

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan

## for Fiscal Year: 2008

### PHA Name: Town of Mamaroneck PHA NY117

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Town of Mamaroneck PHA

**PHA Number:** NY117

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2008

**PHA Programs Administered:**

**Public Housing and Section 8**

Number of public housing units:  
Number of S8 units:

**Section 8 Only**

Number of S8 units: 260

**Public Housing Only**

Number of public housing units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**PHA Plan Contact Information:**

Name: Anna Danoy, Director

Phone: 914-381-7840

TDD:

Email (if available):

**Public Access to Information**

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

PHA's main administrative office     PHA's development management offices

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

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.     Yes     No

If yes, select all that apply:

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or State government

Public library

PHA website

Other (list below)

Town Clerk's office

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)

**Streamlined Annual PHA Plan**  
**Fiscal Year 2008**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies NOT APPLICABLE
- 903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs NOT APPLICABLE
- 903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership NOT APPLICABLE
- 903.7(k) (1) (i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs NOT APPLICABLE
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan. **Pages 7-9**
- 6. Supporting Documents Available for Review  
- **Administrative Plan** **Appendix**
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report NOT APPLICABLE
- 8. Capital Fund Program 5-Year Action Plan NOT APPLICABLE

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;** and

**Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

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 next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:

4.  Yes  No: 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:

5.  Yes  No: 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:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
  - Low utilization rate for vouchers due to lack of suitable rental units
  - Access to neighborhoods outside of high poverty areas
  - Other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

#### **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

Westchester County

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 on its waiting lists 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 Town of Mamaroneck PHA gives preference on our waiting list to individuals and families identified in the Consolidated Plan under Special Needs Categories, including Elderly, Persons with disabilities, and victims of domestic violence.

The Town of Mamaroneck PHA also gives preference on our waiting list to low income individuals and families earning at or below 30% of the median income.

The payment standard for the Town of Mamaroneck PHA is 110% of the FMR, which provides qualifying individuals and families the opportunity to live in non-impacted areas where rents are typically higher than average.

The Town of Mamaroneck PHA gives preference on the waiting list (in this order) to applicants who, at the time of application:

- i. Live, work or have been hired to work in the Town of Mamaroneck or Village of Larchmont
- ii. Live, work or have been hired to work in the Village of Mamaroneck (the portion that is within the Town of Mamaroneck only)
- iii. Senior Citizens (62 and older), people with disabilities and veterans
- iv. Working families earning 30% or less of the median income by family size
- v. Families involuntarily displaced by fire, natural disaster, hate crime, witness protection program, domestic violence, inaccessibility due to disability, or government or landlord action

Applicants may receive more than one preference based on the above criteria, thereby ranking them higher on the waiting list. Applicants who reside within the jurisdiction and are victims of domestic violence receive higher priority on the waiting list. Temporary residence in a domestic violence shelter within the jurisdiction also affords victims of domestic violence a residency preference at the time of application.

The Town of Mamaroneck PHA will provide Town and Village Police Departments with information about the housing assistance offered so that they may make this information available in the event that they are called to respond to or become aware of situations involving domestic violence.

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

PHAs are to 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:   )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
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 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





## 8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					





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TOWN OF MAMARONECK  
PUBLIC HOUSING AGENCY  
ADMINISTRATIVE PLAN

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October 3, 2007

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## STATEMENT OF POLICIES AND OBJECTIVES

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Administration of the Housing Choice Voucher Program and the functions and responsibilities of the Town of Mamaroneck Public Housing Agency (PHA) are in compliance with United States Department of Housing and Urban Development regulations, federal, state and local housing laws and regulations, and the Town of Mamaroneck's administrative and personnel policies.

This Administrative Plan establishes the Town's policies with regard to the administration of the Housing Choice Voucher Program. The plan adheres to mandatory HUD regulations and describes the Town's policies where HUD regulations permit flexibility and discretionary decision-making on the part of the PHA.

In the event that any policies, procedures or other statements contained herein are found to be contrary to federal housing regulations governing the Housing Choice Voucher Program, the federal regulations will prevail. Any policies, procedures or practices engaged in by the Town of Mamaroneck PHA that are inadvertently omitted from this Administrative Plan shall be reviewed upon discovery and the plan amended.

### PROGRAM OBJECTIVES

The primary jurisdiction of the Town of Mamaroneck PHA is the Village of Larchmont and the Town of Mamaroneck. The Larchmont-Mamaroneck community is a diverse one, both demographically and socio-economically. With ever-increasing property and school taxes, and escalating utility prices, housing costs in this area are very high. As a result, senior citizens, young adults, people with disabilities and others living on a fixed income find it very difficult to remain living in our community. Working families also experience difficulty with housing expenses, often paying more than 50% of their income for rent.

Under the regulatory guidance of the United States Department of Housing and Urban Development (HUD), the Town of Mamaroneck Public Housing Agency (PHA) through the Housing Choice Voucher Program (also known as Section 8) seeks to accomplish the following objectives:

- Ensure that low and very low income families have access to decent, safe, affordable housing in our community;
- Enable eligible families to improve their quality of life by having them spend a smaller percentage of their income for rent, thereby releasing their other income for basic needs;
- Engage property owners in a partnership that will benefit both tenants and owners by making timely Housing Assistance Payments and acting as liaison between tenants and owners on housing-related matters.

To realize these objectives, the Town of Mamaroneck PHA staff is actively involved in community outreach and interagency activities to promote the Housing Choice Voucher Program, and publicizes its benefits to the public as follows:

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- Presentations and mailings to local civic, religious and other community groups regarding the Housing Choice Voucher Program and its positive impact not only on the lives of our residents but also on the community as a whole.
- Participation in local advocacy groups assisting individuals who are of low income, unemployed, homeless or inadequately housed, and those in need of assistance through the local food pantry and other related social services.
- Active membership in the Larchmont-Mamaroneck Summit, a local social action group that identifies and responds to needs in the community.
- Contact with representatives of social action committees from local houses of worship, local Rotary and Lions clubs, the Larchmont Newcomers and Woman's Clubs and others to publicize the program and solicit support from members, many of whom are realtors, landlords and employers.
- Outreach to seniors via the Larchmont Senior Center (overseen by the Town of Mamaroneck), interaction with the Westchester County Office of Senior Programs and Services, and other senior program specialists to address senior needs. Information outlining the Housing Choice Voucher Program and this office's Senior Services Directory are available to the public at the Larchmont Senior Center and the PHA's office.
- Communication with news media including the local cable television station LMC-TV, the Journal News, the Sound and Town Report and the Larchmont Gazette, a local on-line newspaper, to publish information concerning the program.
- Information about the Housing Choice Voucher Program is also available on the Town of Mamaroneck website at [www.townofmamaroneck.org](http://www.townofmamaroneck.org).
- Informal public communication outlining program requirements is posted on local library, post office and municipal bulletin boards, and is updated as needed.
- Direct contact with many local organizations to improve housing opportunities, including but not limited to: Westchester Residential Opportunities, The Hispanic Resource Center, Westchester Independent Living Center, Westchester Disabled on the Move, the Department of Social Services, Washingtonville Housing Alliance, Interfaith Council for Affordable Residence (ICARE), and My Sister's Place.

**PRIVACY RIGHTS**

Applicants and participants in the Housing Choice Voucher Program are required to sign HUD and PHA Authorization for the Release of Information forms that state the purpose of the form, the information being sought, and the conditions under which HUD and/or the PHA will obtain and release tenant and owner information.

The PHA will respond to requests for information under the Freedom of Information Act (FOIA) to the extent that release of requested information conforms to HUD's FOIA regulations (24 CFR Part 15) and the Town of Mamaroneck FOIA policies. Request forms are available in the Town Clerk's office.

**FAIR HOUSING POLICY**

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It is the policy of the PHA to comply with all federal, state and local nondiscrimination laws and to operate in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The PHA will provide information to all Voucher recipients regarding housing discrimination and services available to help them in the event they feel they have experienced discrimination. Voucher recipients receive a copy of the US Department of Housing and Urban Development's most recent pamphlet on housing discrimination and fair housing laws as part of the New Tenant Briefing packet.

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### REASONABLE ACCOMMODATION

The Town of Mamaroneck Public Housing Agency will consider requests to provide a reasonable accommodation for individuals with disabilities with regard to participation in the Housing Choice Voucher Program. Individuals with disabilities who wish to request an accommodation must do so in writing. Upon receipt of the request, the PHA will determine whether a disability exists based on federal definitions. If the PHA determines a disability exists, the PHA will determine whether the request for a housing accommodation is related to the existing disability and whether the request is reasonable. No accommodation will be provided that permits an individual to violate family obligations or any regulations governing the Housing Choice Voucher Program.

The PHA staff will work in conjunction with organizations that assist people with disabilities upon request to ensure that applicants and participants with disabilities understand their obligations and the PHA's policies governing the program. The PHA's office is handicapped accessible.

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### COMMUNICATION WITH THE PHA

All applicants and participants are required to communicate changes of information in writing to the PHA. Any verbal communication concerning changes will be noted but no action will be taken until the PHA has received the information in writing unless waiting for written documentation would cause undue hardship or delays in meeting program requirements.

