



Housing Authority of the City of Danbury

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Danbury, CT 06811

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Glen Apartments Tenant Selection Plan Amendments 30 Day Comment Period

03/13/2020

The Housing Authority of the City of Danbury (HACD) is proposing amendments to its Glen Apartments Tenant Selection Plan. The comment period is open from 03/13/2020 through 04/13/2020. Copies of the proposed amendments and the current Plan are available on our website hacdct.org or may be reviewed during normal business hours, Monday through Friday 7:45AM-5:30PM at our main office located at 2 Mill Ridge Road in Danbury, CT or at the Glen Apartments site office during the posted business hours.

Verbal and/or written comments will be accepted. Comments in writing can be submitted in person at any of the HACD site offices or by mail to:

Housing Authority of the City of Danbury
Attention: GA TSP Comments
2 Mill Ridge Road
Danbury, CT 06811

Verbal comments may be submitted by contacting Dionne Carr at 203-744-2500 x111.

**Comments must be received on or before the close of
business on April 13, 2020.**

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HOUSING AUTHORITY OF THE CITY OF DANBURY (CT)
MILL RIDGE ROAD
DANBURY, CT 06811



**GLEN APARTMENTS
TENANT SELECTION PLAN**



AMENDMENTS TO POLICY

 additions/changes to plan
 deletions from plan

- Amended ? by Resolution ? - Preference Points-Criminal Records-Verification of Documentation
- Amended June 20, 2019 by Resolution 1524 – Project Based Voucher Assistance
- Amended February 21,2019 by Resolution 1495 – Occupancy Standards

**POLICIES GOVERNING ADMISSION TO
DEVELOPMENTS OPERATED BY
THE HOUSING AUTHORITY OF CITY OF DANBURY**

1.0 INTRODUCTION

The Housing Authority of the City of Danbury (HACD) operates the following housing program which is governed by these policies:

Glen Apartments, State Elderly Housing Program

STATUTES, REGULATIONS AND ASSISTANCE AGREEMENT

The Elderly Housing Program is subject to Sections 8-112a through 8-119c of the Connecticut General Statutes. The Elderly Housing Program is subject to the State of Connecticut's "Regulations for the Elderly Housing Program." Every Elderly Housing complex is also subject to the provisions of the Assistance Agreement executed between the Owner and the original authorizing state agency (Dept. of Community Affairs, Department of Housing or DECD). The Assistance Agreements were transferred along with the portfolio to CHFA in 2003.

2.0 FAIR HOUSING

The Housing Authority of the City of Danbury will operate its programs within the Fair Housing regulations under Section 8-37ee-1 through Section 8-37ee-17 and Section 8-37ee-300 through Section 8-37ee-314 of the Regulations of Connecticut State Agencies.

This Authority shall not, on account of age, ancestry, color, sex, race, creed, marital status, sexual orientation, national origin or religion, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression:

- Deny to any family¹ the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
- Provide housing which is different from that provided others;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program;

¹ "Family" as used in this document is the same as the definition used in Conn. Reg. §8-37ee-1(4) which is "a household consisting of one or more persons."

- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services;
- Deny a family a reasonable accommodation/modification.

The Authority will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all.

In making reasonable accommodations or modifications for otherwise qualified persons with disabilities, the Authority is not required to:

- Take any action that would result in a fundamental alteration in the nature of the program;
- Take any action that would result in an undue financial and administrative burden on the Authority/Agency.

The Authority office, community rooms, common laundry rooms, meeting rooms and all common areas must be accessible and available for use by residents with a full range of disabilities to the greatest extent possible.

