterior Surface		
	Surface Type	Original: Brick/Concrete
Roofing		
	Type of Roofing	Flat rubberized membrane/gravel overlay
Floors		
	Floor Construction	Slab on grade/vinyl floor tile
Heating		
	Heating System	Oil Fired Boiler sidearm domestic Hotwater
Electrical Service		120V/240V, Single Phase, 3-Wire

II. TERMS

Categories for Work Items: The Work Items of this Physical Needs Assessment are organized according to the following categories:

A. Site
B. Building Envelope
C. Public Entrance
D. Pubic Lobby
E. Corridors
F. Public Stairs
G. Management/Maintenance Offices
H. Public Restrooms
I. Common Storage Area
J. Laundry Room(s)
K. Community Room(s)
L. Interior Garbage Collection Area(s)
M. Mechanical Rooms
N. Mechanical Systems
O. Development-wide Dwelling unit
P. Dwelling Unit Survey

Justifications: Recommended solutions and proposed work items are justified according to the following considerations:

- ✓ Public Housing Modernization Standards
- ✓ Code Compliance
- ✓ Energy Efficiency
- ✓ 20-Year Useful (Economic) Life Expectancy (Long Term Viability)
- ✓ Hazardous Materials Content (i.e. Asbestos Containing Materials, Lead Containing Materials, etc.)
- ✓ User Comfort

Category of Need: The surveyor's need keys include the following four categories:

- **E**, Emergency-health and safety items requiring immediate correction
- **En**, Items that are related to energy conservation measures
- **S**, Security- development specific items that are related to tenant and development security.
- **Ps**, Development Specific- other development specific items that are necessary for long term viability

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
PUTNAM TOWERS – CT02004

Component Categories

A. Site
- 9 Retaining Wall
- 10 Parking
- 11 Paving

D. Building Envelope
- 1. Roof

C. Public Entrance (No deficiencies observed)

D. Public Lobby
- 1 Elevator Repair
- 2. Waste Receptacles
- 8. Security

E. Corridors (No deficiencies observed)

F. Public Stairs (No deficiencies observed)

G. Management/Maintenance Offices (No deficiencies observed)

H. Public Restrooms
- 2. 504/ADA compliance

I. Common Storage Area (No deficiencies observed)

J. Laundry Rooms (No deficiencies observed)

K. Community Rooms (No deficiencies observed)

L. Interior Garbage Collection Areas (No deficiencies observed)

O. Mechanical Rooms (No deficiencies observed)

N. Mechanical Systems (No deficiencies observed)

O. Development-wide Dwelling unit
- 1. 504/ADA Compliance
- 2. Smoke Detectors

P. Dwelling Unit Survey (See “O” Work Items)

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
PUTNAM TOWERS – CT02004

WORK ITEM: SITE

TITLE: RETAINING WALL, PARKING, PAVING

DESCRIPTION OF DEFICIENCY:
Parking lot asphalt is in poor condition. Retaining wall showing signs of deterioration.

RECOMMENDED SOLUTION:
Patching, grouting, and pinning of retaining wall. Patch and pave parking lot

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Patch/Repair concrete @ several locations at the retaining wall.							
150.00	--@33.75		SF	412.50	2,025.00	0.00	2,437.50
Asphalt Paving/Resurface							
3250.00	P5@1186.		SY	19,337.50	42,250.00	6,337.50	67,925.00
Major Patching & Pothole Repair							
110.00	P5@40.15		SY	654.50	1,430.00	214.50	2,299.00
Parking Area Stripping							
54.00	--@24.30		Ea	537.30	1,825.20	405.00	2,767.50
Provide Parking Space Signs, 504/ADA							
56.00	--@42.00		Ea	2,520.00	3,152.80	672.00	6,344.80
Cleaning & seal coating							
3250.00	P5@568.8		CY	7,215.00	20,280.00	2,112.50	29,607.50
Total Manhours, Material, Labor, and Equipment:							
		1895.2		30,676.80	70,963.00	9,741.50	111,381.30
						15.00% Overhead:	16,707.20
						5.00% Mobilization/Demobilization:	6,404.43
						10.00% Profit:	13,449.29
						Estimate Total:	147,942.22

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
PUTNAM TOWERS – CT02004

WORK ITEM NO.: B1, BUILDING ENVELOPE

TITLE: ROOF

DESCRIPTION OF DEFICIENCY: Existing roof is leaking, showing severe signs of deterioration PHA is currently in the process of obtaining bids to replace the roof.

RECOMMENDED SOLUTION: Remove and replace roof.

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Built-up roofing Demolition							
7000.00	R1@1547.		SF	0.00	41,790.00	2,100.00	43,890.00
7000.00	R1@2275.		SF	49,700.00	61,460.00	2,100.00	113,260.00
Total Manhours, Material, Labor, and Equipment:							
		3822.0		49,700.00	103,250.00	4,200.00	157,150.00
					Subtotal:		157,150.00
					15.00% Overhead:		23,572.50
					5.00% MoB/DeMOB:		9,036.13
					10.00% Profit:		18,975.86
					Estimate Total:		208,734.49

WORK ITEM: PUBLIC LOBBY

TITLE: ELEVATORS, WASTE RECEPTACLES, SECURITY

DESCRIPTION OF DEFICIENCY:
Elevators are in poor condition. No major upgrades/code compliance work completed since installation.

RECOMMENDED SOLUTION:
Upgrade elevators

JUSTIFICATION: Modernization mandatory standards.

CATEGORY OF NEED: Ps, Project Specific, Energy Upgrades

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Elevator Upgrades, Lighting, and control panels							
2.00	--@32.00		Ea	3,000.00	4,000.00	500.00	7,500.00
Emergency Watch							
2.00	--@32.00		Ea	0.00	1,440.00	0.00	1,440.00
Waste Receptacles							
16.00	--@16.00		Ea	1,200.00	720.00	0.00	1,920.00
Security/Emergency Lighting Wall mounted vandal resistant lighting 50 watt, high pressure sodium lamp							
25.00	CE@11.88		Ea	6,250.00	527.50	0.00	6,777.50
Total Manhours, Material, Labor, and Equipment:							
		91.9		10,450.00	6,687.50	500.00	17,637.50
					Subtotal:		17,637.50
					15.00% Overhead:		2,645.63
					5.00% Mobilization/Demobilization:		1,014.16
					10.00% Profit:		2,129.73
					Estimate Total:		23,427.02

WORK ITEM: PUBLIC RESTROOMS

TITLE: PUBLIC RESTROOMS

DESCRIPTION OF DEFICIENCY:
Public Restrooms do not comply with the 504/ADA standards.

RECOMMENDED SOLUTION:
Complete renovation of public restrooms to meet 504/ADA standards.

JUSTIFICATION: Modernization mandatory standards. 504/ADA

CATEGORY OF NEED: Ps, Project Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Public Restrooms Major Renovation							
To include the replacement of all fixtures, lighting replacement, wall repair/paining, exhaust fans, flooring, doors and partitions. Each bathroom must be increased in size.							
80.00	@164.0		SF	11,040.00	12,320.00	0.00	23,360.00
Total Manhours, Material, Labor, and Equipment:							
		164.0		11,040.00	12,320.00	0.00	23,360.00
Total Only (Subcontract) Costs:							0.00
					Subtotal:		23,360.00
					15.00% Overhead:		3,504.00
					5.00% Mobilization/Demobilization		1,343.20
					10.00% Profit:		2,820.72
					Estimate Total:		31,027.92

WORK ITEM: DEVELOPMENT-WIDE DWELLING UNITS

TITLE: 504/ADA COMPLIANCE, SMOKE DETECTORS

DESCRIPTION OF DEFICIENCY:
Minor deficiencies noted in several of the units. All deficiencies can be corrected through the maintenance department. Accessible units do not comply with 504/ADA standards.

RECOMMENDED SOLUTION:
Upgrade each accessible unit to meet the 504/ADA standards. Remove and replace unit smoke detectors.

JUSTIFICATION: Energy efficiency, health and safety, 504/ADA

CATEGORY OF NEED: Ps, Development Specific

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
504/ADA Compliance. Partial Upgrades. Sight, Hearing, Mobility Accessibility							
8.00	--@1000.		Ea	52,000.00	75,040.00	0.00	127,040.00
Smoke Detectors							
54.00	--@40.50		Ea	5,130.00	3,040.20	0.00	8,170.20
Total Manhours, Material, Labor, and Equipment:							
		1040.5		57,130.00	78,080.20	0.00	135,210.20
Total Only (Subcontract) Costs:							0.00

Subtotal:	135,210.20
10.00% Overhead:	13,521.02
5.00% Mobilization/Demobilization:	7,436.56
5.00% Profit:	7,808.39
Estimate Total:	163,976.17

Physical Needs Assessment
Comprehensive Grant Program (CGP)

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

FORM 52832

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name		[x] Original
HOUSING AUTHORITY OF THE CITY OF DANBURY		[ ] Revision No.
Development Number	Development Name	DOFA Date **4/30/1979**
CT020004	**Putnam Towers**	or Construction Date

Development Type:		Occupancy Type:		Structure Type:		Number of Buildings 1	Number of Vacant Units
Rental	[X]	Family	[ ]	Detached/Semi-Detache	[ ]		0
Turnkey III Vacant	[ ]	Elderly	[X]	Row	[ ]	Current Bedroom Distribution	#DIV/0!
Turnkey III - Occupied	[ ]	Mixed	[ ]	Walk-Up	[ ]	0 ____ 1 54 2 ____	Total Current
Mutual Help	[ ]			Elevator	[x]	3 ____ 4 ____ 5 ____	Units
Section 23, Bond Financ	[ ]					5+	0