Spanish-speaking PHA staff is available to conduct briefing meetings in Spanish. The PHA staff maintains a close working relationship with the Hispanic Resource Center and the Washingtonville Housing Alliance to assist in providing language translation to non-English speaking families when necessary and available. Town employees are also called upon from time to time to assist.

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### APPENDIX

The Appendix of this Administrative Plan (if attached) contains sample forms and documents referenced throughout this manual. Forms and documents are organized according to the section of the manual in which they are first mentioned. Every effort will be made by the PHA to update these forms and documents as HUD regulations and

PHA policies change; however interested parties should contact the PHA office to verify the most current version of any forms and documents contained herein.

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## **FUNCTIONS OF THE TOWN OF MAMARONECK PUBLIC HOUSING AGENCY**

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The Town of Mamaroneck's governing Board consists of a Supervisor and four Councilmen/women. A Mayor and a four-person Board of Trustees govern the Village of Larchmont.

The United States Housing Act of 1937 and the Housing and Community Development Act of 1974 as amended from time to time provides for the financial, regulatory and programmatic administration of the Housing Choice Voucher Program under the US Department of Housing and Urban Development (HUD).

The Town Supervisor was authorized by resolution of the Board on July 8, 1976 to apply for funds made available by the Federal government either directly or through the State pursuant to the provisions of any Federal law in order to administer, conduct or participate with the Federal government in the Housing Assistance Program.

The Village of Larchmont's governing body, by resolution dated July 12, 1976 authorized the Supervisor of the Town of Mamaroneck to apply for funds on behalf of the Village for the same purpose.

Under the direction of the Town Supervisor or her/his designee, the Public Housing Agency performs all of the functions related to the administration of the Town of Mamaroneck Public Housing Agency's 260 Housing Choice Vouchers. The office is staffed with a Director and two Housing Assistants.

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The Town of Mamaroneck PHA Director presents an annual budget to the Town Board for review and approval. The PHA budget contains a line item entitled "Administrative Fee Reserve Required" that projects the amount required to fund administrative expenses in excess of administrative fees awarded to the PHA in the HUD Annual Contributions Contract (ACC). Due to annual fluctuations in the ACC, the Administrative Fee Reserve Required is considered an estimate.

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The PHA Director is authorized to charge up to the Board-approved amount each fiscal year against the Administrative Fee Reserve without further authorization.

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### **FAMILY OUTREACH**

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The Town of Mamaroneck PHA uses a variety of methods to communicate the availability of housing assistance and related services to very low income and low-income individuals, and the community at large. In addition to verbal and written communication with various community organizations as previously stated, the PHA publishes written Public Notices in newspapers and other media adopted by the Town Board for the purpose of publishing official notices. These typically include the local cable television station LMC-TV, the Journal News, the Soundview News, the Sound and Town Report and the Larchmont Gazette, a local on-line newspaper. Information

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may also be made available on the Town of Mamaroneck's website at [www.townofmamaroneck.org](http://www.townofmamaroneck.org).

## OWNER OUTREACH

The PHA is in continuous contact with local property owners to solicit information on the availability of suitable housing units within the agency's jurisdiction and neighboring communities. Property owners seeking suitable tenants to fill housing vacancies also contact the PHA regularly. PHA staff is in contact with local realtors, providing written information about the Housing Choice Voucher Program to encourage new property owners to consider participation in the program. The PHA regularly provides applicants and participants with owner contact information, and specific unit availability when known. Staff makes every effort to assist Voucher holders to locate suitable units within our jurisdiction.

## ENCOURAGING PARTICIPATION BY OWNERS OF ELIGIBLE UNITS LOCATED OUTSIDE AREAS OF LOW INCOME OR MINORITY CONCENTRATION

Contact with property owners, brokers and managing agents through community-wide information programs is ongoing. While there are no significant low income or minority population concentrations within the PHA's jurisdiction, there are income eligible minority families in the housing market area. Efforts are made to attract these families to the Program and inform them of the availability of housing opportunities in non-impacted areas through resources previously identified.

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# APPLICATION PROCEDURES

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## WAITING LIST

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The Town of Mamaroneck PHA maintains a single waiting list for the Housing Choice Voucher Program. The PHA determines the status of the list (open or closed) based on the number of applicants on the list and the availability of Voucher funding.

When the waiting list is open, the PHA accepts preliminary applications in person during the specified period of time, [or by mail via the submission of a written request and a stamped, self-addressed envelope](#). Each preliminary application received is dated and time-stamped in the order in which it was received. [Applications are reviewed for completeness, and if complete, the information is then entered into the computerized waiting list database where the data is rank-ordered by date and time of application and any preferences indicated on the application, subject to verification. Applications that are incomplete, defined as those applications that are missing information, and applications that are illegible are not accepted.](#) Applicants are responsible for reporting any changes in information to the PHA in writing.

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## PROGRAM PRIORITIES AND PREFERENCES

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The Town of Mamaroneck PHA gives preference on the waiting list to applicants who live, work or have been hired to work in the Town of Mamaroneck, Village of Larchmont or the Village of Mamaroneck. [This is referred to as a residency preference. Senior citizens, people with disabilities, veterans, and applicant families living in Westchester County whose income is at or below 30% of the current median income of Westchester County based on family size will be given priority over all other applicants. This is referred to as a program preference.](#) Eligible families who, at the time of application, claim any HUD-defined priorities [or recommendations](#) in effect at the time of application will receive priority on the waiting list. Applicants will be required to prove that at the time of application, they were entitled to any claimed preferences when a voucher becomes available. Applicants who are unable to document their entitlement will be returned to the waiting list without the preference.

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[First Preference:](#) Applicants who live, work or have been hired to work in the Town of Mamaroneck or Village of Larchmont will be given a primary residency preference in addition to any applicable [program preference or HUD-defined preference](#). Applicants who live, work or have been hired to work in the Village of Mamaroneck (Town of Mamaroneck portion) will be given a secondary residency preference in addition to any applicable [program preference or HUD-defined preference](#).

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[Second Preference:](#) Applicants claiming a [program preference or HUD-defined preference](#) but not a Residency preference.

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[Third Preference:](#) Applicants claiming a Residency preference but not a [program preference or HUD-defined preference](#).

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Fourth Preference: Applicants claiming neither a Residency nor a [program preference](#) or HUD-defined preference.

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### CLOSING THE WAITING LIST

Should the PHA determine that it has a sufficient number of applicants [who meet the Town's program preference and/or HUD-defined preferences, the PHA Director or other designee may](#) choose to close the waiting list. Public notice concerning the closing will be placed in the newspapers and other media adopted by the Town Board for the purpose of publishing official notices.

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In addition to public notice, special groups such as minorities, the elderly, the working poor, and the homeless will be notified directly through the various community agencies with whom the PHA is in regular contact. Such notice will comply with the Fair Housing and Equal Opportunity requirements of the PHA and the United States Department of Housing and Urban Development.

### REOPENING THE WAITING LIST

When the PHA reopens the waiting list, public notice that families may apply for assistance will be placed in the newspapers and other media adopted by the Town Board for the purpose of publishing official notices. The public notice will clearly state where and when to apply and any limitations on who may apply for available slots in the program.

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In addition to public notice, local community groups working with typically underserved populations will be notified in an effort to reach individuals and families who may not have access to the identified media. Such notice will comply with the Fair Housing and Equal Opportunity requirements of the PHA and the United States Department of Housing and Urban Development.

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If the waiting list is closed and the PHA is not accepting general applications, the PHA will consider applications from those who claim a Residency Preference and a [program preference](#) or HUD-defined preference unless the PHA determines the waiting list already contains an adequate pool of applicants who qualify for those preferences.

### PURGING THE WAITING LIST

From time to time the Town of Mamaroneck PHA will purge the waiting list to ensure that it has an accurate and current pool of applicants.

A notice will be mailed to all applicants on the waiting list requesting updated information. The request will require confirmation that the applicant wishes to remain on the list and will ask the applicant to acknowledge that all information contained in the notice is accurate or to correct or update information as required. The notice will have a fourteen (14) day response deadline and will state that failure to respond within the fourteen (14) day response period will result in the applicant's name being removed from the list. An additional fourteen (14) day extension [from the original 14 day](#)

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[deadline](#) may be provided upon request, at the discretion of the Director, as a reasonable accommodation for a person with a disability or a person who is elderly.

No further consideration will be given for failure to respond within the fourteen (14) day response period or within an approved fourteen (14) day extension period provided as a reasonable accommodation. The PHA will maintain a file containing a copy of the mailing list of applicants who were sent the notice and failed to respond, along with their preliminary applications.

If the US Postal Service returns a notice to the PHA, the applicant's name will be removed from the waiting list without further notice or consideration, and the envelope, letter and application will be maintained in the file.