Protected Classes	Federal or CT. Law	Property not covered²	Remedy
Race	Federal: 42 U.S.C. §1982 (Civil Rights Act of 1866)	None	Federal court
	State: Con.Gen.Stat. 46a-58a	None	State court or CHRO ³
Race, Color, National Origin, Ancestry, Sex, Religion	Federal: 42 U.S.C. §3604	Federal: Owner occupied bldgs. with 4 units or less; single family homes	Federal court or HUD ⁴
	State: Con.Gen.Stat. 46a-64c	State: Owner occupied bldgs. with 2 units or less; owner occupied rooming house	State court or CHRO
Familial Status or the presence of children	Federal: 42 U.S.C. §3604	Federal: Owner occupied bldgs. with 4 units or less; single family homes	Federal court or HUD
	State: Con.Gen.Stat. 46a-64c	State: owner occupied 4 units or less; elderly housing	State court or CHRO
Disability	42 U.S.C. §3604	Federal: Owner occupied bldgs with 4 units or less; single family homes	Federal Court or HUD
	29 U.S.C. §794	Federal: All housing <u>not</u> receiving federal money	Federal court
	State: Con.Gen.Stat. 46a-64c	State: Owner occupied bldgs. with 2 units or less; owner occupied rooming house	State court or CHRO
Marital Status (except an unmarried unrelated man and woman)	State: Con.Gen.Stat. 46a-64c	State: Owner occupied bldgs. with 2 units or less; owner occupied rooming house	State court or CHRO
Sexual Orientation	State: Con.Gen.Stat. 46a-81e	State: Owner occupied bldgs. with 4 units or less	State court or CHRO
Age (except minors)	State: Con.Gen.Stat. 46a-64c	State: Owner occupied bldgs. with 2 units or less; owner occupied rooming house; elderly housing	State court or CHRO
Lawful source of income	State: Con.Gen.Stat. 46a-64c	State: Owner occupied bldgs. with 2 units or less; owner occupied rooming house	State court or CHRO
Gender identity or expression	State: Con.Gen.Stat. 46a-64c	State: Owner occupied bldgs. with 2 units or less; owner occupied rooming house	State court or CHRO

²The exemptions from the law are complicated, and properties which are listed as exempt under fair housing laws may be covered by other civil rights laws.

³ Connecticut Commission on Human Rights and Opportunities

⁴ Department of Housing and Urban Development

3.0 OCCUPANCY STANDARDS Sec. 8-37ee-304

The number of bedrooms required to accommodate each family shall be consistent with the square footage requirements per person as stated in the State Building Codes.

Occupancy Standards have been established for Glen Apartments according to the chart below, subdivided by bedroom size.

Bedroom Size	Minimum	Maximum
0 (efficiency unit)	1	2
1	1	2

Families may choose to be placed on the waiting list for a unit one size smaller than that designated on the chart. This will only be permitted if the square footage requirements per person are met as stated in the Building Codes.

4.0 PROJECT ELIGIBILITY (Sec. 8-113a)

Only “elderly persons” are eligible. An elderly person means a person who is 62 year of age or older, or a person who has been certified by the Social Security Board as being totally disabled under the Federal Social Security Act or certified by any other federal board or agency as being totally disabled.

5.0 PROJECT INCOME LIMITS (Sec. 8-115a)

The admission limits for Glen Apartments elderly housing program shall be 80% of the AMI as published from time to time by HUD in the Federal Register adjusted for family size. They can be found on the internet on CHFA’s website at www.chfa.org.

6.0 OPENING AND CLOSING WAITING LISTS

The Authority at its discretion and in accordance with the fair housing laws and the statutes and regulations governing the applicable housing program, may restrict application intake, suspend application intake, and close waiting lists in whole or in part.

The Authority will update the waiting list at least once per year by removing the names of those individuals/families that are no longer interested, no longer qualify for housing or cannot be reached by telephone or mail. The waiting list will be purged by notifying every family on the list that they are liable to be purged unless they contact the housing provider within a certain period of time. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond to a mailing from the Authority within the time specified, they will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without

further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

At the time of initial intake, the Authority will advise families of their responsibility to notify the Authority when mailing address or phone numbers change.

If the Authority waiting lists have sufficient applicants at all bedroom sizes, and has racial and economic diversity as required by Con. Gen. Stat. 8-37bb, and that there are sufficient families who are least likely to apply on the list or near the top of the list such that they might be housed within the next year then the Authority may elect to:

1. Close the waiting list completely;
2. Close the list during certain times of the year; or
3. Restrict intake by type of project or by size and type of dwelling unit.