General Description of Needed Physical Improvements	Estimated Costs	Urgency of Need (1-5)
1450 Site Improvement		
Asphalt Patching, Paving, stripping, sealcoating, parking signs.		
Concrete repairs to retaining wall	$147,942	2
1460 Dwelling Structure		
Elevator upgrades, lighting, wastes receptacles and security lighting	$23,427	1
Public Restrooms ADA compliance	$31,028	1
ADA Compliance residential units & smoke detectors	$163,976	1
Roof Replacement	$208,734	1
1465.1 Dwelling Equipment		

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	$ **$575,108**	
Per Unit Hard Cost	$	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost Yes [X] No [ ]		
Development Has Long-Term Physical and Social Viability Yes [X] No [ ]		
Date Assessment Prepared		05/05/04
Source's) of Information: Physical Needs Assessment prepared by MD Strum, Housing Services, Inc. PHA staff and resident input, and Site assessment		

SCATTERED SITES

PHYSICAL NEEDS ASSESSMENT

CT020007
CT020008
CT020011
CT020012

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
SCATTERED SITES

GENERAL INFORMATION

I. MASTER PROJECT PROFILE

General		
	Project Name	Scattered Sites
	Physical Address	Various
	Number of Units	56
	Office Address	P.O. Box 86, 2 Mill Ridge Road
	City	Danbury, CT 06810
	Occupancy Status	Occupied/Conventional Housing
	Operating Agency	Danbury Housing Authority
Building Type		
	Type of Structure	Various
	Date Constructed	Acquisition
Structural		
	Structure Type	Wood frame
	Foundation Type	Full Foundation/CMU
Exterior Surface		
	Surface Type	Lap Siding
Roofing		
	Type of Roofing	Pitched Asphalt Shingles
Floors		
	Floor Construction	Wood/vinyl floor tile
Heating		
	Heating System	Gas HWBH & Electric
Electrical Service		100A

II. TERMS

Categories for Work Items: The Work Items of this Physical Needs Assessment are organized according to the following categories:

A. Site
B. Building Envelope
C. Public Entrance
D. Pubic Lobby
E. Corridors
F. Public Stairs
G. Management/Maintenance Offices
H. Public Restrooms
I. Common Storage Area
J. Laundry Room(s)
K. Community Room(s)
L. Interior Garbage Collection Area(s)
M. Mechanical Rooms
N. Mechanical Systems
O. Development-wide Dwelling unit
P. Dwelling Unit Survey

Justifications: Recommended solutions and proposed work items are justified according to the following considerations:

- ✓ Public Housing Modernization Standards
- ✓ Code Compliance
- ✓ Energy Efficiency
- ✓ 20-Year Useful (Economic) Life Expectancy (Long Term Viability)
- ✓ Hazardous Materials Content (i.e. Asbestos Containing Materials, Lead Containing Materials, etc.)
- ✓ User Comfort

Category of Need: The surveyor's need keys include the following four categories:

- **E**, Emergency-health and safety items requiring immediate correction
- En, Items that are related to energy conservation measures
- **S**, Security- development specific items that are related to tenant and development security.
- **Ps**, Development Specific- other development specific items that are necessary for long term viability.

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
SCATTERED SITES

Component Categories

A. Site

12 Landscaping, Retaining Wall, & fence/railing

E. Building Envelope

1 Deck/porch replacement , Ventilation, Air Sealing
2 Air seal insulate attic
3 Mechanical Room
   a. Construct 8' x8' mechanical room
   b. Install combustion air vent for mechanical system

WORK ITEM NO.: BUILDING, MECHANICAL AREAS, DWELLING UNIT.

TITLE: VARIOUS

DESCRIPTION OF DEFICIENCY: Rear deck rotted, foundation cracked, mortar missing, smoke detectors are battery operated. Siding damaged weathered and pass economic remaining useful life, paint peeling, blistering and chipping. Windows pass economical useful life, water damaged, rotted and broken hardware. Mechanical equipment is accessible to the residence. There is no combustion air supplied from the outside of the building.

RECOMMENDED SOLUTION: Replace deck, repair foundation, install hardwired smoke detectors, and replace siding, paint exteriors, airseal/dense pack attic floor areas. Replace windows. Construct mechanical room (separation from occupied/living area). Provide combustion air vented from the outside.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps, En.

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total[7]
Front and back porch areas should be replaced. Code compliance and deterioration of the concrete (Ps)							
This should be a work item for approximately 60% of the dwelling units.							
Per Unit:	--@.2750		SF	15.75	20.70	9.45	45.90
1797.38	--@494.3		SF	28,308.74	37,205.77	16,985.24	82,499.74
					Plus Overhead, Mob/Demob, Profit		27,080.54
					Work Item Total		**109,580.28**
Foundation repairs (patch, re-grout approximately 50 sf of area (Ps)							
This should be a work item for approximately one (1) dwelling units.							
Per Unit:	--@.1750		SF	2.20	13.20	0.00	15.40
50.00	--@8.750		SF	110.00	660.00	0.00	770.00
					Plus Overhead, Mob/Demob, Profit		252.75
					Work Item Total		**1,022.75**
Construct Mechanical room, creating a firewall separating the mechanical room from the living conditions (Ps)							
This should be a work item for approximately 25% of the dwelling units.							

[7] Because of the special nature of the Scattered Sites units and the disparity of needs, overhead, mobilization - demobilization and profit have been incorporated into each work item's cost.

Per Unit:	B1@.3200	SF	6.00	8.09	0.00	14.09
600.00	B1@192.0	SF	3,600.00	4,854.00	0.00	8,454.00
				Plus Overhead, Mob/Demob, Profit		2,775.03
				Work Item Total		**11,229.03**

Siding Replacement (includes an allowance for rot repair/replacement. Exterior painting (En)
This should be a work item for approximately 25% of the dwelling units.

Per Unit:	--@.0450	SF	1.45	1.85	0.25	3.55
5600.00	--@252.0	SF	8,120.00	10,360.00	1,400.00	19,880.00
				Plus Overhead, Mob/Demob, Profit		6,525,61
				Work Item Total		**26,405.61**

Window replacement, Including man lift (see also siding equipment cost). (En)
This should be a work item for approximately 75% of the dwelling units.

Per Unit:	B3@16.39	Ea	550.00	246.00	0.00	796.00
184.00	B3@3015.	Ea	101,200.00	45,264.00	0.00	146,464.00
				Plus Overhead, Mob/Demob, Profit		48,076.81
				Work Item Total		**194,540.81**

Exterior Lighting Equipment cost included above (Ps)
This should be a work item for seven (7) of the dwelling units.

Per Unit:	B3@9.000	Ea	80.00	135.00	0.00	215.00
7.00	B3@63.00	Ea	560.00	945.00	0.00	1,505.00
				Plus Overhead, Mob/Demob, Profit		494.02
				Work Item Total		**1999.02**

Airseal/Insulate/Dense pack attic floor (25x40x5") (En)
This should be a work item for 100% of the dwelling units.

Per Unit:	B3@.0900	SF	0.75	1.35	0.00	2.10
56000.00	B3@5040.	SF	42,000.00	75,600.00	0.00	117,600.00
				Plus Overhead, Mob/Demob, Profit		38,602.20
				Work Item Total		**156,202.20**

Install Smoke Detectors in each bedroom, hallway, kitchen and basement areas. (Ps)
(Hardwire battery backup).
This should be a work item for approximately 75% of the dwelling units.

Per Unit:	E4@1.750	Ea	35.00	68.20	0.00	103.20
42.00	E4@73.50	Ea	1,470.00	2,864.40	0.00	4,334.40
				Plus Overhead, Mob/Demob, Profit		1,422.77
				Work Item Total		**5,757.17**

Estimate Total: 506,736.86

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PHYSICAL NEEDS ASSESSMENT
DANBURY, CT
SCATTERED SITES

WORK ITEM: SITE

TITLE: RETAINING WALL RAILINGS AND LANDSCAPING

DESCRIPTION OF DEFICIENCY: Existing retaining walls and railing deteriorating and don't meet code. Various trees, shrubs and bushes are dead and or falling causing safety hazards.

RECOMMENDED SOLUTION: Remove dead trees, replace shrubs and bushes and provide landscaping.

JUSTIFICATION: Modernization mandatory standards

CATEGORY OF NEED: Ps.

COST ESTIMATE
WORK DESCRIPTION:

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total[8]
Install railing around concrete retaining wall. (Ps)							
This should be a work item for approximately 25% of the dwelling units.							
175.00	B3@	43.75	LF	1,513.75	1,977.50	1,653.75	5,145.00
					Plus Overhead, Mob/Demob, Profit		1,688.85
					Work Item Total		**6,833.85**
Landscaping (remove dead trees, underbrush and shrubs. Includes shredder). (Ps)							
This should be a work item for approximately 25% of the dwelling units.							
3500.00	@	45.50	SF	0.00	2,065.00	1,575.00	3,640.00
					Plus Overhead, Mob/Demob, Profit		1,194.83
					Work Item Total		**4,834.83**
					Estimate Total:		11,668.68

[8] Because of the special nature of the Scattered Sites units and the disparity of needs, overhead, mobilization - demobilization and profit have been incorporated into each work item's cost.

