



**NORWICH HOUSING AUTHORITY**  
**13 BROWN STREET**  
**NORWICH NY 13815**  
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## **PUBLIC HOUSING FREQUENTLY ASKED QUESTIONS**

PLEASE KEEP THE INFORMATION SHEETS FOR FUTURE REFERENCE

### **What is Public Housing?**

Public Housing is a federal program designed to house eligible persons in affordable, decent, safe and sanitary apartments that are owned by the City of Norwich Housing Authority (NHA).

### **What is the Housing Choice Voucher Program (Section 8)?**

The Housing Choice Voucher Program (HCV) is a federal assistance program designed to assist eligible persons to pay a portion of their rent to their landlords for affordable, decent, safe and sanitary apartments within the city limits of Norwich, NY.

### **What happens after I submit the application?**

Each application is stamped with the date and time when it is received in the NHA office. A preliminary eligibility determination is made based on the total annual income, household size and Federal Housing Assistance history. Eligible applications are placed on the waiting list in the order they are received and based on any preferences. A letter is sent to the applicant to notify them of whether or not they are eligible.

### **What are the preferences for the Norwich Housing Authority?**

The Authority has established certain preference categories and all applicants meeting one or more of those preferences will be assisted before those applicants who do not have a preference. NHA preferences are elderly, handicapped/disabled, families, Veterans and Norwich City residents.

### **What if you tell me my household is not eligible and I do not agree?**

There is a review process for ineligible applicants. If your eligibility letter tells you that you are not eligible, it will also tell you how to request a review.

### **How long before I get an apartment/voucher?**

It is not possible to tell you how long it will take before you are contacted for an interview. The waiting period depends on the location site and the bedroom size needed for your household. Once your name reaches the top of the list; you will be sent a letter to come in for an interview.

### **Where are the apartments located?**

We have efficiency and one-bedroom and a limited number of two-bedroom apartments at Peacock Manor located at 13 Brown Street, Norwich; two- and three-bedroom apartments at Bordentown Circle located at 11 Borden Ave, Norwich NY.

## **How is the rent calculated?**

Under the Public Housing Program, tenants pay no more than 30 % of their income for rent.

Under the Housing Choice Voucher/Section 8, It is impossible to tell you at this point how much assistance you may receive. The calculation is based on a number of factors, which all have to be verified at the time that assistance begins. Assistance is based mainly on total household income and number of dependents, however, the amount of rent, and what utilities you have to pay for will also make a difference. A way to get a rough estimate of how much you will be required to pay toward rent and utilities is to calculate 30% of your total household monthly gross income. However, you must keep in mind that we make adjustments to income for certain things; and also, the higher the rent or income is, the higher your payment is likely to be. So, this is ONLY an ESTIMATE.

## **What if my address, income or household composition changes?**

You must notify the NHA, in writing, if your mailing address changes, because our notifications are done by mail. If we cannot reach you by mail, your application will be removed from the waiting list. You would then have to re-apply and be placed at the bottom of the list.

You should also notify the NHA, in writing, if your household composition changes, as this may affect your position on the waiting list.

In most cases changes in income do not need to be reported while you are on the waiting list, since income will be verified when you are called in off the waiting list. You only need to report a change in your income if you have met with someone from our office and they have told you to do so.

## **What if I am a victim of domestic violence?**

Section 6 of the U.S. Housing Act of 1937 states:

“The Public Housing Agency shall not deny admission to our programs to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.”

## **Confidentiality**

Information you provide to the housing agency relating to the fact that you or another member of your household is a victim of domestic violence, dating violence, or stalking will be retained by the housing agency in confidence. This information will not be shared or disclosed by the agency without your consent except as necessary in an eviction proceeding or as otherwise required by law.

For help concerning Domestic Violence issues, please see the attached information

## Should I call the NHA to ask questions?

We ask that you save your questions about how the program works for the interview.

Please do not call to ask about your position on the waiting list. We do not give out waiting list numbers, and we cannot predict how long you will be on the list. When there is an apartment available that meets your criteria, you will be notified by mail.

You should call if you have not received an eligibility letter within three weeks of submitting your application.

**We will periodically update our waiting list to determine if you remain interested in Public Housing. It is your responsibility to respond to these mailings within the deadline date or your name will be removed from the waiting list.**

### **THE FOLLOWING WILL HELP YOU TO DETERMINE IF YOU ARE ELIGIBLE.**

#### **ELDERLY/HANDICAPPED/DISABLED HOUSING:**

To qualify for housing in any of these developments, an individual must be either

- **Elderly**- Defined as 62 years of age or older

**OR**

- **Handicapped/Disabled**-

A disabled individual means a person who is disabled as defined in 42 USC Section 423(d)(1)(A) or Section 416(i)(1) of this title.

A handicapped individual means a person who is handicapped as defined in 42 USC 15002(8) of the Developmental Disabilities Assistance Bill of Rights Act of 2000

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#### **FY 2024 Income Limit Summary – Chenango County**

FY 2024 Income Limit	1	2	3	4	5	6	7	8
Very Low (50%) Income Limits	29,250	33,400	37,500	<b>41,750</b>	45,100	48,450	51,800	55,150
Extremely Low Income Limits	17,550	20,440	25,820	<b>31,220</b>	36,580	41,960	47,340	52,720
Low (80%) Income Limits	46,800	53,450	60,150	<b>66,800</b>	72,150	77,500	82,850	88,200

*Notes: All new admissions for Public Housing units must be at or below the low-income limits, while all new admissions for Section 8 Housing Choice Vouchers must be at or below the Very Low-Income limits. Under the Quality Housing and Work Responsibility Act (QHWRA) regulations, 40% of new Public Housing and 75% of new Section 8 admissions for each NHA fiscal year (April 1 through March 31) must be Extremely Low Income, unless the NHA receives a waiver from HUD from these requirements. The Chenango County Median Family Income is calculated based on the four-person income guidelines. These guidelines are adjusted annually by HUD, usually in the winter.*

All other applicants may qualify under a singles eligibility status.