

**ANNOUNCEMENT**  
Housing Authority of the City of Bristol

December 21, 2017

The Housing Authority of the City of Bristol will be opening the Low-Income Public Housing waiting list for households who meet the Elderly preference, the Disabled preference, and/or households that are FEMA-certified disaster victims. ONLY households meeting ANY of these preferences will be eligible to apply at this time.

Bristol Housing Authority will begin open the waitlist for qualified households on December 26, 2017 at 8:30 a.m. and will close the waiting list on March 30, 2018 at 4:30 p.m.

Pre-applications will be available for download and printing at [www.bristolhousing.org](http://www.bristolhousing.org). After the pre-application is downloaded and printed, they can be mailed to the mailing address shown above. Pre-application can also be picked up in person at 164 Jerome Ave. during business hours (M/W/F 8:30a-4:30p, Tues. 8:30a-1:00p, Thurs. 1:00-4:00p). Applicants must meet income requirements and eligibility requirements. The income limits are as follows;

Total household income cannot exceed the income limit for each household size.

No. Residents	1	2	3	4	5	6	7	8
Household income	47,600	54,400	61,200	68,000	73,450	78,900	84,350	89,800

Pre-applications must be completed in full to be accepted. Only one pre-application per household will be considered. All Pre-applications must be received either in person or mailed to:

**The Housing Authority of the City of Bristol**  
**164 Jerome Avenue**  
**Bristol, CT 06010**  
**Attn: Housing Service Assistant**

If you are a person with a disability and require a reasonable accommodation to submit an pre-application, please contact us with any questions.

Questions may be directed to Carol Diaz at (860) 585-2024.

We are an equal housing provider and we do not discriminate based on race, color, national origin, religion, sex, actual or perceived sexual orientation, gender identity, disability or marital or familial status.



FOR OFFICE USE ONLY	
Application Entered By:	
Application Entered On:	
Elderly/Disabled Housing	
General Developments	
Bedrooms	0 1 2 3 4 5 6



<u>DATE AND TIME STAMP</u>
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**HOUSING AUTHORITY OF THE CITY OF BRISTOL**  
**PUBLIC HOUSING PROGRAM**  
**Office: 164 Jerome Avenue Bristol, CT 06010**  
**(860) 582.6313 (Phone) & (860) 585.6033 (Fax)**

**Pre-Application for the Public Housing Program**  
*Equal Housing Opportunity*

This is not the full application form for the Public Housing Program. The information which you are being asked to provide as the head of household is used to determine if your Household appears to be eligible to be added to Public Housing Program. You will be required to complete a Full Application prior to any final processing for an offer of a unit. All information is subject to third party verification, and you will be required to sign releases that will permit to Bristol Housing Authority to verify all information provided below. By signing this application, you are certifying that the information you have provided is correct and that your household is within the income limits for the program as of the date of signature. **Misrepresentation of information is grounds for immediate removal from the waiting list or termination from the Public Housing Program.**

**Incomplete Pre-applications will not be processed. It is the responsibility of the applicant to provide all required information and answer all questions completely.**

**Assistance Available:** If you need assistance completing this application, please call the receptionist at: (860) 582.6313 for an appointment.

**Please print all Answers in a Legible Fashion**

1. Head(s) of Household: _____
2. Residential Address: _____
City or Town _____ State _____ Zip Code _____
3. Current Mailing Address: _____
City or Town _____ State _____ Zip Code _____
4. Home Phone ( ) _____ Work Phone ( ) _____

5. Please provide the full name including middle initial of all household members, their date of birth, place of birth, sex, relationship to the head of household, and **Social Security Number or attach proof of application for a Social Security Number**. If any of this information is not provided, the pre-application will be considered incomplete and will be rejected.

**\*Race and Ethnicity are optional.** HUD's race codes are: White, Black, American Indian/Alaskan Native, Asian, and Native Hawaiian/ Other Pacific Islander. HUD's ethnicity codes are: Hispanic, or Not Hispanic. Please use the HUD race and ethnicity codes that best describe *each* member of your family. For example: White/Hispanic, or Black/Non-Hispanic, etc. **Only the race/ethnicity column is optional.**

<i>Name</i>	<i>Date of Birth</i>	<i>Place of Birth</i>	<i>SEX</i>	<i>Relation to Head of Household</i>	<i>Social Security Number</i>	<i>Race/Ethnicity: *Optional</i>
				Head	- -	
					- -	
					- -	
					- -	
					- -	
					- -	
					- -	

6. Current Household Annual Income for all sources: \$ \_\_\_\_\_.  
*(A determination of income, assets and deductions will be made as part of the final application review.)*

**Please complete this section based on ALL income/money coming into the household for ALL family members.**

<i>Family Member</i>	<i>Type of Income (EMPL, Welfare, SSI, Child Support, etc)</i>	<i>Amount received</i>	<i>Weekly, Bi-weekly, Monthly, or Annually</i>	<i>Source of Income (Public Assistance, Name of Employer or Company, etc.)</i>

7. Please check one or more if you meet any of these preferences; (You MUST meet at least one of these preferences in order to be considered for a full application.)

