

**APPLICATIONS FOR OCCUPANCY
IN FAMILY DWELLING UNITS
ON PUBLIC WAR HOUSING PROJECTS
FORM FPHA-1060A**

Introduction

1. Application Form. Form FPFA-1060A (2-1-46) "Application for a family Dwelling," shall be used in taking applications for occupancy in family dwellings in Federally-owned war housing projects.

Applications should be taken from all families of veterans and servicemen and from persons qualified as war workers and other distressed families if their admission has been authorized. Information on the number of such families who are seeking housing and are eligible for admission to these projects is needed by NHA in making certain decisions as to how the projects are to be used during the demobilization and reconversion period and will be included on periodic reports to the FPFA regional office and certain special reports which may be required from time to time.

2. Supply of Forms. The Central Office of FPFA will furnish the regional offices with supplies of this form which are to be distributed to all housing managers and local authorities operating Federally-owned war housing.
3. Reporting. Form FPFA-1060A is a basic source document for reporting information on applicants and tenants as provided for in the reporting system of the FPFA.

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Instructions for Use of FPFA-1060A

- A. Filling Out Face of Form FPFA-1060A (See Exhibit on Page 7 1/). The face of Form FPFA-1060A may be filled out either by the applicant or by an interviewer of the management agency. All forms must be accurately and completely filled in.

Item

1 through 4. Enter Name, Race, Address and Phone of the applicant in the spaces provided. The race of the applicant should be designated as White, Negro or other. If applicant has not established an address in the locality, state how applicant may be reached.

5. Status of Applicant

- a. Veteran or Family of Veteran - Check this box if the applicant is a veteran or family of a veteran. This includes surviving families of deceased veterans and families of men who died while serving in the armed forces.
 - b. Servicemen: With Family; Family Only - If the applicant or a member of the family applying for admission is serving in the armed forces, check "With Family" to indicate if the serviceman is stationed in the locality and is applying for accommodations for himself and his family, or "Family Only" if the serviceman's station is such that his family only is applying for admission.
 - c. War Worker -- Check this box if the applicant - or a member of the family - is engaged in work which qualifies him as a war worker. This classification is eligible only upon special authorization from the FPFA. It includes civilian employees of the War and Navy Departments and of private plants completing war contracts, and commissioned and civilian personnel of the U. S. Public Health Service and the Coast and Geodetic Survey. For further instructions on the eligibility and determination of war workers refer to Manual Section 4614:4 and 6614:3)
 - d. Other - Check this box for all applicants who do not fall in one of the above categories.
6. Names of Persons to Live in Home - On first line, enter applicant's name. On subsequent lines, enter the names of all other persons to live in the dwelling. List family members first and then lodgers, if any. Indicate the person who signs or is to sign the lease by placing an "X" beside the name in the left-hand margin.

Relationship to Applicant - Indicate relationship to the applicant of all other persons to live in the dwelling unit as "wife," "son," etc.

Sex - Enter "M" or "F" to indicate male or female.

Age - Enter age as of last birthday of each person to live in the dwelling.

Occupation, Rank or School Grade - For employed persons, record occupation such as "carpenter" or "electrician." If wife stays at home, record "housewife." For school children, record the present grade. For persons not employed, enter "unemployed." For military personnel, specify only the branch of service and rank.

Employer - Record the name of the company by which each wage earner in the household is employed. For Federal employees; specify Department and branch in which person is employed.

Base Pay - Enter in the two columns provided the base pay rate and the period covered as Amt. \$1.10" per "hr."; Amt "\$42" per "wk."

Total Earnings Last Full Week - For all persons employed, enter the total amounts earned during the past week unless that week's earnings were unusually high or low. If this is so, enter the earnings for the most recent week during which the usual number of hours was worked. If the usual work week includes overtime, include the amount received for overtime. Also include in these earnings the amount of any payroll deductions for war bonds and income taxes. If any person listed is not yet at work but has a job with a definite starting date, enter the amount he will probably earn per week when he starts to work.

7. Present Housing - Check the box which most accurately describes the present housing situation of the applicant and his family. Enter in the space provided at the end of the section a brief description of the nature of the housing need.
 - a. No Housing in Locality - Check this box when the applicant actually has no housing of any kind in the locality. (This includes applicants whose homes are inaccessible to their places of employment. Unless otherwise instructed, "inaccessibility" shall be determined in accordance with the definition of "reasonable commuting distance" in the old Locality List.)
 - b. Accommodations Not Designed for Family Use - Check this box when the applicant's accommodations are not designed for family use, as a rooming house, hotel, etc.
 - c. Doubled-up. Check this box when accommodations designed for use by one family are occupied by more than one family.

- d. Forced to Move - Check this box when applicant is forced to move for reasons conforming to OPA regulations. Explain why the family is being forced to move and give the date in the space at the end of the item.
- e. Substandard - Check this box when applicant's need is by reason of substandard accommodations.
- f. Other - Check this box and describe in the space at the end of the item if the applicant's housing need does not fall in one of the above categories.

Interviewed by - Enter the name of the interviewer.

Date - Enter the date on which application is made.

Applicant's Signature - Have applicant read the statement and sign the application.

- B. Filling Out Reverse Side of Card. The following items which are on the reverse side of the card are provided for verifying employment and earnings, for recording the final disposition of the application and for remarks. Space is also provided for filing data. These items are not to be filled in by the applicant.