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Applicants who decline assistance will be removed from the waiting list, [and their preliminary applications will be annotated and maintained in the file.](#)

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## **SELECTION AND ADMISSION PROCEDURES**

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### **SELECTION AND SCREENING**

Families eligible for participation in the Housing Choice Voucher Program are selected from the waiting list according to [the date and time the application was received](#), and the preferences claimed on their preliminary application, subject to verification. Applicants are contacted in writing to inform them that Voucher funding may be available, pending verification of eligibility. The Town of Mamaroneck PHA will notify applicants and tenants of their rights and obligations under Violence Against Women Act as they relate to the housing assistance provided by the PHA. This notice will include federal definitions of domestic violence, dating violence, stalking, and immediate family member.

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An application packet accompanies this letter and includes a Tenant Information Form, HUD and PHA Authorization for the Release of Information forms, a Declaration of Citizenship form, [an Expense Worksheet, a Housing Survey, and any other documentation deemed necessary for the purpose of determining eligibility for assistance](#). These documents must be completed, dated and signed by all adult members of the household and returned, along with copies of social security cards, birth certificates, marriage license, passports, and immigration documentation for all members of the household, within the specified timeframe for the applicant to be considered for housing.

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Applicants who fail to respond to this notice within the specified timeframe will be removed from the waiting list and given no further consideration. No grace periods or extensions will be provided. An additional fourteen (14) day extension [from the original 14 day deadline](#) may be provided upon request, at the discretion of the Director, as a reasonable accommodation for a person with a disability or a person who is elderly.

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Upon receipt of the requested documentation, the Director will begin verifying the applicant's identity and eligibility, including conducting a preliminary criminal background check and verifying immigration status.

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## CRIMINAL ACTIVITY SCREENING

Federal law permits criminal background checks to be performed on adult household members applying for [or receiving](#) housing assistance. The PHA will use a variety of sources to conduct criminal background checks including but not limited to the NYS Department of Corrections Inmate Lookup; the NYS Sex Offender Registry; the National Criminal Information Center and the New York State Police Information Network.

An initial inquiry is placed with the New York State Police Information Network through the Town of Mamaroneck Police Department to determine if a [criminal](#) record exists. If notified by the Town Police that a record exists, the individual in question must agree to provide fingerprints which are forwarded to the National Criminal Information Center (NCIC) for processing. [Failure to provide fingerprints within the specified timeframe will result in removal from the waiting list or termination of assistance.](#)

Upon receipt and review of an individual's criminal history report from NCIC, the PHA will determine if the nature of the information contained in the record warrants denial of admission or termination from the program. If the PHA chooses to deny admission or terminate participation based upon the information contained in the criminal history record, the individual will be afforded the opportunity for an informal review (applicants) or an informal hearing (participants) to challenge or dispute, and correct the accuracy and/or relevance of the information contained in the record.

Federal regulations prohibit the PHA from denying admission to or terminating assistance of an otherwise qualified applicant, participant or immediate member of a participant's family who is a victim of the domestic violence, dating violence, or stalking.

Federal regulations prohibit the PHA from providing assistance to any applicant or household member who is subject to a lifetime registration requirement under any sex offender registration program.

Federal regulations prohibit the PHA from providing assistance to any applicant or household where a household member has been convicted of methamphetamine production on the premises of federally assisted housing.

Federal regulations permit PHA's to deny admission to any applicant or household where:

- The household has been evicted from federally assisted housing because of drug-related criminal activity of a household member.

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- A member of the household is abusing alcohol or using another drug illegally if the member's illegal use or pattern of alcohol abuse may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.

The PHA may waive this prohibition at its sole discretion provided that:

- The household member is *actively participating (as reported directly to the PHA by the provider)* in a supervised alcohol or drug rehabilitation program approved by the PHA, or
- The household member has successfully completed (*as reported directly to the PHA by the provider*) a supervised alcohol or drug rehabilitation program approved by the PHA, or
- The individual no longer resides in the household due to imprisonment or death.

The PHA, at its sole discretion, reserves the right to deny admission or terminate assistance to any household where a member:

- is currently engaged in illegal drug use, or has engaged in illegal drug use within the past two (2) years that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- is currently engaged in or has engaged in alcohol abuse within the past two (2) years such that the abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- is currently engaged in or has engaged in violent criminal activity within the past two (2) years that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- is currently engaged in or has engaged in other criminal activity within the past two (2) years that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- is currently engaged in or has engaged in other criminal activity within the past two (2) years that may threaten the health or safety of the property owner or manager, or a PHA employee or contractor.

Under federal regulations, the PHA may terminate assistance for criminal activity or alcohol abuse if the PHA determines that, based on a preponderance of the evidence, the household member has engaged in the activity regardless of whether the household member has been arrested or convicted for such activity.

## IMMIGRATION AND CITIZENSHIP STATUS

All categories of non-citizens who are authorized to reside in the United States are not necessarily authorized to receive HUD housing assistance. Assistance is contingent upon the submission and verification of the evidence of citizenship or eligible immigration status. All information provided will be verified with the United States Citizenship Information Service prior to issuance of a Voucher. Assistance will be prorated, denied or terminated in accordance with federal regulation upon a final determination of ineligibility of a member of the household.

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The following verifications are required to support an individual's declared status:

**Proof of Citizenship:**

- Birth certificate
- Naturalization papers

**Eligible Immigration Documents:**

- Alien registration card
- Arrival-Departure Record
- Temporary Resident Card
- Employment Authorization Card
- Original receipt issued by the USCIS for issuance or replacement of any of the above

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**DEFINITIONS AND ELIGIBILITY**

The definition of a family and the family's eligibility for assistance is based on eligibility and occupancy criteria established by the US Department of Housing and Urban Development as well as the PHA's policies. Families placed on the waiting list must meet preliminary income and all other eligibility criteria, and must be defined as one of the following:

- A single person with a disability
- A family whose head or spouse is a person with a disability
- A person or family that is homeless
- A person or family whose head or spouse is at least 62 years of age
- Two or more people sharing residency as a family, regardless of age
- A single person of any age who is an expectant mother, or in the process of obtaining legal custody of a minor
- A person or family that has been involuntarily displaced through government action

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Disability is defined as it applies to the individual applicant in accordance with Section 223 of the Social Security Act, Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, or the Americans with Disabilities Act.

An involuntarily displaced family is one that has been displaced by a government action and is required by the federal, state or local government to move, or a family that is required to move due to a disaster that is declared or formally recognized by the federal government.

An involuntarily displaced family may also be one that is required to move as a result of domestic violence, dating violence or stalking.

A homeless family includes any individual or family who currently lives in substandard housing defined as a unit that:

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- Is dilapidated and does not provide safe and adequate shelter, and in its present condition poses a danger to the health, safety, or well being of a family, or has one or more critical defects in sufficient numbers or extent to require considerable repair or rebuilding. These defects may involve original construction, or they may result from neglect or lack of repair or from serious damage to the structure, and the unit or building has been cited as unsafe by the local building inspector; or
- Has been declared unfit for habitation by an agency or unit of government.

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 <#>operable indoor plumbing, or¶  
 <#>a useable flush toilet inside the unit for the exclusive use of the family, or¶  
 <#>a useable bathtub or shower in the unit for the exclusive use of the family, or¶  
 <#>electricity, or has inadequate or unsafe electrical service, or¶  
 <#>a safe or adequate source of heat, or¶  
 <#>a kitchen, or¶

A homeless family is also defined as a family that lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations. This includes welfare motels, congregate shelters, and transitional housing for the mentally ill and victims of domestic violence.
- An institution that provides a temporary residence for individuals intended to be institutionalized, or
- A public or private facility not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A homeless family does not include any individual imprisoned or otherwise detained pursuant to an act of Congress or federal or state law.

**CONTINUOUSLY ASSISTED FAMILY**

A family that has been continuously assisted under the 1937 Housing Act will be placed on the waiting list or assisted using the low-income limits published by the Department of Housing and Urban Development.

A family will be considered continuously assisted if the family is already receiving assistance under any 1937 Housing Act Program when the family is admitted to the PHA.

If a continuously assisted family's assistance is temporarily interrupted for more than 60 days before changing programs and prior to admittance to this Agency's program, such interruption will cause that family to lose their status as a continuously assisted family.

**VERIFICATION PROCEDURES**

The PHA independently verifies family income, family composition, full-time student status, the value of assets, factors determining eligibility for a preference, immigration status, criminal history and other factors relating to eligibility *before* an applicant is issued a Voucher, and at the time of Interim and Annual Certification.

Methods of verification include, but are not limited to, utilization of all HUD online systems active at the time of verification including EIV, The Work Number employment verification system, written requests to third parties including but not limited to current or previous landlords, employers, child care providers, pharmacies, disability assistance

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providers, Westchester County Child Support Unit, Department of Social Services, Social Security Administration, NYS Department of Labor, United States Citizenship Information Service, Veterans Administration, local, state and federal criminal justice agencies and any other entity necessary to obtain verification of information required.

In rare circumstances where written verification is not able to be obtained, the PHA may telephone the third party to obtain oral verification, and will note in writing the date, time, name of person providing verification and nature of the verification in the tenant file.

## RELEASE OF INFORMATION

All household members 18 years of age and older are required to sign a HUD and a PHA Authorization to Release Information form as part of the Tenant Information Packet issued when an applicant reaches the top of the waiting list, and annually at the time of recertification. These signed, dated authorization forms serve as proof that the family members understand the type and nature of information being sought, and give their consent to third parties for the release of information.

