



Pittsfield Housing Authority
65 Columbus Ave, Pittsfield, MA.01201
(413) 443-5936
Fax (413) 443-7294
www.Pittsfieldhousing.org

Deconcentration Policy

Pittsfield Housing Authority (PHA)

1. Deconcentration of Poverty and Income Mixing

The Pittsfield Housing Authority (PHA) complies with the requirements of **24 CFR 903.2** and **24 CFR 903.23(b)** by adopting policies designed to deconcentrate poverty and promote income mixing in its public housing developments.

a. Applicable Developments

The PHA applies deconcentration requirements to all **general occupancy and family public housing developments**, except those exempt under **24 CFR 903.2(b)(2)** (e.g., elderly/disabled designated housing).

b. Methodology

The PHA annually analyzes the **average household income** for each development and compares it to the PHA-wide average.

Developments are categorized as:

- **Higher-income developments** – above the PHA average
- **Lower-income developments** – below the PHA average

c. Deconcentration Strategies

To promote income mixing, the PHA may implement the following:

For Lower-Income Developments:

- Skip lower-income applicants on the waiting list to admit higher-income families (within income limits)
- Target outreach to working families
- Apply income-based admission preferences where applicable

For Higher-Income Developments:

- Prioritize admission of lower-income families
- Avoid over-concentration of higher-income households

d. Compliance with Fair Housing

All deconcentration efforts are carried out in a manner consistent with:

- Fair housing requirements
- Civil rights laws
- Affirmative marketing obligations

The PHA will not take any action that results in discrimination based on protected class status.

2. Waiting List Administration

The PHA maintains waiting lists in accordance with **24 CFR 903.7(b)**.

a. Organization of Waiting Lists

- The PHA maintains a **centralized waiting list** for public housing.

b. Waiting List Preferences

Applicants are selected in order of:

1. Local preferences
2. Date and time of application

c. Opening and Closing Lists

- Waiting lists may be opened or closed based on demand.
- Public notice will be provided in advance of any opening.

d. Updating the Waiting List

- The PHA conducts periodic updates to ensure accuracy.
 - Applicants must respond to update requests or risk removal.
-

3. Eligibility, Selection, and Admissions Policies

The PHA administers admissions in accordance with **24 CFR 903.7(b)** and applicable HUD and state regulations.

a. Eligibility Criteria

Applicants must:

- Meet HUD income limits
- Qualify as a family or eligible household
- Meet citizenship or eligible immigration requirements
- Pass screening criteria (criminal background, prior housing history, etc.)

b. Selection from the Waiting List

Applicants are selected based on:

- Established local preferences
- Deconcentration needs
- Date/time of application

c. Local Preferences (Example – adjust as needed)

The PHA has established the following preferences:

- Residency preference (e.g., Berkshire County residents)
- Homeless households
- Households displaced due to government action
- Victims of domestic violence

Preferences are applied uniformly and in compliance with fair housing laws.

d. HCV Program Admissions

For the Housing Choice Voucher (HCV) Program:

- The PHA maintains a separate waiting list
 - Selection follows the same preference structure
 - Families must comply with all eligibility and screening requirements
-

4. Unit Assignment Policies (Public Housing)

The PHA assigns units in accordance with **24 CFR 903.7(b)** and HUD occupancy standards.

a. Occupancy Standards

- Units are assigned based on family size and composition
- Standards ensure no overcrowding or underutilization

b. Matching Families to Units

The PHA considers:

- Bedroom size needed
- Accessibility requirements (e.g., ADA units)
- Deconcentration goals
- Applicant preference when feasible

c. Transfers

Transfers may be approved for:

- Medical needs
- Reasonable accommodation
- Safety concerns
- Over/under-housing

d. Accessible Units

Accessible units are offered first to:

- Households requiring accessibility features
 - Then to other households if no qualified applicants are available
-

5. Monitoring and Review

The PHA will:

- Review income distribution annually
 - Adjust strategies as needed
 - Maintain documentation for HUD Field Office review
-

6. Compliance Statement

The PHA certifies that all policies related to eligibility, selection, admissions, and deconcentration are implemented in compliance with:

- Federal regulations
- Fair housing laws
- HUD guidance