Section

I

- I - Certificate of Employment. This section is provided in case the procedure followed for determining eligibility calls for verification of employment and earnings by obtaining a certificate from the applicant's employer. When verification of these items is made in some other manner, the information obtained may be recorded in this space.

- II - Filing Data. This section provides essential data for filing the application.

Project Number. Enter the project number.

Application Number. Enter the number assigned to the application.

Classification. Enter in the first column the classification assigned to the application, viz., Eligible, Pending, Ineligible, Withdrawn, Moved into Project. Enter subsequent classifications and the date of each in the remaining columns.

Determinations of eligibility shall be made in accordance with the provisions of the FPHA Manual which sets forth the eligibility requirements for admission to various types war housing projects and in accordance with the instructions given by the FPHA regional office affecting individual projects.

Unit Size - Enter the size of dwellings which the applicant family will require.

Order of Acceptance - Indicate by an appropriate number or symbol the order of acceptance of eligible applicants. No standardized order of preference can be set up to fit all projects because eligibility for admission to some types of projects is limited to applicants with certain status and present housing condition unless a ruling has been made to permit the admission of other applicants. (See FPHA Manual Section 4614:4 and 6614:3 on eligibility for war housing.) However, the numbers for such of the following groups as are eligible may be used:

1. Family of veterans, serviceman, or war worker without housing. (Although it does not indicate an order of preference, it may be easier to prepare certain reports if this group is broken down into 1a-veteran, 1b-serviceman, and 1c-war worker.)
2. Other distressed family without housing.
3. Other family in need of housing.

The date on which the determination of order of preference was made should be entered. When the order of preference changes, the second and third columns should be used to show the number and date of the new preference.

III - Disposition. This section shall be filled in for those applicants who move into the project, who are classified as ineligible, or who withdraw their applications.

1. Moved in - If the applicant moves into the project, enter the information called for in the appropriate spaces.

Dwelling Number - Enter the number of the dwelling assigned to the applicant.

Number of Bedrooms - Enter the number of bedrooms in the dwelling assigned to the family.

Number in Household - Enter the total number of persons living in the dwelling unit. Do not include family members working away from home, or in the armed forces away from home, even though near enough for frequent visits.

Basic Rent - Enter in this space the basic rent for the dwelling assigned. Basic rent is the shelter rent plus utilities established for the particular dwelling occupied without regard to any adjustment in rent which may be given an individual tenant treated as a hardship case.

Net Family Income - Enter the amount of net family income, if determined.

Rent to be Paid by Tenant - Enter the amount of rent to be paid by the tenant, either the basic rent or rent adjusted to the tenant's income.

2. Ineligible - If the application is classified as ineligible, indicate the reason for ineligibility by placing a check in the proper box or by writing in the specific reason.
3. Withdrawn - If the application is withdrawn, indicate the reason for withdrawal by placing a check in the proper box or by writing in the specific reason.

IV - Remarks - This space is provided for recording any special or amplifying comments affecting the eligibility or status of an applicant.

[illegible]

(face of Form FPHA-1060A)

<p>I. TO BE FILLED IN BY EMPLOYER OR HIS REPRESENTATIVE:</p> <p>I hereby certify that _____ (NAME OF WORKER) is employed by this company as a _____ (OCCUPATION OF WORKER) at a rate of \$ _____ per _____ (HOUR, WEEK, MONTH, ETC.) He was employed here on _____ (DATE)</p> <p>CERTIFIED BY _____ (NAME) _____ (TITLE)</p> <p>NAME OF COMPANY _____</p>	<p>III. DISPOSITION:</p> <p>1. NOTED IN _____</p> <p>2. INELIGIBLE _____</p> <p>STATUS OF APPLICANT <input type="checkbox"/> INCOME <input type="checkbox"/> OTHER _____</p> <p>3. WITHDRAWN _____</p> <p>UNABLE TO PAY RENT <input type="checkbox"/> ACCOMMODATION UNSATISFACTORY <input type="checkbox"/> OTHER _____</p>	<p>II. FOR OFFICE USE ONLY:</p> <p>PROJECT NO. _____ APPL. NO. _____</p> <p>CLASSIFICATION _____</p> <p>UNIT SIZE _____</p> <p>ORDER OF ACCEPTANCE _____</p>
<p>FOR OFFICE USE ONLY</p> <p>IV. REMARKS:</p>		

**Applications for Occupancy
in Family Dwelling Units
on Public War Housing Projects.**

Form F P H A - 1060A

U. S

"Federal Public Housing Authority - National Housing Agency

Introduction

1. Application Form. Form FPFA-1060A, "Application for a Family Dwelling," shall be used in taking applications for occupancy in family dwelling units in Federally-owned war housing projects, including units previously designated as dormitory apartments and family trailer projects. A form identical to FPFA 1060-A is recommended for use by local authorities on Federally-aided war housing projects. However, in the event local authorities adapt the form for their use, items identical to those on Form FPFA 1060-A shall be included. The application form shall be filled in for applicants referred to projects by War Housing Centers as well as for those who apply directly at the project.
2. Supply of Forms. The Central Office of FPFA will furnish the regional offices with supplies of this form which are to be distributed to all housing managers and local authorities operating Federally-owned war housing.
3. Reporting. Form FPFA 1060-A is a basic source document for reporting information on applicants and tenants as provided for in the reporting system of the FPFA.