Physical Needs Assessment
Comprehensive Grant Program (CGP)

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

FORM 52832

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name		[x] Original
HOUSING AUTHORITY OF THE CITY OF DANBURY		[ ] Revision No.
Development Number	Development Name	DOFA Date **Various**
CT020007, CT020008 CT020011, CT020012	**Scattered Sites**	or Construction Date

Development Type:		Occupancy Type:		Structure Type:		Number of Buildings	35	Number of Vacant Units
Rental	[X]	Family	X	Detached/Semi-Detache	[x]			0
Turnkey III Vacant	[ ]	Elderly	[ ]	Row	[ ]	Current Bedroom Distribution		#DIV/0!
Turnkey III - Occupied	[ ]	Mixed	[ ]	Walk-Up	[ ]	0 ____ ____ 2 ____		Total Current
Mutual Help	[ ]			Elevator	[ ]	3 ____ ____ 5 ____		Units
Section 23, Bond Finar	[ ]					5+		0

General Description of Needed Physical Improvements		Estimated Costs	Urgency of Need (1-5)
1450 Site Improvement	**Scattered Site Assumptions**		
Railing/Retaining Wall	25% development wide improvements	$6,834	1
Landscaping	25% of the units will require landscaping improvements	$4,835	2
TOTAL 1450	**$11,669**		
1460 Dwelling Structure			
Replace Porches	60% of the porches should be replaced	$109,580	2
Constructed Mechanical Room	25 % Of the units	$11,229	2
Airseal/Insulated, weather-stripping	100% of the units	$156,202	2
Foundation Repairs	1 of 56	$1,023	3
Smoke Detectors	75% should be hardwired and installed in each bedroom	$5,757	2
Replace Siding/Painting	25% or units	$26,406	3
Window Replacement	Window replacement should be completed on 75% of the units	$194,541	2
Exterior Building Lighting	7 of 56 units	$1,999	2
TOTAL 1460	**$506,737**		
1465.1 Dwelling Equipment			

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	$	$518,406
Per Unit Hard Cost	$	
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	Yes [X]	No [ ]
Development Has Long-Term Physical and Social Viability	Yes [X]	No [ ]
Date Assessment Prepared		05/05/04

Source's) of Information: Physical Needs Assessment prepared by MD Strum, Housing Services, Inc.
PHA staff and resident input, and Site assessment

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Ella Frasier	Putnam Towers
Recia Hollins	Wooster Manor
	Eden Drive
Ana Murray	Laurel Gardens
Venecia Mercedes	Scattered Sites
Betty Gonzalez	Section 8
Margarita Colon	Section 8

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

FLAT RENTS

1 Bedrooms Laurel Gardens, Putnam Towers, and Wooster Manor	$622.00
2 Bedrooms Eden Drive, Laurel Gardens, High Ridge Gardens, and Scattered Sites	$814.00
3 Bedrooms Eden Drive, Laurel Gardens, High Ridge Gardens, and Scattered Sites	$1,089.00
4 Bedrooms Eden Drive, High Ridge Gardens, and Scattered Sites	$1,264.00

Attachment C Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	**Number of Units**	**Explanation (if any) [see step 4 at §903.2(c)(1)((iv)]**	**Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]**

PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

Effective May, 2005, The Housing Authority of the City of Danbury revised its Admission and Occupancy Policy to include its policy regarding QWHRA's Community Services Requirement. Community Service Requirement as follows:

1. The Quality Housing and Work Responsibility Act of 1998 mandates the Housing Authority of the City of Danbury to require that all adults living within public housing contribute 8 hours of community service (not including political activities) per month; or perform/participate in 8 hours of economic self-sufficiency activities/programs; or 8 hours of combined community service and economic self-sufficiency activities/programs. Exempt from the community service requirement is any adult who:

    a. Is 62 years of age or older;

    b. Is an individual with a disability, as defined under Section 216[I][ii] or 1614 of the Social Security Act; and who is unable to comply with this Section, or is a primary caretaker of an individual and can certify that he or she cannot comply with the community service requirement;

    c. Is an individual engaged in a work activity as defined in Section 407[d] of the Social Security Act;

    d. Is an individual that is exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the State of Connecticut, including a state-administered welfare-to-work program;

    e. Members of a family receiving benefits from a State Welfare Program.

2. The Authority will identify all adult family members who are apparently not exempt from the community service requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. HACD shall verify such claims

    The notification will advise family members that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 2003. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service

requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

3. The following activities shall be considered as satisfying the community service requirement:

   a. Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

   b. An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

   c. Together with the resident advisory councils, HACD may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

4. It is the personal responsibility of all adult household members who are required to comply with the community service requirement to locate an agency or organization and to comply with the community service requirement. It shall be the responsibility of HACD to annually verify resident compliance with this community service requirement.

   HACD shall ensure that all community service programs are accessible for persons with disability. HACD shall also ensure that the conditions under which the work is to be performed are not hazardous; the work is not labor that would be performed by HACD's employees responsible for essential maintenance and property services; or the work is not otherwise unacceptable.

   HACD shall review resident compliance with the community service requirement 30 days before the expiration of each lease term. All activities undertaken by the resident to comply with the requirement shall require a certification letter from the organization/agency where the service/activity was performed.

   If HACD determines that a household is not in compliance with the community service requirement, HACD may not renew or extend the household's lease upon expiration of the lease term and shall initiate action to terminate the tenancy of the household, unless HACD enters into an agreement with the household, prior to the expiration of the lease term.

The agreement shall provide an opportunity for a household to cure non-compliance with the community service requirement, by allowing the non-compliant resident to participate in economic self-sufficiency programs or by contributing hours of community service requirement over the 12-month term of the lease.

HACD shall not renew or extend a lease or provide any new lease for a dwelling unit to any household that includes an adult member subject to the community service requirement and who failed to comply with it.

Housing Authority of the City of Danbury
Public Hearing
Agency Plan – 2006

Ives Manor
198 Main Street
2nd Floor Ballroom
Danbury, CT 06810
Friday, October 14, 2005
2:00pm – 4:00pm

Housing Authority of the City of Danbury

2 Mill Ridge Road
Danbury, CT 06811
203-744-2500 Tel
203-790-2334 Fax

DOMENICO M. CHIEFFALO, CHAIRMAN
PATRICK R. WALDRON, VICE CHAIRMAN
ROBERT A. DIORIO, COMMSIONER
STANLEY WATKINS, COMMISSIONER
C. MARIA MOFFETT, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK , EXECUTIVE DIRECTOR

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
PUBLIC HEARING
AGENCY PLAN – 2006

AGENDA

I. Welcome/Opening .....HACD Chairman, Domenico Chieffalo

II. Overview: 1 year/5 year Plan .....Executive Director, Carolyn Sistrunk

III. Housing Operations/Accomplishments and Updates: 2005/200.....Director of Public/Leased Housing, Jackie Elam

IV. Finance & Administration..... Director of Finance, Everette Spencer

V. Public Safety Initiatives.....HACD Safety Liaison, Kevin Barry

VI. Section 8.....Section 8, Jessie Marengo

VII. Questions & Answers

Housing Authority of the City of Danbury

2 Mill Ridge Road
Danbury, CT 06811
203-744-2500 Tel
203-797-1864 Fax

DOMENICO M. CHIEFFALO, CHAIRPERSON
C. MARIA MOFFETT, RESIDENT COMMISSIONER
PATRICK R. WALDRON, COMMISSIONER
ROBERT A. DIORIO, COMMSIONER
STANLEY WATKINS, COMMISSIONER

M. CAROLYN SISTRUNK , EXECUTIVE DIRECTOR

October 5, 2005

Public Notice

To Whom It May Concern:

Pleased be advised that there will be a Public Hearing regarding the Housing Authority's fiscal year 2006 agency plan.

This public hearing will take place on Friday, October 14, 2005 from 2:00 – 4:00pm at the following location:

Ives Manor
198 Main Street
2nd Floor Ballroom
Danbury, CT 06810

Please contact the Housing Authority (203) 744-2500 ext. 28 with any questions, comments or concerns.

Sincerely,

M. Carolyn Sistrunk
Executive Director

THE HOUSING AUTHORITY OF THE CITY OF DANBURY
NOTICE OF PUBLIC HEARING
AGENCY PLAN-2006

THE HOUSING AUTHORITY OF THE CITY OF DANBURY HEREBY ANNOUNCES IT WILL CONDUCT A PUBLIC HEARING REGARDING ITS FISCAL YEAR 2006 AGENCY PLAN.

THE PUBLIC HEARING IS IN COMPLIANCE WITH THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT (QWHRA) AND THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) RULES AND REGULATIONS.

THE HEARING WILL PRESENT PROPOSED CHANGES TO THE AGENCY PLAN, THE SECTION 8 ADMINISTRATIVE PLAN, THE ADMISSIONS AND OCCUPANCY PLAN INCLUDING BUT NOT LIMITED TO HOME OWNERSHIP PROGRAMS, CAPITAL PROGRAMS, MINIMUM RENTS.

THE PUBLIC HEARING WILL BE HELD FRIDAY, OCTOBER 14, 2005 @2:00-4:00 PM AT THE FOLLOWING LOCATION:

IVES MANOR
198 MAIN STREET
2nd Floor Ballroom
DANBURY CONNECTICUT, 06810

HACD RESIDENTS AND THE GENERAL PUBLIC ARE INVITED. THE PROPOSED CHANGES TO THE FISCAL YEAR 2006 AGENCY PLAN ARE AVAILABLE FOR VIEWING AT THE HOUSING AUTHORITY OF THE CITY OF DANBURY ADMINISTRATIVE OFFICES

2 MILL RIDGE ROAD
DANBURY CT 06810
(203) 744-2500
THE HOURS OF OPERATION
8:30A-4:30P

P. 01
FAX NO.

Danbury office
333 Main St.
Danbury, CT 06810

New Milford office
468 Main St.
New Milford, CT 06776

Phone hours
Monday-Friday
8:30 a.m. to 5 p.m.

