

WAITING LIST MANAGEMENT

It is the policy of ACHAURA to administer its Waiting List in a manner that consistently ensures equal treatment of all applicants in accordance with HUD regulations.

Opening and Closing Waiting Lists

In order to maintain a balanced application pool, ACHAURA, at its discretion, may restrict application taking, suspend application taking, and close waiting lists in whole or in part. ACHAURA will also update the waiting list by removing the names of those who are no longer interested or no longer qualify for housing.

If ACHAURA has too many applications, it may elect to: (a) close the waiting list completely; (b) close the list during certain times of the year; or (c) restrict intake by preference, type of project, or by size and type of dwelling unit.

Decisions about closing the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference, and the ability of ACHAURA to house an applicant in an appropriate unit within a reasonable period of time. Closing the waiting lists, restricting intake, or opening the waiting lists will be publicly announced.

During the period when the Wait List is closed, the ACHAURA will accept and process applications only for those families and individuals who qualify for preferences Nos. 1, 2 and 3.

The ACHAURA **will not** maintain any additional lists of individuals who wish to be notified when the waiting list is reopened.

Waiting Lists and Local Preferences

Applicants will be processed by the hierarchy of preferences, appropriate bedroom size availability and date and time of application utilizing the following local preferences:

Preference No. 1 – Involuntarily Displaced Residents: Involuntarily displaced residents are defined as individuals or families residing within Atlantic City involuntarily and permanently displaced by government action (eminent domain, condemnation, code enforcement closure, etc.) or weather related natural disaster or whose dwelling has been extensively damaged or destroyed and is

uninhabitable as a result of fire, flood or natural disaster, and for which such action is not a result of neglect or intentional act of the applicant or member of the applicant's household. Involuntarily displaced residents shall also include participants in the Housing Authority's Section 8 Program who lose their housing assistance through no fault of their own, solely due to lack of government subsidy or a unit becoming ineligible for the Section 8 participants shall be offered the opportunity to apply for public housing admission within 30 days of the participants termination of assistance notice.

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards/Local housing code/other code, such as State or BOCA code that is adequate for the family size according to Housing Quality Standards/local/state/BOCA code, and that the family is occupying pursuant to a written or oral lease or occupancy agreement.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters and in the case of Victims of Domestic Violence housing occupied by the individual who engages in such violence. It does not include any individual imprisoned or detained pursuant to State law or an Act of Congress. Shared housing with family or friends is not considered temporary and is considered standard replacement housing.

Preference No. 2 – Disabled or Health Impaired Elderly Local Residents: This preference is extended to disabled or health impaired persons 62 years or older or families with a disabled or health impaired family member 62 years or older who have resided within the City of Atlantic City for at least one (1) year at the time of selection for housing assistance. The disability claimed for purpose of this preference must be in accord with the HUD definition of “Persons with Disabilities.”

If a health impairment is claimed, same must be a medically determined health condition that has lasted or can be expected to last for a continuous period of not less than 12 months, and results in substantial functional limitation in the area of physical mobility of the health impaired person, which limited physical mobility necessitates the need for housing which is physically accessible to such person. Proof of disability or impaired health will be required at the time of selection for housing assistance.

Preference No. 3 – Displaced Local Residents Who Are Victims of Domestic Violence:

Individuals or families who have resided within the City of Atlantic City for at least one (1) year at the time of selection for housing assistance that have been/are involuntarily displaced as a result of their having been subject to or victimized by violent acts of a member of their household within the past 6 months. The Housing Authority will require objective third party evidence such as police reports, medical documentation, and agency referrals that the family has been displaced as a result of fleeing violence in the home.

The following criteria are used to establish a family’s eligibility for this preference:

- Actual or threatened physical violence directed against the applicant or the applicant’s family by a spouse or other household member who lives in the unit with the family. The actual or threatened violence must have occurred within the past 3 months or be of a continuing nature.
- To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant. If the abuser returns to the family household, the Housing Authority will terminate the public housing assistance for breach of this

certification.

Preference No. 4 – Elderly Residents Who Live in the City of Atlantic City:

This preference is extended to elderly families who can prove that they have lived in the City of Atlantic City for at least one (1) year at the time of offer of public housing assistance.

Preference No. 5 – Handicapped or Disabled Families Who Reside in the City of Atlantic City:

This preference is extended to handicapped or disabled families who can prove that they have lived in the City of Atlantic City for at least one (1) year at the time of offer of public housing assistance.