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Instructions for Use of FPHA-1060A

- A. Filling Out Face of Form FPHA-1060A (See Exhibit on Page 10). The face of Form FPHA-1060A may be filled out either by the applicant or by an interviewer of the management agency. All forms must be accurately and completely filled in. On FPHA-aided projects whether a form identical to FPHA 1060-A is used or a similar form developed by the local authority, information must be obtained relative to the citizenship status of each applicant, since it is a statutory requirement for such projects that occupancy be restricted to citizens.

Item

- 1 through 4. Enter Name, Race, Address and Telephone Number of applicant war worker in the spaces provided. The race of the applicant should be designated as White, Negro or other. If applicant has not established an address in the locality, state how applicant may be reached.
5. Date Worker Moved to this Locality. Enter date applicant war worker came to this locality to live. If he is commuting from another locality, enter "Not in locality," (Locality is defined as the area within which daily commuting is practicable. See instructions for Section II of reverse side of form for definition of practicable commuting distance.)
6. Date Family Moved Here. Enter date on which family of applicant war worker moved to locality. If family has not yet moved to locality, enter "Not in locality."
7. Worker Moved Here From. Enter name of city and state from which applicant came.

An approximate distance of _____ miles. Give approximate distance in miles between this locality and the one from which applicant came.

8. Names of Persons to Live in Home. On first line, enter applicant's name. On subsequent lines, enter the names of all other persons to live in the dwelling. List family members before lodgers. Indicate the person who signs or is to sign the lease by placing an "X" beside the name in the left-hand margin.

Relationship to Applicant. Indicate relationship to the applicant of all other persons to live in the dwelling unit as "wife," "son," "lodger," etc.

Sex. Enter "M" or "F" to indicate male or female.

Age. Enter age as of last birthday of each person to live in the dwelling.

Occupation, Rank or School Grade. For employed persons, record occupation such as "welder" or "riveter." If wife stays at home, record "housewife." For school children, record the present grade. For persons not employed, enter "unemployed." For military personnel, specify only the branch of service and rank. Do not record identifying information of military importance as name of Commanding Officer or ship.

Employer - Record the name of the company by which each worker in the household is employed. For Federal employees, specify Department and branch in which person is employed.

Badge No. - Enter number of badge or other work identification.

Base Pay - Enter in the two columns provided the base pay rate and the period covered as Amt. "\$1.10" per "hr."; Amt. "\$42" per "wk."

Total Earnings Last Full Week. - For all persons employed, enter the total amounts earned during the past week unless that week's earnings were unusually high or low. If this is so, enter the earnings for the most recent week during which the usual number of hours was worked. If the usual work week includes overtime, include the amount received for overtime. Also include in these earnings the amount of any payroll deductions for war stamp, bonds, income and victory taxes. If any person listed is not yet at work but has a job with a definite starting date, enter the amount he will probably earn per week when he starts to work.

9. Is Family Living with Worker. Enter "Yes" or "No." If the applicant war worker is not living with his family, record the present address of the applicant's family. When applicant spends only weekends with family, or makes occasional visits, "No" should be entered.

Note: Items 10, 11 and 12 should be answered only if the applicant war worker is living with his family.

10. Distance from Work - Enter the number of miles the worker travels daily from his family home to reach his place of employment.

Transportation - Specify whether applicant travels by street car, bus, auto, etc.

Cost round trip)
Time round trip) Enter the time required for and cost of round trip.

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11. Describe present housing conditions. Specify present living accommodations of applicant war worker, such as trailer, tent, hotel room, rooming house, shared apartment, etc.

12. Do you have notice to move? Enter "Yes" or "No."

If so, when must you move? Specify date on which family must vacate.

Why? State exact reason why family is being forced to move as "dwelling condemned and order closed," "landlord wished to occupy house himself," etc.

Interviewed by - Enter name of interviewer.

Applicants' signature - Have applicant read statement and sign application in space provided.

Date - Enter date on which application is made.

B. Filling Out Reverse Side of Card (See Exhibit on Page 10). The following items which are on the reverse side of the card are provided for recording verified data affecting eligibility for occupancy, the final disposition of the application and filing data. These items are not to be filled in by the applicant.

Section

I - Certificate of Employment - This section is provided in case the procedure followed for determining eligibility calls for verification of employment and earnings by obtaining a certificate from the applicant's employer. When verification of these items is made in some other manner, the information obtained may be recorded in this space.

It is necessary to verify an applicant's employment to determine whether the applicant qualifies as an eligible civilian war worker or as eligible personnel of the military or naval service. An applicant is considered an eligible civilian war worker when he is a civilian worker in a plant, establishment or service which is included on the Locality List. An applicant is considered an eligible member of the military or naval service when he is of a specified rank and is assigned to duty at a military or naval reservation, post, base or industrial establishments, etc., on the Locality List. (See page 7), Sec. V(2) for eligible grades of military and naval personnel.)

II Housing Need. (Section II is to be filled in only for eligible applicants.)

Immigrant: Check Item 1 or 2 for all eligible immigrant civilian war workers and eligible immigrant military personnel depending upon whether applicant is or is not living with his family.

An in-migrant war worker is one whose present or most recent residence is beyond practicable daily commuting distance from his place of employment or who subsequent to July 1, 1941, (or such later date as is specified in the Locality List and the Management Program or Management Resolution for the project) has come into the locality or has brought his family into the locality from a former home beyond practicable daily commuting distance and who now has to live under temporary or make-shift conditions so intolerable as to impair his efficiency. The definition of daily practicable commuting distance given in the Locality List and the Management Program or Resolution shall be followed.

