

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Farmington Housing Authority</u> PHA Code: <u>CT041</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2010</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>90</u>												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the PHA is the same as that of the Department of Housing and Urban Development: to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination												

5.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The Farmington Housing Authority officially adopts their goals for the authority each fiscal year in July. The Section VIII office provides regular report to the commissioners and develops yearly goals for the program.</p> <p>A. PHA Goal: Section VIII Program – Improve the Quality of assisted housing program</p> <ol style="list-style-type: none"> i. Continue to improve and maintain voucher management (SEMAP scores) ii. Maintain lease up to 95% of budget utilization iii. Develop relationships and further recruitment and retention of landlords iv. Continue to increase customer satisfaction v. Concentrate on efforts to improve specific management functions <ol style="list-style-type: none"> 1. Solicit and utilize training available for all function vi. To promote to program participants of the dangers of lead poisoning hazards by providing hand out material during orientations and re-certifications. <p>B. PHA Goal: Increase assisted housing choices</p> <ol style="list-style-type: none"> i. Continue to conduct outreach efforts to potential landlords ii. Continue to review the need to increase voucher payment standards annually. <p>C. PHA Goal: Ensure equal opportunity and fair housing</p> <ol style="list-style-type: none"> i. Undertake affirmative measure and ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. Including annual approval by Town Council and Housing Authority. ii. Continue ongoing efforts to educate and provide information to the general population and to landlords. iii. Continue to comply with the Violence against Woman Act. <p>D. PHA Goal: Other/General HA goals</p> <ol style="list-style-type: none"> i. Implement an accounting system for recovery and collection of tenant fraud recovery for the section VIII program. ii. Continue to develop management policies for our senior housing complex iii. If granted, provide oversight and direction for the Housing Rehabilitation Grant iv. Work with Town Attorney and staff to update and review the cooperative home ownership program <p>E. Last 5 year Goals (2005)</p> <ol style="list-style-type: none"> i. Increase assisted housing choices; outreach to landlords and increase payment standards <ol style="list-style-type: none"> a. Mailings were completed to landlords, an information session was held to provide general information on section VIII b. The PHA received approval for three years to use 110% of the payment standards, because of budgetary needs it couldn’t be continued ii. Ensure equal opportunity and affirmatively further fair housing. <ol style="list-style-type: none"> a. Yearly approval of fair housing policy b. Yearly dissemination of information iii. Other general HA goals. <ol style="list-style-type: none"> a. Update PHA administration plan <ol style="list-style-type: none"> i. Completed a full re-write b. Update Maple Village Policies <ol style="list-style-type: none"> i. Completed c. Supportive Housing <ol style="list-style-type: none"> i. Completed focus meetings, applying for potential grant d. Tax Breaks/Landlords <ol style="list-style-type: none"> i. Tabled e. Cooperative Home Ownership Loan Program/Assistance with housing conditions. <ol style="list-style-type: none"> i. Determined the need for a rehabilitation loan – applying now
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> • Farmington Housing Authority completed a full revision to the plan and policies last year. Other than a few minor grammatical and typographical errors no other changes were made. <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ul style="list-style-type: none"> • All documents are available at the Farmington Community Services Office, 2 Monteith Drive, Farmington, CT 06032
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>

8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.																																																																																
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.																																																																																
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.																																																																																
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. – Information attached.</p> <p>The families within our area tend to be a fair mixture of families, elderly and disabled. One of the most difficult types of housing to find is 3 bedroom housing. The housing authority has initiated contact with landlords, especially those with single family homes to further explain the section VIII program. The current five complexes in town all have housed section VIII tenants, the only barrier is that none of them offer 3 bedrooms.</p> <p>Below is a chart of the characteristics of the names on the wait list. (Note: this is compiled via the information at the time of the application several years ago, while the list is updated yearly, complete income verification etc...is not completed until closer to acceptance into the program) From the following chart, it is anticipated that the same shortage of 3 bedroom apartments remains to be an issue. The FHA will continue its efforts for publicity and reaching out to landlords.</p> <table border="1" data-bbox="240 840 1414 1806"> <thead> <tr> <th colspan="4" style="text-align: center;">Housing Needs of Families on the PHA's Waiting Lists</th> </tr> </thead> <tbody> <tr> <td colspan="4">Waiting list type: (select one)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td colspan="3">Section 8 tenant-based assistance</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">Public Housing</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">Combined Section 8 and Public Housing</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">Public Housing Site-Based or sub-jurisdictional waiting list (optional)</td> </tr> <tr> <td colspan="4">If used, identify which development/subjurisdiction:</td> </tr> <tr> <td></td> <td># of families</td> <td>% of total families</td> <td>Annual Turnover</td> </tr> <tr> <td>Waiting list total</td> <td>32</td> <td></td> <td></td> </tr> <tr> <td>Extremely low income <=30% AMI</td> <td>16</td> <td>50%</td> <td></td> </tr> <tr> <td>Very low income (>30% but <=50% AMI)</td> <td>10</td> <td>31%</td> <td></td> </tr> <tr> <td>Low income (>50% but <80% AMI)</td> <td>6</td> <td>19%</td> <td></td> </tr> <tr> <td>Families with children</td> <td>15</td> <td>47%</td> <td></td> </tr> <tr> <td>Elderly families</td> <td>2</td> <td>6%</td> <td></td> </tr> <tr> <td>Families with Disabilities</td> <td>3</td> <td>9%</td> <td></td> </tr> <tr> <td colspan="4">Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td colspan="4">If yes:</td> </tr> <tr> <td colspan="4">HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 60</td> </tr> <tr> <td colspan="4">Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td colspan="4">Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> </tbody> </table>	Housing Needs of Families on the PHA's Waiting Lists				Waiting list type: (select one)				<input checked="" type="checkbox"/>	Section 8 tenant-based assistance			<input type="checkbox"/>	Public Housing			<input type="checkbox"/>	Combined Section 8 and Public Housing			<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)			If used, identify which development/subjurisdiction:					# of families	% of total families	Annual Turnover	Waiting list total	32			Extremely low income <=30% AMI	16	50%		Very low income (>30% but <=50% AMI)	10	31%		Low income (>50% but <80% AMI)	6	19%		Families with children	15	47%		Elderly families	2	6%		Families with Disabilities	3	9%		Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes				If yes:				HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 60				Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes				Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <ul style="list-style-type: none"> • Maintain or increase Section VIII lease-up rates; increase owner acceptance of tenants • Undertake measures to ensure access to affordable housing among families assisted by the PHA • Consider applying for additional vouchers if available • Exceed HUD federal targeting requirements for families at or below 30% of AMI
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <ul style="list-style-type: none"> • Above in 5 <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <ul style="list-style-type: none"> • At this time FHA is not considering any revisions to its plan. The FHA within the last two years has re-written and re-developed all its policies and/or procedures. The authority is utilizing all of the above as a working document and until they have been fully utilized it is to early to make any further revisions.
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

Attachment

***HOUSING AUTHORITY OF THE
TOWN OF FARMINGTON***

HOUSING CHOICE VOUCHER PROGRAM

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HOUSING CHOICE VOUCHER PROGRAM

MISSION STATEMENT

The mission of the Farmington Housing Authority through its Section VIII program is to promote adequate and affordable housing to eligible low-income families, to provide economic opportunity a suitable living environment free from discrimination.

STATEMENT OF PURPOSE

The purpose of this administrative plan is to describe the operation of the Section VIII Housing Assistance Payments Program in Farmington, Connecticut. The Section VIII Administrative Plan reflects the philosophy of encouraging private sector initiative in service provision coupled with support service from municipal staff. Staff professionals perform multiple roles and often share responsibilities for special or ongoing programs. Multiple role responsibility among staff, which is reflected in this plan, is typical of communities the size of Farmington. These activities are carried out by the present Community Services Department staff of one part-time Housing Clerk, Social Worker(s), Secretary, and the Director of Community Services and Recreational.

FAIR HOUSING POLICY AND EQUAL OPPORTUNITY STATEMENT

Chapter 1 EQUAL OPPORTUNITY

A. FAIR HOUSING

It is the policy of the Farmington Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

The Housing Authority will comply with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and all related rules, regulations, and requirements.

The Housing Authority will not on account of race, color, creed, national origin, sex, sexual orientation, handicap, or familial status deny to any family the opportunity to apply for admission nor deny an eligible applicant the opportunity to lease or rent a dwelling unit; if suitable to its needs. In the selection of families, there will be no discrimination against families otherwise eligible for admission because their income is derived in whole or in part from public assistance. No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Farmington Housing Authority's housing programs.

The Housing Authority will provide information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available at the Authority's office. The Authority uses the appropriate Equal Opportunity language and logos in its advertising.

All households will continue to be treated in accordance with title VI and Title VII of the Civil Rights Act of 1968, which mandate that all programs and activities relating to housing and community development be administered in a manner to affirmatively further fair housing opportunities.

The Farmington Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The Authority will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

Section 8 Voucher program tenants have the same rights and responsibilities of unassisted tenants except that they are responsible only for paying a portion of rent. As with unassisted tenants, irreconcilable differences between the owner and the tenant must be settled by the Housing Court. The tenant must always contact the Landlord first when a maintenance issue arises. The Section VIII office is notified only when attempts to have repairs completed by the landlord have been unsuccessful. The Section VIII office does not interfere in disputes between neighbors. The landlord or local housing court handles these matters. The Town will ensure that tenants reside in healthy and safe environments and staff is always available to answer housing questions and help with securing units when available.

