RAB Meeting
June 4, 2019
12.30pm – 1.30pm
NHA Central Office
Meeting Notes

Participants

NHA
Adam Bovilsky
Kras Carlucci
Alison Mukhtar
Tom Ivers

RAB
Migdalia Rivas
Daniel Joseph
Daisy Franklin
Rich Glica
Nadine Delcin
Annette Wiley
Herman Cole

Overview

The purpose of the meeting was to review proposed changes to NHA’s Admissions and Continued Occupancy Plan as pertains to Washington Village (WV) Re-occupancy, Public Housing occupancy standards and a lease addendum. Tom Ivers opened the meeting by explaining the proposed changes regarding Washington Village Re-occupancy. He explained that these proposals were part of the original plan for WV and now that we are entering Phase II of the redevelopment, the plans have been solidified and need to be codified in the ACOP. The proposed changes are attached. As pertains to occupancy, it was explained that while we don’t want to turn anyone away from being housed, there may be a situation where a very large family would not qualify for housing given the current occupancy standards as pertains to number of children per bedroom. To be able to provide for that atypical situation, our occupancy policy needed to be amended to be able to accommodate a very large family. Proposed changes are attached. And finally, a lease addendum (attached) is proposed to allow new residents an opportunity to pay their security deposit over 8 payments so as not to overburden them financially.

RAB Questions/Comments

• When asked if WV residents had been involved in the planning, Tom indicated that mailings had gone out and that a meeting with residents was planned to review and discuss the changes, though WV residents had been included in the planning of the redevelopment throughout the process.
• Responding to a question, Tom said that a tenant protection voucher was a special voucher designated specifically for WV residents for the purpose of housing tenants during the redevelopment.
• In regards to the occupancy changes same sex requirements will still apply for room sharing.
• When asked about room sizes, Adam indicated that at each development room sizes vary which is why they put this rule in place, so that only the larger bedrooms can be split to avoid overcrowding.
• RAB members commented that the lease addendum was a good idea and also that we should think about changing the policy on getting the refrigerator and stove. Adam indicated that it is a long-term plan to make that policy change.

Round Table Discussion

• Adam reported that a lot of visitor parking spaces at RC were found to be used by residents who didn’t have cars registered with NHA. Fedors had started towing and NHA will watch over the coming weeks if this frees up spaces for visitors.
• There was a discussion about better utilization of Tennant Associations and Building Captains to disseminate information to residents and be utilized better as vehicle for resident involvement in issues affecting their buildings.
• Adam indicated the July Meet the Director meeting at Roodner Court would be a good forum to voice concerns or ask questions.
• One RAB member voiced concern that there is a communication problem in information dissemination— that we should move away from mailings and do text alerts/communications.
• One RAB member indicated there were bird nests in the vents at Irving Freese causing humidity problems in the units and subsequent mold growth.
• It was brought to NHA’s attention that a dumpster at Roodner Court was blocking access to the handicap parking.

Follow up

• Maintenance will look into removing the bird nests at Irving Freese and look at preventive measures to keep the vents properly covered.
• NHA will monitor the parking situation at Roodner Court over the coming weeks and adjust accordingly.
• NHA will ensure the dumpster does not block the handicap parking at Roodner Court.
CHAPTER 17
RE OCCUPANCY FOR RESIDENTS RETURNING TO THE NEW WASHINGTON VILLAGE

17. A. Introduction: The purpose of this plan is to outline the priorities and considerations for re-occupancy at the redeveloped Washington Village site. The following provisions will govern the assignment of new rental units to original Washington Village residents, and other residents who may be eligible for consideration as outlined below.

Definitions:

1. An Original Washington Village resident is defined as a resident who was living at Washington Village in September 2014 (even if the resident voluntarily moved out after this date).

2. An Original Washington Village resident is defined as a resident who was living at Washington Village on or after September 2013 who voluntarily moved out prior to September 2014.

3. A non-original Washington Village resident is defined as a resident who moved into Washington Village after September 2014.

17. B. Eligibility for Preference Under the Re-Occupancy Plan

Original residents who wish to move into a redeveloped unit at the new Washington Village site may do so if the resident was lease compliant (see definition which follows) at the time of departure from their NHA unit, and meet throughout the re-occupancy criteria in section E, below.

NHA’s goal is to maximize the number of Original Washington Village households that return to the newly constructed units. To achieve this goal, NHA has established a priority for original residents.

1. All Original Washington Village residents who are lease compliant and meet the requirements in 17.1 below, are eligible for a new unit and will have a right to return to a new unit at the redeveloped site. Original households that become ineligible for relocation assistance because of an eviction from Washington Village or their relocation address are ineligible for re-occupancy. Evictions only for “lapse-of-time” or “Right or Privilege terminated” shall not make a returning resident ineligible. All decisions based on eviction history are subject to appeal on a case by case basis as per the Grievance Procedure found in section 17.1.