1. Not with Family - Family Home Inaccessible - Check this item if applicant war worker is an immigrant but his family has not yet come into the locality.
2. With Family:
 - (a) Home Inaccessible - Check this item if applicant war worker is living with his family in a home which is beyond practicable daily commuting distance from his place of employment.
 - (b) Temporary Housing - Check this item if applicant war worker is an immigrant living in the locality with his family in temporary housing.
 - (c) Forced to Move - Check this item if applicant war worker is living with his family but is forced to move because his dwelling is to be demolished or converted to other use, or the possession thereof is recovered by the lessor in a manner permitted by the regulations issued by the Administrator of the OPA and other suitable living accommodations cannot be found. Also check this item if the dwelling in which applicant war worker and his family have been living is rendered uninhabitable by disaster such as fire and he is unable to find other suitable accommodations.

Resident as well as immigrant war workers who are being or have been forced to move for the above reasons should be checked under this item since, for the purpose of determining eligibility, such residents are considered in the same category as immigrants.

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Section II (Cont'd)

Resident: Applicants who do not qualify as immigrants according to the definition given in this section shall be classified as residents.

3. Substandard. Check item 3 only if the applicant and his family are residents of the locality and are living in substandard housing.

Forced to Move - If item 2(c) is checked, enter here reason why applicant was forced to move and state what evidence has been received which substantiates applicant's claim of being forced to move.

Verified by - Enter name of person verifying applicant's need for housing.

III Computation of Family Income

- (a) Total Weekly Earnings - Enter the sum of the weekly earnings of all family members shown in the column at the right hand side of Item 8 on the face of the card. Do not include earnings of lodgers.
- (b) Annual Family Income - (Entries shall be made in (b) "Annual Family Income" only for applicants applying for admission to FPHA-aided projects or for applicants eligible to pay an adjusted rent in Federally-owned projects.)
- (1) Gross Income - Enter as gross income the total received from earnings, lodgers, and other sources shown in the three lines below.

Income from Earnings - Enter the estimated total amount of earnings of all members of the family for the next 12 months. This estimate should be based upon Item 8 on the face of the card, the Certificate of Employment, and data obtained from the plant regarding the usual weekly earnings of employees of the same industrial classification and the plant's probable production schedule. Usual weekly earnings should be multiplied by the number of weeks of probable employment. In general, 50 weeks may be considered to constitute a full year's employment.

Income from Lodgers - Enter total estimated amount to be received from lodgers. Fifty weeks may be considered to constitute a full year in estimating income from this source. Do not include payments for table board.

Section III (Cont'd)

Other Income - Enter the total amount expected to be received from all other sources during the coming year, such as amounts received from pensions, allotments, allowances, rents and investments.

- (2) Deductions - In accordance with the following instructions enter in the appropriate space the amount of the deductions which are allowable under the definition of net income applicable to the project.

Support of Relatives - Enter the amount expected to be paid for the total or partial support of a person or persons who do not reside with the family but for whose support a member of the family is legally or morally responsible. Do not include expense incurred for the voluntary education of children away from home.

Payroll deductions - Enter the amount of payroll taxes and compulsory payroll deductions for pension funds, payments to government retirement funds, group health and group insurance. Do not include the amount of income and victory tax deductions as these are not allowable deductions.

Occupational Expense - Enter any amounts necessary to employment for which no reimbursement is made by the employer. These include such items as hire, purchase, and laundry of uniforms, miner's explosives, automobile expense of salesmen during hours of work, union dues, and extra and unusual transportation expenses, (but not including expenses incidental to a person's employment which are not directly related to the specific job, such as usual transportation to and from the place of employment.)

Other - Enter an amount to cover all other allowable deductions from income. Include in this amount any reasonable expense incurred for the care of pre-school and school children or aged or incapacitated family members to permit the employment of a sole wage earner or of a secondary wage earner where there is sufficient evidence that the employment of such help has made an additional worker available for an occupation which furthers or supplements the war effort.

Net Annual Income - Enter the amount of actual net family income obtained by subtracting total deductions from gross income.

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Section

IV Remarks - In every instance, the reason for classifying an application as ineligible is to be entered in this space. Also record special comments affecting the eligibility of an applicant, such as the number of rooms occupied by the family of a resident applicant, facilities lacking or shared, etc.

V For Office Use Only - This section provides essential data for filing.

Development Number - Enter the project number.

Application Number - Enter the number assigned to the application.

Classification - Enter in the first column the disposition classification assigned to the application, viz., Eligible, Pending, Ineligible, Withdrawn, Moved into Project. Enter subsequent classifications and the date of each in the remaining columns.

Order of Acceptance - Indicate the order of acceptance of eligible applicants by entering the appropriate paragraph number of the category set forth below in which the applicant falls and the date on which the determination was made. When a change in the eligibility status of the applicant affects the order of acceptance, and applications on hand are reclassified, use the second and third columns to enter the subsequent appropriate code and the date of determination.

The categories below conform to those given in General Order 60-5B which provide for admission during the period of exclusive reservation of the first only and for admission thereafter of others in the following order:

1. Eligible in-migrant civilian war workers.

These shall include civilian war workers who are in-migrant and eligible for admission during the period of exclusive reservation as shown in the Management Program or the Management Resolution.

