

Chapter 9

TRANSFER POLICY and RELOCATION

INTRODUCTION

The transferring of families is a very costly procedure, both to the BHA and to the families. However, it is the policy of the BHA to permit a resident to transfer within or between housing developments when it is necessary to comply with occupancy standards, or when it will help accomplish the affirmative housing goals of the BHA, and/or to promote the Authority's Home Ownership Program as identified in Chapter 4 Section S.

Transfers of residents from one unit to another will be approved solely to assure consistency with BHA occupancy standards and to address the Emergency Needs of Residents.

With the exception of residents selected for the Scattered Sites and Lease-to-Own Homeownership Program who meet the criteria outlined in Chapter 4, residents will not be transferred to a dwelling unit of equal size either within a complex or between complexes, except for alleviating very extreme hardships as determined by the Executive Director or to accommodate the needs of disabled residents.

In all instances, a resident family transferring from one apartment to another is responsible for their move to the new apartment.

For purposes of this transfer policy the "losing development" refers to the unit from which the family is moving and the "gaining development" refers to the unit to which the family is transferring.

Residents will receive two concurrent offers of a transfer. Refusal of both offers without good cause will result in lease termination for mandatory transfers or the removal of the household from the transfer list for voluntary transfers. Should a household decline the unit offers, the household must wait for twelve months before resubmitting a new request.

Applications for the homeownership program are different and identified in Chapter 4 Section S of this policy.

A.

TYPES OF TRANSFERS

The order in which families are transferred shall be subject to the hierarchy by category set forth below:

Emergency Transfers are mandatory when the Authority determines that conditions pose an immediate threat to resident life, health or safety. Emergency transfers may be made to permit repair of unit defects hazardous to life, health or safety or to alleviate verified disability problems of a life threatening nature. These transfers shall take priority over new admissions. Emergency situations may include:

To provide habitable housing after a fire has created an uninhabitable living situation

To allow a resident suitable living conditions after damage to an apartment due to acts of God

To accommodate the written request of an appropriate City, State or Federal agency attempting to cure certain conditions which make an apartment dangerous to life, health and safety as provided in the dwelling

Category One – Administrative Transfers include mandatory transfers to permit modernization or demolition of units; perform work (e.g. repair, modernization, or lead hazard reduction work); or permit a family that requires a unit with accessible features to occupy such a unit. These transfers shall take priority over new admissions.

Category Two – Administrative Transfers to correct occupancy standards problems. These transfers will only be made if family size is so small that it includes fewer persons than the number of bedrooms, or so large that the household members over age 4 would equal more than two persons per bedroom. These transfers are mandatory. If a family's size is between the smallest and largest size permissible for the unit, the family may request a transfer, but it shall be considered a Category Three Transfer. Transfers to larger units may be approved only when the family size has increased through birth, marriage, legal adoption, the addition of foster children, or return of a minor to legal custody of the household, who is of the opposite sex and is three years of age or older, and reconciliation of separated spouses. The Authority may permit the splitting of households under the following requirements;

The persons who would be the family heads (original and new) must both be listed on the most recent lease and re-certification

The family is under housed under the Authority's occupancy standards

Both heads must be legally capable of executing a lease and

The reason for the family split must be the addition of children through birth, adoption or court-awarded custody

Both households must be transferred accordingly:

If the resulting split is an over housed situation, the original head of household will be placed under the transfer wait list and a mandatory transfer must occur

The new head of household must be placed on the bottom of the Authority's public housing waiting list, regardless of the wait list status (open or closed)

Regardless, transfers cannot occur until the new head of household has been approved through the public housing waiting list process

Category Two - Incentive Transfers are offered to Scattered Site Units on a non-discriminatory basis to current residents of the Authority with good rental histories. Residents may be considered for transfer should they meet the following requirements:

Has lived in public housing for at least 24 months; the Authority may consider requests from residents who have lived in public housing for less than 24 months to address vacancy reduction

Has been an excellent rent payer (excellent credit history)

Has not been arrested or convicted for any legal offenses

Has the ability to pay utilities in addition to rent

Has excellent inspection records

No history of complaints from neighbors and/or Site Manager

Category Three- Administrative Transfers may be made to avoid concentration of the most economically disadvantaged and socially deprived families or correct occupancy standards.