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

All Housing Authority staff will be required to attend Fair Housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to person with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout Housing Authority office's including in the lobby and interview rooms, and the equal opportunity logo will be used on all outreach materials. Staff will attend local Fair Housing update training sponsored by HUD and other local organizations to keep current with new developments

Except as otherwise provided in 24 CFR 8.21©(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the Housing Authority's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the Housing Authority's offices in such a manner as to be easily readable from a wheelchair.

The Housing Authority's offices are accessible to persons with disabilities. The TTD/TDY telephone service provider provides accessibility for the hearing impaired.

The Housing Authority will attempt to remedy discrimination complaints made against the Housing Authority.

The Housing Authority will provide a copy of a discrimination complaint form to the complainant and provide the family with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).

B. REASONABLE ACCOMMODATION POLICY

People with disabilities may need a reasonable accommodation in order to take full advantage of the housing programs. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability.

A disabled person is one with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. (The disability may not be apparent to others. i.e. a heart condition). If the disability is not apparent or documented, the Housing Authority will obtain verification that the person is a person with a disability.

To be eligible to request a reasonable accommodation, the requester must first certify that they are a person with a disability in accordance with following ADA definition:

1. A physical or mental impairment that substantially limits one or more major life activities.
2. A record of such impairment.
3. Being regarded as having such impairment.

Once the person's status as a qualified person with a disability is confirmed, the Housing Authority will require that a professional third party competent to make the assessment, provides written verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.

If the Housing Authority finds that the requested accommodation creates an undue administrative or financial burden, the Housing Authority will either deny the request and/or present an alternate accommodation that will still meet the need of the person. An undue administrative burden is one that requires a fundamental alteration of the essential functions of the Housing Authority (i.e. waiving a family obligation). An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the Housing Authority.

The Housing Authority will provide written decision to the person requesting the accommodation within a reasonable time. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the Housing Authority's decision.

C. Family/Owner Outreach

The Farmington Housing Authority will publicize the availability and nature of the Section VIII Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

The Housing Authority also recognizes that special outreach may be necessary to assist the following: families suffering a language barrier, disabled or handicapped person, and the very low income, or very large families. Notices will also be provided in Spanish and other languages spoken in communities when necessary. Please refer to the attached Limited English Proficiency (LEP) Policy for further information on steps taken to ensure meaningful access of our housing program and activities by LEP persons identified through a program assessment.

D. Security and Privacy Rights

All adult members of both applicant and participant households are required to sign HUD Form 9886 Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement. Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

The Housing Authority will ensure that practices, controls and safeguards used by the Housing Authority will adequately protect the confidentiality of the tenant wage data, third-party income, medical and other documents. The practices, controls and safeguards used by the Housing Authority will be in compliance with the Federal laws regarding the protection of this information.

The Housing Authority's practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicants and participants files will be stored in a secure location, which is only accessible by authorized staff. The files and information are kept together in a locked office.

The EIV information is only used for the limited purposes, which is the tenant recertification process and oversight of the tenant recertification process. All Housing Authority EIV users must adhere to the EIV Rules of Behavior that is signed as part of the access request form. EIV printed outputs and downloaded data that contain Privacy Act information will be treated as sensitive. The printout and downloaded data copied onto other media will be stored in a secure place (the locked office), which is only accessible by authorized staff. When this information is not needed it will be destroyed in a manner to prevent the reconstruction of the contents.

Regular security awareness training of program staff will be conducted to ensure the proper access and proper safeguard of sensitive information. The program administrator's Security officer, the Department's Director, will ensure compliance with security policies and procedures. Including the following:

- Maintaining and enforcing the security procedure.
- Keeping records and monitoring security issues.
- Communicating security information and requirements to appropriate staff, including coordinating and conducting security awareness training.
- Conducting a quarterly review of all User Ids issues to determine if the users still have a valid need to access the EIV data and taking the necessary steps to ensure that access rights are revoked or modified as appropriate.
- Take immediate action to address the impact breach including but not limited to prompt notification to appropriate authorities including HUD Field Office.

All tenant files will be treated as having EIV information or private information and handled in such a manner so that it does not become misplaced or available to unauthorized personnel. All authorized program staff handling tenant files will be trained to treat tenant files in this manner.

E. EIV Security Procedures

1. Security – EIV contains personal information concerning tenants that are covered by the Privacy Act such as wage and income data about private individuals, as well as identifying information such as Social Security Number, name, address, and employment information. This information may only be used for limited official purposes, which are tenant recertification and oversight of the tenant recertification process (which includes use by OIG and GAO). It does not include sharing with governmental entities not involved in the recertification process. Users are encouraged to refer any non-standard requests for access to HUD management and to report any unauthorized disclosure of EIV's data to the manager of the HUD Privacy Act Officer or to the Office of Inspector General.

All EIV users must adhere to the EIV Rules of Behavior they would have signed as part of the employee access request form. Copies will be kept in the office.

2. Rules – System Access, Users are required to use only approved HUD software, software settings, and comply with vendor software license agreements.

Unofficial use of government information: Users must be aware that personal use of information sources is prohibited. EIV data is personal information covered by the Privacy Act and penalties apply to the misuse of that data.

Information protection: Users must avoid leaving system output records or reports unattended or unsecured. Users should lock the computer or log-out of the system when leaving the work areas unattended. Users shall not violate Public Law 93-579, Privacy Act of 1974, which requires confidentiality of personal data contained in government and contractor data files.

Use of Passwords: User passwords and user ID's are for your individual use only and are confidential HUD information. Users are required to change the passwords every 21 days. Users are encouraged to avoid creating passwords that can be easily associated with.

System privileges: Users are given access to the system bases on a need to perform specific work. Users shall only access the information for which they are authorized.

Individual accountability – Users shall be held accountable for their actions while accessing the system. Be aware that all computer resources are monitored and audited.

Incident Response – Users should contact their supervisor and the PIH-REAC Security Officer immediately regarding any suspect violation or breach of system security.

3. Office Security – All files are to be in the locked file cabinet. File cabinet will be unlocked in the morning and when files are not in use they are to remain in the file cabinet.

At the end of the day the file cabinet will be locked and signed off on by assigned employee. Assigned employee locking the cabinet for the night shall check all offices to be sure there are not files left outside the file cabinet.

Any unused file information will be shredded per the Town of Farmington Shredding and Office Document Procedure.

Chapter 2 **Housing Authority/Owner Responsibility/Obligations of the Family**

Housing Authority Responsibilities

The Farmington Housing Authority will comply with the consolidated ACC, the application, HUD regulations and other requirements and this Administrative Plan.

In administering the program, the Farmington Housing Authority must:

1. Publish and disseminate information about the availability and nature of housing assistance under the program.
2. Explain the program to owners and families.
3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;
4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration.
5. Affirmatively further fair housing goals and comply with equal opportunity requirements.
6. Make efforts to help disabled persons find satisfactory housing.
7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected.
8. Determine who can live in the assisted unit at admission and during the family's participation in the program.
9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5.
10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum.
11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy.
12. Determine the amount of the housing assistance payment for a family.
13. Determine the maximum rent to the owner and whether the rent is reasonable.
14. Make timely housing assistance payments to an owner in accordance with the HAP contract.
15. Examine family income, size, and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information.
16. Establish and adjust the utility allowance.
17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the Authority, if the owner defaults.
18. Determine whether to terminate assistance to a participant family for violation of family obligations.
19. Conduct informal reviews for applicants to the program.
20. Conduct informal hearings for participants in the program.
21. Provide sound financial management of the program.

A. Owner Responsibility

The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.

1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
3. Complying with equal opportunity requirements. Preparing and furnishing to the Housing Authority information required under the HAP contract.

4. Collecting from the family:
 - Any security deposit required under the lease,
 - The tenant contribution (the part of rent to owner not covered by the housing assistance payment)
 - Any charges for unit damage by the family.
5. Enforcing tenant obligations under the lease.
6. Paying for utilities and services (unless paid by the family under the lease).

The owner is responsible for notifying the Farmington Housing Authority sixty (60) days prior to any rent increase.

B. Obligations of the Family

This Section states the obligations of a participant family under the program.

1. Supplying required information:
 - Evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
 - The family must supply any information requested by the Housing Authority or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
 - The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
 - Any information supplied by the family must be true and complete.
2. HQS breach caused by the Family - the family is responsible for any HQS breach cause by the family or its guests.
3. Allowing Housing Authority Inspection – the family must allow the Housing Authority to inspect the unit at reasonable times and after at least 2 days notice.
4. Violation of Lease - the family may not commit any serious or repeated violation of the lease.
5. Family Notice of Move or Lease Termination - the family must notify the Farmington Housing Authority and the owner before the family moves out of the unit or terminates the lease by a notice to the owner.
6. Owner Eviction Notice - the family must promptly give the Housing Authority a copy of any owner eviction notice it receives.
7. Use and Occupancy of the Unit.
 - The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
 - The Farmington Housing Authority must approve the composition of the assisted family residing in the unit. The family must promptly inform the Housing Authority of the birth, adoption or court-awarded custody of a child. The family must request approval from the Authority to add any other family member as an occupant of the unit. No other person (i.e. no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided later in this plan).
 - The family must promptly notify the Housing Authority if any family member no longer resides in the unit.
 - If the Housing Authority has given approval, a foster child/foster adult or a live-in aide may reside in the unit. The Housing Authority has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the Authority consent may be given or denied.

- Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household must obtain all appropriate licenses.
 - The family must not sublease or let the unit.
 - The family must not assign the lease or transfer the unit.
8. Absence from the Unit. - the family must supply any information or certification requested by the Housing Authority to verify that the family is living in the unit, or relating to family absence from the unit, including any Housing Authority requested information or certification on the purposes of family absences. The family must cooperate with the Authority for this purpose. The family must promptly notify the Housing Authority of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the Housing Authority for absences exceeding 30 days. The Farmington Housing Authority will make a determination within ten (10) days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

- Prolonged hospitalization
 - Absences beyond the control of the family (i.e. death in the family, other family member illness)
 - Other absences that are deemed necessary by the Farmington Housing Authority.
9. Interest in the Unit - the family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space).
10. Fraud and Other program violation - the members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the programs.
11. Crime or Alcohol Abuse by Family Members - the members of the family may not engage in drug-related criminal activity or other violent criminal activity, abuse alcohol or show a pattern of alcohol abuse in any way that affects the right to peaceful enjoyment of the premises by other residents.
12. Other Housing Assistance - an assisted family, or members of the family, may not receive Section VIII tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State, or local housing assistance program

Chapter 3

ELIGIBILITY FOR ADMISSION

Eligibility Criteria/Admission Standard

Housing Assistance may be provided to citizens and to noncitizens that have immigration status. The head of household must have legal capacity to enter into a lease under state or local law.

A family is defined as:

- A single person:
 - Elderly
 - Displaced
 - Any other single persons
- A family with a child or children:
 - A child who is temporarily away from the home because of placement in foster care is considered a member of the family
- A group consisting of persons of:
 - Two or more elderly person
 - Disabled persons living together
 - One or more elderly or disabled persons living with one or more live-in aides

In order to be eligible for admission to the Housing Choice Voucher program all applicants must meet the following admission standards:

1. An applicant's income cannot exceed the applicable Section VIII very-low income limits or an applicant must be income eligible according to the HUD Housing Choice Voucher program standards. For the purposes of determining whether a family is initially eligible according to the HUD published income limits, the size of the family may be determined by counting a family that consists of a pregnant women as a two person household in addition to any other family members. The Housing Authority may elect to require that a physician's statement support pregnancy in matters that impact the family size for the purpose of determining income-limit eligibility (Income limits apply only at admission and are not applicable for continued occupancy; however, as income increase the assistance will decrease).
2. An applicant must meet the HUD citizenship/eligible immigrant status criteria. For each household member to be eligible for assistance they must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
3. An applicant must provide social security number documentation for all family members 6 years of age or older or certify that they do not have one.
4. An applicant must have each member of the family who is 18 years of age or older and each family head of household and spouse regardless of age sign one or more of the following consent forms; HUD-9886 Authorization of the Release of Information/Privacy Act Notice, INS consent forms, Certification to HUD Admission and Continued Occupancy Standards, Consent to Obtain Criminal History Records and Contact Drug and Alcohol Treatment Facilities.
5. An applicant head of household and spouse must sign the Applicants Certification form to certify that the information given to the Housing Authority on household composition, income, net family assists and allowances and deduction is accurate and complete.
6. An applicant has not committed fraud or misrepresentation in connection with any Federally assisted housing program.
7. An applicant does not owe rent or other amounts to the Housing Authority or any public housing in connection with Section VIII or public housing assistance under the U.S. Housing Act of 1937.

8. An applicant must not be evicted from public housing or any Section VIII program for drug-related criminal activity within the last three years.
9. The head of household or oldest family member is at least 18 years old or have the demonstrated “legal capacity” to enter into a lease under State or local law.
10. Starting as of July 1, 2009, all applicants will be screened using criminal history background checks. Applicants will be denied admission for the following offenses:
 - Person currently engaged in drug related criminal activity or violent criminal activities.
 - Fugitives felons, parole violators, and persons fleeing to avoid prosecution or custody or confinement after convictions for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individuals flees.
 - Persons convicted for production Methamphetamine on Federal Assisted housing property.
 - Sex offenders who are required by law to maintain permanent/lifetime registration with a state program. (The attempted background will be carried out with respect to the State of Connecticut and where members of the applicant household are known to have resided and/or information is obtainable.)
 - Persons whom a Housing Authority determines it has a reasonable cause to believe the household member’s illegal drug or alcohol abuse threatens the health, safety, or interferes with the peaceful enjoyment of the premises by other residents.
 - Persons evicted from federally assisted housing for drug-related criminal activity less than 3 years ago, unless the tenant successfully completes a rehabilitation program approved by a Housing Authority or the circumstances for the eviction no longer exist.

Chapter 4

MANAGING THE WAITING LIST

A. Opening and Closing the Waiting List

1. Opening of the waiting list will be announced via public notice that applications for Section VIII will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.
2. Social service agencies dealing with potential applicants are also notified. Typically, applications are accepted for one day only; the waiting list is open at a specific time and day. Interested persons are instructed to apply in person at a specified location on the designated date and time with Social Security cards and birth certificates for all household members and income verification for all household members over the age of 18. Disabled and elderly individuals may send a third party with all required information to apply on their behalf.

B. Taking Applications

Families wishing to apply for Section VIII Program will be required to complete an application for housing assistance.

The waiting list is compiled based on first come, first served basis with applicants residing in Farmington or Unionville placed ahead of other applicants (Local Preference).

Families owing money to the Farmington Housing Authority, or any other public housing authority, are ineligible for participation in the Section VIII Program. An applicant who is denied a Voucher for participation in the program is given a notice of the denial, which states the reason(s) for the denial and informs the applicant an informal review of the decision may be requested. The request must be in writing and received within the specified number of days stated in the notice of denial.

The completed application will be dated and time stamped upon its return to the Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements to complete their application.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basis information including name, address, phone number, family composition and family unit size, racial or ethnic designation of the head of household, income category, and information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the families pre-application, the Housing Authority will make a preliminary determination of eligibility. The Housing Authority will notify the family in writing of the date and time of placement on the waiting list and the approximate amount of time before housing assistance may be offered. If the Authority determines the family to be ineligible, the notice will state the reasons therefore and offer the family the opportunity of an informal review of this determination.

An applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority will annotate the applicant's file and will update their place on the waiting list. **It is the family's responsibility to ensure the Housing Authority has a current address. While the applicant's name is on the waiting list, it is required that all changes of address be placed in writing and mailed to keep for records.**

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Authority will ensure that verification of all preferences, eligibility; suitability selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

C. Organization of the Waiting List

All applications will be maintained in order of preference and then in order of lottery position.

C. Families Nearing the Top the Waiting List

When a family appears to be within 2 months of being offered assistance, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified the family will complete a full application, present Social Security Number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

D. Missed Appointments

All applicants who fail to keep a scheduled appointment in accordance with the paragraph below will be sent a notice of denial.

The Housing Authority will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, the Authority will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

E. Updating the Waiting List

The Farmington Housing Authority will update its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families.

F. Removal of Applicants from the Waiting List

1. The Housing Authority will not remove an applicant's name from the waiting list unless the applicant requests that their name be removed.
2. If the applicant fails to respond to a written request for information or a request to declare their continued interest in the program or if correspondence is returned by the post office marked "undeliverable" without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated on the envelope.
3. The applicant missed scheduled appointments.
4. The applicant does not meet admission standards or screening criteria for the program.
5. The applicant has been offered a housing voucher.
6. If a family is removed from the waiting list for failure to respond, the housing director may reinstate the family if it is determined that the lack of response was due to an Housing Authority error, family medical disability or circumstances beyond the family's control. The Housing Authority will reinstate the applicant in the family's former position on the wait list.

G. Maintenance of the Waiting List and Selection of Families

Housing Authority meets yearly and sets these preferences.

H. Grounds for Denial

The Farmington Housing Authority will deny assistance to applicants on the waiting list who:

1. Do Not meet any one or more of the eligibility criteria.
2. Do Not supply information or documentation required by the application process.
 3. Failure to respond to a written request for information or a request to declare their continued interest in the program.
 4. Fail to complete any aspect of the application or lease-up process.
 5. Violation of any of the family obligations under 24 CFR 982.551.
 6. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property.
 7. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
 8. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Program
 9. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from.
 10. Have a family member who was evicted from public housing or terminated from a rental assistance program within the last three years.
 11. Have a family member who was evicted or terminated from assisted housing within five years of the projected date of admission because of drug-related criminal activity
 12. Have a family member who has a lifetime registration under a State sex offender registration program.
 13. Have a family member that abuses alcohol or drugs in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.
 14. All applicants that fail to certify prior to admission that they do not have a pattern of illegal use of controlled substance or pattern of abuse of alcohol that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

I. Notification of Negative Actions

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority, in writing, that they have ten (10) business days from the date of the written correspondence, to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the specified timeframe.