A decision to open/close the waiting lists will be publicly announced.

7.0 INSUFFICIENT NUMBER OF LEAST LIKELY TO APPLY APPLICANTS (Sec. 8-37ee-306)

The Authority shall evaluate its waiting list for each development to determine whether or not the waiting list provides for racial and economic diversity. If the Authority finds it has an insufficient number of least likely to apply applicants:

- (a) The Authority will use its Affirmative Fair Housing Marketing Plan to market its units;
- (b) The Authority will make sure its efforts meet time and durational requirements;
- (c) The Authority will amend or enhance the marketing approach when found deficient; and document any particular local, regional, and/or market reasons for the failure of the Affirmative Fair Housing Marketing Plan to attract a sufficient pool of applicants who are least likely to apply.
- (d) The Authority shall develop and maintain adequate documentation in a manner prescribed by DECD of its good faith efforts.

8.0 APPLICATION PROCESS (Sec. 8-37ee-303)

The application process is governed by the fair housing laws and particularly the requirement that all housing providers provide reasonable accommodations to applicants to ensure that they qualify for housing to the greatest extent possible.

- The application period shall extend for 90 days unless the number of applications received exceeds the number of units in the complex by at least

three times and there is a sufficient number of applicants who meet the criteria of least likely to apply as defined in the Affirmative Fair Housing Marketing Plan. Announcement of the closing the waiting list shall be made in the same manner as the announcement of the opening of the waiting list.

- Pre-applications for the Glen Apartment housing program will be available at the site office located at 25 Memorial Drive, as well as the Main Office located at 2 Mill Ridge Road, via mail, and each site office when the waiting list(s) is open, and only during publicly announced time periods during which all interested persons may apply for admission.
- Anyone seeking to apply shall be given the opportunity to do so as long as the waiting list is open for the type of housing and the bedroom size required.
- Anyone needing help in filling out the forms shall be assisted and all announcements of the opening of waiting lists or notices that applications are being taken shall state that assistance shall be given to anyone needing help.
- Each application received shall be immediately dated and time stamped.
- Each applicant shall be mailed a receipt with the date and time on it.
- Each applicant shall have a control number assigned in chronological order.
- A file shall be opened for each applicant. The file shall remain confidential information.
- Selection shall occur at least thirty (30) days before scheduled occupancy to prevent vacancies.

9.0 ELIGIBILITY FOR ADMISSION

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

- Insufficient income to pay the base rental amount assigned to unit.
- Number of people in the family does not conform to the occupancy standards which are appropriate to the unit.
- For State Sponsored Elderly properties applicants must be a person who is sixty-two years of age or older, or a person who has been certified by the Social Security Board as being totally disabled under the Federal Social Security Act or certified by any other federal board or agency as being totally disabled. [CGS sec. 8-113a];
- A record of nonpayment of rightful obligations under a lease, including rent and utilities.

- A record of disturbances of neighbors.
- A record of destruction of property.
- Inability to maintain their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety or welfare of other tenants.
- Any household member has ever been arrested of arson or child molestation.
- A history of drug-related or criminal activity involving crimes of physical violence to persons or property as documented by a police arrest and/or conviction within the last 5 years. Drug-related or criminal activity would include but not limited to homicide, murder, destruction of property or vandalism, burglary, robbery or theft, drug trafficking, manufacture, use or possession, threats or harassment, assault or fighting, domestic violence, weapons offenses, criminal sexual assaults, home invasion, drug-related arrests or convictions, or a record of other criminal acts. Convictions prior to the 5 year period may be considered if there is a pattern of criminal activity of the convictions present a serious concern to the safety of HACD residents.
- Any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program shall be prohibited from admission. HACD may undertake such investigation it deems necessary and appropriate to determine a household's eligibility for admission under this provision.
- Poor rental or credit history. HACD shall require a minimum of five (5) years of verifiable rental history. In the absence of this minimum, HACD shall request a credit report, which shall be reviewed to determine how well an applicant meets their financial obligations. HACD is most interested in history related to rent and utility payments. An applicant shall not be rejected solely based on a lack of rental or credit history; however poor rental history and poor credit history, or the combination of both shall be grounds for denial. HACD shall focus on credit activity for the past five (5) years unless there is a pattern of unmet financial obligations that encompass a longer span of time.
- A family member is currently engaging in illegal use of a controlled substance.
- There is reasonable cause to believe that a family member abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- There is reasonable cause to believe that a family member's illegal use of a controlled substance, or pattern of abuse of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