Office hours
Monday-Friday
8:30 a.m. to 5 p.m.

The News-Times

CLASSIFIED

797-

Toll free: 800-288
Fax: 203-792-421
www.newstimes.

LEGAL NOTICE
TOWN OF SHERMAN
FAIRFIELD COUNTY
CONNECTICUT
INVITATION TO BID

Sealed bids will be received by the Board of Selectmen of the Town of Sherman, for the following contract:

SCHUMPF POND BALL FIELDS

The Work consists generally of constructing four ball fields, a 700 foot long gravel road, a large parking lot and associated site development work.

Sealed bids will be received at the Office of the First Selectman, Mallory Town Hall, Sherman, Connecticut 06784-0039 until September 30, 2005 at 2:00 PM, at which time and place they will be publicly opened and read aloud. Bids shall be contained in a separately sealed, opaque envelope clearly marked "Bid for Schimpf Pond Ball Fields". The Contract Documents including: "Project Specifications and Bid Documents" and Plans for the proposed work are on file and copies may be purchased at the Office of the First Selectman. The Contractors/ Prospective Bidders shall leave their names, correct mailing addresses, telephone number, fax number and pay a nonrefundable fee of $50.00 upon receipt of a set of Contract Documents. The office hours of the First Selectman are Tuesday through Friday, 9:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m.

The successful bidder shall enter into a contract for the

LEGAL NOTICE
THE HOUSING AUTHORITY
OF THE CITY OF DANBURY
NOTICE OF
PUBLIC HEARING
AGENCY PLAN - 2006

The Housing Authority of the City of Danbury hereby announces it will conduct a public hearing regarding its fiscal year 2006 agency plan.

The public hearing is in compliance with the quality housing and work responsibility act (QWHRA) and the United States Department Housing and Urban Development (HUD) rules and regulations.

The hearing will present proposed changes to the Agency Plan, the Section 8 Administrative Plan, the Admissions and Occupancy Plan including but not limited to Home Ownership Programs, Capital Programs, minimum rents.

The public hearing will be held Friday, October 14, 2005 @ 2:00 PM - 4:00 PM at the following location:

Ives Manor
198 Main Street
2nd Floor Ballroom
Danbury, CT 06810

HACD residents and the general public are invited. The proposed changes to the fiscal year 2006 Agency Plan are available for viewing at the Housing Authority of the City of Danbury Administrative Offices.

2 Mill Ridge Road
Danbury, CT 06810
(203) 744-2500
The Hours of Operation
8:30 AM - 4:30 PM

LEGAL DEADLINE
ALL LEGALS
MUST BE RECEIVED
BY NOON 3 DAYS
PRIOR TO ITS
RUN DATE.
(Not counting Sunday)
Some legals may require pre-payment, please call for more info. 731-3488.

ANNOUNCEMENTS

Free Stuff 225

★★★ATTENTION★★★
All Ads In This Category
Must Be Submitted On A
Free Stuff Coupon.
★No Phone Calls Accepted★

FREE- 2 PET RABBITS
1 FLOP
1 DUTCH
JOHN- 203-775-8441

FREE TO GOOD HOME
8-yr old Wheaten Terrier.
Very cute & loveable.
203-270-9640

FREE-11 yr. dark farm. Incl. 2 tbls. umbrella, 5 chrs, Chaise, 2 rocker at w/cushions Ethan Allen sofa 203-797-8725

Free
Downsizing left w/4 cases of bottles.
203-748-8125 anytime

FREE
CARDBOARD
SHIPPING BOXES
203-743-3494

FREE
SOFA & CHAIR GOLD COLONIAL STYLE. GOOD COND.

Special Notices 250

ATTENTION
NEWS-TIMES
POLICY REGARDING
PAYMENT OF ADS

ANY account not paid as agreed will be subject to collection costs of 25% of the unpaid balance or $20, whichever is greater.

Do You Enjoy Writing?

If you are interested in submitting a piece for the Creative Writing Spotlight column for the October 21st issue of Sil, a Magazine for Today's Woman, please send it to Barb Ruscoe, c/o The News-Times, 333 Main St., Danbury, CT 06810, or e-mail bruscoe@newstimes.com

Please be sure to include your name and phone number. Please keep entries to 750 words or less. The top entries will be published in Sil on October 21st. Deadline for submitting entries is September 30th.

GIANT FOOTBALL TICKETS VS ARIZONA & Kansas City. 3 Tickets ea game. Call 877-747-6632

Home & Commercial Sewing machines for sale or trade. New/Used $29/$49. Rented $30/day. Singer, Sears, Bernina, Brother etc. Fixed same day for $19/$49; Belleville, Bethel, Avon; 748-4650

YANKEES VS RED SOX
SEPT 01 2005
2 TICKETS- $200 EACH/OBO
203-748-0464

General Merchandise 400

MOVING - MUST SELL
Everything must go. Furniture, House stuff, antiques, art, yard equip. 203-241-9917

MOVING- computer desk $50; adj. black leather office chair/arms $40; 2 color printers, like new $10 & $20; antique maple din rm tbl/2 leaves $300; old hooked rugs $25-$100; 10'x12' beige/white rug, exc cond $75; contemp. glass-top cocktail tbl $50; drop-leaf cherry cocktail tbl $20; century old books $10-$20 (mostly children); old 78 & 33-1/3 records $5-$10/ea; framed prints $5-$10; bitch items $5-$10. 203-778-2928

OLD BARN BOARDS, doing Wide Plank flooring, hand hewn beams, chestnut, delivered, (607)316-2724

Must See

POOL TABLE 8' pro style Italian slate, K66 bumpers, solid wood, Rib pockets, covered felt w/access. tile, never used in box, cost $4,250. Sell $1,750. 203-488-3658

SINGER SEWING MACHINE
Perfect condition. Solid wood console, many attachments. $186. Call 203-775-3245

Firewood & Heating Equipment 403

FIREWOOD FOR SALE
Seasoned hardwoods.
Stacking available.
203-417-0762

★★FIREWOOD★★
Seasoned, split & delivered
860-355-9813

Furniture & Accessories 404

ITALIAN BLACK lacquer bedroom set. Queen platform bed Double dresser, Lg. Armoire, nightstands. $975.

* * * * * * * *

FRENCH PROVINCIAL China Cabinet. Beautiful condition. 71"wide, 85"tall. $1500 Call 203-459-1459 lve msg.

JENN-AIR Micro & Trim Kit Stainless steel, new $550 7pc Pine DR SET + 2 stools $250. Call 203-364-1533

- SOFA- Cranberry color, $200
- 2 Wing chairs- floral print, $100 each

Call 203-748-3876

MOVING SALE - Solid walnut bdr set $495, solid oak dinette set $255, solid oak coffee tbl, 2 end tbls & lamps $125. Mahogany desk $35, dry sink $30. All in exc. cond. 203-743-8649

MovingSALE

MOVING TO CA-MUST SELL
Mint Italian Mid Mahogany sofa $475. King Sleigh bd set &

Health & Fitness 409

BOWFLEX- 300 lbs. with pull-down bar, leg extension, Ultra cond. $600/obo. Kevin 203-748-6521

GYM EQUIPMENT- Ivanko 935 treadmill, $900; Stepper, $75; 250lb universal, $450. Lv msg: 203-438-8849

Antiques & Collectibles 410

MICKEY, DISNEY, WWII, HE-MAN, TRANSFORMERS & MORE
203-417-5978

Home & Garden Supplies 420

91 SNAPPER 10hp Rider Mower- Runs but has cracked block. Bag/MTN/deplor. $500. Lv msg 203-791-9289

EVERGREEN TREES
WHOLESALE PRICING
White Pine, Norway Spruce, Colorado Blue, Spruce, White Spruce, Arborvitae. Sizes 4'-10' Delivery & installation available. ARIENA NURSERIES 845-373-9261

JOHN DEERE LX 172 TRACTOR Needs cosmetic work, runs fine $300/or best offer. 860-350-8227

LAWN TRACTRS: 12 HP, 36" cut w/bag srs, $350; Lwn mwr, self-prpl, $125; 3 pnt mwrs, $75/$50/$30. 203-798-7186

Musical & Instruments 430

DRUM SET

Tag Sales

Come On Over

BETHEL- SAT 9/3 8a-2p. Furnitute of kids stuff (Little Tykes) Household goods, 2 Tremont Ave (Rt. 53 to Cherry Lane)

BETHEL- SAT. 9/3 8a-4p. Back to school, toys, arts & crafts, Rainbow vacuum, Wheld / kids items, etc. 16 Elgin Ave

BETHEL-5th Annual Tag Sale FBC Healing the Children of Sat. Sept. 3rd, 9-3. 51 Lynd Lane. New Wedding accessories, stroller, qs. bdrm set, Barbie sets, 100's of cds, movies & much more. No Early Birds Please

BETHEL
Moving Sale- Sat 9/3 & Sun 9/4-4pm. All must go. Antique dining set, sofa, 2 tv's, boys, '96 Grand Cherokee 70x33 desk, clothes & much more. 70 Ridgedale Rd
203-304-7007