When applicants are denied admission based on criminal record, the Housing Authority will provide the applicant with a copy of the criminal record and opportunity to dispute the accuracy and relevance of the record.

The Housing Authority system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the Housing Authority will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the Housing Authority will verify that there is in fact a disability and that a reasonable accommodation they are requesting is necessary based on the disability.

J. Informal Review

If the Housing Authority determines that an applicant does not meet the criteria for receiving Section 8 assistance, the Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the decision and state that the applicant may request an informal review of the decision within 10 days of the denial. The Authority will describe how to obtain the informal review.

Chapter 5 **SELECTING FAMILIES FROM THE WAITING LIST**

Families will be selected from the waiting list based on the numerical position assigned.

When it is determined that there are openings on the program, a letter is sent to the next eligible applicant from the waiting list regardless of the bedroom size that the applicant needs. The letter explains the papers needed in order to document eligibility i.e., pay stubs, welfare budget sheets, social security award letters, savings account books, daycare receipts, etc. The family is assigned a worker at that time.

An applicant's income status may change while on the waiting list. Occasionally, a family who has been contacted for the purposes of enrollment may no longer meet the income eligibility requirements. When this happens, the reasons are fully explained by the Housing Authority at the time of the enrollment interview. Ineligible applicants may request an informal review.

Applicants may obtain their numerical position on the waiting list by requesting it in writing or in person. The request must include the applicant's name, current address and social security number. All requests will be responded to in **writing promptly**. This waiting list information will not be provided to applicants via the telephone or in person for security concerns. Once on the waiting list, it is the applicant's responsibility to maintain their current address. **Failure to do so may result in removal from the waiting list. Update of applicant's address must be done in writing or in person.**

Families may also be absorbed directly onto the program through portability if properly referred and authorized.

The Housing Authority may admit an applicant for participation in the program either as special admission or as a waiting list admission. If HUD awards special allocations funding that is targeted for families with specific characteristics or families living in specific units, the Housing Authority will use the assistance for those families with specific characteristics or living in those units. The Housing Authority will maintain records showing that the family was issued a HUD-targeted Voucher and is authorized for priority admission.

Chapter 6
ASSIGNMENT OF BEDROOM SIZE (SUBSIDY STANDARDS)

A. Bedroom Size Determination Briefing

The Housing Authority will issue a voucher for a particular bedroom sizes in accordance with the following guidelines:

Number of Bedrooms	# Of Person Minimum	# Of Person Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	8	10

Bedroom sizes will also be determined using the following guidelines:

1. The bedroom size assigned shall provide for the smallest number of bedrooms needed to house a family without overcrowding.
2. The bedroom size assigned shall not require more than two person to occupy the same bedroom
3. The bedroom size assigned shall not require persons of the opposite sex other than an adult couple to occupy the same bedroom with the exception of infants and very young children.
4. A family that consists of a pregnant woman only, and (no other person), will be treated as a two-person family.
5. Children of the same sex will share a bedroom, unless the age span is more than 5 years.
6. Children of opposite sex, both under the age of 3, will share a bedroom.
7. Adults and children will not be required to share a bedroom, but can if they choose to.
8. Foster-adults and foster child will not be required to share a bedroom with family members.
9. Live-in aides will be given a separate bedroom.

The Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by the Authority in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a different sized unit. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

If there is adequate documentation, a child who is temporarily away from the house because of placement in foster care will be considered a member of the family for purposes of determining the family unit size.

B. Briefing

If a person is determined to be eligible by the Housing Authority and is selected for participation the applicant will be notified of an orientation meeting. If they cannot attend the originally scheduled orientation, they may attend a later session. If the family fails to attend two briefings without good cause, they will be denied admission.

When a family initially receives its Housing Choice Voucher, a full explanation of the following shall be provided to assist the family in finding a suitable unit and to apprise the family of its responsibilities and the responsibilities of the owner.

Full opportunity shall be provided to the families to ask questions and receive answers.

C. Contents of the Briefing Packet/Orientation Packet

The Housing Choice Voucher Holder's packet shall include the following:

1. Explanation on where a family may lease a unit and how mobility and portability works.
2. The HUD-required "Lease Addendum".
3. The "Request for Tenancy Approval" form
4. The policy on providing information about a family to prospective owners
5. The Housing Authority's subsidy standards, including when the Housing Authority will consider granting exceptions to the standard.
6. The HUD lead-based paint (LBP) form
7. Housing discrimination complaint form HUD-903 (2/89) and HUD 928.1 (3-89) form.
8. A listing of available apartment units (including handicap accessible units if applicable.)
9. A list of the obligations of being a participant of the Section 8 Tenant Based Assistance Housing Choice Voucher program and grounds for termination of assistance.
10. Protect Your Family From Lead In Your Home booklet
11. Copy of Form letter for property owners "Disclosure of Information on Lead-Based Paint Hazards.
12. Move-In Move-Out checklist.
13. Owner Certification of Rent Reasonableness
14. The publication, "Applying for HUD Housing Assistance" (replaced Things You Should Know HUD-1140-OOIG) that explains type of action a family must avoid and penalties for program abuse.
15. "A Good Place to Live" HUD publication
16. The Utility Allowance Schedule and information on the Fair Market and Payment Standard
17. A guide booklet to the Section 8 Tenant Based Assistance Housing Voucher program (Appendix II) which includes information pertaining to the following:
 - a. Term of the voucher and policy regarding extensions or suspensions
 - b. How the housing assistance payment is calculated
 - c. What the family should consider in deciding whether to lease a unit
 - d. Informal hearing procedures
 - e. Information on how to select a unit.
 - f. The grounds upon which the Housing Authority may terminate assistance because of the family's action or inaction.
 - g. The Authority's informal hearing procedures, including when the Housing Authority is required to provide the opportunity for an informal hearing, and information on how to request a hearing.

D. Issuance of Voucher; Request for Approval of Tenancy

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the Housing Authority will issue the voucher. At this point the family begins their search for a unit.

When the family finds a unit that, the owner is willing to lease under the program, the family and the owner will complete and sign a proposed lease, and the HUD required tenancy addendum and the request for approval of the tenancy form. The family will submit the proposed lease and the request form to the Housing Authority during the term of the voucher. The Housing Authority will review the request, the lease, and the HUD required tenancy addendum and make an initial determination of approval of tenancy. The Housing Authority may assist the family in negotiating changes that may be required for the tenancy to be approvable. The Housing Authority will then schedule an appointment to inspect the unit within 15 days after the receipt of inspection request from the family and owner. The 15-day period is suspended during any period the unit is unavailable for inspection. The Housing Authority will promptly notify the owner and the family whether the unit and tenancy are approvable.

Additional screening is the responsibility of the owner. Upon request by a prospective owner, the Housing Authority will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with standard material lease terms.

E. Term of the Voucher

The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher. The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance without an extraordinary reason. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request.

As a reasonable accommodation, if the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension beyond the 120 days search time.

F. Approval to Lease a Unit

The Housing Authority will approve a lease if all of the following conditions are met:

1. The unit is eligible.
2. The unit is inspected by the Housing Authority and passes HQS
3. The required HUD tenancy addendum is completed.
4. The rent to owner is reasonable.
5. The family's share of rent does not exceed 40% of their monthly adjusted income if the gross rent exceeds the applicable payment standard; unless there is a reasonable.
6. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or the Housing Authority.
7. The family continues to meet all eligibility and screening criteria.

If the tenancy approval is denied, the Housing Authority will advise the owner and the family in writing and advise them also of any actions they could take that would enable the Housing Authority to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

1. The unit passes the HQS inspection
2. The family's share of rent does not exceed 40% of their monthly adjusted income if the gross rent exceeds the applicable payment standard.
3. The landlord and tenant sign the lease to include the HUD required addendum.
4. The Housing Authority approves the leasing of the unit.

The Housing Authority will prepare the contract when the unit is approved for tenancy. Under no circumstances will the Authority pay, any housing assistance to the owner until the contract is executed. In no case will the contract be executed later than 60 days after the beginning of the lease term. Any contract executed after the 60-day period will be void and the Housing Authority will not pay housing assistance to the owner.

G. Disapproval of Owner

The Housing Authority will deny participation by an owner for any of the following reason:

1. The owner has violated any obligations under, a Section VIII Housing Assistance Payments Contract.
2. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing program.
3. The owner has engaged in drug-related criminal activity or any violent criminal activity.
4. The owner has a history or practice of non-compliance with HQS for units leased under Section VIII or with applicable housing standards for units leased with project based Section VIII assistance or leased under any other Federal Housing Program.
5. The owner has a history or practice of renting units that fail to meet State or local codes.
6. The owner has not paid state or local real estate taxes, fines, or assessments.
7. The owner refuses (or has history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the premises by tenants; Housing Authority employees or owner employees; or residences by neighbors or
8. If the owner is a parent, child, grandparent, grandchild, sister, or brother or any member of the family seeking the use of a voucher unless the Housing Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

H. Security Deposit

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

Chapter 7 **PORTABILITY**

A. Portability Procedures

When the Farmington Housing Authority is the Initial Housing Authority:

- The Authority will brief the family on the process that must take place, to exercise portability.
- The Farmington Housing Authority, will advise the family how to contact and request assistance from the Receiving Housing Authority
- Upon notification from the Receiving Authority, the Farmington Housing Authority will immediately mail the most recent HUD Form 50058 (Family Report) for the family, and related verification information, to the Receiving Authority.