If any household member 18 years of age and older refuses to sign these forms to provide authorization as required by HUD and the PHA, housing assistance will not be provided. Applicants will be removed from the waiting list. Current participants will have their assistance terminated in accordance with HUD regulations.

## VERIFICATION OF PREFERENCES

To document verification of a residency preference for applicants who claim they lived in the jurisdiction at the time of application, applicants must present at least two of the following documents with name of the head of household or other adult named on the application, and dated at the time of application:

- copy of an executed lease in the applicant's name, with the address of the unit and effective date of the lease term
- copies of at least three cancelled checks or money order receipts documenting payment of rent to the landlord of the leased unit
- copy of a utility bill in the applicant's name containing the local unit address
- copies of three months worth of bank statements in the applicant's name documenting the local address
- applicant's driver's license with the local address
- applicant's photo ID issued by an employer or government entity with the local address

For applicants who claim they work or were hired to work in the jurisdiction at the time of application, applicants must provide two of the following employment verification documents:

- copies of three months worth of applicant's pay stubs from a local company with that company's local address
- an original letter on company letterhead *mailed directly to the PHA* documenting the applicant's employment including the location and dates of employment in the jurisdiction, a telephone number and a contact name

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- applicant's photo ID issued by an employer with the local address

In-home child care or care for the elderly, housekeeping, seasonal employment (i.e. summer camp), employment by a relative, undocumented employment (i.e. "off the books") or any other employment for which a W-2 or 1099 is not provided is not considered as acceptable proof of local employment for the purpose of granting a preference.

Households claiming a residency/employment preference who cannot provide the above documentation, or who cannot otherwise prove entitlement to a residency preference to the satisfaction of the PHA will not be granted the preference and will be returned to the waiting list and re-ranked without the residency preference.

Applicants claiming a disability preference must provide eligibility documentation as described in the section entitled DEFINITIONS AND ELIGIBILITY.

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Applicants claiming a displacement preference must provide official documentation from a local government or other agency or organization verifying a qualifying event or government action containing the date and reason for the action.

Applicants claiming a homelessness preference must provide written proof of residency in a qualified shelter or residence from the operator of the residence or shelter.

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Applicants claiming a preference as a victim of domestic violence, dating violence or stalking must provide written verification on a HUD-approved certification form, or other form deemed acceptable by the PHA, that the individual is a victim of domestic violence, dating violence or stalking, and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse. Such certification must include the name of the perpetrator (a HUD requirement).

In lieu of a HUD-approved certification form, applicants may submit a notarized statement from a professional employee, agent or volunteer of a victim services provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault or stalking, or the effects of the abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse. The applicant/victim of domestic violence, dating violence or stalking must also sign the statement attesting to the validity of the documentation. If available, a police report and/or court record must be attached.

Applicants must provide such certification within 14 business days after the PHA requests such certification in writing. Applicants who fail to submit the requested certification within the 14 business day timeframe will not be entitled to a preference on the waiting list and if admitted to the program, will not be entitled to certain termination and eviction protections available to victims of domestic violence, dating violence or stalking afforded under the federal regulations. An extension of the deadline may be provided, at the Director's sole discretion.

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The certification information provided by the victim will be treated as confidential and will not be entered into any shared database nor provided to any related entity except when disclosure is consented to by the individual in writing, required for use in eviction proceedings, or otherwise required by law.

## APPLICANT BRIEFING AND VOUCHER ISSUANCE

Following verification of eligibility information, an appointment will be scheduled for an interview and briefing with the Director or the Director's designee. The applicant must bring any additional documentation requested to support the information regarding income, assets, family composition and any preference(s) claimed on the Tenant Information Form. All members of the applicant household ages 18 or older must attend the briefing meeting with the Director or the Director's designee.

The Director or the Director's designee will review the Housing Choice Voucher and all of the documents in the Tenant Briefing Packet (listed below), and inform the family of their rights and obligations as program participants. Families will be encouraged to ask questions regarding their obligations as participants in the program, as well as those of the landlord and the PHA. In the event of a language translation issue, the PHA will make every effort to have a volunteer translator present for the briefing meeting.

The Tenant Briefing Packet is provided as required by Federal regulations and includes the following information, which may be amended from time to time as necessary:

1. [HUD OIG Fraud Bulletin - December 2005](#)
2. [The Town of Mamaroneck Housing Choice Voucher Program Information sheet](#)
3. [Street map of Larchmont/Mamaroneck area](#)
4. [Family Obligations](#)
5. [Housekeeping Form](#)
6. [Informal Review Procedures](#)
7. [Portability information](#)
8. [Homeownership Voucher information](#)
9. [Family Self-sufficiency Program information](#)
10. ["A Good Place to Live", published by HUD](#)
11. ["Protect Your Family from Lead in Your Home", published by the US EPA](#)
12. ["Are You a Victim of Housing Discrimination?" \(HUD 903.1\)](#)
13. ["Fair and Affordable Housing For Everyone", published by WRO](#)
14. [Tenant's Rights Guide, published by the NYS Office of the Attorney General](#)
15. [Apartment Search Log](#)
16. [Violence Against Women Act brochure and PHA Policy for Claiming Preference](#)
17. [Listing of local landlord and real estate agents, and any known apartment vacancies, if available](#)
18. [Request for Tenancy Approval form](#)
19. [W-9 form for the prospective landlord](#)

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A description of the Housing Choice Voucher Program including current income limits and housing assistance subsidy standards¶  
Tenant and landlord informational brochures on the Housing Choice Voucher Program ¶  
Things You Should Know, published by the US Department of Housing and Urban Development Office of the Inspector General¶  
Are You a Victim of Housing Discrimination, published by the th( ... [1]

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**TERMS, EXTENSIONS AND SUSPENSIONS**

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Vouchers will be issued for an initial 60-day term. All recipients are informed of the time limits and are encouraged to keep in contact with the PHA during those 60 days for any assistance the PHA can provide in locating an eligible unit.

Vouchers may be extended in 30-day increments at the Director's sole discretion provided the family demonstrates to the PHA's satisfaction that all possible efforts have been made to find a unit. Examples include a listing of landlords or realtors they have contacted, the addresses of units they have seen, and the submission of a Request for Tenancy Approval form, even if the PHA denies the latter. Given the high cost of housing and the fluctuating local rental market, the PHA may, at its sole discretion extend a Housing Choice Voucher in 30 day increments up to a maximum of 120 days provided the family provides adequate documentation of their diligent search.

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Deleted: The PHA will apply the minimum and maximum occupancy standards in issuing the smallest Voucher size permitted under federal guidelines and local ordinances. The PHA does not determine who shares a bedroom/sleeping room; however the following general guidelines will apply for determining Voucher size (number of bedrooms), subject to modification as HUD regulations may permit:¶

<#>An adult couple shall be allocated one bedroom/sleeping room.¶

<#>Elderly couples may be provided separate bedrooms when medically necessary, if proper medical documentation is provided.¶

<#>A separate bedroom will be provided for medically necessary caregivers, if proper medical documentation is provided.¶

<#>Siblings of the same sex and under age 21 shall be allocated one bedroom.¶

<#>Women expecting their first child or who have a minor child may share a bedroom.¶

<#>Single persons with joint custody of a minor child of the opposite sex who will live with them at least 51% of the year may be provided with an additional bedroom.¶

<#>Single persons are always assigned studio or one bedroom Vouchers.¶

The Town of Mamaroneck PHA uses the following general occupancy standards which may be modified at any time to comply with local housing ordinances and to avoid overcrowding. ¶

Elderly and disabled individuals will be the exception. While we strongly encourage expedience in searching for an eligible unit, we also consider that age and disability may warrant a longer Housing Choice Voucher term to locate a suitable unit. The decision to extend a Voucher term will be made on a case-by-case basis by the Director. In no case will a Voucher term be extended to more than 180 days total.

The PHA Director has discretion to terminate the Voucher if the family does not provide satisfactory documentation of its search. The PHA may terminate or suspend the Voucher at any time due to funding constraints or other unforeseen circumstances.

**OCCUPANCY STANDARDS**

The Town of Mamaroneck PHA uses the following minimum and maximum occupancy standards as a guideline for determining voucher size (number of bedrooms). Voucher size is determined at the Director's sole discretion and is not subject to an informal review or informal hearing requirement.

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Voucher Size	Minimum # Persons	Maximum # Persons
Studio	1	1
1 Bedroom	1	3
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	4	8

The PHA does not determine who shares a bedroom/sleeping room. HUD regulations permit the use of certain rooms other than bedrooms for the purpose of sleeping, provided the room contains one operable window. In no case may a kitchen be used for sleeping.

When a household member is absent from the unit for extended periods of time to attend school or for other reasons acceptable to the PHA, [a separate bedroom may be maintained for that household member](#), at the PHA's discretion. The PHA may require that the absent member use another room for sleeping when the member is present in the household.