- Elderly - 62 years old or and over
- Disabled - Any person who has 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 an impairment.
- FEMA Certificated Disaster Victim- victim of a declared natural disaster that has registered with FEMA.

**I understand that this pre-application is not an offer of an apartment. I certify that my household is income eligible under current program income limits and the information contained in this application is true and complete under pains and penalty of perjury. I agree to authorize BHA to make inquiries to verify the information I have provided on this application. I understand that it is my responsibility to inform BHA of any change in address or in household composition, in writing.**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Co- Applicant Signature

\_\_\_\_\_  
 Date

## **A. HOW TO APPLY**

Families who wish to apply for any of the BHA's programs must complete a written application form when application-taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

- Persons with disabilities may call the BHA to receive an application through the mail or make other arrangements to complete their pre-application.
- Applications may be picked up in person at the main office or any of the site offices. Applications are also available on our website at [www.bristolhousing.org](http://www.bristolhousing.org). Applications will only be mailed to elderly and disabled persons upon request.
- Applications will be accepted at a central location for all waiting list(s).

The application process will involve two phases.

1. The first is the "initial" application for admission (referred to as a pre-application). This first phase is to determine the family's eligibility for, and placement on, the applicable BHA waiting list(s).

The pre-application will be dated, time-stamped, and referred to the BHA's office where tenant selection and assignment is processed.

2. The second phase is the "final determination of eligibility for admission" (referred as the full application). The full application takes place when the family reaches the top of the applicable waiting list(s). At this time the BHA ensures that verification of all HUD and BHA eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit.

## **A. "INITIAL" APPLICATION PROCEDURES**

The BHA will utilize an application form for the initial application for housing assistance, including for Public Housing, Portable Housing Choice Voucher (HCV) or Project-Based Voucher (PBV) programs. The application may be mailed to elderly and disabled applicants, if requested, it will be mailed in an accessible format.

A pre-application for any open waitlist(s) will be available at our website, [www.bristolhousing.org](http://www.bristolhousing.org).

The purpose of the pre-application is to permit the BHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list(s).

Translation will be provided for non-English-speaking applicants by Housing Services staff in Spanish, Italian and Polish upon request.

The pre-application will contain questions designed to obtain the following information:

Names of head and spouse  
Names of adult members and age of all members  
Number of family members (used to estimate bedroom size needed)  
Street address and phone numbers  
Mailing address (if PO Box or other permanent address)  
Annual income  
Source(s) of income received by household members to determine preference qualification  
Sufficient additional information to determine preference qualification  
Information regarding request for reasonable accommodation or for accessible unit  
Social Security Numbers  
Race/ethnicity  
Arrests/Convictions for Drug Related or Violent Criminal Activity  
Previous addresses for last 5 years  
Names and addresses of current and previous landlords  
Emergency contact person and address  
Questions regarding previous participation in HUD programs

Applications will be taken in person and data will be entered into the computer.

Duplicate applications, including applications from a segment of an applicant household, will not be accepted.

Pre-applications will not require interviews. Information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed, and all information is verified.

Applicants are requested to inform the BHA in writing of changes in family composition, income, and address, as well as any changes in their Preference status. Applicants are also required to respond to requests from the BHA to update information on their application, or to determine their continued interest in assistance.

Failure to provide accurate information or to respond to mailings will result in the applicant being removed from the waiting list(s). (See Chapter on Complaints, Grievances and Appeals.)

## **B. NOTIFICATION OF APPLICANT STATUS**

If after a review of the pre-application the family is determined to be preliminarily eligible, they will be notified in writing (in an accessible format upon request, as a reasonable accommodation).

This written notification of preliminary eligibility will be given to the applicant at the time the pre-application is submitted, mailed to the applicant by first class mail and/or distributed to the applicant in the manner requested as a special accommodation.

If the family is determined to be ineligible based on the information provided in the pre-application, the BHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal

hearing. Persons with disabilities may request to have an advocate attend the informal hearing as an accommodation. See Chapter on "Complaints, Grievances and Appeals."

If the family is determined to be ineligible, applicant must wait one (1) year from date of denial to re-apply. This excludes applications that are Withdrawn due to being incomplete.

**C. COMPLETION OF A FULL APPLICATION**

The full application will verify, or update information contained in the preliminary application to confirm the following information:

- Names of head and spouse
- Names of adult members and age of all members
- Number of family members (used to estimate bedroom size needed)
- Street address and phone numbers
- Mailing address (if PO Box or other permanent address)
- Annual income
- Source(s) of income received by household members to determine preference qualification
- Sufficient additional information to determine preference qualification
- Information regarding request for reasonable accommodation or for accessible unit
- Social Security Numbers
- Race/ethnicity
- Arrests/Convictions for Drug Related or Violent Criminal Activity
- Previous addresses
- Names and addresses of current and previous landlords
- Emergency contact person and address
- Questions regarding previous participation in HUD programs

All preferences claimed on the application or while the family is on the waiting list(s) will be verified:

Upon receipt of the pre-application and prior to placement on the waiting list(s).

