FOR OFFICE USE ONLY	DATE AND TIME STAMP
Application Entered By: Application Entered On:	

CONNECTICUT HOUSING PARTNERS

1235 Huntington Turnpike
Trumbull, CT 06611
Phone: 203.359.6940

APPLICATION INSTRUCTIONS FOR WILTON COMMONS II CONGREGATE

Please fill out the application in full and drop off or mail to ***Connecticut Housing Partners (CHP), 21 Station Road, Wilton, CT 06897***. Please contact us at 203-359-6940 x1737 for any questions about the CHP application process.

Please complete the attached application form. Answer all questions completely. If the answer is zero, please write N/A or cross out the space. Incomplete applications will not be processed. This applies to each person 62 years of age and older who will be living in the apartment.

ELIGIBILITY: All applicants must meet the required income requirements and are subject to other screening criteria including Congregate care needs, credit, criminal, sex offender and landlord references. All income and asset information will be verified with a third-party to determine eligibility. Applicants must meet the criteria below in order to qualify for congregate housing:

1. Must be 62 years of age or older;
2. Meet the criteria for congregate care:
   a. Physical and functional assessment of frailty with one or more essential activities of daily living examples such as feeding, bathing, grooming, dressing, transferring;
   b. Current housing conditions and living arrangements, and
   c. Daily living needs
3. Annual Income at 80% AMI or below

The Area Medium Income is subject to change annually.

Eligibility conditions for acceptance into Wilton Congregate:

1.	**Is the applicant 62 years of age or older?**	YES	NO
2.	**Does the applicant have physical and functional assessment of frailty?**	YES	NO
3.	**Meets Income limits for admission and continued occupancy. (Annual recertification of income will be required of all residents)**	YES	NO

4.	**CURRENTLY LIVING IN SUSTANDARD HOUSING**	**25 POINTS MAXIMUM**
a.	Condemned or verified serious housing code violations.	25 Points
b.	Inadequate heating, plumbing, or cooking facilities.	20 Points

5.	**CURRENT LIVING SITUATION INCLUDES**	**25 POINT MAXIMUM**
a.	Living in documented physically or emotionally abusive situation.	25 Points
b.	Living in a shelter or transitional housing.	25 Points
c.	Living in temporary housing with others because of conditions beyond Applicant control (condemnation, foreclosure, fire, loss of job, etc.)	20 Points
d.	Living in overcrowded conditions in own housing unit. (Example: 1.5 persons per room)	15 Points
6.	**INCOME/RENT RATIO**	**15 POINTS MAXIMUM**
a.	Currently paying more than 50% of income for rent or housing.	15 Points
b.	Currently paying between 31% and 50% of income for rent/housing.	10 Points
7.	**RESIDENT OR LEAST LIKELY TO APPLY**	**NO MAXIMUM**
a.	Resident of town in which housing is located.	10 Points
b.	Has a family member living in the town in which the housing is located.	10 Points
c.	Least Likely to Apply Applicant.	10 Points

Wilton Commons Congregate is designated as Congregate Housing. This means that in order to be eligible at this facility, applicant households must have a verified need for the weekly light housekeeping and one hot meal per day which are offered at this site. Verification will take place when an applicant's name is near the top of the list and as vacancies occur.

The site charges fees for Congregate Services used. Congregate fees are billed in addition to rent and calculated according to a formula determined by the Department of Housing. If you have any questions about the services or fees at this site, please speak to the Property Manager.

Connecticut Housing Partners and their managed facilities are Equal Opportunity Housing Providers and Employers.

The Fair Housing Act prohibits discrimination in the sale, rental, or financing of housing on the basis of race, creed, color, religion, sex, disability, familial status or national origin. Complaints of discrimination may be forwarded to the Fair Housing Administrator, US Department of Housing and urban Development, Washington, D.C. 20410. Phone 1-800-669-9777. Connecticut law prohibits discrimination in housing in all of the above categories plus these additional categories: lawful source of income, marital status, sexual orientation, gender identity or expression, use of a guide dog, and age (except when program regulations restrict the housing to an age-specific category). Complaints of discrimination may be forwarded to the Commission on Human rights & Opportunities at 860-541-3400.

CONGREGATE SERVICES:

In order to qualify at this facility, you must demonstrate a need for one or more of the congregate services offered at this site **(*see facility description*)**.

Do you have a need for one or more of these services? _____ YES _____NO

CERTIFICATION: (Each ADULT applicant must sign this application).

This is an initial written application. Additional information will be requested at a later date to complete the processing of applicant(s). Your signature below certifies that:

Initial

_____ The information provided on this application is true and correct to the best of your knowledge; and

_____ That you and your household members, upon execution of a lease agreement, shall make said leased unit your sole place of residence; that you will not maintain another subsidized apartment; and

_____ You consent to the verification of information you provide in order to determine your eligibility for this housing.

_____ You consent to the release of wage matching data to the Connecticut Department of Housing (DOH) or its assigned agent and the facility owner for the purpose of complying with regulatory guidelines.

_____

Signature Date

_____

Signature Date

Revised 2/2018 RD

Date and Time Receive: _____

WILTON CONGREGATE

PREFERENCE POINT SYSTEM FOR WAITING LIST PLACEMENT AND SELECTION

The applicant receives the full point score or none; **in the category for least likely to apply applicant, must receive at least 10 points if this preference is utilized.**

No applicant may receive more points in any category that the maximum allowed. Once the pool of candidates has been established for a selection, the persons with the highest point total are selected for apartment screening; the person with the highest point total gets processed next, etc. If several applicants in the pool have the same point total for selection either during initial rent up or for a given vacancy, their names are all put on the list at the point level and then selected as first come first serve based on the date and time on the application.

Eligibility conditions for acceptance into Wilton Congregate:

1.	**Is the applicant 62 years of age or older?**	YES	NO
2.	**Does the applicant have physical and functional assessment of frailty? (Assessment Attached)**	YES	NO
3.	**Meets Income limits for admission and continued occupancy. (Annual recertification of income will be required of all residents)**	YES	NO

4.	**CURRENTLY LIVING IN SUSTANDARD HOUSING**	**25 POINTS MAXIMUM**
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TOTAL POINTS _____