**Deleted:** may be provided a separate bedroom,

## CHANGES IN VOUCHER SIZE

A family may request an increase in Voucher size to accommodate an increase in family size or other circumstances that may have occurred since the time of application. Requests must be made in writing and must be accompanied by documentation justifying the request. The Director will consider such requests on a case-by-case basis. If awarded, the change in Voucher size will go into effect with the family's move to a new unit.

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A family that consists of one or more elderly, near-elderly or disabled persons may request that the PHA approve a live-in aide to reside in the unit and provide necessary supportive services for a family member who is a person with disabilities.

**Deleted:** For current program participants, increases in Voucher size that may be warranted as a result of a change in family composition will go into effect with the family's move to a new unit.¶

The Town of Mamaroneck PHA will approve a live in aide if needed as a reasonable accommodation in accordance with federal regulations and definitions, to make the program accessible to and usable by the family member with a disability. Approval of a live-in aide may require a family to move to a new unit in order to accommodate the addition of a live in aide in the household.

The Town of Mamaroneck PHA may at any time refuse to approve a particular person as a live in aide. [A family member who is living in or is requesting to be added to the household will not be considered a medically necessary care giver for the purposes of qualifying as a live in aide.](#)

The Town of Mamaroneck PHA may also withdraw approval of a live in aide if the person:

- commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- commits drug-related criminal activity or violent criminal activity
- the person currently owes rent or other amounts to the PHA or another PHA in conjunction with any federal housing assistance
- commits any act that threatens the health, safety and right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity

In the event that approval of a live in aide is withdrawn, the aide will be required to vacate the premises within 30 days from the date notice is given.

Decreases in Voucher size as a result of a change in family composition will go into effect at the time of the next annual recertification provided the tenant notifies the PHA within 30 days of the date of the change. Any family who fails to report such a change

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within 30 days of the event will have their Voucher size reduced effective on the first of the month following 30 days reasonable notice by the PHA, and will be required to pay the resulting additional share of the rent until the family moves to a new unit.

In accordance with federal regulations, the Town of Mamaroneck PHA will issue a voucher for the family to relocate to an acceptable unit as soon as possible upon the PHA's determination that a family is residing in a unit with:

- a larger number of bedrooms than is appropriate for the family unit size under the Town of Mamaroneck PHA subsidy standards, and
- a gross rent for the unit, equal to the contract rent plus any utility allowance for the unit size leased that exceeds the fair market rent limit for the family unit size under the PHA subsidy standard.

### LOCATING SUITABLE HOUSING

Once a Voucher has been issued, it is the family's responsibility to locate suitable housing. The PHA will provide assistance to locate suitable housing by providing the names and telephone numbers of local landlords and cooperative real estate brokers, and will provide local maps as well. The PHA also suggests that the family use other sources including the local newspaper listings and Internet resources to locate a suitable apartment.

A family whose head or spouse has a legal residence in the jurisdiction of the Town of Mamaroneck PHA at the time the family first submits its application to the Town of Mamaroneck PHA, may lease a unit anywhere within the jurisdiction of the Town of Mamaroneck, or outside the jurisdiction of the Town of Mamaroneck as long as there is another entity operating a Housing Choice Voucher Program covering the location of the proposed unit, provided the payment standard in that jurisdiction is equal to or less than that of the Town of Mamaroneck PHA.

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If the head or spouse of the applicant family does not have a legal residence in the jurisdiction of the Town of Mamaroneck PHA at the time the family first submits its application for participation in the program to the Town of Mamaroneck PHA, the family will not have any right to lease a unit outside of the Town of Mamaroneck PHA jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of the Town of Mamaroneck PHA.

Families participating in the Housing Choice Voucher Program will not be allowed to move more than once in any 12-month period. Under no circumstances will a family be permitted to improperly break a lease. At the discretion of the Director, a family may be permitted to move more than once in any 12-month period under extraordinary circumstances or in situations where doing so would provide a reasonable accommodation under the federal definitions described elsewhere in the Administrative Plan.

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Families who are in good standing with the Town of Mamaroneck PHA and who wish to relocate to an area outside the jurisdiction of the Town of Mamaroneck PHA may request to do so in writing. Families must be current on their rent, must give their landlord at least 30 days written notice, and must comply with all federal regulations governing portability.

The Town of Mamaroneck PHA reserves the right to deny portability to any family who wishes to relocate to a jurisdiction where the payment standard or occupancy standard exceeds that of the Town of Mamaroneck and the receiving PHA is not absorbing the family into their own program when budgetary restrictions prohibit paying a higher housing assistance payment.

The Town of Mamaroneck PHA may not terminate or deny a tenant, who is otherwise in compliance with the program, the opportunity to relocate under the portability provisions of the Housing Choice Voucher program in situations where the tenant violated the assisted lease in order to protect the health and safety of an individual who is or has been the victim of domestic violence, dating violence or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted unit.

If a family has been unable to find suitable housing within the initial 60 day Voucher time limit, and has provided the PHA with adequate evidence of a reasonable search, the PHA may provide the family with a letter of recommendation to the Department of Social Services for a one-time payment of assistance to utilize the services of a real estate broker.

The PHA may also provide the family with a letter of recommendation to the Department of Social Services for a one-time payment of a security deposit if the family is a recipient of Social Security, SSD, SSI or public assistance benefits of any kind, or if a working family does not have adequate income or assets to pay the security deposit.

## **VOUCHER PAYMENT STANDARDS AND RENT REASONABLENESS**

The Town of Mamaroneck Public Housing Agency establishes its Voucher Payment Standard in accordance with the Fair Market Rents published by HUD in the Federal Register effective on October 1 of each year. The Payment Standard is typically set at 110% of the Fair Market Rent for housing within the Town's jurisdiction, based on the local housing market. Every effort is made to negotiate reasonable rents with landlords that are at or below the payment standard.

Prior to entering into a Housing Assistance Payment Contract or granting a rent increase, the Town of Mamaroneck PHA reviews the local rental market through on line and local newspaper sources to determine the reasonableness of the rent requested.

The Town of Mamaroneck PHA complies with ETPA guidelines in granting increases in rent to landlords. The Annual Adjustment Factor published by HUD is used as a guideline for granting increases in rent for non-ETPA units. When the contract rent is

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below the payment standard, and the tenant and landlord are in good standing with the PHA, the PHA may approve a two year lease.

### DISCRIMINATION IN HOUSING

Assistance will be provided when a family alleges that discrimination is preventing them from finding a suitable unit. In such cases, families will be referred to appropriate local, county, or state human rights organizations for assistance and resolution of the alleged discrimination.

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Applicants or participants claiming to have been subjected to discrimination because of race, color, religion, sex, disability, familial status or national origin in search of housing, or in their current residence, will be asked to complete the Housing Discrimination Complaint Form provided to them in their Tenant Briefing Packet. The PHA will provide assistance with completing the form and mailing it to the HUD office.

### ELIGIBLE HOUSING

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Prior to June 17, 1998, leasing a unit from a relative was permitted. Any tenant who was leasing from a relative prior to the change in federal regulations is permitted to remain in that unit. In the event that the tenant moves to a new unit, the current regulations governing renting from a relative will apply.

Beginning on June 17, 1998 a family may not lease a unit owned by a relative who is the parent, child, grandparent, grandchild, sister or brother of any member of the family *unless the PHA determines that approving the unit would provide a reasonable accommodation for a family member who is a person with a disability in accordance with federal definitions.*

In the event that such a relationship is undisclosed to the PHA and later discovered, the PHA will immediately terminate the Housing Assistance Contract with the owner and no further Housing Assistance Payments will be made. At the PHA's discretion, the tenant may be terminated, or issued a Voucher to begin looking for a new unit.

Eligible units may be located in single or multi-family homes, garden apartments, cooperative buildings, condominiums, townhouses, low rise apartment buildings (walk-ups) and high rise apartment buildings (elevator). The PHA may enlist the assistance of the local building inspector in determining eligibility of a particular unit as it relates to HUD Housing Quality Standards, local code enforcement standards and other local ordinances established to prevent overcrowding. All units must be inspected by the PHA and must meet HUD Housing Quality Standards as well as local code ordinances. Following the inspection, the PHA may require the owner to provide a certificate of occupancy in order to approve a particular unit.

### INELIGIBLE OWNERS

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It is a goal of the PHA to improve the quality of life of families who participate in the Housing Choice Voucher Program. The PHA reserves the right to refuse to enter into a Housing Assistance Payment Contract with any owner for any reason not prohibited by law or HUD regulations. The PHA may also discourage a family from renting in a particular neighborhood or area that is known to have illegal drug activity or other criminal activity.

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Owners will be ineligible to participate in the Housing Choice Voucher Program for the following reasons, including but not limited to:

- Current or past history of fraud or program abuse
- Current or past history of violent criminal activity
- Current or past history of drug-related criminal activity
- A history of failure to adequately maintain properties under contract with the PHA.
- Directives from HUD or another agency

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## REQUEST FOR TENANCY APPROVAL

Once the Voucher recipient has located a potential unit, the recipient and the prospective landlord must submit a completed Request for Tenancy Approval, Lead Based Paint Disclosure form and W-9 form (landlord only) prior to the expiration of the Voucher. An unsigned copy of the owner's proposed lease (if applicable) must also be submitted for review.