17. C. Priority for New Units

It is anticipated that redevelopment will be completed in three phases, however there are only two phases of demolition. Re-occupancy will conform to the redevelopment phases and their associated relocation needs as outlined below.
1. Redevelopment Phase 1 (40 public housing replacement and 40 non-replacement units off site): During the re-occupancy period, NHA will classify residents based on the following prioritization and units will be offered to residents based on these priorities.

   A. Priority #1: Original Washington Village residents who reside in the area designated for the Phase 1 Demolition which includes buildings 200, 400, 500, 600, 700 and 800.

   B. Priority #2: Original Washington Village residents who reside in the area designated as Phase 2 Demolition which we anticipate will include buildings 100, 300, 900, 1000 and 1100.

   C. Priority #3: Non-original residents who reside in the Phase 1 Demolition area.

   D. Priority #4: Non-original residents who reside in the Phase 2 Demolition area.

   E. Priority #5: Original residents who voluntarily moved prior to formal relocation without eviction action without relocation assistance.

   F. Priority #6: All other eligible households on NHA’s agency-wide waiting list including meeting income requirements for tax credit units.

2. Redevelopment Phase 2 (42 public housing replacement and 43 non-replacement units on site): Phase 2 replacement public housing units consist of 21 public housing units and 21 project-based Section 8 voucher units. Returning residents will have the opportunity to choose which type of subsidized unit they prefer (subject to availability). During the re-occupancy period, NHA will classify residents based on the following prioritization and units will be offered to residents based on these priorities.

   A. Priority #1: Original Washington Village residents who reside in the area designated as Phase 2 Demolition which includes buildings 100, 300, 900, 1000 and 1100.

   B. Priority #2: Original Washington Village residents who moved offsite during formal relocation (200, 400, 500, 600, 700 & 800 with relocation assistance).

   C. Priority #3: Original residents who voluntarily moved prior to formal relocation without eviction action (without relocation assistance).

   D. Priority #4: Non-original residents who resided in Phase 1 and Phase 2 Demolition area.

   E. Priority #5: 17 units will be designated as Supportive Housing units for homeless individuals or families. These units will first be offered to eligible returning residents, however, once all returning residents are housed, should these designated units remain available, residents from the Coordinated Access Network (CAN) waiting list will be housed. Any of these designated units that are subsequently vacated will be set aside as a Supportive Housing unit.

   F. Priority #6: All other eligible households on NHA’s agency-wide waiting list including income requirements for tax credit units.
3. Redevelopment Phase (3): Phase 3 replacement public housing units consist of 34 public housing units and 20 project-based Section 8 voucher units. Returning residents will have the opportunity to choose which type of subsidized unit they prefer (subject to availability). During the re-occupancy period, NHA will classify residents based on the following prioritization and units will be offered to residents based on these priorities.

A. Priority #1: Original Washington Village residents who moved offsite during formal relocation with relocation assistance.

B. Priority #2: Original residents who voluntarily moved prior to formal relocation without eviction action (without relocation assistance).

C. Priority #3: Non-original residents who moved off site with relocation assistance

D. Priority #4: 22 units will be designated as Supportive Housing units for homeless individuals or families. These units will first be offered to eligible returning residents, however, once all returning residents are housed, should these designated units remain available, residents from the Coordinated Access Network (CAN) waiting list will be housed. Any of these designated units that are subsequently vacated will be set aside as a Supportive Housing unit.

E. Priority #5: All other income-eligible households on NHA’s agency-wide waiting list who meet income requirements for tax credit units.

17. D. Assignment of Units/Unit Type

1. Original and non-original residents as defined in 17A will receive a lottery number.

2. Residents will be assigned units based on priority then lottery number.

17. E. Re Occupancy Criteria for the New Washington Village Units

Washington Village residents will only be subject to review criteria below that are needed by Trinity Management to determine eligibility for occupancy and they must be Lease Compliant.

1. Lease Compliance: The resident must be in compliance with their current lease, with no eviction proceeding, or judgement for eviction including those who are subject to a court-ordered final stay of execution. Evictions only for “lapse-of-time” or “Right or Privilege terminated” shall not make a returning resident ineligible. All decisions based on eviction history are subject to appeal on a case by case basis as per the Grievance Procedure found in section 17.H.

2. Outstanding Debts to NHA and any other PHA: Any resident subject to a repayment agreement or stipulated agreement will be required to pay any balance due to NHA prior to moving into a new unit.
3. Utility Bills: Units will be individually metered and the head of household must be able to establish utilities in their own name.