10.0 TENANT SELECTION METHODOLOGY Sec. 8-37ee-305

A. Overview

For purposes of fairness and equity applicants for the Glen Apartments housing program shall utilize the point system method. If there is a tie score under the point system method and there is a limited number of units available for persons with the same point score, chronological order shall be used in conjunction with the point system to select which applicant gets the unit.

Applicants shall receive the full point score or none. Where program requirements mandate selection criteria such as age, income, etc., applicants shall first meet that standard. Where an applicant does not meet the program requirements, the applicant may be rejected without further analysis.

Eligible applicants will be selected from the waiting list(s) according to unit size and type required.

B. Local Preferences

HACD shall use the following local preferences in selecting applicants for admission to the Glen Apartments housing program. These preferences shall be weighted using a point system. Each applicant shall receive the full points allowed. Where program requirements mandate selection criteria such as age, income, etc. applicants shall first meet that standard. Where an applicant does not meet the program requirements, the applicant may be rejected without further analysis.

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

These applicants shall receive 10 points*

**These points shall also be given to applicants who are least likely to apply.*

Verification Requirements:

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

Preference.); or

- b. Proof that the Applicant is currently employed or has obtained employment in the area; or
 - c. Proof that the Applicant's last permanent address was within the Greater Danbury Area; or
 - d. Proof that an Applicant has not claimed local preference in another community.
2. The following point system shall be used for Glen Apartment Applicants:
- a. **SUBSTANDARD HOUSING** 25 point maximum
 - Condemned or verified serious housing code violations 25 points
 - Inadequate heating, plumbing, or cooking facilities 20 points
 - b. **LIVING SITUATION** 25 point maximum
 - Living in documented physically or emotionally abusive situation 25 points
 - Living in a shelter or transitional housing 25 points
 - Living in temporary housing With others because of conditions beyond applicant's control (condemnation, foreclosure, fire, loss of job, etc) 20 points
 - Living in overcrowded conditions in own housing unit (e.g. 1.5 persons per room) 15 points
 - c. **INCOME/RENT RATIO** 15 points maximum
 - currently paying more than 50% of income for rent or housing 15 points
 - currently paying between 31-50% of income for rent/housing 10 points

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

Verification Requirements:

- 1. Submission of a "Certificate of Homelessness" fully

completed by an appropriate source or the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

- a. Supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);
 - b. A public or private place not designed or used as regular sleeping place for human beings.
2. A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

If the number of applicants does not exceed the number of available units by bedroom size by at least three times, applicants may be selected on a first come first serve (or chronological order) basis.

Occasionally families on the waiting list who did not qualify for a local preference at the time they applied for rental assistance will experience a change in circumstances that now qualifies them for a local preference. In such instances it is the family's responsibility to contact the PHA. Families certifying that they qualify for a local preference will be repositioned on the waiting list in accordance with their new preferences and their original date and time of application. On this waiting list, the preferences at the time of application remain. Proof of preferences must be provided.

3. *Violence Against Women Act (VAWA)*. VAWA protects applicants seeking housing assistance and tenants who have been victimized by domestic violence, dating violence, and stalking. It affords the following protections:
 - a. Applicants will not be denied rental assistance solely because they were previously evicted from an assisted site for being victims of domestic violence;
 - b. Applicants will not be denied assistance solely for criminal activity that was directly related to domestic violence;
 - c. Residents will not be evicted solely because they

were victims of domestic violence, in that being a victim of domestic violence does not qualify as serious or repeated violation of the lease or other good cause for eviction

If an applicant commits a criminal act unrelated to the domestic violence, or if the Housing Authority has reason to believe the victim is an actual or immediate threat to other residents or whose actions or habits may adversely affect the health safety and welfare of other residents, shall be cause for denial.

