



**Jurisdiction:** Westbrook, Buxton, Cape Elizabeth, Cumberland, Dayton, Falmouth, Freeport, Frye Island, Gorham, Gray, Hollis, New Gloucester, North Yarmouth, Old Orchard Beach, Pownal, Portland, Raymond, Scarborough, South Portland, Standish, Windham, and Yarmouth

**Payment Standards for Westbrook Housing effective January 1, 2025**

0 Bedroom - \$1379                                      3 Bedroom - \$2464                                      6 Bedroom - \$3591  
 1 Bedroom - \$1563                                      4 Bedroom - \$2763  
 2 Bedroom - \$2011                                      5 Bedroom - \$3177

**Utility Allowances for Westbrook Housing effective January 1, 2025**

The above figures are for all utilities included. Refer to the chart below for the amount allowed for tenant paid utilities. Deduct the cost for tenant paid utilities from the payment standard to determine a contract rent that would ensure a tenant pays 30% of their income. Single family homes and mobile homes use a different chart.

Utility or Service	Fuel Type	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR
Heating	Natural Gas	64	69	75	80	85	90	93
	Bottled Gas/Propane	97	113	128	150	172	188	200
	Electric	42	50	68	86	104	122	132
	Electric - Heat Pump	37	44	52	59	65	71	77
	Oil	89	104	122	141	159	174	189
	Kerosene	92	110	129	147	170	184	198
	Wood/Pellets	20	23	32	41	49	57	62
Cooking	Natural Gas	3	3	6	7	9	10	11
	Bottled Gas/Propane	9	9	16	22	28	31	34
	Electric	9	10	15	20	24	29	31
Other Electric		49	55	70	86	101	116	124
Air Conditioning		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Water Heating	Natural Gas	8	9	13	18	21	25	28
	Bottled Gas/Propane	25	28	41	53	66	78	85
	Electric	24	28	36	43	51	59	63
	Oil	22	26	37	48	63	74	81
Water		22	23	29	35	40	46	50
Sewer		42	44	59	75	90	106	116
Trash Collection		10	10	11	17	25	29	36
Range/Microwave		11	11	11	11	11	11	11
Refrigerator		12	12	12	12	12	12	12

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## **Changes in Payment Standards**

When the PHA revises its payment standards during the term of the HAP contract for a family's unit, it will apply the new payment standards in accordance with HUD regulations. **Decreases:** The PHA must provide the family with at least 12 months' notice that the payment standard is being reduced before the effective date of the change. The PHA's policy on decreases in the payment standard during the term of the HAP contract apply to all families under HAP contract at the time of the effective date of the decrease in the payment standard within the designated area. If a PHA changes its payment standard schedule resulting in a lower payment standard amount, during the term of a HAP contract, the PHA will not reduce the payment standard used to calculate subsidy for families under HAP contract as long as the HAP contract remains in effect. **Increases:** If the payment standard is increased during the term of the HAP contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the family beginning on the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard. Families requiring or requesting interim reexaminations will not have their HAP payments calculated using the higher payment standard until their next annual reexamination.

## **Subsidy Standards**

Subsidy standards determine the size of unit for which your family is eligible. You are not restricted to find an apartment the same as the bedroom size of your subsidy. If you find a smaller unit, you must use the payment standard and utility allowance of the unit size. If you find a larger unit, you must use the payment standard and utility allowance of your family's subsidy standard. We assign one bedroom for each two persons within the household, except in the following circumstances:

- Two persons (other than head/spouse/co-head/partners) of different genders and/or generations will be allocated separate bedrooms.
- Two children under the age of 7 will be allocated one bedroom regardless of gender.
- Live-in-aides will be allocated a separate bedroom.
- Single person families will be allocated one bedroom.

## **Contacting us**

You may contact your Program Officer by phone, email, mail, or in person at the main office. If you show up at the office without an appointment you may be asked to schedule a meeting time and have to come back. After you have contacted your Program Officer, your request will be processed accordingly. This means you will receive a phone call, email, or letter. Depending on the nature of your situation, you may get a response on the same day, or it may take more time to process. We will contact you if we have any questions.

## **Remember to report all changes in writing within 10 days of the change**

The most common changes to report are changes in income (increases or decreases) and changes in family composition (a household member moves in or out). You must report these changes in writing, by mail, email or in person at the front desk within 10 days of the change. Make sure the name of the head of household is on all documents provided. Written changes received after the 20<sup>th</sup> of the month may not be processed for the next month. This is especially important to remember if you are reporting a decrease in income. Providing as much information as possible may help shorten the amount of time needed to process your rent adjustment. Failure to comply may result in program termination.

## **Annual reexaminations & inspections**

It is very important for you to complete and return your annual reexamination paperwork and be present and prepared for inspection appointments. If you are late with paperwork or unprepared for an inspection it could affect your participation in the voucher program. If you are unable to be present for an appointment or inspection, please contact us several days in advance to reschedule. Failure to comply may result in program termination.