BROOKFIELD- FRI 9/2 - SUN 9/4-4P. Rain or Shine, Huge Family Tag Sale. Don't miss this! So much stuff you think it's a flea market. Household goods, glassware, mirrors, frames, bath, office supplies, hardware, lighting, yard stuff, collectibles, women's clothes, crafts, boarded jewelry, cool old junk, art books, maple dining set, Mitsubishi HDTV. 12 Interwoods Hill Rd. Dir: From I-84 off Rt. 25 above 4-Corners CASH ONLY. No Early Bird

BROOKFIELD- MOVING SALE
46 Hearthstone Dr. Furn, tools, misc items, 833 to Miller Brook to Hearthstone, Sat 10-3pm. 203-775-8287

BROOKFIELD- Sat. 9/3 9a-

Housing Authority of the City of Danbury
1948

Housing Authority of the City of Danbury
Public Hearing
Agency Plan – 2006

Sign-In Sheet

Name	Address/Property
Lin King CA	60 Mill Ridge Rd
B. Shaw	36 W. Wooster St #612
M. Correia	36 W. Wooster St #303
[illegible]	[illegible]
Ruth Lanham	Crosby Manor – 6C
Jasmin Murray	25 Beaver St apt 406
Ines Jones	Rose Jefferson HH 05
[illegible]	Laurel Garden apt C-4
Margie H. Titus	25 Memorial Dr.
[illegible]	Ines Tenor

Name	Address / Property
Pauline E Smith	24 High Ridge Road
Mary Shields	25 Branch St 609
Robert Rafferty 25	25 Branch St 504
Charlotte Barnes	Chairman of Danbury Comm on Aging
[illegible]	30-6 LV-APT
[illegible]	15 MILL RIDGE RD
[illegible] Campbell-Jr	25 Memorial Dr #67 Glen
Jo Ann Ebel	92 GLEN APTS / MEMORIAL DR.
Jim Hunt	88 GLEN APTS / MEMORIAL DR
Al Hall	95 GLEN APTS,
Mary Craig	Ives Manor #427
Natalie Gilmartin	43 GLEN APTS.
Lois Lestage	47 Glen apts.
Helen Eder	85 main St Danbury
Carol - Blackburn	198 main St Danbury Ct
Jose Arroyo	Josepeña
Lucia Almonte	Ramón Sánchez
Ana Genao	Miguel Rodriguez
RAMON ALMONTE	Isabel Fay
Rosaura Lara	
Cardelina Reyes	20 Blackberry Rd.
Marianne Williams	22 Glen Apts
Joan KNAPP	
Maryann Childress	Dios
Gloria Flores	56 Fairfield Ridge
Rose Morrison	11 Crosby manor
James R. Zeh - 8-C	Council Rep. CROSBY MANOR

Name	Address/Property

HOUSING AUTHORITY OF THE CITY OF DANBURY
OCTOBER 14, 2005 PUBLIC HEARING COMMENTS

DOMENICO CHIEFFALO,
CHAIRMAN

PATRICK R. WALDRON,
VICE CHAIRMAN

ROBERT DIORIO,
TREASURER

MARIA MOFFETT,
COMMISSIONER

STANLEY WATKINS,
COMMISSIONER

M. CAROLYN SISTRUNK,
EXECUTIVE DIRECTOR

CAPITAL PLAN STATE AND FEDERAL

1. When the power goes off, all the lights go off. How come they don't have, in every apartment a light that comes on when the power goes off?

RESPONSE: HACD has a call-in aides systems with state and deferral properties. Each Property Manager will provide instructions on the use of the systems.

2. Are there emergency generators at HACD properties?

RESPONSE: HACD senior buildings do have generators. It is our low- rises that HACD will include in its out-years capital planning.

3. What is the status of the roof conditions at Glen Apts, the ones down below haven't been replaced since they put them up there, there's 6 or 7 units that have leaks right now. Will we get new roofs?

RESPONSE: HACD has submitted a request to the State of Connecticut for capital dollars for the roof issues at not only Glen but also Mill Ridge. In the meanwhile HACD has completed emergency repairs due to recent heavy rains.

4. Why are there so many keys to apartments ...too many keys?

RESPONSE HACD is in the process of upgrading the security systems including dwelling units at all State and Federal properties.

5. Is that for Glen Apts too?

CS: Glen Apts. will receive security upgrades that include new locks on the Mgmt. offices and changing the locks on dwelling units themselves.

HIGH RIDGE QUESTIONS

1. Can anyone apply for High Ridge homeownership units?

RESPONSE : Yes, existing public housing residents, wait list applicants and other public housing eligible persons may apply for the 60 High ridge units.

2. Even if you are an existing resident, you're not guaranteed that you're going to be one of the ones that get a High Ridge units. How do you qualify for it?

RESPONSE Right, that is correct. HACD will probably have more people that want the 60 units than we'll have supply. HACD will establish an order of preference for prior residents of High Ridge because they are the affected residents of that property's four (4) year vacancy. After which, preference will go to the general housing authority population and the wait list and finally the general public. Sixty percent of the 60 units or 45 units will be offered first to HACD residents.

3. A large number of former High ridge residents are at laurel Gardens won't they get most of the units?

RESPONSE: Those are public housing eligible, mortgage eligible and within the established income limits for High Ridge will be eligible.

4. Will you have to be employed to be considered for High Ridge?

Response: Eligible residents will have to be lease compliant, mortgage eligible and within the established income limits for High Ridge will be eligible. HACD 's proposed Developer intends to contract with The Housing Development Fund to work with all interested residents. HDF will provide Credit and Mortgage Counseling and Qualifying. That process is pending Federal, State and Local Approvals of the High Ridge Plan.

5. Are you going to retain the façade as they are now because they have been gutted actually?

RESPONSE: Yes and also as far as the prices are concerned, the prices on these homes going up there are in the high 300K 's and High Ridge will have a price sealing. The Housing Authority put a price ceilling on the 2 (two) bedrooms at $ 190K and the (three) bedrooms are 200K

MAINTENANCE: GENERAL

1. I've got a 2 bedroom and not enough room, I have one boy and one girl, so I need a 3 bedroom. Right now I live in Mill Ridge
RESPONSE: Referred to property manager

2. Re: Laurel Gardens. Are they planning to get screens to Laurel Gardens because you can't have the door open? We shouldn't have to close those doors, you know, it be so hot in there?.

RESPONSE: Laurel Gardens does not have screen doors at this time. Referred to property manager.

3. Re: Crosby Manor. I'm from Crosby Manor and I'm wondering why we have a hard time with the Maintenance doing things like cleaning brush from the gutters and put the lights on and everything? Why does it take them so long?

RESPONSE: Gutter Cleaning for Crosby Manor is on the schedule. On a daily basis, the Crosby Manor Maintenance person is shared with other sites. Crosby Manor has fewer work orders than any HACD site. Weekly, the Executive Office with the Director staff reviews site specific work order activity including inspection, emergency and vacancy reduction work orders. A review of Crosby Manor reveals a low volume of work orders to the level that a permanent maintenance person is not recommended. However, HACD will reassess the maintenance needs of Crosby Manor and reinforce calling in work orders to the work order center.

ENERGY COSTS

1. Will fuel prices go back to prior levels?

RESPONSE: HACD anticipates that fuel prices will settled but not at pre September 2005 prices. HACD anticipates a 50% increase in fuel costs over this winter compared to last winter's costs. Options available:

CACD is accepting applications for fuel assistance and offer weatherization counseling .

Connecticut Light & Power provide consumer energy savings strategies.

Should HACD projections regarding a 50% cost increase be realized, HACD will need to find ways to balance the cost. Options include a usage driven surcharge for those HACD residents that exceed medium usage levels. Prior to the imposition of any usage surcharge, notice will be provided and public hearings will be conducted.

2. Laurel Gardens doesn't have individual thermostats, will HACD turn it down too low to save money?

RESPONSE : Laurel Gardens is Master Metered and HACD will maintain at 69 degrees. Please notify Property manager if your individual units registers a lower temperature.

TENANT CAUSED DAMAGES AND HACD"S NEW POLICY

HACD has revised the fee schedule for Resident Caused Damages. Effective September 1, 2005 HACD released the proposed policy for public comment in May 2005. The new costs only impacts damages beyond wear and tear that a resident may have caused. The proposed policy contained a list of examples of those major repairs or damages by residents. The new policy focuses on the cost causer in the future. Before a final determination of whether its wear and tear or whether its actually caused by the resident residents will have an opportunity and you may get the charge waived.

Questions
1. Please clarify why smoke alarms repair costs between Crosby Manor, and Glen Apts are different?

RESPONSE: One property is battery operated only and one is electrical connection hard wired battery operated, the one that's electrical connected and battery operated is a little bit more expensive than the battery operated.

2. Why do we have to pay $70 bucks to unlock a door?

RESPONSE: The $70 dollars apply only for non emergency Lockouts. HACD uses an outside contractor and the $70 represents the exact costs to HACD with lockouts. In emergency situations, HACD will respond at no costs. But if a resident simply forget his or her key, the Housing Authority will impose a charge. HACD will assist residents with tips regarding a backup plan with every day lockouts. Please note that HACD lockout calls have dwindled down to less than 5 since September 1, 2005.

3. What about residents who didn't have notice of new charges?

RESPONSE: HACD has been notified that some residents didn't get a copy of the revised fee schedule prior to the September 1, 2005. Waivers will be granted in those instances.