Upon receipt of the completed, signed and dated Request for Tenancy Approval, Lead Based Paint Disclosure form and W-9 form the PHA will schedule an inspection of the unit to determine if it meets HUD Housing Quality Standards (HQS) and local ordinances. If the unit is not ready for inspection at the time of receipt of the above documents, the PHA will suspend the Voucher until the unit is ready. If HQS issues are identified, the owner will be given an opportunity to correct the issues within a given time frame in order to make the unit eligible. A re-inspection may be performed, at the discretion of the PHA.

The PHA will also determine if the requested rent is reasonable, and whether the unit is affordable to the family. HUD regulations require that the total tenant payment for the unit does not exceed 40% of the family's adjusted monthly income on initial leases in the program.

Rent reasonableness is determined based on the size and location of the apartment in comparison with the rental market value of similar apartments in the jurisdiction or neighborhood. The PHA uses information provided by property owners who have completed a PHA housing survey, the information provided on Request for Tenancy Approval forms for unassisted units, local real estate listings and any other data available to the PHA to determine rent reasonableness.

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The PHA may verify that there are no conflicts of interest by asking the tenant and the landlord to sign and have notarized an Affidavit stating that there is no prohibited relationship between the tenant and the landlord.

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## **INFORMATION PROVIDED TO LANDLORDS BY THE PHA**

The Town of Mamaroneck Public Housing Agency recommends that landlords conduct their own assessment of prospective tenants seeking housing. The PHA will provide prospective landlords with a family's current and prior addresses and the names and addresses of a family's former landlord(s) upon request. Shared information may include the family's tenant history such as making on-time monthly rent and utility payments, maintaining the unit in a clean, clutter-free condition, and respect for other tenants' right to peace and reasonable quiet. All Housing Choice Voucher Program participants are informed of this policy in initial Tenant Briefing sessions.

## **TENANCY APPROVAL, LEASE AND HOUSING CONTRACT EXECUTION**

Upon approval of the unit, the PHA will compute the total tenant payment, utility allowance, tenant rent to owner, and Housing Assistance Payment, and prepare a Lease for Voucher Tenancy (or a Lease Addendum if the landlord provides a lease) and a Housing Assistance Contract for execution by all parties involved.

Tenants are advised not to sign a lease or move into the unit until the PHA notifies them that it is ok to do so. Any tenant who signs a lease or moves prior to receiving notification from the PHA assumes full responsibility for the total monthly rent.

Under no circumstances will the PHA assume responsibility for a portion of the rent until the signed Housing Assistance Contract is returned to the PHA. Owners may fax a signed copy of the Contract to the PHA to expedite the process and mail the originals as soon as possible.

## **SEPARATE AGREEMENTS**

Families and owners are advised that it is illegal for the owner to charge the tenant an additional amount for rent over and above the amount agreed to in the Housing Assistance Payment Contract.

Agreements between the tenant and landlord to pay fees for other optional services such as parking, laundry, air conditioning, pets or other items are permissible. These agreements should be included in writing as an addendum to the lease, and a copy should be forwarded to the PHA for inclusion in the tenant's file.

## **FAMILY ABSENCE FROM THE UNIT**

The assisted unit leased must be the family's only residence. Absence from the unit for more than 180 consecutive days is not permitted under HUD regulations for any reason.

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Families must notify the PHA when they plan to be out of the assisted unit for more than 14 consecutive days for any reason. In the event that the family is out of the unit longer than anticipated, they must notify the PHA as soon as possible of the reason for their extended absence. With the exception of medical necessity as explained below, Housing Assistance Payment Contracts will continue on a month to month basis for up to a maximum of 90 days, at the discretion of the PHA.

In the event that a head of household who is an individual living alone (or with an approved caregiver) is hospitalized, institutionalized or otherwise absent from the unit for verifiable medical reasons, the Housing Assistance Payment Contract will remain in effect, and Housing Assistance Payments will continue on a month to month basis as long as the individual can provide medical documentation that demonstrates to the PHA's satisfaction, a reasonable expectation that the individual will return to the assisted unit. Under no circumstances will a Housing Assistance Payment contract remain in effect beyond a maximum of 180 days. The PHA strongly discourages efforts to return medically unstable individuals to the unit for a brief period of time to interrupt the 180 consecutive day rule.

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Absences over 14 days that are not reported to the Agency, or are not consistent with the policies of the Housing Choice Voucher Program may lead to termination of assistance.

## VISITORS

Families must promptly notify this Agency of any visitors to the unit who are expected to stay more than 7 days. Visitors to the assisted unit are limited to a maximum of 14 consecutive days. Visitors exceeding that time limit will be considered members of the tenant family, and are subject to all HUD and PHA eligibility guidelines including criminal background check, income and asset verification and required certification of family income and composition.

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The PHA and landlord must approve additional tenants, other than newborns, in assisted unit. Any new adult member of the household is subject to the same eligibility regulations as any applicant, and therefore the PHA must be notified IN ADVANCE of any anticipated additions to the household. No one may move into the household until the PHA has established the individual's eligibility and notified the family in writing. If a family permits an individual to move into the unit prior to the PHA determining the individual's eligibility, the PHA reserves the right to terminate the family's assistance for failure to notify the PHA.

## DETERMINING WHO CONTINUES RECEIVING RENTAL ASSISTANCE IF FAMILY BREAKS-UP

If the adult members of an assisted family separate, the Town of Mamaroneck PHA will assign the Voucher assistance to an eligible family member as follows.

Assistance will remain with:

- the assisted family member with legal custody of minor children,

Town of Mamaroneck PHA

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Revised 8/14/2007

Adopted 10/3/2007

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- an elderly person, or a disabled family member,

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provided the family member remaining in the assisted unit is not prohibited from remaining in the unit due to violent criminal activity or drug or alcohol abuse, guilty of any violent criminal activity or drug abuse activity, or engaged in any activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity, and that member is eligible for assistance under the regulations of the Housing Choice Voucher Program and this Administrative plan.

Family members forced to leave the unit as a result of actual or threatened physical violence against family members by a spouse or other member of the household will be given first consideration in assigning assistance.

The Town of Mamaroneck PHA will, when notified, honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among household members in cases where a family breaks up.

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## INCOME, ASSETS and ALLOWANCES

Family income and the total tenant payment are calculated in accordance with HUD guidelines as described in 24 CFR Part 982.

### DETERMINING ANNUAL INCOME

Annual income from all sources is used to determine whether the family is within the established income limits in place at the time. Annual income is defined as the gross amount of income anticipated being received by the family during the 12 months following Certification or Recertification. The PHA will compute all income of all authorized household members, including those who are temporarily absent from the unit, in accordance with HUD guidelines.

Income includes, but is not limited to the following *gross* amount of:

- Wages, tips and gratuities
- Net income from a business (see below for further details)
- Unemployment insurance
- Workers compensation benefits
- Social Security Disability benefits (SSD)
- Supplemental Security Income benefits (SSI)
- Welfare assistance
- Social Security retirement benefits
- Pension benefits including payouts from an annuity
- Alimony
- Child Support
- Interest on assets
- Regular gifts of cash or material goods including food, clothing and necessities
- The value of any household bills paid by someone outside the household

As part of the screening and admission process, and annual recertification process, all tenants will be required to provide this office with a current credit report from one of the major credit reporting agencies. Tenants may be asked to access their credit report on line during their recertification appointment visit if they have not already included it with their recertification paperwork.

### NET INCOME FROM A BUSINESS

The following documents are required to substantiate net income from a business, and will be used to estimate income for the next 12 months:

- Signed Federal tax returns for the past 2 years including Schedule C, E or F as applicable, allowing for the calculation of straight-line depreciation of assets; and
- Signed state tax returns for the past 2 years; and
- Audited or unaudited financial statements of the business, or a written review of the business books, prepared by an accountant; or

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- Documents such as activity logs, appointment books, cash books or other such documents providing details related to income source and amount.

If the family has not been operating the business for two years at the time of application or certification, all available documentation will be reviewed to determine anticipated income over the next 12 months. This includes, but is not limited to, activity logs, appointment books, cash books or other such documents providing details related to income source and amount; bank statements, loan applications and related documents; and a signed, notarized statement/affidavit from the family attesting to net income including tips, earned from the business.

If the family's net income cannot be established based on available activity logs, appointment books, cash books or other such documents, a review of the family's income and expenses, business and personal bank accounts, credit card statements, and all other relevant documents will be requested and used by the PHA to determine income.

The family will be required to maintain a detailed business book or log documenting the income source and amount for the PHA's reference at each subsequent certification.

### **REGULAR CONTRIBUTIONS AND GIFTS**

Regular contributions and gifts received from persons outside the household are counted as income. This includes, but is not limited to, rent and utility payments made on behalf of the family, and other cash or non-cash contributions provided on a regular basis.

The PHA will interview tenants and review their current bills to determine the amounts paid for all household and other expenses and identify what regular income including in-kind contributions are made. A notarized statement/affidavit will be obtained from the tenant noting the source of the contributions, and third party verification will be obtained whenever possible from the contributor.