B. Portability, Administration by Receiving Housing Authority

When the Farmington Housing Authority is the Receiving Housing Authority:

- When the portable family requests assistance from the Farmington Housing Authority, the Farmington Housing Authority will within ten (10) calendar days inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable family, or absorb the family into its own program. When the Farmington Housing Authority receives a portable family, the family will be absorbed if funds are available and a voucher will be issued.
- The Farmington Housing Authority will determine the family unit size for the portable family. The family unit size is determined in accordance with the Farmington Housing Authority's subsidy standards.
- The Farmington Housing Authority will within ten (10) calendar days notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.
- If the Farmington Housing Authority opts to conduct a new re-examination, the Farmington Housing Authority will not delay issuing the family a voucher or otherwise delay approval of a unit unless the re-certification is necessary to determine income eligibility.
- In order to provide tenant-based assistance for portable families, the Farmington Housing Authority will perform all Housing Authority program functions, such as reexaminations of family income and composition. At any time either the Initial Housing Authority or the Farmington Housing Authority may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

C. Portability Absorption (by the Farmington Housing Authority)

If funding is available under the consolidated ACC for the Farmington Housing Authority's Voucher Program when the portable family is received, the Farmington Housing Authority will absorb the family into its Voucher Program.

D. Portability Billing

To cover assistance for a portable family, the Receiving Housing Authority may bill the Initial Housing Authority for housing assistance payments and administrative fees. The billing procedure will be as follows:

As the Initial Housing Authority, the Farmington Housing Authority will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for other families in the Receiving Housing Authority's program.

The Initial Housing Authority will promptly reimburse the Receiving Housing Authority for 80% of the Initial Housing Authority's on going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Authority. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.

When a portable family moves out of the tenant-based program of a Receiving Housing Authority that has not absorbed the family, the Housing Authority in the new jurisdiction to which the family moves becomes the Receiving Housing Authority, and the first Receiving Housing Authority is no longer required to provide assistance for the family.

CHAPTER 8

VERIFICATION

A. Acceptable Methods of Verification

Age, relationship, U.S. citizenship, and Social Security Numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include Social Security cards and other documents presented by the family.

Other information will be verified by third party verification. This type of verification includes written documentation (with forms sent directly to and received directly from a source, not passed through the hands of the family). The verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Farmington Housing Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation has been written i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained, the Farmington Housing Authority will accept documentation received from the applicant/participant. Hand-carried documents will be accepted if the Farmington Housing Authority ***has been unable to obtain third party verification*** in a four-week period of time. ***Photocopies of the documents provided by the family will be maintained in the file.***

When neither third-party verification nor hand-carried verification can be obtained, the Farmington Housing Authority will accept a notarized statement signed by the head, spouse, or co-head. Such documents will be maintained in the file.

B. Types of Verification

In order to obtain written third party verification, the Housing Authority will send a request to the source along with a release form signed by the applicant/participant. The following list is not meant to be inclusive, however, the items below are the most commonly used and verified: disability, full-time student status, child care cost, need for a live-in aide, disability assistance expense, medical expenses, savings, check and other bank accounts, stocks, real estate, wages and income, regular gifts and contributions (not necessarily monetary), alimony/child support, periodic payments such as social security, welfare, pensions, workers' compensation, unemployment, and training program participation.

C. Verification of Citizenship or Eligible Non-Citizen Status

The citizenship/eligible non-citizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. (They will be required to show proof of their status by such means as Social Security card, birth certificate, military ID or military DD214 Form).

Prior to being admitted or at the first reexamination, all eligible non-citizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Family members who do not claim to be citizens, nationals, or eligible non-citizens, or whose status cannot be confirmed, must be listed on a statement of non-eligible members and list must be signed by the head of the household.

Non-citizen students on student visas, though in the country legally, are not eligible to be admitted to the Section VIII Program

Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.

If no family member is determined to be eligible under this Section, the family's admission will be denied.

The family's assistance will not be denied, delayed, reduced or terminated because of a delay in the process of determining eligible status under this Section, except to the extent that the family causes the delay.

If the Farmington Housing Authority determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

D. Verification of Social Security Numbers

Prior to admission each family member who has a social security Number and who is at least six years of age must provide verification of his or her Social Security Number. New family members at least six years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after reaching the age of six.

The best verification of the Social Security Number is the original Social Security card. If the card is not available, the Farmington Housing Authority will accept letters from Social Security that establish and state the number. Documentations from other governmental agencies will also be accepted that establish and state the number. Driver's license, military ID, passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security Number they will be required to sign a statement to this effect. The Farmington Housing Authority will not require any individual who does not have a Social Security Number to obtain a Social Security Number, but will encourage and provide the paperwork to do so.

E. Timing of Verifications

Verification must be dated within 90 days of certification or reexamination. If the verification is older than this, the sources will be contacted and asked to provide information regarding any change.

When an interim reexamination is conducted, the Housing Authority will verify and update only those elements reported to have changed.

F. Frequency of Obtaining Verification

For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their status will be verified.

For each family member age 6 and above, verification of Social Security Number will be obtained only once. This verification will be accomplished prior to admission: When a family member who did not have a Social Security Number at admission receives a Social Security Number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexaminations.

CHAPTER 9

RENT AND HOUSING ASSISTANCE PAYMENT

A. Rent Reasonableness

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

1. Before any increase in rent to owner is approved
2. If 60 days before the contract anniversary date there is a 5% decrease in the published FMR as compared to the previous FMR and
3. If the Housing Authority or HUD directs that reasonableness be re-determined.

B. Comparability

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Housing Authority will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units. This information will be updated quarterly.

The Housing Authority will maintain current survey information on rental units in the jurisdiction. The Housing Authority will also obtain from landlord associations and management firms the value of the array of amenities.

The Housing Authority will establish minimum base rent amounts for each unit type and bedroom sizes. To the base the Housing Authority will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charge by the owner for comparable unassisted units in the premises.

C. Maximum Subsidy

The Fair market Rent (FMR) published by HUD or the exception payment standard rent (requested by the Authority and approved by HUD) determines the maximum subsidy for a family.

The minimum payment standard will be 90% of the FMR and the maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

The Housing Authority will review its determination of the payment standard annually to determine whether an adjustment should be made to some or all unit sizes. The Authority will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families have to rent low quality units or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

Before increasing any payment standard, the Housing Authority will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

D. Assistance and Rent Formulas

1. Total Tenant Payment

The total tenant payment is equal to the highest of:

- 10% of monthly income
- 30% of adjusted monthly income
- Minimum rent

E. Utility Allowance

The Housing Authority maintains a utility allowance schedule. This schedule will be conducted by an outside source and dated yearly before July 1. For all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g. trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption of the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule.

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit sizes as determined under the Housing Authority subsidy standards).

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

F. Change of Ownership

The Farmington Housing Authority requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the Farmington Housing Authority's rent payment or the address as to where the rent payment should be sent.

In addition, the Farmington Housing Authority requires a written request from the new owner to process a change of ownership.

CHAPTER 10

INSPECTION POLICIES AND HOUSING QUALITY STANDARDS

A. Housing Quality Standards and Inspection

The Housing Authority will use the guidelines delineated in 24 CFR 982.401 as the appropriate Housing Quality Standards (HQS). Efforts will be made at all times to encourage owners to provide housing *above HQS minimum standards.*

Before approving a lease, the Housing Authority shall inspect the unit for compliance with the Housing Quality Standards. The inspection will be made as quickly as possible, but no later than ten (10) days after the owner's request.

If there are violations that must be corrected in order for the unit to be decent, safe and sanitary, the Housing Authority will advise both the owner and tenant of the work required to be done. The unit will be re-inspected to ascertain that necessary work has been performed and that the unit meets the Housing Quality Standards before a contract is executed. The Director maintains a report to monitor Housing Quality Standards violations and the noncompliance sanctions.

All utilities must be in service prior to the effective date of the HAP contract. If the utilities are not in service at the time of inspection, the HQS inspector will notify the owner or the tenant (whomever is responsible for the utilities, according to the RTA) to have the utilities turned on. The inspector will either schedule or conduct a reinspection, or the owner and the tenant shall both certify that the utilities are in service.

If the tenant is responsible for supplying the stove and/or the refrigerator, the Housing Authority will allow the stove and/or the refrigerator to be placed in the unit after the inspection if, after the unit has passed all other HQS, the owner and the tenant certify that the appliances are in the unit and working according to HQS. The Housing Authority will not conduct a re-inspection in that event.

B. Annual HQS Inspection

Inspection: The tenant is notified of the date and time of inspection appointment by mail. If the tenant is unable to be present, he or she must reschedule the appointment so that the inspection is completed within 7 days.

If the tenant does not contact the Housing Authority to reschedule the inspection, or if the tenant missed two (2) inspection appointments without good cause such as emergency, illness or disability, the Housing Authority will consider the tenant to have violated a family obligation and his or her assistance may be terminated in accordance with the termination procedures in the administrative plan.