HOUSING AUTHORITY OF THE CITY OF DANBURY CT
2 MILL ROAD
DANBURY, CT 06811

PET POLICY

Resolution 533
Adopted May 2005

PET POLICY

OVERVIEW

This policy details the requirements for a tenant to keep a pet in an apartment owned and operated by the Housing Authority of the City of Danbury CT. A tenant will not keep a pet in their apartment without prior written permission from the Authority.

This policy does not apply to animals that are used to assist persons with disabilities provided that the animal has been trained to assist persons with that specific disability and the animal actually assists the person with that specific disability (See Rule 22 below). However, the pet policy does not exempt such a tenant from the requirements of the lease that prohibit any conduct that disturbs other tenants or threatens the physical or social environment.

REQUIREMENTS

HACD will utilize the following procedures in implementing the pet policy.

Obtaining HACD Permission: If an eligible tenant or prospective tenant wishes to obtain permission to keep a pet, HACD staff will meet with the prospective pet owner and explain the Authority policy and review the pet rules. If HACD finds a tenant or prospective tenant eligible to keep a pet, the tenant or prospective tenant must submit to the Authority a completed Pet Permit and Agreement Form, and pay the required security deposit.

HACD reserves the right to deny permission to house pets which are or may be in the sole judgment of the Authority vicious or dangerous, or which are large in stature exceeding 30 pounds in weight.

Failure to Obtain Written Permission: If a tenant has not obtained written permission to keep a pet but does so anyway, the HACD will seek to evict the tenant. If HACD finds any unauthorized pet outside a tenant's apartment, as in their backyard or area in their exclusive control or a common area, Authority staff will have the pet removed.

Complaints Against Pet Owners: In the event of complaints against approved pet owners, the HACD shall work with the pet owner to resolve the complaints informally. If the complaints are not resolved and/or there has been a violation of the pet rules, HACD shall impose fines in accordance with Rule 21 below.

If there are three violations, the Authority may, at its sole discretion, notify the tenant to remove the pet within ten (10) days (immediately if the animal is deemed "vicious"), terminate the pet owner's tenancy or both. Any unresolved

complaints may be the subject of a grievance by the tenant under the Authority's established Grievance Policy; however, except in the case when an animal has been deemed "vicious" by HACD, the pet in questions that must be removed from HACD property pending any grievance.

Amending Pet Rules: The pet policy and rules may be changed at any time by HACD provided that tenants are given an opportunity to comment and with thirty (30) days advance notice.

RULES

1. Any tenant or prospective tenant who wishes to keep a pet shall request permission in writing and meet with Authority staff and submit a photo of the pet and other required documentation.

2. If approved by the Authority, a Pet Permit and Agreement (Amendment of Dwelling Lease), shall be signed immediately by the tenant, with original to the tenant file and a copy in a general pet file. This Dwelling Lease Amendment contains the rights and responsibilities of the tenant and management with respect to pet ownership.

3. **Only common household pets are permitted.** Common "household" pets shall be limited to domesticated dogs, cats, fish, birds and turtles that are traditionally kept in the home rather that for commercial or other purposes. No birds of prey, dangerous or poisonous fish, or snakes of any kind are permitted.

4. The tenant is required to provide a picture of the pet(s).

5. The number and size of the pet(s) is limited to one type of pet as follows:

    a) Dogs and cats – limit of one dog or cat per household – Dogs cannot exceed 30 pounds; or

    b) Birds – limit of two per household, no larger than a parakeet – Birds must be kept in a cage at all times; or

    c) Fish – limit of one tank per household with a maximum capacity of 20 gallons, and no more than 20 small non-poisonous fish; or

    d) Turtles – no more than two per household, small in size. Turtles must be kept in a cage or other container at all times.

    e) Any other pet approved by HACD that does not threaten the health, safety and welfare of others.

6. All dog and cat owners must present proof that their pet is properly registered with the City of Danbury and identification tags must be worn at all times.

7. The tenant must be able to maintain control over their pets.

8. Dogs and cats must remain within the unit and not be allowed outside, unattended, at any time.

9. No chaining of unattended dogs permitted at any time.

10. Dogs must be walked while on a leash and all droppings must be removed and disposed of by the person walking the animal. Failure to do so is considered a violation of these pet rules and a $50.00 fine will be assessed. Units, yards and HACD property must be kept free of odors, insect infestation and pet feces, urine, waste and litter.

11. Cat litter boxes are required, and must be maintained in a sanitary manner and kept free of odors and insect infestation.

12. Dogs and cats must be inoculated, and neutered or spayed with proof of licensing and inoculations and the name of the veterinarian provided to HACD. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations. These documents will be placed in the tenant file along with a fully executed pet agreement.

13. Any animal that is used to threaten either people or other animals or does threaten to attack or attacks will be deemed "vicious" and barred from the development. If the tenant does not immediately remove the animal, the tenant will be in material violation of his/her lease, and may be evicted.

14. HACD, at its sole discretion, may randomly and periodically inspect the units of pet owners with appropriate notice to ensure compliance.

15. Pets must be restrained and prevented from digging, gnawing, chewing, scratching or otherwise defacing property including doors, walls, windows, screens, floors and window coverings, other units, common areas, buildings, landscaping or shrubs.

16. No pet is allowed at any time in community/recreation rooms, laundry rooms or other interior or exterior sitting areas.

17. Pet owners shall be liable for damage caused by their pets. The Authority shall require a pet deposit of $150.00 per pet.

If the tenant's pet deposit does not cover the damages, management and the tenant will agree on a payment plan to pay for the damage as well as replacement of the pet deposit. Existing HACD residents can pay their pet deposit in three installments.

The pet deposit is separate from, and in addition to, any security deposit held on behalf of the tenant by HACD. The pet deposit will be returned to the pet owner within 30 days of the day the pet is removed or within 30 days of the day the tenant vacates the unit, whichever comes first, less deductions detailed in writing and reasonably related to the regulation of pets.

18. Tenants must board their pets (except for fish) away from the development or make other arrangements for the care of their pets when they intend to leave their unit for 24 hours or more. The Pet Permit and Agreement requires tenants to provide HACD with the name and phone number of a relative or friend who has agreed to assume responsibility for the pet in the event of sudden illness or death of the tenant. The HACD reserves the right to consider the presence of an unattended pet an emergency, and will enter the unit to remove the pet.

19. HACD staff, including Operations Department personnel, reserve the right to refuse to enter a unit to perform work where there is an unattached animal. If HACD is unable to perform necessary work in the unit due to an unattached animal, the tenant may be terminated and evicted for failure to allow HACD access to the unit.

20. Pet owners are expected to exercise responsible and courteous behavior so that the presence of their pet on the property in no way violates the rights of others to peaceful enjoyment of the premises. A tenant will be fully responsible for any disturbance or injury to other tenants or HACD staff caused by its pet. Any disturbance or injury will be a violation of the pet policy and rules and the tenant's lease, and HACD may at its sole discretion require the tenant to remove the pet immediately or within ten (10) days, terminate the pet owner's tenancy or both.

21. The HACD may impose fines upon tenants for the violation of any pet rule contained herein. At the time a pet owner first violates any rule, the HACD will send the owner a written warning and a $50.00 fine will be assessed. This fine is in addition to any necessary costs of repair. The Authority may assess additional $50.00 fines for subsequent violations, and may request the tenant to remove the pet or be subject to eviction after three violations.

22. Tenants or prospective tenants who claim that a particular animal is used to assist persons with disabilities and who want to be exempt from the provisions of these Pet Rules must provide HACD with:

a) A certification that the tenant or prospective tenant or a member of his or her family is a person with a disability; and

b) Documentation that the animal has been trained to assist persons with that specific disability and actually assists the person with that disability.

23. Visiting pets are only allowed with permission from the Executive Director and are subject to all of the above conditions. Any visiting pet that is in residence for more than 14 consecutive days shall no longer be considered visiting, but a permanent pet. In this instance, the pet must be registered with the HACD and a pet deposit is required. All rules and regulations set forth in the policy governing permanent pets shall apply.

24. The tenant agrees to indemnify, defend and hold HACD harmless from and against any and all claims, actions, suits, judgments and demands brought by any other party on account of or in connection with any activity, injury or damage caused by the tenant's pet. The tenant will provide HACD with proof that they have a $20,000 liability insurance covering the pet during the time the pet is in one of the units owned and operated by the Housing Authority of the City of Danbury.

25. These Pet Rules are posted in all of HACD's management offices and incorporated by reference into the Lease Agreement.

HOUSING AUTHORITY OF THE CITY OF DANBURY

PET PERMIT AND AGREEMENT

I acknowledge that I have read, understand and agree to comply with all aspects of HACD's Pet Policy. I also understand that I must give to HACD the name of an individual or entity who will be contacted should I become incapable of caring for my pet(s) because of illness, incapacitation or death. That person or entity is:

_____

NAME

_____

ADDRESS PHONE NO.

The pet(s) I wish to keep in my dwelling unit is:

(1)

_____

DESCRIPTION

_____

NAME

_____

DATE

_____

HACD REPRESENTATIVE

(2)

_____

DESCRIPTION

_____

NAME

_____

DATE

_____

RESIDENT

_____

RESIDENT

_____

RESIDENT

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 may 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 may 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

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

HOUSING AUTHORITY OF THE CITY OF DANBURY

SECTION 8 HOMEOWNERSHIP PLAN

ADOPTED NOVEMBER 18, 2004
RESOLUTION 493

CHAPTER 17

SECTION 8 HOME OWNERSHIP PROGRAM

A. GENERAL PROVISIONS.

The Section 8 Home Ownership Program of the Housing Authority of the City of Danbury permits eligible participants in the Section 8 program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. The home ownership option is limited to five percent (5%) of the total Section 8 voucher program administered by HACD in any fiscal year, provided that disabled families shall not be subject to the 5% limit.