After the family is selected from the waiting list(s), and prior to completing the final eligibility determination.

Whenever the family claims a preference.

If a preference cannot be verified, said applicant will be returned to their proper place on the waiting list(s) and preference removed.

The qualification for preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the waiting list(s) because the preference is based on current status.

Applicants on the waiting list(s) who will be selected in the near future will be sent a preference verification and eligibility appointment letter (see Chapter on Tenant Selection and Assignment

Plan). The letter will request the applicant to call to make an appointment for an application interview and request the applicant to bring all documents which verify all factors to be verified. Factors to be verified will be listed in the letter.

These documents will be used for verification only if third party verification cannot be obtained.

After the preference is verified, when the BHA is ready to select applicants, the BHA will send the applicant a letter notifying him/her of an appointment. Applicants will be required to:

Complete a Personal Declaration Form prior to the full application interview.

Complete a full application in their own handwriting, unless assistance is needed, or a request for accommodation is made by a person with a disability. Applicant will then be interviewed by BHA staff to review the information on the full application form.

Participate in a full application interview with a BHA representative during which the applicant will be required to furnish complete and accurate information verbally as requested by the interviewer. The BHA interviewer will complete the full application form with answers supplied by the applicant. The applicant will sign and certify that all information is complete and accurate.

The full application will be completed when the applicant attends the interview.

### **Requirement to Attend Interview**

The BHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information that has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other BHA services or programs which may be available.

**All adult family members must attend the interview and sign the housing application. Exceptions may be made for adult students attending school out of state or for members for whom attendance would be a hardship.**

If the head of household cannot attend the interview, the spouse may attend to complete the application and certify for the family. The head of household, however, will be required to attend an interview within 5 working days to review the information and to certify by signature that all of the information is complete and accurate.

It is the applicant's responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule or misses two scheduled meeting(s), the BHA will reject the application.

If an applicant fails to appear for a pre-scheduled appointment, the BHA will automatically schedule a second appointment. If the applicant misses the second appointment without prior approval, the application is denied.

If an applicant fails to appear for their interview without 24-hour prior approval of the BHA, their application will be denied unless they can provide acceptable documentation to the BHA that an emergency prevented them from calling.

Reasonable accommodation will be made for persons with a disability who requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal hearing. (See Chapter on Complaints, Grievances and Appeals.)

All adult members, and head of household and spouse regardless of age, must sign form HUD-9886, "Release of Information," the declarations and consents related to citizenship/immigration status and any other documents required by the BHA. Applicants will be required to sign specific verification forms for information that is not covered by the HUD-9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and releases as required by the BHA.

Information provided by the applicant will be verified, including information related to family composition, income, allowances and deductions, assets, eligible immigration status, full time student status and other factors related to preferences, eligibility and rent calculation.

If the BHA determines at or after the interview that additional information or document(s) are needed, the BHA will request the document(s) or information in writing. The family will be given 10 working days to supply the information unless the verification required is from out of state or country, then 30 days will be allowed.

If the information is not supplied in this time period, the BHA will provide the family a notification of denial for assistance. (See Chapter on Complaints, Grievances and Appeals.)

After application is Denied, applicant must wait one (1) year from date of denial to re-apply. This excludes applications that are Withdrawn due to being incomplete.

#### **D. PROCESSING APPLICATIONS**

As families approach the top of the applicable waiting list(s), the following items will be verified to determine qualification for admission to the BHA's housing:

- Preference verification
- Family composition and type (elderly/non-elderly)
- Annual Income
- Assets and Asset Income
- Deductions from Annual Income
- Social Security Numbers of all family members
- Information used in applicant screening



Citizenship or eligible immigration status

Criminal History Report

Approved Social Services Contract of applicant if applicable for Project Based Voucher Supportive Services Housing.

**E. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY**

After the verification process is completed, the BHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the BHA, and the tenant suitability determination (see Chapter on Eligibility for Admission).

Because HUD can make changes in rules or regulations and family circumstances may have changed during the review process that affect an applicant's eligibility, it is necessary to make final eligibility determination.

Prior to housing an applicant, the Managers and/or Coordinators will check the CT Judicial website to verify recent evictions and arrests/convictions as well as the Sex Offender's registry. Final eligibility will be determined using this information.

The household is not actually eligible for a unit offer until this final determination has been made, even though they may have been preliminarily determined eligible and may have been listed on the waiting list(s).

Any time after final eligibility determination, applicants must report changes in family status, including income, family composition, and address, in writing, within 10 days of the change. If the family did not report the change within the required time frame, the family will be determined ineligible and offered an opportunity for informal hearing.