4. New Criminal/Drug Activity: A Criminal Offenders Records Investigation will be run on all returning household members 18 years of age and older. In order to obtain access to the records NHA must require every family member to submit a consent form signed by each adult household member. The resident or household member shall not have been convicted of a drug-related or violent crime or have been evicted (or currently undergoing eviction) from any Federally or State-assisted housing programs or any other housing during the relocation period and prior to return. The resident or household member must not currently be or become engaged in illegal drug use. The resident or household member must not currently be or become engaged in criminal activity. The resident or any household member of any age must not currently be a sex offender or sexually violent predator or be registered on any state sex offender registry. Exception to Criminal and Drug Related Activity. Criminal and drug activity that was previously disclosed to NHA and NHA cleared the applicant for occupancy, is exempt from this provision except for lifetime sexual offender registration status since June 25, 2001. An individual who is or has been on a sex offender registry on a temporary basis shall not be eligible for assistance during the time on the registry plus 10 (ten) years.

5. Washington Village residents who have utilized a Tenant Protection Voucher, must not have been terminated or have a termination pending.

6. Income and household composition: Because units are funded with Low Income Housing Tax Credits, households must meet applicable income limits. The limits are 60% of the area median income by family size (see table attached).

17. F. Notifying Households that a New Unit is Ready for Them

1. Tracking
   a. Housing Opportunities Unlimited, NHA’s designated Case Management and Relocation contractor, will track all households before, during and after the relocation period so NHA is able to contact residents when the time comes to consider them for a new unit.

   b. The household is responsible for keeping NHA (Admission Specialist) and the HOU (Case Manager) informed of any change of its address. Households that do not do this and as a result cannot receive a Notice of Unit Availability will lose their priority status under this Plan.

2. Notice to Eligible Households
   a. As new units become available, the property management entity (Trinity Management) will mail a Notice of Unit Availability to eligible households (NHA will provide list of eligible households to the management company). The management company will send a certified and regular letter and marketing materials to the resident’s last known address at least 6 months before new units come on line. The letter will invite eligible residents to exercise their right of return and provide instructions on how to do so. Residents will
be able to do so in person or submit their paperwork to the management company via mail.

b. During the initial occupancy period, NHA will maintain a Right to Return list for all new Washington Village units. Original residents who apply (exercise their right of return) will be considered for the new housing based on their priority status, as outlined above. Initial occupancy for non-original residents will be considered after original residents in accordance with their priority status except as outlined above. All original and non-original residents who indicated they wanted to return who meet criteria herein will be offered appropriate sized apartments before applicants from the waiting list. Then NHA will select applicants from the agency-wide waiting list in accordance with the ACOP.

3. Household Response to Notice of Unit Availability

a. Original and non-original residents must exercise their right of return by completing the required paperwork and submitting these to the management company.

b. Original and non-original residents will have a three-month period (from the date of certified delivery of the Notice of Unit Availability letter by the management company) to exercise their right of return. Original residents who fail to exercise their right of return by submitting the paperwork within this period of time will lose their priority status and be placed at the bottom of the initial occupancy list. Residents will have a right to appeal this decision in writing, in accordance with NHA’s grievance procedure.

4. Household Failure to Accept an Offer of a Unit

a. Eligible residents who do not respond to the Notice of Unit Availability by indicating a willingness to accept an offer of a unit will lose any further priority to re occupancy under this Plan unless they can show that good cause prevented them from accepting. The following reasons will constitute good cause:

i. Inability to break a lease. Relocation Specialists will assist households communicate with landlords about an early termination of the lease. An inability to break the lease will constitute good cause;

ii. Other good cause arising from serious needs related to health or safety.

b. A household who shows “good cause” for being unable to accept new unit will be placed on the bottom of a separate Right to Return waiting list of such households. NHA will record the household’s estimate of when it will be able to move into a new unit. As unit availability permits, the property manager will send Notices of Unit Availability to households on this list according to the estimated date of the household’s readiness to move.

c. A household that receives a second Notice of Unit Availability and again fails to indicate its willingness to accept a unit will lose its priority rights under this Plan.

17. G. Supportive Services

While not a requirement to return, NHA encourages residents to actively participate in supportive services programs made available through the CNI transformation plan. For example, case managers may be able
to work with families to resolve outstanding credit issues in order to establish utility accounts in their name.

17. H. Grievance Procedure

Residents have a right to appeal an occupancy decision in accordance with the NHA Grievance Procedure. All eligibility factors must be verified in writing and in the resident’s file.