Preference No. 6 – Residents Who Live and Work in the City of Atlantic City:

This preference is extended to individuals or families who can prove that they live and have at least one adult who is employed and has been continually employed for 12 months in the City of Atlantic City at the time of offer of public housing assistance.

Preference No. 7 – Individuals and Families Who Work in the City of Atlantic City:

This preference is extended to individuals or families who can prove that they have at least one (1) adult who is employed and has been continually employed for 12 months in the City of Atlantic City at the time of offer of public housing assistance.

Preference No. 8 – Targeted Funding Admission for Certain Family Types on Regular Waiting List:

When HUD awards special funding for the following groups, the family with the highest ranking on the waitlist meeting these criteria may be admitted.

- Disabled Veterans
- Frail Elderly
- Shelter Plus Care
- Family Reunification

General:

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences. Families who have members who are elderly or disabled within a preference will be offered housing before other families. For all preferences the specific criteria for claiming a preference must be verifiable by third party objective evidence or documentation.

Accessible Units: Accessible units in all buildings will be offered first to families who may benefit from the accessible features. Applicants for these units will be

selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature is accepted for admission. Any families required to transfer will be given a 30-day notice.

The Authority has established separate site based waiting lists for two programs: HOPE VI Housing and John P. Whittington Senior Living Center.

HOPE VI HOUSING

Eligibility preferences for admissions shall be as follows:

- a) Former residents of Shore Park Low Rise and Shore Terrace relocated in connection with the HOPE VI Revitalization Plan who meet the re-occupancy standards as outlined in the HOPE VI Relocation Plan dated March 13, 2001
- b) Split households (as defined by the HOPE VI Relocation Plan dated March 13, 2001) of former residents of Shore Park Low Rise and Shore Terrace relocated in connection with the HOPE VI Revitalization Plan who meet the re occupancy standards as outlined in the HOPE VI Relocation Plan dated March 13, 2001.
- c) PHA residents who work in Atlantic City with at least one adult who is employed and has been continuously employed for 12 months.
- d) Families who live in Atlantic City with at least one (1) adult who is employed and has been continuously employed for 12 months.
- e) Applicants who work or are hired to work in Atlantic City.
- f) All other applicants who meet eligibility criteria.

JOHN P. WHITTINGTON SENIOR LIVING CENTER

Applicants may apply for the JPW Senior Living Center. The criteria for admission to JPW are as follows:

a) Age 62 or older

Preferences for admissions are:

- 1 Current public housing residents who meet criteria will receive first preference by date and time of application.
- 2 Atlantic City residents who meet criteria a and b will receive second preference by date and time of application
- 3 All other applicants who meet criteria a and b will be admitted by date and time of application

HOMEOWNERSHIP

The criteria for program participation are as follows: Purchaser(s) income of at least \$25,000 annual adjusted gross (after allowable PHA deductions) Successful completion of homeownership, debt/credit counseling

Participant must have acceptable credit to meet the standards of a mortgage Lender & qualify for a loan for financing Participant must have enough savings or other financial resources for closing costs and down payment. (Minimum 2 ½ % of purchase price down payment required) Applicant purchase consideration will be by date and time of application received in the following order:

1. Current public housing residents who meet criteria above criteria
2. Atlantic City residents who meet above criteria
3. All other applicants (state of New Jersey) who meet above criteria All properties for purchase are owned by the Atlantic City Housing Authority and are located in Atlantic City, NJ.

Change in Preference Status While on the Waiting List

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a local preference. Applicants are required to notify ACHAURA in writing when their circumstances change.

Removal of Applications and Purging the Waiting List

Applicant who receive written notification from ACHAURA are given 10 business days to respond. Failure to respond to a mailing will result in removal from the waiting list.

The Waiting list will be purged every 18 months by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest. The ACHAURA allows a grace period of 10 business days after completion of the purge. Applicants who respond during this grace period will be reinstated.

Applicants are required to contact the ACHAURA in writing every 18 months to confirm their continued interest. The ACHAURA will give written notification to all applicants who fail to respond at the required times. Failure to respond will result in removal from waiting list.

Atlantic City Housing Authority Developments:

Elderly/Disabled Inlet Tower; Jeffries Tower; Altman Terrace
Family/Elderly /Disabled Shore Park Hi-Rise Family Buzby Holmes; Stanley
Homes Family Scattered Sites – HOPE VI; Homeownership ; John P.
Whittington Senior Living Center – Elderly Only