2. Eligible in-migrant military personnel.

These shall include enlisted men in the naval and military services of the United States, officers of the Army and Marine Corps not above the rank of Captain, and officers of the Navy and Coast Guard not above the grade of Lieutenant, Senior Grade, who are assigned to duty at military or naval reservations, posts, or bases or to duty at industrial establishments.

Section V (Cont'd)

3. Other civilian war workers or eligible military personnel.

These shall include civilian war workers who are not eligible for admission during the period of exclusive reservation but who are employed in plants and establishments on the Locality List, and eligible military personnel who are not in-migrants and who are assigned to duty at military or naval reservations, posts or bases, or to duty at industrial establishments on the Locality List.

4. Others eligible for occupancy.

These shall include those persons who, in event there is no present or anticipated demand for occupancy by eligible civilian war workers or military personnel, are designated as eligible in the Management Resolution or Program or who meet such other standards as may be prescribed by the Regional Office of the FPHA.

Designated, Non-Designated, Non-War - The use of these items depends upon whether or not the Management Program for the project provides for the allocation or reservation for a period of time of a specified number of units for workers in one or more designated plants or establishments on the Locality List.

If a number of units has been so allocated or reserved:

- (a) Check "Desig." if the applicant works at a plant or establishment which has been designated as one for which units are allocated.
- (b) Check "Non-Desig." if the applicant is engaged at a plant or activity on the Locality List other than one for which units are allocated.
- (c) Check "Non-War" if the applicant is engaged at a plant or activity which is not on the Locality List.

If no units have been allocated or reserved for particular plants or establishments, no entries will be made in the space "Desig." but all applicants engaged at plants or in services on the Locality List will be checked in the space "Non-Desig." All applicants engaged at plants or activities not on the Locality List will be checked in the space "Non-War."

Employer - Enter the name of the applicant war worker's employer.

VI Final Disposition - This section shall be filled in only for those applicants who move into the project.

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Section VI (Cont'd)

Dwelling Number - Enter the number of the dwelling assigned to the family.

Size - Enter the number of rooms in the dwelling assigned to the family.

Basic Rent - Enter in this space the basic rent for the dwelling assigned. Basic rent is the shelter rent plus utilities established for the particular dwelling occupied without regard to any adjustment in rent which may be given an individual tenant treated as a hardship case.

Net Family Income - Enter here the amount of net annual income shown in Section III, Item 2b. When net annual income is not shown in that Section, it is not necessary to determine this amount for recording here.

Number of Lodgers Required - Enter the number of lodgers required and/or approved by the manager to reside in the dwelling assigned to the applicant. When by reason of lack of dwellings of suitable size a larger unit is assigned than needed by the family group the manager may require that the tenant make rooms available to an approved number of lodgers.

Rent to be paid by Tenant - Enter the amount of rent to be paid by the tenant, either the basic rent or a rental charge adjusted to the tenant's income.

EXHIBIT

FPMR 1000A
11-17-42
Bureau Budget No. 63-B-180-42
Approval expires Dec. 31, 1943

**NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
WASHINGTON, D. C.**

APPLICATION FOR A FAMILY DWELLING

1. Name _____ 2. Race _____ 3. Address _____
(Street) (City) (State)

4. Phone _____ 5. Date worker moved to this locality _____
(Mo.) (Tr.) 6. Date family moved here _____
(Mo.) (Tr.)

7. Worker moved here from _____ ; an approximate distance of _____ miles.
(City) (State)

8.	Names of Persons to Live in Home	Relationship to Applicant	Sex	Age	Occupation, Rank, or School Grade	Name of Company by Which Employed	Badge No.	Base Pay		Total Earnings Last Full Week
								Amt.	Per	

9. Is family living with worker? _____ If not, give family's address _____
(Yes or No)

NOTE.—Answer items 10, 11, and 12 only if family is living with worker.

10. Distance from work _____ Transportation _____ Cost, round trip _____ cents. Time, round trip _____ hrs. _____ min.
(Miles) (Street-car, bus, auto, etc.)

11. Describe present housing conditions _____

12. Do you have notice to move? _____ If so, when must you move? _____ Why? _____
(Mo.) (Tr.)

I understand that this is not a contract and does not bind either party. I certify that the above is true to the best of my knowledge. I have no objection to inquiries for the purpose of verification.

Interviewed by _____ Applicant's signature _____ Date _____

16-31096-1

Face of Form FPHA-1060A

I. TO BE FILLED IN BY EMPLOYER OR HIS REPRESENTATIVE: I hereby certify that _____ (Name of worker) is employed by this company as a _____ (Occupation of worker) at a rate of \$ _____ per _____ (Hour, week, month, etc.) He was employed here on _____ (Date) and given badge number _____ (Number) State number _____ Certified by _____ (Name) _____ (Title) hrs. in average work week _____ Name of company _____		V. FOR OFFICE USE ONLY Dev. No. _____ Appl. No. _____ Classification _____ Unit size _____ Order of acceptance _____ DESIG. <input type="checkbox"/> NON-DESIG. <input type="checkbox"/> NON-WAR <input type="checkbox"/> Employer _____
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II. HOUSING NEED: Immigrant: 1. Not with family: _____ Family home inaccessible <input type="checkbox"/> 2. With family: _____ (a) Home inaccessible <input type="checkbox"/> (b) Temporary housing <input type="checkbox"/> (c) Forced to move <input type="checkbox"/> Resident: 3. Substandard <input type="checkbox"/> Forced to move— _____	III. COMPUTATION OF FAMILY INCOME: (a) Total weekly earnings _____ \$ _____ (b) Annual family income: _____ 1. Gross income _____ \$ _____ Income from earnings \$ _____ Income from lodgers _____ Other income _____ 2. Deductions: _____ Support of relatives _____ Payroll deductions _____ Occupational expenses _____ Other _____ Net annual income _____ \$ _____	IV. REMARKS: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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VI. FINAL DISPOSITION: Dwelling No. _____ Size _____ Basic rent _____ \$ _____ Net family income _____ \$ _____ Number of lodgers required _____ Rent to be paid by tenant, \$ _____	VII. REMARKS: _____ _____ _____ _____ _____ _____ _____ _____ _____
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GPO 16-51995-1