17.1. Reasonable Accommodation

Residents have the right to request a Reasonable Accommodation. Reasonable Accommodations are granted in accordance with NHA policies as stated in Chapter II of the ACOP.
**Proposed Policy**

**4.M. OCCUPANCY STANDARDS**

HUD guidelines require that NHA’s establish reasonable occupancy standards for the determination of unit size. The Fair Housing Act prohibits HUD from directly or indirectly establishing national occupancy standards. Thus the standards used for the unit size are governed by the minimum unit size requirements of local habitation codes. The NHA does not determine who shares a bedroom/sleeping room, HUD states that a reasonable standard is 2 persons per bedroom but that a 1 person per bedroom standard is also reasonable. The NHA’s subsidy standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

**NHA Policy**

*State and Norwalk habitation codes require the following standards for occupancy:*

**STANDARD GUIDELINES FOR DETERMINING UNIT SIZE**

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>Persons in Household (Minimum #)</th>
<th>Persons in Household (Maximum #)</th>
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<tbody>
<tr>
<td>0 Bedroom</td>
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</tr>
<tr>
<td>1 Bedroom</td>
<td>1</td>
<td>2</td>
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<tr>
<td>2 Bedrooms</td>
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</tr>
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</tr>
<tr>
<td>5 Bedrooms</td>
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<td>10</td>
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Guidelines specific to each development are in the following chart:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PROJECT #</th>
<th>UNITS IN COMPLEX</th>
<th>Unit Guidelines</th>
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<tbody>
<tr>
<td>16 School Street</td>
<td>050</td>
<td>34</td>
<td>Standard State Development</td>
</tr>
<tr>
<td>20 West Avenue</td>
<td>07</td>
<td>54</td>
<td>Standard Senior</td>
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<tr>
<td>25 Chapel Street</td>
<td>19</td>
<td>29</td>
<td>1 Child Per Bedroom</td>
</tr>
<tr>
<td>36 Fairfield Avenue</td>
<td>18</td>
<td>29</td>
<td>Standard</td>
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<tr>
<td>356 Main Avenue</td>
<td>22</td>
<td>25</td>
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</tr>
<tr>
<td>Colonial Village</td>
<td>27</td>
<td>200</td>
<td>Standard</td>
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<tr>
<td>Irving Freese</td>
<td>04</td>
<td>60</td>
<td>Standard Senior</td>
</tr>
<tr>
<td>John Shostak</td>
<td>06</td>
<td>40</td>
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<tr>
<td>King Kennedy Homes</td>
<td>08</td>
<td>31</td>
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<tr>
<td>PROJECT</td>
<td>PROJECT #</td>
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<td>Unit Guidelines</td>
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<tr>
<td>Leroy Downs</td>
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<td>49</td>
<td>Standard Senior</td>
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<td>Ludlow Village</td>
<td>116</td>
<td>30</td>
<td>Standard Senior: State Development</td>
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<td>Standard</td>
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<tr>
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<td>Soundview Landing</td>
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<td>2 Children Per Bedroom</td>
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The NHA may grant exceptions from the standards if the family requests and the NHA determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances. Only for those families that would otherwise not be accommodated by the current policy, NHA will allow 2 children per bedroom in bedrooms 120 sq. ft. or larger. All sex and age requirements will remain the same.

If the NHA makes an error in the bedroom size designation the family will not be penalized for refusing the unit and will remain in their position on the waiting list. If their admissions process had been terminated because of that error and there is a vacant unit for the corrected designation, the NHA shall resume the admissions process.

Based on these standards, the NHA will verify family composition from the documents submitted and determine if the vacant unit/s being offered are appropriate for the household. If they are not, the admissions process will be terminated as per the procedure in 4-N below.
ADDENDUM TO FEDERAL LEASE AGREEMENT
SECURITY DEPOSIT INSTALLMENT PAYMENT PLAN

This Addendum to Lease Agreement is made this ___ day of ________________, 20__.

Tenant(s) listed below acknowledge that he/she/they was/were admitted to the Housing Authority as a resident based upon a promise to pay the required security deposit in the total amount of $______. This Addendum allows the Tenant(s) to pay the security deposit in a maximum of eight (8) installment payments as set forth below. The installment payments are due with your regular rent payment and will be included on your rent statement. Failure to make any payment when due shall be considered a material violation of this Addendum and the main Lease and shall subject Tenant(s) to termination of tenancy and eviction from the dwelling unit.

All of the other terms and conditions of the Lease remain in full force and effect, except as modified herein. The Housing Authority reserves all of its rights as contained in the Lease and nothing contained in this Addendum shall be construed as a waiver of any of the Landlord’s rights under the Lease.

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<tr>
<td>8</td>
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</table>

Housing Authority of the City of Norwalk

By: ____________________________

Tenant

Tenant

Tenant

Tenant