Unless exempted under this Plan, eligible applicants for the Section 8 home ownership program must have completed an initial Section 8 lease term, may not owe HACD or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 home ownership assistance may be used to purchase the following type of homes within the Greater Danbury area new or existing single-family, condominium, planned use developments, cooperatives, lofts, live/work units, or manufactured homes. HACD also will permit portability of Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes HACD to administer the home ownership assistance in their jurisdiction.

B. FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Section 8 home ownership program is voluntary. Each Section 8 home ownership participant must meet the general requirements for admission to the Section 8 housing choice voucher program as set forth in HACD's Administrative Plan. Such Section 8 family also must be 'eligible' to participate in the home ownership program. The additional eligibility requirements for participation in HACD's Section 8 home ownership program include that the family must:

- Be a first-time homeowner or have a member who is a person with disabilities;
- With the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- With the exception of elderly and disabled households, meet the requisite employment criteria;
- Must have completed an initial lease term or have been on the HACD's wait list for over one (1) year in the (Section 8) housing choice voucher program. In order to reasonably accommodate a family's participation in the program, HACD may exempt families that include a person with disabilities from this requirement.

- Have fully repaid any outstanding debt owed to HACD or any other Housing Authority;
- Not defaulted on a mortgage securing debt to purchase a home under the home ownership option; and
- Not have any member who has a present ownership interest in a residence at the commencement of homeownership assistance.

1. FIRST-TIME HOMEOWNER

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner' means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest". A member of a cooperative, as defined under applicable HUD regulations, also qualifies as a "first time homeowner".

2. MINIMUM INCOME REQUIREMENT

(1) AMOUNT OF INCOME.

At the time the family begins receiving homeownership assistance, the head of household, spouse. and/or other adult household members who will own the home. must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours.

(2) EXCLUSION OF WELFARE ASSISTANCE INCOME.

With the exception of elderly and disabled families, HACD will disregard any "welfare assistance' income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF'); Supplemental Security Income ("SSI") that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this Section affects the determination of minimum monthly income in determining initial qualification for the home ownership program. It does not affect the determination of income-eligibility for admissions to the (Section 8) Housing Choice Voucher program, calculation of the family's total tenant payment, or calculation of the amount of home ownership assistance payments.

(3) EMPLOYMENT HISTORY

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. In order to reasonably accommodate a family's participation in the program. HACD will exempt families that include a person with disabilities from this requirement.

HACD's Executive Director may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. The Executive Director may also consider successive employment during the one-year period and self-employment in a business.

(4) COMPLETION OF INITIAL LEASE TERM

Applicants for and new participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 home ownership program until completion of an initial Section 8 lease term and the participant's first annual recertification in the Section 8 housing choice voucher program. In order to reasonably accommodate a family's participation in the program, HACD may exempt families that include a person with disabilities from this requirement. Nothing in this provision will preclude Section 8 participants that have completed an initial lease term in another jurisdiction from participating in the Section 8 home ownership program.

(5) REPAYMENT OF ANY HOUSING AUTHORITY DEBTS

Participants in the Section 8 shall be ineligible for participation in the Section 8 home ownership program in the event any debt or portion of a debt remains owed to HACD or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the Section 8 home ownership program.

C. ADDITIONAL ELIGIBILITY FACTORS

(1) ELDERLY AND DISABLED HOUSEHOLDS.

Elderly and disabled families are exempt from the employment requirements set forth in Section 2. C. above. In the case of an elderly or disabled family, HACD will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 home ownership program.

(2) PRIOR MORTGAGE DEFAULTS.

If a head of household, spouse, or other adult household member who will execute the contract of sale. mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 home ownership program, the family will be ineligible to participate in the home ownership program.

D. FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

- Complete a home ownership counseling program approved by HACD prior to commencement of homeownership assistance;
- Within a specified time, locate the home it proposes to purchase;
- Submit a sales agreement containing specific components to HACD for approval;
- Allow HACD to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards;
- Obtain an independent inspection covering major building systems;
- Obtain HACD approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements); and
- Enter into a written agreement with HACD to comply with all of its obligations under the Section 8 program.

1. HOME OWNERSHIP COUNSELING PROGRAM.

A family's participation in the home ownership program is conditioned on the family attending and successfully completing a home ownership and housing counseling program provided or approved by HACD prior to commencement of home ownership assistance.

The home ownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families.

The counseling agency providing the counseling program shall HUD approve either or the program shall be consistent with the home ownership counseling provided under HUD's Housing Counseling program. HACD may require families to participate in a HACD-approved home ownership counseling program on a continuing basis.

2. LOCATING AND PURCHASING A HOME

(1) Locating A Home

Upon approval for the Section 8 home ownership program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to HACD. For good cause, HACD may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by HACD, the Section 8 rental assistance through the Section 8 housing choice voucher program shall continue.

(2) Type of Home

A family approved for Section 8 home ownership assistance may purchase the following type of homes within the Greater Danbury Area: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home to be situated on a privately owned lot or on a leased pad in a mobile home park. The home must be already existing or under construction at the time HACD determines the family eligible for home ownership assistance The family also may purchase a home in a jurisdiction other the jurisdictions served by HACD, provided the Housing Authority in the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes HACD to administer the home ownership assistance in their jurisdiction.

In the former case, a family's participation in the Section 8 home ownership program will be subject to the Section 8 home ownership program and policies of the receiving jurisdiction.

(3) Purchasing a Home

Once a home is located and a sales agreement approved by HACD is signed by the family, the family shall have up to three (3) months, or such other time as is approved by HACD's Executive Director or set forth in the HACD-approved sales agreement, to purchase the home.

(4) Failure to Complete Purchase.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by HACD, HACD shall continue the family's participation in the Section 8 housing choice voucher programs. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 housing choice voucher program following the initial determination of their eligibility for the home ownership option.

(5) Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements. except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses-- a "home ownership premium." Any "home ownership premium." defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from HACD's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify HACD and apply for the home ownership option. If determined eligible for home ownership assistance, the family maybe admitted to the home ownership program and must meet all the requirements of HACD's policies.

(6). Sales Agreement

Prior to execution of the offer to purchase or sales agreement, the family must provide the financing terms to HACD for approval. The sales agreement must provide for inspection by HACD and the independent inspection referred to in this policy and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to HACD. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by HACD. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by HACD. The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR Part 24.

(7) Independent Initial Inspection Conducted

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until HACD first inspects the home. A professional selected by the family and approved by HACD also must complete an independent inspection of existing homes covering major building systems. HACD will not pay for the independent inspection. The independent inspection report must be provided to HACD. HACD may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

(8) Financing Requirements

The proposed financing terms must be submitted to and approved by HACD prior to close of escrow. HACD shall determine the affordability of the family's proposed financing. In making such determination, HACD may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses. education and training expenses and the like. Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by HACD. Seller-financing mortgages shall be considered by HACD on a case-by-case basis. If a mortgage is not FHA-insured, HACD will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Connecticut Housing Finance Agency (CHFA), the federal home loan bank, or other private lending institution.

3. COMPLIANCE WITH FAMILY OBLIGATIONS

A family must agree, in writing, to comply with all family obligations under the Section 8 program and HACD's home ownership policies. These obligations include (1) attending ongoing home ownership counseling, if required by HACD; (2) complying with the mortgage terms; (3) not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving home ownership assistance; (4) not refinancing or adding debt secured by the home without prior approval by HACD; (5) not obtaining a present ownership interest in another residence while receiving home ownership assistance; and (6) supplying all required information to HACD, including but not limited to annual verification of household income, notice of change in home ownership expenses, notice of move-out, and notice of mortgage default. HACD's Home Ownership Family Obligation policies are set forth in Appendix A hereto,

(1) Compliance Lien

Upon purchase of a home, the family must execute documentation as required by HUD and HACD consistent with State and local law, securing HACD's right to recapture the home ownership assistance in accordance with Section 5. C, below. The lien securing the recapture of home ownership subsidy may be subordinated to a refinanced mortgage.

[Note: Moving to another home in the same PHA jurisdiction, as well as buying another home in another PHA jurisdiction, is permitted with continued use of homeowners/tip assistance.

E. AMOUNT OF ASSISTANCE

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense: and the family's household income. HACD will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Section 8 family will pay the difference.

1. Determining the Payment Standard

The voucher payment standard is the fixed amount the HACD annually establishes as the "fair market" rent for a unit of a particular size located within the HACD jurisdiction. In the home ownership program, the initial payment standard will be the lower of either (I) the payment standard for which the family is eligible based on family size; or (2) the payment standard, which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the home ownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size, The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size, HACD will request HUD approval of a higher payment standard, up to 110% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities,

2. Determining the Monthly Home Ownership Expense

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per HACD allowance; costs of major repairs and replacements per HACD allowance (replacement reserves); utility allowance per HACD's schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any. Home ownership expenses for a cooperative member may only include HACD approved amounts for the cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home; principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt; home insurance; the allowances for maintenance expenses, major repairs and replacements and utilities; and principal and interest on debt incurred to

3. Occupancy of Home

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home. HACD will not continue home ownership assistance commencing with the month after the family moves out, Neither the family nor the lender is obligated to reimburse the HACD for home ownership assistance paid for the month the family moves out.