Increase in the rent paid to the owner may not be approved if the unit is in a failed condition. The Housing Authority adheres to the acceptability criteria in the program regulations and HUD inspection booklet with the additions described below:

C. Security

If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system or the unit must be in compliance with NFPA requirements for means of escape. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

Owners are responsible for providing batteries and for replacing (old) non-functioning batteries for battery-powered (units) smoke detectors or fire detectors and ensuring that the smoke detector is properly installed and working.

D. Bedrooms

Bedrooms in basements are not allowed unless they meet local code requirements. Bedrooms must have adequate ventilation and emergency exit capability, and according to the building code you must have 200 square feet.

Modifications or adaptations made to a unit (due) to accommodate a person with a disability must meet all applicable HQS and building codes.

Owners are requested to allow the inspector access to the basement to inspect the heating system. If the owner does not allow access, he or she may instead present a safely inspection certificate from a local public agency or evidence that the heating equipment was recently serviced and is in good working order. The evidence of recent inspection or service must not be over one year old.

The Housing Authority reserves to the right to require property owners to provide supporting documentation that significant modification or rehabilitation made by the owner to the apartment unit are in compliance with local housing, fire or zoning code requirements and/or regulations before approving an apartment unit (e.g. local code approval of modification/rehab of converting a porch room to a bedroom or an attic space to bedroom).

E. DETERIORATED PAINT SURFACES

All painted surfaces of all buildings used or intended to be used in whole or part for human habitation shall be kept free of deteriorated paint surfaces. Deteriorated paint surfaces is defined as any interior or exterior paint or other coating that is peeling, chipping, chalking or cracking, or any paint or coating located on an interior or exterior surface or fixture that is otherwise damaged or separated from the substrate.

All deteriorated paint must be stabilized or abated, even property exempt under the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and part 35, subparts A, B, M, and R of Code of Federal Regulations (CFR).

Property with deteriorated paint that is specifically exempt from the part 35, subparts A, B, M, and R of the Code of Federal Regulations (i.e. property where all occupants are age 6 or older; property that is built after January 1, 1978; properties that has zero bedrooms dwelling; property where all lead-based paint has been removed or the property has been found to be free of lead-based paint by a certified lead-based paint inspector), will not require a clearance examination but will still need to be stabilized or abated according to “safe work practices”.

F. EMERGENCY REPAIR REQUIREMENT

According to HUD regulations all life-threatening HQS deficiencies must be corrected within twenty-four hours of inspection (depending on the severity of the violations immediate termination of the contract may be necessary). Examples of life-threatening HQS deficiencies may include: Severe natural gas odor, severe structural defects threatening to collapse; severe electrical hazards endangering life, etc. Smoke detectors that are properly installed are frequently cited for not working due to the fact the tenant has recently pulled the battery or because the battery has loss charge. Since inoperable smoke detectors have the potential to cause life-threatening hazard, we will cite these instances as needing immediate correction. In instances where there is an actual life-threatening HQS deficiency or the potential of a life-threatening hazard (i.e. inoperable smoke detector) the following procedures shall apply.

A separate Emergency Repair Notice will be generated and mailed directly to the landlord and tenant on the date of the inspection. The housing inspector will also attempt to reach the owner or owner representative directly by telephone to notify them of the violation (s). The emergency repair notice will require that emergency repairs to be completed immediately.

The emergency repair notice request that the owner make immediate repair and certify through the Owner Certification of Completion of Emergency or Life-Threatening Violations that the cited violations have been corrected immediately.

The next month’s rent will be abated if the owner does not submit the Owner Certification of Completion of Emergency or Life-Threatening Violations or if the subsequent re-inspection reveals that the repairs were not completed. A re-inspection will be conducted even if the owner certified that violations have been corrected. In lieu of the Owner Certification of Completion of Emergency or Life-Threatening Violations the Housing Authority may accept other documentation provided by the owner that adequately supports that the emergency repairs were corrected timely.

G. HQS ENFORCEMENT

Each HQS inspection of a unit under contract where the unit fails to meet HQS, any life-threatening HQS deficiencies must be corrected within 24 hours from the inspection and all other cited HQS deficiencies must corrected within no more than 30 calendar days from the inspection or any Housing Authority approved extension. If any life-threatening HQS deficiencies are not corrected within 24 hours and all other HQS deficiencies are not corrected within 30 calendar days or any Housing Authority-approved extension, the Housing Authority will withhold, abate or terminate the housing assistance payments. A landlord’s request for extension may be made verbally or in writing. The Housing Authority approval will be documented or notated in the case file.

H. EXTENSION TIME TO COMPLETE REPAIRS

The Housing Authority may grant an extension in lieu of abatement in the following cases:

1. The owner has a good history of HQS compliance.
2. There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services.
3. The repairs are expensive (such as exterior painting or roof repairs) and the owner needs time to obtain the funds.
4. The repairs must be delayed due to climate conditions.

The extension will be made for a period to be determined by the Housing Authority. At the end of that time, if the work is not completed, the Housing Authority will begin the abatement.

CHAPTER 11

RECERTIFICATIONS

A. Verification of Income and Determination of Total Tenant Payment

At least two months before the recertification is due, each resident/tenant is required to submit the enclosed paperwork regarding income sources.

Verification of income will be obtained by either third-party verification or using documentation provided directly by clients

Accuracy of calculations of Total Tenant Payments is ensured through the following methods; computer software is programmed to make correct calculations of entered data. The Housing Authority has Program Supervisors who review calculations of all executed HAP contracts, as well as random sampling of case files is audited to ascertain among other things that the Total Tenant Payment is calculated accurately.

Verification of income and determination of Total Tenant Payment will follow program regulations as identified in 24 CFR 813 with the exception of the issues identified below:

For the purposes of determining whether income is considered annual income or temporary and/or sporadic income; temporary or sporadic income is defined as follows: Income amounts that are considered sporadic and neither reliable nor periodic. This type of income is excluded from annual income.

B. Changes in Lease or Rent (Tenant rent increase and decrease)

If the tenant rent increase, a thirty (30) day notice is mailed to the family prior to the annual re-examination date.

If less than thirty days are remaining before the scheduled effective date of the annual re-examination, the tenant rent increase will be effective on the first of the month following the thirty (30) day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the re-examination processing, there will be a retroactive increase in rent to the anniversary date.

If the tenant rent decreases as a result of an annual re-examination, it will be effective on the anniversary date or on the first day of the month following completion of the re-examination process, whichever is sooner.

If the family causes a delay so that the processing of the re-examination is not complete by the anniversary date, the rent change will be effective on the first day of the month following completion of the re-examination processing by the Housing Authority.

C. Annual Recertification

The Housing Authority will maintain a re-examination tracking system and the household will be notified by mail of the date and time of their interview at least 60-90 days in advance of the anniversary date. If requested as a reasonable accommodation by a person with a disability, the Housing Authority will provide the notice in an accessible format. The Housing Authority will also mail to a third party, if requested as a reasonable accommodation for a person with disabilities. The accommodations will be granted upon verification that they meet the need presented by the disability.

D. Missed Recertification Appointment

If the family fails to respond to the recertification letter, a second letter will be mailed with an appointment date. The second letter will advise the family of the deficiency and require the family to correct. If the deficiency is not corrected within a reasonable time frame than a notice of intent to terminate Section 8 benefits will be mailed. If the client fails to respond properly than they are subject to termination proceedings.

E. Interim Reexaminations of Income and Household Composition

All interim changes of family income or household composition must be reported to the housing agency as an interim reexamination within thirty days of the occurrence. Interim reexamination will be processed for the next month in which the change became effective. Families will be required to report increase in household income of more than \$100 per month. If changes of income occur frequently, the housing agency reserves the right to review household income changes in terms of a yearly average so as to excuse program participants from excessive reporting. Interim reporting is not required for Social Security recipients who are afforded an annual cost of living adjustment at the beginning of the calendar year. All households who receive this adjustment do not have to report this change.

F. Standard for Timely Reporting of Changes

Receipt of a Letter or Notice from HUD Concerning Income (Timely reporting of changes in income and assets)

The Housing Authority requires that families report interim change to the Housing Authority within 30 days of when the change occurs. Any information, document or signature needed from the family, which is needed to verify the change, **must be provided within 30 days of the change.**

If the change is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

Procedures when the Change is reported in an untimely manner

The Housing Authority will notify the family and the owner of any change in the HAP to be effective according to the following guidelines:

- An increase in tenant rent will be effective retroactive to the date on which it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and may be required to sign a repayment agreement or make a lump sum repayment.
- A decrease in tenant rent will be effective n the first of the month following the month in which the change was reported.

G. MINIMUM RENT

The Housing Authority has imposed a \$50 rent minimum. Families or individuals claiming zero income will need to report income status quarterly.

Families may request a hardship exception with supporting documentation. The Housing Authority will promptly review all family requests made for exception to the minimum rent due to financial hardship. The Housing Authority will use its standard verification procedures to verify circumstances which are claimed to have resulted in financial hardship.

H. Suspension of Minimum Rent

The Housing Authority will grant the minimum rent exception to all families who request it, effective the first of the following month. The minimum rent will be suspended until the Housing Authority determines whether a hardship exists and, if it exists, whether the hardship is temporary or long-term.