C. Accommodating the Need for Emergency Housing (Sec. 8-68i)

HACD reserves the right to accommodate the emergency housing needs for families on a temporary basis. As used in this section "emergency" means a loss of a residence or domicile due to a fire, flood or other act of God or a violation of the Building Code which renders the residence or domicile uninhabitable or a serious or terminal illness of any resident which prevents such resident from meeting his obligation under a mortgage or lease and "temporary" means the period of time needed to find housing, not exceeding thirty days.

Such instances must be documented by the City of Danbury Health Department. The decision to provide emergency housing shall be made by the Executive Director. Families admitted to Glen Apartments under this emergency housing provision shall be considered a special admission and shall be subject to all eligibility and Tenant Selection criteria.

11.0 VERIFICATION OF INFORMATION

All information from each applicant shall be verified in writing. Any information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. This may include reports of interviews, letters or telephone conversations (by Housing Authority) with reliable sources. These reports shall minimally include the name and title of the individual contacted, date of contact and a summary of the information received.

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

1. The applicant will be notified in writing and given a reasonable time not to exceed business 5 days after the interview, subject to the circumstances, to furnish required documentation. If after 5 business days all required information is not provided, an Additional Information letter

will be sent giving 5 additional business days to provide HACD with the necessary information or the family will be removed from the waiting list. The decision will be made by HACD staff and documented, in writing, and placed in the applicant file.

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

HACD shall begin with the highest level of verification technique. If unable to obtain the information through that method or further information and clarification is needed, HACD should attempt the next lower level verification technique, as noted below:

5	Upfront Income Verification (UIV) using non-HUD system (Optional) such as "The Work Number" or other State government databases
4	Written third Party Verification - commonly referred to as Tenant-provided documentation (generated by a third party source) include, but are not limited to: pay stubs, payroll summary report, employer notice/letter of hire/termination, SSA benefit verification letter, bank statements, child support payment stubs, welfare benefit letters and/or printouts, and unemployment monetary benefit notices
3	Written Third Party Verification Form (Mandatory if written third party verification documents are not available or rejected by the PHA; and when the applicant or tenant is unable to provide acceptable documentation)
2	Oral Third Party Verification (Mandatory if written third party verification is not available) Verified orally and documented
1	Tenant Declaration (Use as a last resort when unable to obtain any type of third party verification) Note: This verification hierarchy applies to income determinations for applicants and participants

3. Each applicant household shall have an interview with a member of HACD staff using an interview checklist. Every adult member of the applicant household should be present at the office visit except if there are extenuating circumstances.
4. HACD shall require the applicant to:
 - a. Sign all forms necessary to determine eligibility and suitability including a consent authorizing the release of information;
 - b. Provide verification of income, assets, exclusions and deductions from income;
 - c. Provide verification of family size, age and relationship, including birth certificates for all household members.
 - d. Disclose the social security numbers of all family members and present social security cards or appropriate documentation for each household member that has a social security number;
 - e. Provide the names and addresses of the applicant's current and previous landlords for the past five (5) years (or longer if needed to get a minimum of two prior landlords);
 - f. Provide the most recent six (6) month rent receipts where appropriate;
 - g. Provide any other information HACD determines is necessary to determine eligibility for housing at HACD.
5. HACD will use the following additional sources of information for further verification of tenant eligibility:
 - a. Police and Court Records Check. HACD will obtain police and court records from local or state authorities (or wherever applicants has lived) for all adult members of the applicant family for evidence of behavior, which is relevant to the tenant selection criteria outlined herein.
 - b. Credit Reports. HACD may obtain credit reports on all adult family members to determine the household's history of meeting financial obligations, especially rent and utilities. Lack of credit history will

not, by itself, cause an applicant to fail this criterion.