4. Changes in Income Eligibility

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership program shall continue until such time as the assistance payment amounts to $0 for a period of six (6) consecutive months.

5. Maximum Term of Home Ownership Assistance.

Notwithstanding the provisions of this Policy, except for disabled and elderly families, a family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation.

Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced: provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

F. PROCEDURE FOR TERMINATION OF HOME OWNERSHIP ASSISTANCE

A participant in the section 8 home ownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the HACD's for the Section 8 housing choice voucher program.

G. RECAPTURE OF HOME OWNERSHIP ASSISTANCE

In certain circumstances the home ownership assistance provided to the family is subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 home ownership assistance are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recapture penalty, provided that no proceeds are realized ("cash-out"). Only "cash-out" proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 assistance less those amounts provided for in 24 CFR §982.640 are subject to recapture. Further, the amount of home ownership assistance subject to recapture shall automatically be reduced in annual increments of 10% beginning one year from the purchase date, At the end of 10 years, the amount of home ownership assistance subject to recapture will be zero.

H. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

1. Default on FHA-Insured Mortgage

If the family defaults on an FHA-insured mortgage, HACD may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (a) conveyed title to the home to HUD or its designee, as required by HUD; and (b) moved from the home within the period established or approved by HUD.

2. Default on non-FHA-Insured Mortgage

If the family defaults on a mortgage that is not FHA-insured, HACD may permit the family to move with continued Section 8 housing choice voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to HACD or to its designee as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or HACD.

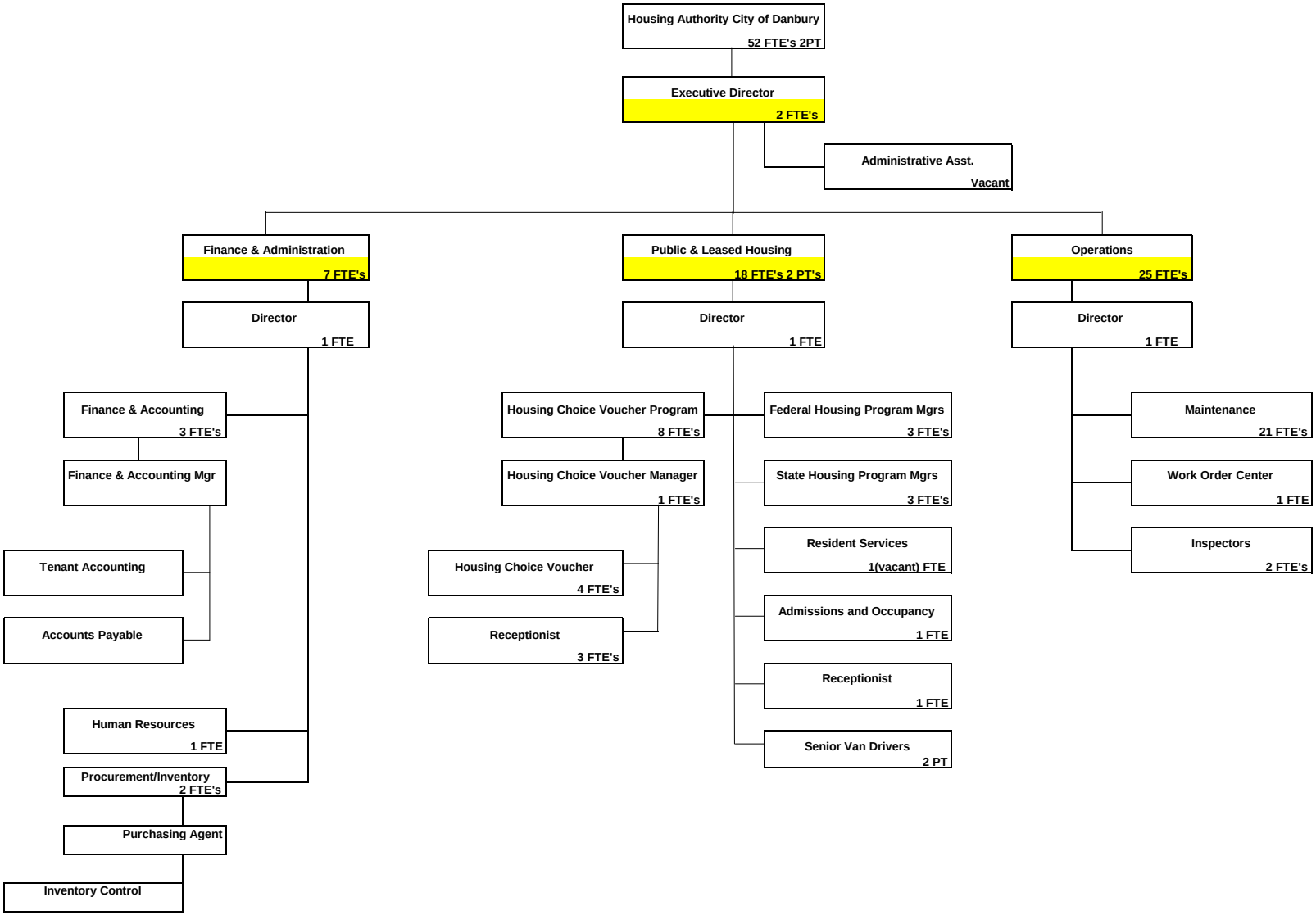
I. HACD ADMINISTRATIVE FEE

For each month that home ownership assistance is paid by HACD on behalf of the family, HACD shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

J WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES

The Executive Director of HACD shall have the discretion to waive or modify any provision of the Section 8 home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

HOUSING AUTHORITY FOR THE CITY OF DANBURY ORGANIZATIONAL STRUCTURE



HOUSING AUTHORITY OF THE CITY OF DANBURY

UPDATE WITH CITYWIDE RESIDENT ADVISORY BORD
JANUARY 18, 2006

AGENDA

I. WELCOME
II. BRIEFING – ADMISSIONS AND OCCUPANCY POLICY

A. HOMELESSNESS LOCAL PREFERENCE
B. APPLICANTS FROM THE GREATER DANBURY AREA

III. BRIEFING – SECTION 8 ADMINSITRATIVE PLAN

A. HOMELESSNESS LOCAL PREFERENCE
B. APPLICANTS FROM THE GREATER DANBURY AREA
C. WAIT LIST SELECTION

IV. FEDERAL OPERATING BUDGET
V. 2006 ANNUAL AND FIVE YEAR CAPITAL PLAN

HOUSING AUTHORITY OF THE CITY OF DANBURY

UPDATE WITH CITYWIDE RESIDENT ADVISORY BORD

JANUARY 18, 2006

SIGN IN SHEET

NAME	PROPERTY	TELEPHONE NUMBER
Mary [illegible]	[illegible]	744-2500
James Zeh	Crosby Manor	798-9151
Anne Reynolds	[illegible]	743-4227
[illegible]	HACD	744-2500
[illegible]	HACD	744-2500 x12
Floyd Barnes	GLEN APT.	648-8541
Kristal Mitchell	FFR	7780119
Ella Fraser	PT	744-5896
Jacqueline Elam	HACD	794-1270

Housing Authority of the City of Danbury

2 Mill Ridge Road
Danbury, CT 06811
203-744-2500 Tel
203-797-1864 Fax

DOMENICO CHIEFFALO, CHAIRMAN
PATRICK R. WALDRON, VICE CHAIRMAN
ROBERT DIORIO, TREASURER
STANLEY WATKINS, COMMISSIONER
MARIA MOFFETT, RESIDENT COMMISSIONER

M. CAROLYN SISTRUNK
EXECUTIVE DIRECTOR

Meeting with the City-Wide Public Housing Resident Council Advisory Board
January 18, 2006

Purpose: Inform the Council of changes:
- Admissions & Occupancy Policy
- Section 8 Administrative Plan
- Capital Funds Budget Revisions
- Operating Funds
- State & Federal Capital Improvement Plan
- Federal Units Disposition Plan

Comments and/or Remarks:

Q: Please explain how a Housing Choice Voucher works.
A: Basically, applicants are able to secure housing in the private sector and pay 30% of their adjusted monthly income towards rent. The remaining portion of rent is paid directly to the landlord via federal subsidy.

Q: Does a person who receives a voucher have to be on the program for a period of time before moving out of the area?
A: There is a residency requirement whereby participants must remain in this area for one year (which may include time on the waiting list) prior to going portable.

Q: If a property is condemned while a voucher holder is in the unit, what happens to the family?
A: The family is issued a new voucher and may locate another unit.

Q: I was told that the waiting lists are closed. Is this true?
A: We are currently accepting applications for Federal Elderly and Ives Manor housing programs.

Q: What is considered the Greater Danbury area?
A: Danbury, Bethel, Brookfield, Newtown, New Fairfield, Redding, Ridgefield, Bridgewater, Sherman, New Milford.

Q: What amount is spent on utilities for the year?
A: $569,000 on Federal programs in 2005; $760,228.00 budgeted for 2006.

Q: In reference to utility conservation – you may want to look at site lighting. The way lights are setup at Crosby Manor causes certain outdoor lights to be on constantly. (The stairwell lights work in conjunction with an outdoor lamp)
A: We will be meeting with a representative from CT Light & Power to discuss initiatives and programs to help us in this area.

Q: Money is allocated to painting units; does the mean residents or staff?
A: All residents are able to receive paint, at their request, after a period of five years. The Agency is currently working with "Sharefest", a group of volunteers, to paint our units.