### **ALIMONY AND CHILD SUPPORT**

Regular alimony and child support payments are counted as income for rent calculation purposes.

If the tenant reports that child support is not being received on a regular basis, the PHA will use the amount of child support stipulated in the court order or other applicable legal documents until the PHA is able to verify through the Westchester County Child Support Unit or other relevant source(s) that payments are not being made. If the WCCSU or other source's payment history report verifies that the stipulated payments are not being made, the PHA will use the average of the most recent three months of payments as detailed in the payment history report provided to determine the amount of child support to include as income for rent calculation purposes. The tenant will be required to immediately report any changes in child support and an interim adjustment will be made accordingly, following verification.

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Where there is no court order, third party verification will be obtained whenever possible from the person paying the child support. Where there is no other verifiable source to document the amount being received, a notarized statement/affidavit will be obtained from the tenant attesting to the amount received. The PHA will also verify in writing through the WCCSU that there is no court order.

## **PUBLIC ASSISTANCE**

The PHA uses the gross amount of general assistance for which the family is eligible, based on the maximum shelter allowance for the household size on the public assistance case, in accordance with HUD regulations.

The PHA used the gross amount even if the family's benefits were reduced due to an overpayment, family error, omission, misreporting or failure to comply with work requirements as required under HUD regulations.

The PHA will obtain third party verification from the Department of Social Services to determine whether any reduction in benefits exists due to non-compliance or fraud.

## **EARNED INCOME DISREGARD**

The PHA will disregard the earned income of a person with a disability in accordance with HUD regulations in calculating the tenant share of rent.

Earned income to be disregarded includes annual increases in income earned as a result of employment, self-sufficiency programs, job training programs and Temporary Assistance to Needy Families (TANF) for a person who was previously unemployed for one or more years, or in accordance with HUD regulations in place at the time of Certification or Recertification.

## **ZERO INCOME**

Families claiming zero income will be required to document to the PHA's satisfaction the resources they are using to pay their monthly bills and sign a notarized statement attesting that the information provided is true and complete.

Families claiming zero income will be strongly encouraged to apply for and show evidence of having applied for all available financial assistance including public assistance, unemployment, workers compensation, Social Security Disability, SSI and any other financial assistance to which the PHA believes the tenant may be entitled. The PHA will assist families with applications for public assistance if requested.

Tenants who are capable of working will be encouraged to find a job.

## **MINIMUM RENTS AND HARDSHIP EXEMPTION**

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The Town of Mamaroneck PHA has established a minimum rent of \$50 for tenants who cannot pay their share of the rent as determined in their most recent certification, due to changes in circumstances affecting income.

Under certain circumstances, tenants may apply for an exemption from paying the minimum rent because of financial hardship. The Town of Mamaroneck PHA will consider the family's request on a case-by-case basis to determine if the family situation meets any of the following criteria defined in the federal regulations as circumstances that may constitute financial hardship.

- The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- The family would be evicted because it is unable to pay the minimum rent;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death has occurred in the family and the family has incurred extraordinary expenses as a result;
- Other circumstances determined by the Town of Mamaroneck PHA to have had a catastrophic effect on the family; or
- Other circumstances determined by HUD.

If a family requests a financial hardship exemption, the Town of Mamaroneck PHA will suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption until the Town of Mamaroneck PHA determines whether there is a qualifying financial hardship, and whether it is temporary or long term.

If the Town of Mamaroneck PHA determines that a qualifying financial hardship exists, and that the qualifying hardship is temporary, the PHA will suspend the minimum rent for a 90-day period beginning the month following the date of the family's request for a hardship exemption.

At the end of the 90-day suspension period, the Town of Mamaroneck PHA will reinstate the minimum rent from the beginning of the suspension period. The family will be offered a reasonable repayment agreement, on terms and conditions established by the Town of Mamaroneck, for the amount of back rent owed by the family.

If the Town of Mamaroneck PHA determines there is no qualifying financial hardship exemption, the Town of Mamaroneck will reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by the Town of Mamaroneck PHA.

If the Town of Mamaroneck PHA determines a qualifying financial hardship is long term, the Town of Mamaroneck PHA will exempt the family from the minimum rent

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requirements so long as such hardship continues. Such exemption shall apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

The family will be required to request continuation of the hardship exemption in writing and submit documentation to the PHA every 90 days until the family's circumstances change.

Families remain obligated to report all changes in circumstances to the Town of Mamaroneck PHA under the Town's Interim Certification policy. Failure to do so may result in the family owing money to the PHA and the family will be required to enter into a repayment agreement in order to continue receiving housing assistance.

The financial hardship exemption only applies to payment of the minimum rent as determined above. A hardship exemption may not be requested when the family has income from other sources, including a DSS shelter allowance.

### LUMP SUM ADDITIONS

Lump sum additions to family assets such as inheritances, insurance payments (including payments under health and accident insurance and workers compensation), capital gains and settlement for personal or property losses are not included as income. These lump sum additions are considered assets and any income derived from these assets counts as income.

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Lump sum payments caused by delays in processing periodic payments for unemployment or welfare assistance are counted as income.

Lump sum payments caused by delays in processing periodic payments for Social Security or SSI are excluded from income.

Lump sum payments that count as income will be applied retroactively to the origination date or the date the tenant began participating in the program, whichever is later. The PHA will determine the income for the period, the tenant share of the rent for that period and the amount of rent owed the PHA for the period. At the PHA's discretion, the tenant will be given the option of paying the retroactive amount in a lump sum or entering into a repayment agreement with the PHA.

The lump sum amount will be counted in its entirety, less any attorney fees owed related to the tenant asserting their right to a source of income. Any other withholding unrelated to obtaining the income, such as withholding to satisfy judgments or garnishments will not be excluded from the income calculation.

### INTEREST INCOME

Income derived from assets held by a family is included in the annual income calculation, with the exception of certain assets specifically excluded by HUD regulations.

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## DETERMINING THE VALUE OF ASSETS

Assets include the cash value of all accounts on which all adult family members are named and/or to which they have access. This includes checking accounts, savings accounts, CDs, bonds, stocks, money market or mutual funds, retirement savings accounts and all other assets that the family may have. Trust funds may be counted as assets if a member of the household has access to and discretion over the disposition of funds. Certain accounts held in trust for minor children and custodial accounts of minor children are not included as assets.

The net asset value is used for all non-liquid assets that the family would receive if they converted the asset to cash. The PHA will use the market value of stocks, bonds or mutual fund portfolios provided through third-party verification, or that the PHA obtains using standard Internet sources. Verification of any fees that would be required to cash in the stock will be obtained from the named financial institution(s). The market value less any fees to convert the asset to cash will be counted as the net asset value.

The written appraised value of real estate as determined by a licensed real estate agent will be used to value property owned by the family. If a property has been sold, the closing documents detailing the selling price, real estate and other fees, and the net proceeds received by the family will be used for verification.

## ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

The PHA must count assets disposed of for less than fair market value during the two years preceding the Certification or Recertification. The PHA will consider the difference between the market value and the actual payment received in determining an asset's value. Assets disposed of as a result of foreclosure or bankruptcy, or a divorce or separation are not included as assets disposed of for less than fair market value.

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The PHA has established a minimum threshold for counting assets disposed of for less than fair market value as \$1,000. If the total amount of assets disposed of within a one-year period is less than \$1,000, they will not be considered. If the total amount of assets disposed of within a one-year period is more than \$1,000, all assets disposed of for less than fair market value will be counted as assets for two years from the date the asset was disposed of.

## DETERMINING ELIGIBILITY FOR ALLOWANCES

### CHILD CARE EXPENSES

A family may be eligible for a childcare allowance if the following criteria are met:

- The child care is required to enable an adult member of the household to work or to attend school

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- There is no other adult member of the household capable of caring for the child. A household member considered incapable is defined as a medically disabled or older person unable to care for a child as documented by the person's physician.
- The child in care is age 12 or under.

The reasonableness of the childcare expense will be compared to the average childcare costs in the community and the number of hours per week or month the adult works or is in school as compared to the number of hours of childcare per week. After school care and summer camp expenses are also eligible for an allowance if all other eligibility criteria are met.

The PHA will obtain verification of the childcare expense directly from licensed childcare providers. If the childcare provider is unlicensed, the childcare provider must provide their Social Security Number and a notarized statement of the amount they are being paid, or a childcare allowance will not be given. [Proof of payment must also be provided in the form of cancelled checks or money order receipts.](#)

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The family must have claimed the childcare expense on their tax return in order to receive the allowance, or provide verification from the IRS via IRS Form 4506-T that the family is exempt from filing a tax return.

Families receiving childcare assistance from the Department of Social Services will receive the amount of their co-payment as an allowance.

**ALLOWANCE FOR MEDICAL AND DISABILITY EXPENSES**

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Eligibility for medical and disability expense allowances will be determined in accordance with HUD guidelines.