Reverse of Form FPFA-006CA

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11. Describe present housing conditions. Specify present living accommodations of applicant war worker, such as trailer, tent, hotel room, rooming house, shared apartment, etc.

12. Do you have notice to move? Enter "Yes" or "No."

If so, when must you move? Specify date on which family must vacate.

Why? State exact reason why family is being forced to move as "dwelling condemned and ordered closed," "landlord wished to occupy house himself," etc.

Interviewed by - Enter name of interviewer.

Applicants' signature - Have applicant read statement and sign application in space provided.

Date - Enter date on which application is made.

B. Filling Out Reverse Side of Card (See Exhibit on Page 10). The following items which are on the reverse side of the card are provided for recording verified data affecting eligibility for occupancy, the final disposition of the application and filing data. These items are not to be filled in by the applicant.

Section

I - Certificate of Employment - This section is provided in case the procedure followed for determining eligibility calls for verification of employment and earnings by obtaining a certificate from the applicant's employer. When verification of these items is made in some other manner, the information obtained may be recorded in this space.

It is necessary to verify an applicant's employment or status to determine whether he falls into a category designated as eligible for admission to the project. An applicant is considered an eligible civilian war worker when he is a civilian worker in a plant, establishment or service included on the Locality List. An applicant is considered an eligible member of the military or naval service when he is of a specified rank and is assigned to duty at a military or naval reservation, post, base or industrial establishment, etc. on the Locality List. (See Section V for eligible grades of military and naval personnel.) Other determinations of eligibility with respect to occupation or status shall be made in accordance with the appropriate definitions in Section V, and the specific requirements established for the project.

1/ This page and the following pages 4-10 supersede the corresponding pages of Bulletin No. 59, dated 12-15-43. These pages have been revised to reflect the latest policies on eligibility. Form FPHA-1060A, exhibited on page 11, has been revised, dated 1-25-45.

II Housing Need. (Section II is to be filled in only for eligible applicants.)

Inmigrant War Worker. The housing need of inmigrant civilian war workers and inmigrant military personnel (Classes 1 and 2 of Section V) shall be indicated in this sub-section.

An inmigrant is one whose present or most recent residence is beyond practicable daily commuting distance from his place of employment or who subsequent to July 1, 1941 (or such later date as is specified in the Locality List and the Management Program or Resolution for the project) has come into the locality from a former home beyond practicable daily commuting distance and who now has to live under conditions so intolerable as to impair his efficiency. The definition of daily practicable commuting distance given in the Locality List and the Management Program or Resolution shall be followed.

1. Not with Family - Family Home Inaccessible - Check this item if applicant war worker is an inmigrant but his family has not yet come into the locality.
2. With Family:
 - (a) Home Inaccessible - Check this item if applicant war worker is living with his family in a home which is beyond practicable daily commuting distance from his place of employment.
 - (b) Temporary Housing - Check this item if applicant war worker is an inmigrant living in the locality with his family in temporary housing.
 - (c) Forced to Move - Check this item if applicant war worker is living with his family but is forced to move because his dwelling is to be demolished or converted to other use, or the possession thereof is recovered by the lessor in a manner permitted by the regulations issued by the Administrator of the OPA and other suitable living accommodations cannot be found. Also check this item if the dwelling in which applicant war worker and his family have been living is rendered uninhabitable by disaster such as fire and he is unable to find other suitable accommodations.

Other. The housing need of applicants who do not qualify as inmigrant civilian war workers or inmigrant military personnel according to the definitions above shall be indicated in this sub-section. This includes resident civilian war workers and other eligible military personnel, veterans and families of servicemen, and others eligible for occupancy - Classes 3, 4 and 5 of Section V. All applicants in classes 4 and 5 shall be included here irrespective of their status as "inmigrant" or "resident"; these terms have significance only with respect to war workers and military personnel.

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Section II (Cont'd)

3. Substandard. Check this item if applicant is living in substandard housing.
4. Forced to Move. Check this item if applicant is forced to move because his dwelling is to be demolished or converted to other use or the possession thereof is recovered by the lessor in a manner permitted by OPA regulations and other suitable living accommodations cannot be found. Also check this item if the dwelling in which the applicant has been living is made uninhabitable by disaster such as fire and he is unable to find other suitable accommodations. (Class 3 applicants - resident civilian war workers and military personnel forced to move shall be considered in the same class and given preference as immigrant civilian war workers and immigrant military personnel.)
5. Other. Check this item and indicate the nature of any housing need other than 3 and 4 above.