During the period, the family will not be required to pay a minimum rent and the housing assistance payment will be increase accordingly.

I. Denial of Hardship Exception

If the Housing Authority determines that there is not a qualifying financial hardship, the Housing Authority must promptly notify the family in writing of the denial of its request. The Housing Authority will offer a repayment agreement to the family for any rent not paid during the period when the Housing Authority was evaluating the hardship exception request.

J. SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the Housing Authority may schedule special reexaminations every 60 days until the income stabilizes and an annual income can be determined. Note: The income of the families will have quarterly reexams.

K. LEASE APPROVAL AND HOUSING ASSISTANCE PAYMENTS CONTRACT EXECUTION

The following Housing Authority representatives are authorized to execute a contract on behalf of the Housing Authority: The executive director or his or her designee. The Contractor will execute contract renewals.

Owner must provide the current street address of their residence (not a post office box). If families lease properties owned by relatives, the owner's current address will be compared to the address of the subsidized unit.

An owner must provide his or her social security number.

The owner must provide a business or home telephone number.

L. PAYMENT STANDARD

The Housing Authority will set up an applicable payment standard schedule for each bedroom size in accordance with HUD regulations. The Housing Authority may establish an adjustment standard schedule on annual basis (prior to FMR increases) in order to assure continued affordability for participating families.

The following factors will be considered in the assessment of the adequacy of the payment standard:

Success rates of program participants: The Housing Authority will review the number of voucher holders whose vouchers expire without having a leased unit. The Housing Authority will review the average time required for voucher holders to find units.

Whether family members are 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.

Which family member has recognized custody of minor children in family.

M. PAYMENT OF MONIES OWED BY OWNER OR FAMILY TO THE HA

The Housing Authority staff must report all cases of suspected overpayments of program funds Program Supervisor(s). In every case, efforts will be undertaken to recover actual overpayments. The money may be recovered by withholding future HAP or utility payments, or by written mutual agreements to a repayment schedule.

CHAPTER 12

TERMINATION OF ASSISTANCE

A. TERMINATION POLICY AND PROCEDURE

The following will constitute grounds for removal of a participant from the Housing Choice Voucher programs:

1. Failure to make payment for monies owed the Housing Authority or another Housing Authority
2. Violation of any of the family obligations under 24 CFR 982.551.
3. A participant or family member engaged in drug-related criminal activity or violent criminal activity.
4. A participant has committed fraud (bribery or any other corrupt or criminal act) at the time of application or during assisted tenancy.
5. A participant has failed to comply with the requirements under the family's contract of participation in the Family Self-Sufficiency program
6. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
7. A participant that abuses alcohol or drugs in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

B. PROCEDURE FOR REMOVING A SECTION 8 TENANT FROM THE PROGRAM

1. The tenant and landlord will be mailed a notice of intent to terminate Section 8 benefits. The notice shall state the grounds for removal. It shall advise the tenant that they have 10 days in which to respond and contest the action by requesting a hearing.
2. The tenant may have an advocate or attorney present at the hearing.
3. If the tenant does not respond, they may be automatically removed from the program effective the first day of the month coming after the day of the notice. Notice of termination will be sent to the tenant and landlord simultaneously.

C. FRAUD OR PROGRAM ABUSE: POSSIBLE REMEDIES

"Fraud" and "abuse" is considered a single act or pattern of actions made with the intent to deceive or mislead, constituting a false statement, omission, or concealment of a substantive fact. Fraud and abuse result in the payment of federal housing assistance funds in violation of program requirements. Fraud is the intentional, false representation or concealment of a material fact for the purpose inducing another to act upon it to his or her injury. Fraudulent and related criminal activities may include bribery or kickbacks, false claims or bid rigging, theft, embezzlement, or other misapplication of funds or assets, forgery or alteration of documents, impropriety with respect to report financial transactions, profiteering or inside knowledge, destruction or concealment of records or assets.

When families or owners intentionally fail to report required information or report incorrect information to obtain benefits to which they are not entitled to it is considered fraud. Fraud is the legal term that involves taking legal action to pursue a remedy of the situation, such as terminating program assistance or recovering program funds. A program participant or owner may be terminated from the program for fraud, but the Housing Authority may consider any mitigating circumstances before actually terminating benefits. When the Housing Authority has reason to believe that a program participant has abused the program, immediate action will be taken to gather information regarding the validity of the concern or claim and if valid the nature and extent of the abuse (if applicable). The Housing Authority will attempt to collect as much information as possible about the case so that a fair and informed decision can be made.

Chapter 13
INFORMAL REVIEWS AND INFORMAL HEARINGS

A. Informal Review for the Applicant

The Housing Authority gives applicants a notice in writing of all decisions, which affect their status in the rental assistance program, the reasons for the decision and state that the applicant has the right to request an informal review and the procedures for requesting it.

An applicant or participant of the Section VIII rental assistance program may request an informal review if there is a question on a decision regarding the applicant's position on the waiting list, the issuance of a Voucher or other issues pertaining to whether or not they will be able to participate in the Section VIII program. An impartial third party from another Housing Authority will preside over initial hearings. If the decision is not satisfactory with the family, they may appeal to have a hearing presided by the Director of the Housing Authority.

The family has the right to legal counsel at its own expense. The family and the Housing Authority have the right to examine documents that are directly relevant to the hearing. Copies are to be made at the requestor's expense. If requested documents are not made available, they may not be relied upon at the hearing. Both the family and the Housing Authority may present evidence and/or witnesses at the hearing. Factual determinations relating to the individual circumstances of the participants shall be based on a preponderance of the evidence presented at the hearing.

The Hearing Officer issues a final decision, stating the reasons for the decision, with ten days with a copy of the decision sent to the family.

B. Informal Hearings for Participants

The Housing Authority will give a participant family an opportunity for an informal hearing to consider whether the following Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and Housing Authority policies:

1. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
2. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Housing Authority utility allowance schedule.
3. A determination of the family unit size under the Housing Authority subsidy standards.
4. A determination that a certificate program family is residing in a unit with a larger number of bedrooms than appropriate of the family unit size under the Housing Authority subsidy standards, or the Housing Authority determination to deny the family's request for an exception from the standards.
5. A determination to terminate assistance for a participant family because of the family's action or failure to act (see 24 CFR Sec. 982.552).
6. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted by Housing Authority policy and HUD rules.

In the cases described in paragraph 1,2, and 3 of this section, the Housing Authority will notify the family that the family may ask for an explanation of the basis of the Housing Authority determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.

In the cases described in 4, 5, and 6 of this section of this section, the Housing Authority will give the family prompt written notice that the family may request a hearing before the Housing Authority.

Chapter 14
LAWS AND POLICY

A. Housing Authority of Farmington Violence Against Women Act

The Housing Authority of the Town of Farmington Board of Commissioners will be adopting a policy on Protections for Victims of Domestic Violence and amending the FHA Admissions and Continued Occupancy Policies and the Section 8 Administrative Plan. The proposed modifications describe the goals, objectives, policies or programs that will enable the FHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking as follows:

- The FHA supports the goals of the VAWA Amendments and will comply with its requirements.
- The FHA will continue to administer its housing programs in ways that support and protect its residents and participants of the Section 8 Voucher Program who may be victims of domestic violence, dating violence, sexual assault or stalking.
- The FHA will not deny or terminate assistance to a resident, participant of the Section 8 Voucher Program or applicant solely on the basis them being a victim of such criminal Activity, including threats of such activity.
- The FHA will provide notices explaining VAWA protections to applicants for housing assistance, current, residents, Section 8 Voucher participants and to property owners participating in the voucher program.

It is the Housing Authority's plan that future participants of the Housing Choice Voucher Program will be given a copy of PIH Notice 2006-42 at their briefing appointment. The contents therein will be explained to the family members that attend this meeting.

The requirement contained in the law that precludes eviction based on domestic violence, dating violence, or stalking will be explained to new landlords and those currently involved in the program at time of recertification. During the lease period, the landlords will be advised of the VAWA requirements should tenant-eviction because of actions become a reality.

Landlord's of/and new participants to the Housing Choice Voucher Program or families relocating to a different unit will be required to complete the reissued Housing Assistance Payments Contract and Tenancy Addendum that incorporated the restrictions of the Act.

Families, who have not submitted a Request for Tenancy Approval, will be notified of the safeguards against eviction/termination, as well as the requirements for certification and verification.

Any family who requests relief from eviction or termination because of domestic violence, dating violence, or stalking will be required to submit the Certification Form and provide restraining orders, police reports, letters from shelters, or other such documentation as necessary to verify the request. Additionally, the Housing Authority will obtain information from the local police department as to the nature and type of police calls made to the respective address as further verification.

B. DRUG-FREE WORKPLACE POLICY

The Farmington Housing Authority is concerned about maintaining a safe and productive working environment for each employee. To further this goal, the Farmington Housing Authority has a strong commitment to establishing and maintaining a drug-free work environment. It has developed drug and alcohol policies to guide supervisors and employees in how to deal with substance abuse.