B.

PROCESSING TRANSFERS

Transfer requests are generated by Site Managers following an annual or interim reexamination where a change in family composition is reported or following a unit inspection that documents physical conditions necessitating alternative accommodations. Site Managers submit the completed "Transfer Score Sheet" including the necessary documentation to the Resident

Selection Office. The completed application must be date stamped and signed by the Site Manager.

The Resident Selection Office staff will review each application and determine which category the transfer requests is under and make the subsequent assignments according to each category priority utilizing a ratio of three (3) public housing wait list applicant per one (1) transfer. The Authority reserves the right to adjust this ratio based on our vacancy and occupancy needs.

Transfer applications can only be approved if the leaseholder has paid all rent due and other charges and are otherwise in compliance with their lease agreement.

C.

MOVING AND MOVING COSTS

A resident who has accepted a transfer is given three (3) days to move personal belongings. If keys to the former unit are kept more than three days, a per diem rent for the former unit will be charged until the keys are returned to the appropriate site office. The resident, except when the transfer is due to inhabitability, through no fault of the resident, or the need of the BHA, will pay all moving costs related to the transfer. However, where there is a hardship due to health or disability, the Site Manager may recommend that families be reimbursed for their out-of-pocket expenses in an amount not to exceed reasonable moving allowance at \$50 per room.

D.

TRANSFERS DURING INITIAL OCCUPANCY

Transfers will not be considered during the first 12 months of initial occupancy to any new development, except where the transfer would assist the BHA in reaching the BHA's affirmative housing goals and to make reasonable accommodations due to disability.

New residents who are properly housed and whose family composition changes after they have been housed must wait a minimum of twelve (12) months before requesting a transfer to another unit.

E.

NON-DISABLED RESIDENTS IN DISABLED UNITS

Disabled persons will be given preference over non-disabled persons when an accessible unit becomes available. In the event that no disabled applicant is on the public housing and/or transfer waiting list, the apartment will be assigned to a non-disabled individual.

Non-disabled applicants assigned to an accessible unit may be requested to move to a non-accessible unit when one becomes available and as a need for such a unit arises.

F.

RELOCATION OF DISPLACED FAMILIES BY THE CITY OF BRIDGEPORT

From time to time, the City of Bridgeport engages in major redevelopment initiative and, after having such projects approved by the appropriate City Departments and/or Agencies, will ask the Housing Authority to provide housing assistance for persons who are being displaced by the City of Bridgeport Office of Planning and Economic Development.

The City of Bridgeport is in the process of relocating families that will be affected by the Revitalization Effort under the Bridgeport Regional Sports and Entertainment Complex. Due to new construction scheduled to commence in the South End of Bridgeport, families that reside in that vicinity are being displaced.

The Bridgeport Housing Authority has entered into an agreement with the City of Bridgeport to assist in the placement of these families and other emergency displacements that the City of Bridgeport may refer. On an as needed basis, these families will be referred by the Office of Planning and Economic Development. Once these families have been determined to be eligible, they will be given a priority preference and place in available vacant units based on room and size needed.

These families may affect the selection process of current waiting list applicants and those people to be transferred.

G.

TRANSFER OF FAMILIES TO PEMBROKE II, VICTORIAN GARDENS AND OTHER TO BE DETERMINED SCATTERED SITES

Until as such time as the Authority receives approval for its Section 32 homeownership program, the Authority will operate and occupy Pembroke II, Victorian Gardens and other to be determined scattered sites as Scattered Sites governed by Chapter 4 Section S of this policy

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