III Computation of Family Income

- (a) Total Weekly Earnings - Enter the sum of the weekly earnings of all family members shown in the column at the right hand side of Item 8 on the face of the card. Do not include earnings of lodgers.
- (b) Annual Family Income - (Entries shall be made in (b) "Annual Family Income" only for applicants applying for admission to FPHA-aided projects or for applicants eligible to pay an adjusted rent in Federally-owned projects.)
 - (1) Gross Income - Enter as gross income the total received from earnings, lodgers, and other sources shown in the three lines below.

Income from Earnings - Enter the estimated total amount of earnings of all members of the family for the next 12 months. This estimate should be based upon Item 8 on the face of the card, the Certificate of Employment, and data obtained from the plant regarding the usual weekly earnings of employees of the same industrial classification and the plant's probable production schedule. Usual weekly earnings should be multiplied by the number of weeks of probable employment. In general, 50 weeks may be considered to constitute a full year's employment.

Income from Lodgers - Enter total estimated amount to be received from lodgers. Fifty weeks may be considered to constitute a full year in estimating income from this source. Do not include payments for table board.

Section III (Cont'd)

Other Income - Enter the total amount expected to be received from all other sources during the coming year, such as amounts received from pensions, allotments, allowances, rents and investments.

- (2) Deductions - In accordance with the following instructions enter in the appropriate space the amount of the deductions which are allowable under the definition of net income applicable to the project.

Support of Relatives - Enter the amount expected to be paid for the total or partial support of a person or persons who do not reside with the family but for whose support a member of the family is legally or morally responsible. Do not include expense incurred for the voluntary education of children away from home.

Payroll deductions - Enter the amount of payroll taxes and compulsory payroll deductions for pension funds, payments to government retirement funds, group health and group insurance. Do not include the amount of income and victory tax deductions as these are not allowable deductions.

Occupational Expense - Enter any amounts necessary to employment for which no reimbursement is made by the employer. These include such items as hire, purchase, and laundry of uniforms, miner's explosives, automobile expense of salesmen during hours of work, union dues, and extra and unusual transportation expenses, (but not including expenses incidental to a person's employment which are not directly related to the specific job, such as usual transportation to and from the place of employment.)

Other - Enter an amount to cover all other allowable deductions from income. Include in this amount any reasonable expense incurred for the care of pre-school and school children or aged or incapacitated family members to permit the employment of a sole wage earner or of a secondary wage earner where there is sufficient evidence that the employment of such help has made an additional worker available for an occupation which furthers or supplements the war effort.

Net Annual Income - Enter the amount of actual net family income obtained by subtracting total deductions from gross income.

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Section

IV Remarks - In every instance, the reason for classifying an application as ineligible is to be entered in this space. Also record special comments affecting the eligibility of an applicant, such as the number of rooms occupied by the family of a resident applicant, facilities lacking or shared, etc.

V For Office Use Only - This section provides essential data for filing.

Development Number - Enter the project number.

Application Number - Enter the number assigned to the application.

Classification - Enter in the first column the disposition classification assigned to the application, viz., Eligible, Pending, Ineligible, Withdrawn, Moved into Project. Enter subsequent classifications and the date of each in the remaining columns.

Order of Acceptance - Indicate the order of acceptance of eligible applicants by entering the appropriate paragraph number of the category set forth below in which the applicant falls and the date on which the determination was made. When a change in the eligibility status of the applicant affects the order of acceptance, and applications on hand are reclassified, use the second and third columns to enter the subsequent appropriate code and the date of determination.

The categories below conform to those given in Sections 3614:5, 4614:4, 6614:3 which provide for admission during the period of exclusive reservation of the first only and for admission thereafter of others in the following order:

1. Eligible in-migrant civilian war workers.

These shall include civilian war workers who are in-migrant and eligible for admission during the period of exclusive reservation as shown in the Management Program or the Management Resolution.

2. Eligible in-migrant military personnel.

These shall include enlisted men in the naval and military services of the United States, officers of the Army and Marine Corps not above the rank of Captain, and officers of the Navy and Coast Guard not above the grade of Lieutenant, Senior Grade, who are assigned to duty at military or naval reservations, posts, or bases or to duty at industrial establishments.

Section V (Cont'd)

3. Other civilian war workers or eligible military personnel.

These shall include civilian war workers who are not eligible for admission during the period of exclusive reservation but who are employed in plants and establishments on the Locality List, and eligible military personnel who are not in-migrants and who are assigned to duty at military or naval reservations, posts or bases, or to duty at industrial establishments on the Locality List.

4. Veterans and Families of Servicemen. This category shall include veterans discharged or released from active service under conditions other than dishonorable, within one year prior to application for occupancy, and families of servicemen who will not reside with their families because of military service.

5. Others eligible for occupancy.

These shall include those persons who are designated as eligible in the Management Resolution or Program or who meet such other standards as may be prescribed by the Regional Office of the FPHA. (See Section 3614:5, 4614:4, 6614:3)

Designated, Non-Designated, Non-War - The use of these items depends upon whether or not the Management Program for the project provides for the allocation or reservation for a period of time of a specified number of units for workers in one or more designated plants or establishments on the Locality List.

If a number of units has been so allocated or reserved:

- (a) Check "Desig." if the applicant works at a plant or establishment which has been designated as one for which units are allocated.
- (b) Check "Non-Desig." if the applicant is engaged at a plant or activity on the Locality List other than one for which units are allocated.
- (c) Check "Non-War" if the applicant is engaged at a plant or activity which is not on the Locality List.