Third-party verification of the *amount anticipated to be paid over the next 12 months* must be provided in order to be eligible to receive an allowance for [health care premiums, co-payments, deductibles](#), prescription medication, doctor visits, dentist visits and other eligible medical expenses. This includes the monthly amount of any payment agreement in place with a doctor, dentist or hospital provided the family can demonstrate that regular payments are being made.

Non-prescription medication [and dietary supplements must be prescribed](#) and verified in writing by the doctor with specific dosages. Receipts must be provided in order to project the amount *anticipated to be paid over the next 12 months*, in order to qualify for a medical allowance.

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Third-party verification of the *amount anticipated to be paid over the next 12 months* must be provided in order to be eligible to receive an allowance for disability-related expenses. The disability expense must be documented as necessary to enable the person with the disability to work or attend school.

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The family must provide documentation in the form of cancelled checks, money order receipts or verifiable doctor's office receipts (preferably computer-generated) to substantiate payment.

## FAMILY OBLIGATIONS AND REPORTING REQUIREMENTS

All members of an assisted household must:

- Supply all information and documentation requested by PHA or HUD, in a timely manner, that each determines to be necessary for the purpose of determining eligibility for assistance, including submissions required for annual or interim reexaminations of family income and composition;
- Immediately report any legal action taken against any member of the household;
- Notify the PHA of any changes in income, family composition or rent in writing within 30 days of the date of the change;
- Allow the PHA to inspect the unit at reasonable times and after reasonable notice;
- Maintain the unit in a clean, safe and sanitary condition;
- Notify this agency when requested repairs are completed;
- Notify the PHA and the Owner in writing at least 30 days in advance (or in compliance with the terms of any lease agreement between the tenant and owner) before vacating the dwelling unit;
- Use the dwelling unit solely for residence by the authorized household members, and as the family's principal place of residence;
- Give the PHA a copy of any eviction notice immediately upon receipt;
- Not assign the Lease or transfer the unit;
- Pay for tenant's utility costs as provided for in the tenancy agreement

All members of an assisted household must not:

- Damage the unit in any way;
- Fail to report lapses in Landlord maintenance or withhold information of present conditions in between PHA Inspections that would result in suspension of housing assistance, payments to landlord;
- Own or have any interest in the dwelling unit unless the unit is a Cooperative;
- Commit any fraud in connection with the Housing Choice Voucher Program;
- Receive duplicate assistance for the unit.

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## GROUNDINGS FOR TERMINATION OF ASSISTANCE

The Town of Mamaroneck PHA may deny or terminate assistance for any of the following grounds:

- The family violates any family obligations set forth in this Administrative Plan or 24 CFR Part 982: Tenant-Based Assistance – Housing Choice Voucher Program, or other local, state or federal regulations governing the program;
- The family has been evicted from federally assisted housing in the last 5 years
- A PHA has ever terminated assistance to any family member.
- Any member of the family has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
- Violent or drug-related crime by family members;

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- Activities which threaten the health, safety or right to peaceful enjoyment of the premises by members of the household or immediate vicinity;
- The family has engaged in or threatened abusive or violent behavior toward PHA personnel.
- Failure to reimburse amounts owed to the PHA for unreported income or other reasons;
- Violations of the tenancy agreement or lease.

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Incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance to any participant or immediate member of the participant's family who is the victim or threatened victim of that domestic violence, dating violence or stalking.

The Town of Mamaroneck PHA may terminate assistance to remove a household member who engages in criminal acts of physical violence against family members or others, without terminating assistance to, or otherwise penalize the victim(s) of that violence who are authorized members of the household.

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The Town of Mamaroneck PHA may terminate assistance for violations of the lease related to the incident or incidents of domestic violence, dating violence or stalking in situations where the PHA can demonstrate, based on a preponderance of evidence, that an actual or imminent threat to other tenants or those employed at or providing service to the tenant exists if that tenant is not terminated from assistance, as long as the PHA does not hold the victim to a more demanding standard than other tenants.

#### REPAYMENT POLICIES FOR MONIES OWED THIS AGENCY BY FAMILIES

Families owing the Town of Mamaroneck PHA any amounts for any reason will be required to sign an agreement to repay the full amount. The terms of the repayment agreement will be set by the Director. At the Director's discretion, the tenant may be required to repay amounts owed in full in a lump sum, or in reasonable monthly payments.

Families not meeting payment agreements for any period in excess of 30 days will have their assistance terminated and will be prohibited from participating in this Agency's Housing Choice Voucher Program for a period of one year following the effective date of termination (except for fraud). Families who are terminated (except for fraud) will be required to reapply for assistance. Families terminated for fraud will not be eligible to reapply for assistance.

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## INFORMAL REVIEW PROCEDURES FOR APPLICANTS INFORMAL HEARING PROCEDURES FOR PARTICIPANTS

In the event that the Town of Mamaroneck Public Housing Agency makes a determination to deny or terminate assistance, the PHA will notify the applicant or tenant of its determination in writing. When such a determination is subject to review in accordance with current HUD regulations, this Agency will include in its notice a brief statement of the reasons for the action or determination, instructions on how to initiate an appeal, and a time limit for doing so.

All informal reviews, meetings and hearings must be requested in writing within fourteen (14) days of the date of the notice. Each notice will contain a specific date by which a review or hearing must be requested.

The Town of Mamaroneck will schedule the review/hearing within fourteen (14) days of receipt of a written request for an informal review, meeting or hearing. The PHA will take no further action regarding the determination under appeal at that time.

Informal reviews and hearings will be conducted by a hearing officer designated and compensated by the Town of Mamaroneck PHA. The hearing officer must be someone other than the person who made or approved the decision under review, or a subordinate of that person. The hearing officer will regulate the conduct of the review/hearing in accordance with the PHA's procedures and any applicable HUD regulations.

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The Town of Mamaroneck PHA and the applicant will be given the opportunity to present evidence and may question witnesses. Evidence will be considered without regard to admissibility under the rules of evidence applicable to judicial procedures.

The person who conducts the informal review, meeting or hearing will issue a written decision within fourteen (14) working days of the hearing, stating the reasons for the decision. A copy of the written decision will be given to the participant and the PHA.

Factual determination relating to the individual circumstances of the applicant or participant shall be based on the evidence presented at the review, meeting or hearing.

The PHA will not be bound by an informal review, meeting or hearing decision concerning a matter not requiring an opportunity for an informal review, meeting or hearing, or any decision rendered that is contrary to HUD regulations or requirements, or contrary to Federal, State or Local law.

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The PHA's decision to reject the decision of the person who conducted the informal review, meeting or hearing will be communicated to the applicant or participant, in writing, within fourteen (14) days. The reason(s) for this determination will be clearly defined to the applicant or participant.

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**APPENDIX**  
**HUD and PHA Documents and Forms**

- ✓ Town Clerk's Office Application for Copies of Public Records
- ✓ Fair Housing/Housing Discrimination Information and Form (HUD-903.1)
- ✓ Preliminary Application
- ✓ Waiting List Purge Notice
- ✓ Criminal Background Check Request Form
- ✓ Declaration of Citizenship
- ✓ Tenant Information Form
- ✓ Authorization for the Release of Information Form/Privacy Act Notice (HUD-9886)
- ✓ Authorization for the Release of Information Form (PHA Form)
- ✓ Description of the Housing Choice Voucher Program including current income limits and housing assistance subsidy standards
- ✓ Tenant and landlord informational brochures on the Housing Choice Voucher Program
- ✓ Things You Should Know, published by the US Department of Housing and Urban Development Office of the Inspector General
- ✓ A Good Place To Live, published by the US Department of Housing and Urban Development
- ✓ Tenant Obligations Certification
- ✓ Information on the HUD Home Ownership and Family Self Sufficiency Programs
- ✓ Apartment Maintenance Standards
- ✓ Request for Tenancy Approval form
- ✓ W-9 form for the prospective landlord
- ✓ Lead-Based Paint Disclosure form for a prospective landlord
- ✓ Voucher (HUD-52646)
- ✓ Welfare Calculation Worksheet
- ✓ Affidavit of Support
- ✓ Affidavit of Disposal of Assets
- ✓ Affidavit of Child Care Provider
- ✓ Residential Lease and Tenancy Addendum
- ✓ Housing Assistance Payments Contract (HUD-52641)
- ✓ Certification
- ✓ Housing Assistance Payments Contract Amendment
- ✓ Request for Transcript of Tax Return (IRS Form 4506-T)
- ✓ Expense Worksheet

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A description of the Housing Choice Voucher Program including current income limits and housing assistance subsidy standards

Tenant and landlord informational brochures on the Housing Choice Voucher Program

Things You Should Know, published by the US Department of Housing and Urban Development Office of the Inspector General

Are You a Victim of Housing Discrimination, published by the US Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

A Good Place To Live, published by the US Department of Housing and Urban Development

A Tenant Obligations Certification form detailing the reporting requirements of the PHA and a list of Family Obligations (CFR 24 Part 982.551)

The PHA's informal review and informal hearing procedures

Information on Portability

Information on the HUD Home Ownership and Family Self Sufficiency Programs

The PHA's Apartment Maintenance Standards guide

A street map of the Larchmont/Mamaroneck area

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