The Farmington Housing Authority opposes drug or alcohol abuse. Employees who use illegal drugs or abuse legal drugs or alcohol tend to be less productive on the job. They may be less reliable and may have performance and attendance problems. These conditions increase the cost; cause delay in services we provide and may cause increased risk of injury to other employees and to our customers.

In an effort to provide a safe, drug-free work environment, the Farmington Housing Authority has adopted the following policies:

The Farmington Housing Authority offers assistance to eligible employees who are faced with alcohol or drug-related problems through the Farmington Employee Program (EAP). The Housing Authority encourages employees who may have a substance abuse to use the EAP for assistance before any disciplinary action is necessary. Employees who are recovering from substance abuse are expected to maintain satisfactory job performance and to remain committed to a rehabilitation plan. The Housing Authority will work with employees who successfully complete a rehabilitation program and who remain substance-free to continue to be productive members of its work force.

Employees are prohibited from using, selling, possessing or distributing illegal drugs or abusing legal drugs while on duty whether on or off Farmington Housing Authority property. Alcohol may not be bought or consumed while at work, whether on or off Housing Authority or Town property except when specifically authorized by the Executive Director. Employees are prohibited from being under the influence of alcohol or drugs while at work. All employees shall report to work physically and mentally able to perform their jobs without impairment.

The Farmington Housing Authority reserves the right to require an employee to undergo a medical evaluation and, when applicable, a urinalysis drug screening test when there is a reasonable suspicion that the employee is working under the influence of drugs or alcohol which adversely affects the employee's job performance or which could adversely affect the employee's ability to safely perform his or her job. Employees who are involved in a work-related accident caused by apparent impairment of judgment or physical or mental ability may also be required to undergo a medical evaluation and if applicable, a urinalysis drug screening. A positive urinalysis test result will be considered sufficient grounds to terminate an employee.

The Farmington Housing Authority also reserves the right to conduct random testing as authorized by the State of Connecticut. Employees, who are in occupations designated as safety-sensitive occupations by the State, will be selected randomly for urinalysis drug testing. Employees who are selected must report as directed for testing. A positive urinalysis test result will result in the termination of the employee.

Failure to cooperate fully with the requirements of any drug-screening test including accurate completion of the required documentation may result in termination of employment.

An employee or applicant, whose urine test result is positive, may request a re-test of the original specimen. This request must be submitted in writing to the Farmington Housing Authority within fifteen (15) days. The employee or applicant must prepay all costs associated with the re-test including shipping, handling, transportation and testing under this program. If the result is negative, the Farmington Housing Authority reserves the right to require the employee or applicant to provide a new urine sample for testing. Criminal arrest, either on or off the job for drug-related offenses, generally will not constitute grounds for discipline unless criminal conviction or independent investigation confirms the offense by the Farmington Housing Authority. However, either arrest or conviction may be grounds for other disciplinary action up to and including termination.

The legal use of prescribed drugs is permitted on the job if such use does not impair the employee's ability to work safely and does not endanger other employees. Employees must keep all prescribed medicine in the original container, which identifies the drug, date of prescription, dosage and prescribing physician.

Any employee convicted for any drug statute offense for a violation occurring in the workplace must notify the Executive Director in writing within five calendar days of such conviction.

All employees of the Farmington Housing Authority are expected to abide by the terms of this policy.

The Farmington Housing Authority is committed to implementing this policy in a fair and equitable manner, which promotes a safe and drug-free workplace which respects the dignity and privacy of the individual and which respects the safety of our customers. The use of illegal drugs and the abuse of legal drugs and alcohol have no place in our workplace. The Farmington Housing Authority is committed to maintaining a safe, healthy and drug-free workplace. In order to accomplish this goal, the Housing Authority needs your support.

DRAFT COPY
FARMINGTON HOUSING AUTHORITY
HOUSING AUTHORITY MEETING MINUTES
April 14, 2010

Present: Nancy Parent, Director
Jerry Pagano, Chair
Cheryl Lawless, Vice Chair
John DeMeo, Commissioner
Bruce Cowdrey, Commissioner
John, Town Liaison

Absent: Cindy Mehl, Commissioner
Geoff Adams, Commissioner

CONVENE-1- Chair Pagano called the meeting to order at 6:22 pm.

APPROVAL OF THE MINUTES-2-A motion was made and seconded (DeMeo, Cowdrey) to approve the minutes for March 10, 2010. Unanimously approved.

ORAL PETITIONS AND COMMUNICATIONS-3- a) Public Comment; b) Public Comment on Administration Plan

- A) Annual meeting at Maple Village presented by Executive Director.
- B) Introduction of Board Members to all attendees by Executive Director.
- C) Linda Barnhart of Maple Village announced the doors installed at Maple Village have minimized the sound and drafts that were present before the replacement of the old doors.
- D) Attendees inquired about the site improvements at Maple Village.
- E) Christian Price questioned whether the landscaping would be included with the site improvements.
- F) Attendees inquired about the installation of the windows at Maple Village.
- G) Jean Powers asked if the residents of Maple Village are responsible to take down the window treatments prior to the installation of the new windows.
- H) Linda Barnhart asked about the removal of bulbs currently in the flowerbeds before the site work begins and questioned the start date of the project.
- I) Virginia Moyers inquired about the installation of the new air conditioners and how to dispose of the old ones.
- J) John Paine inquired about the installation of new sidewalks meeting code specifications.
- K) Attendees asked the Executive Director to explain the procedure of how the Housing Authority determined the Low Bid, Martin Laviero Contractors to be the winning Bid.
- L) Carol Hume-Moore asked for approval of the Site Improvement Plan to be posted at Maple Village in the Community Room.
- M) Attendees inquired about the having speed signs posted for their safety.

DIRECTORS REPORT-4-Motion was made and seconded (Mehl, DeMeo) to approve April 14, 2010 Directors report.
Unanimously approved.

- A) A motion was made and seconded (Lawless, DeMeo) to approve Directors Report for Maple Village.
Unanimously approved.

OLD BUSINESS-5- Goal Setting

- A) Commissioners discussed continuing to work on the current grants.
- B) Commissioners discussed working on a “Sense of Community & Activities” to benefit the Town of Farmington.
- C) Executive Director & Commissioners discussed presenting the possibility of having a Committee or Resident Board to represent Maple Village.
- D) Executive Director presented the procedure of the re-determinations, which was completed at the same time of the inspections by Farmington Community Services Social Workers.
- E) Commissioners discussed the overview of projects.

NEW BUSINESS-6-To approve Agenda Item I to be added to the Agenda.

- A) A motion was made and seconded (Cowdrey, Lawless) to approve the Maple Village Management Plan for the Fiscal Year July 1, 2010 – June 30, 2011.
Unanimously approved.
- B) A motion was made and seconded (DeMeo, Lawless) to approve the Maple Village Rules and Regulations as presented by Executive Director, Parent.
Unanimously approved.
- C) A motion was made and seconded (Lawless, DeMeo) to award Bid #111, Maple Village Site Improvement, to the Low Bid in the amount of \$281,120 to Martin Laviero Contractors of Bristol, CT.
Unanimously approved.
- D) A motion was made and seconded (Lawless, Cowdrey) to approve the Administration Plan for the Farmington Section VIII program for Fiscal Year July 1, 2010 – June 30, 2011.
Unanimously approved.
- E) A motion was made and seconded (Cowdrey, Lawless) to adopt the Fair Housing Resolution for the Farmington Housing Authority and to authorize the Executive Director to sign and distribute such Resolution.
Unanimously approved.
- F) A motion was made and seconded to adopt the Fair Housing Policy Statement for the Farmington Housing Authority and to authorize the Executive Director to sign and distribute said Policy Statement.
Unanimously approved.
- G) A motion was made and seconded (Lawless, DeMeo) to waive the Land Lease fee and to charge a \$10.00 User Fee for the calendar year 2010 for the property located at 12 Deborah Lane.
Unanimously approved.

- H) A motion was made and seconded (Lawless, DeMeo) to waive the Land Lease fee and to charge a \$10.00 User Fee for the calendar year 2010 for the property located at 70 Peggy Lane.
Unanimously approved.
- I) A motion was made and seconded (Lawless, DeMeo) to waive the Land Lease fee and to charge a \$10.00 User Fee for the calendar year 2010 for the property located at 4 Hickory Lane.
Unanimously approved.

OTHER BUSINESS-7-Executive Director explained that it is expected at the next Housing Authority meeting to vote on the Windows Bid for the installation of new windows at Maple Village.

ADJOURN-

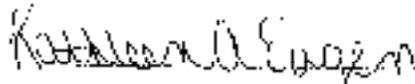
A motion was made and seconded (Lawless, DeMeo) to adjourn the meeting at 8:44 pm.
Unanimously Approved.

Respectfully submitted,
Nancy Parent
Executive Director

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

**Certification by State or Local Official of PIA Plans Consistency with
the Consolidated Plan**

I, Richard J. Ryan, the City Manager, hereby
certify that the Year and Annual PIA Plan of the City of Chicago is
consistent with the Consolidated Plan of the State of Illinois prepared
pursuant to 24 CFR Section 91.



Signed / Dated by Appropriate State or Local Official

Certification by State or Local Official of PIA Plans Consistency with the Consolidated Plan. HUD requires the PIA to be filed
with HUD through the PIA Reporting System.