If no units have been allocated or reserved for particular plants or establishments, no entries will be made in the space "Desig." but all applicants engaged at plants or in services on the Locality List will be checked in the space "Non-Desig." All applicants engaged at plants or activities not on the Locality List will be checked in the space "Non-War."

Employer - Enter the name of the applicant war worker's employer.

VI Final Disposition - This section shall be filled in only for those applicants who move into the project.

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Section VI (Cont'd)

Dwelling Number - Enter the number of the dwelling assigned to the family.

Size - Enter the number of rooms in the dwelling assigned to the family.

Basic Rent - Enter in this space the basic rent for the dwelling assigned. Basic rent is the shelter rent plus utilities established for the particular dwelling occupied without regard to any adjustment in rent which may be given an individual tenant treated as a hardship case.

Net Family Income - Enter here the amount of net annual income shown in Section III, Item 2b. When net annual income is not shown in that Section, it is not necessary to determine this amount for recording here.

Number of Lodgers Required - Enter the number of lodgers required and/or approved by the manager to reside in the dwelling assigned to the applicant. When by reason of lack of dwellings of suitable size a larger unit is assigned than needed by the family group the manager may require that the tenant make rooms available to an approved number of lodgers.

Rent to be paid by Tenant - Enter the amount of rent to be paid by the tenant, either the basic rent or a rental charge adjusted to the tenant's income.

FPMA 1938 A
1-25-49
 Bureau Budget No. 63-R-190.1
 Approval expires Dec. 31, 1949.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
 WASHINGTON, D. C.

APPLICATION FOR A FAMILY DWELLING

1. Name _____ 2. Race _____ 3. Address _____ (Street) (City) (State)
 4. Phone _____ 5. Date worker moved to this locality _____ (Mo.) (Yr.) 6. Date family moved here _____ (Mo.) (Yr.)
 7. Worker moved here from _____ (City) _____ (State) _____, an approximate distance of _____ miles.

8. Names of Persons to Live in Home	Relationship to Applicant	Sex	Age	Occupation, Rank, or School Grade	Name of Company by Which Employed	Base Pay		Total Earnings Last Full Week
						Amt.	Per	

9. Is family living with worker? _____ (Yes or No) If not, give family's address _____

NOTE—Answer items 10, 11, and 12 only if family is living with worker.

10. Distance from work _____ (Miles) Transportation _____ (Street-car, bus, auto, etc.) Cost, round trip _____ cents. Time, round trip _____ hrs. _____ min.

11. Describe present housing conditions _____

12. Do you have notice to move? _____ If so, when must you move? _____ (Mo.) (Yr.) Why? _____

I understand that this is not a contract and does not bind either party. I certify that the above is true to the best of my knowledge. I have no objection to inquiries for the purpose of verification.

Interviewed by _____ Applicant's signature _____ Date _____

16-51000-3

Face of Form FPHA-1060A

I. TO BE FILLED IN BY EMPLOYER OR HIS REPRESENTATIVE:		V. FOR OFFICE USE ONLY											
<p>I hereby certify that _____ is employed by this company <small>(Name of worker)</small></p> <p>as a _____ at a rate of \$ _____ per _____ <small>(Occupation of worker) (Hour, week, month, etc.)</small></p> <p>He was employed here on _____ <small>(Date)</small></p> <p>State number _____ Certified by _____ <small>(Name) (Title)</small></p> <p>hrs. in average work week _____ Name of company _____</p>	<p>Dev. No. _____ Appl. No. _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Classification _____</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Unit size _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Order of acceptance _____</td> <td></td> <td></td> <td></td> </tr> </table> <p>DESIG. <input type="checkbox"/> NON-DESIG. <input type="checkbox"/> NON-WAR <input type="checkbox"/></p> <p>Employer _____</p>	Classification _____				Unit size _____				Order of acceptance _____			
Classification _____													
Unit size _____													
Order of acceptance _____													

II. HOUSING NEED:	III. COMPUTATION OF FAMILY INCOME:	IV. REMARKS:
<p>Immigrant War Worker:</p> <p>1. Not with family: _____ Family home inaccessible <input type="checkbox"/></p> <p>2. With family: _____ (a) Home inaccessible <input type="checkbox"/> (b) Temporary housing <input type="checkbox"/> (c) Forced to move <input type="checkbox"/></p> <p>Others:</p> <p>3. Substandard <input type="checkbox"/> 4. Forced to move <input type="checkbox"/> 5. Other _____ <input type="checkbox"/> <small>(Specify)</small></p>	<p>(a) Total weekly earnings _____ \$ _____</p> <p>(b) Annual family income: _____</p> <p>1. Gross income _____ \$ _____</p> <p style="padding-left: 20px;">Income from earnings \$ _____</p> <p style="padding-left: 20px;">Income from lodgers _____</p> <p style="padding-left: 20px;">Other income _____</p> <p>2. Deductions: _____</p> <p style="padding-left: 20px;">Support of relatives _____</p> <p style="padding-left: 20px;">Payroll deductions _____</p> <p style="padding-left: 20px;">Occupational expenses _____</p> <p style="padding-left: 20px;">Other _____</p> <p>Net annual income _____ \$ _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

VI. FINAL DISPOSITION:
<p>Dwelling No. _____ Size _____</p> <p>Basic rent, \$ _____ Net family income, \$ _____</p> <p>Number of lodgers required _____ Rent to be paid by tenant, \$ _____</p>

16-51000-2 GPO

Reverse of Form FPHA-1060A