6. All verifications and documentation received by HACD for use in the determination of eligibility for housing at HACD, will be analyzed by staff and a determination made with respect to:
 - a. Eligibility of the applicant family based on the requirements outlined in this Tenant Selection Plan;
 - b. Housing type and unit size requirements.
7. Applicants determined to be ineligible for housing at Glen Apartments will be promptly notified and will receive a Notice of Ineligibility from HACD stating the basis for this determination and the time frame to submit the written hearing request. HACD will provide such applicants with the opportunity for an Informal Review of the decision in accordance with the procedure for Informal Reviews contained in HACD's Grievance Policy.
8. Applicants who receive a Notice of Ineligibility will be considered ineligible for housing at Glen Apartments for a period of one (1) year from the Notice of Ineligibility and will be removed from the waiting list. After the one-year period, these applicants may reapply for housing, subject to all conditions outlined herein and provided the waiting list is open.
9. HACD shall maintain a record of all applicants determined ineligible for a period of three (3) years as a result of the failure to meet its tenant selection criteria, with an indication of the specific reason(s) for the determination of ineligibility.
10. Applicants who have disabilities who have been determined to be eligible but who fail the tenant selection criteria will have their cases examined by HACD to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the selection criteria outlined herein.
11. If during the final eligibility determination, or at any other time prior to placement, it is determined that the family's qualification for a certain bedroom size has changed, the family's application shall be placed on the waiting list for the appropriate bedroom size based on the original date of the family's pre-application.
12. Each applicant determined to be eligible shall be promptly notified by the Authority of such determination and of the

approximate date of occupancy, insofar as that date can be reasonably determined.

12.0 DENIAL OF ADMISSION

Applicants deemed ineligible, for whatever reason(s), shall be notified in writing of the reason(s) for rejection and their right to appeal. The HACD will inform applicants that an appeal must be made within 10 business days. This will also allow the applicant's return to the applicant pool if they prevail.

An impartial hearing officer shall be chosen by the Housing Authority of the City of Danbury who shall issue a written opinion within five days of the hearing. All appeals should be heard within five days of the request.

At the hearing, the hearing officer consideration shall be given to:

- 1) Any requests for a reasonable accommodation that would result in the owner waiving consideration of past behavior unless the behavior, if continued, would pose a threat the health and0 safety of others;
- 2) Any information that shows that the reason for the disqualification was the result of circumstances outside of the family's control including but not limited to late or non-payment of rent/mortgage because of loss or reduction in employment, medical or disability related issues which resulted in non-payment or late payment of bills, timing of receipt of public benefits which resulted in late payment of bills or rent;
- 3) Any information which shows a change in circumstance that would ensure that the reason for disqualification would not recur including but not limited to the ouster or banning of the household member creating the reason for disqualification, drug or alcohol treatment, medical treatment of the condition causing the reason for the disqualification,
- 4) Any information which demonstrates that the reason for the disqualification was the result of domestic violence;
- 5) Any other information which shows that the reason for the disqualification is not likely to reoccur

The following materials shall be kept on file for at least three years:

- 1) application;
- 2) initial rejection notice;
- 3) any applicant reply;
- 4) the recipient's final response; and
- 5) all interview and verified information on which the rejection was based.

13.0 COLLECTION OF SECURITY DEPOSITS

Security Deposits will not be collected at Glen Apartments.

14.0 PROJECT-BASED VOUCHER ASSISTANCE (24 CFR 983)

Project-Based Vouchers are a component of a Public Housing agency's (PHAs) Housing Choice Voucher (HCV) program. A PHA can attach up to 20 percent of its voucher assistance to specific housing units if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development.

HACD Corp., an affiliate of the Housing Authority of the City of Danbury, has entered into a Housing Assistance Payment Contract with the Glen Apartments to receive federal rental assistance to specific units at the Glen Apartments property.

Participants of this assisted program will be selected from the HCV, Project Based Voucher wait list specific to Glen Apartments. Applicants and participants of this program are subject to the HCV Administrative Plan as well as the Admissions and Continued Occupancy Plan, Glen Apartments Tenant Selection Plan, and the lease requirements, rules and regulations of the Housing Authority of the City of Danbury governing tenancy of this program.