



Centerville Housing Authority

CITY OF CENTERVILLE
130 E. MAIN – PO BOX 249
Centerville, Texas 75833

TENANT SELECTION AND ASSIGNMENT POLICY

Introduction

The plan covers selection and assignment for the public housing projects which are owned, operated, or managed by The Centerville Housing Authority City of Centerville, Texas.

Application for Admission

A written application shall be filled out by a responsible adult member of the applicant's family who will reside in the household. The applicant shall sign the application, and the date and a time of application will be established. The applicant shall certify to the accuracy of the statements made, include all the information needed to determine whether the family will be admitted, what kind of unit needed, what preference applicant will have for admission and what rent applicant will pay. The application shall constitute the basic record of each family applying for admission.

1. **Return Completed Application To:**

**Centerville Housing Authority
130 E. Main – (office) PO Box 249,
Centerville, Texas 75833**

2. The Housing Authority shall not account of race, color, religion, sex, national origin, age, or handicap, deny any applicant the opportunity to make an application or lease a dwelling unit suitable to applicant's needs in any of its sites.
3. Applicants determined ineligible shall be promptly notified of their status and upon request, the Housing Authority shall provide the applicant an informal hearing within 14 days after the applicant has been notified.
4. Applicants determined eligible shall be promptly be notified of the proximate date that the applicant can be offered a unit to the extent that a date can be estimated. This date may change from time to time due to the addition or deletion of other applicants also on the list or changes in the PHA's or Federal requirements.
5. Applicants shall be notified of their preference status determined in accordance with Section 7 of this policy, and on request shall be given an opportunity for an informal hearing on their preference status.
6. Every six months the Housing Authority shall update and purge its waiting list. All applicants must contact the Housing Authority every six months to indicate continued interest and update any information regarding the application. If an applicant fails to notify the Housing Authority or is no longer interested in actively seeking housing; or, no longer qualified based on the updated information, the Housing Authority shall remove the applicant's name from waiting list.

Record of applications/Community Wide Waiting List

Applicants shall be selected from a Record of Application/Community Wide Waiting List consisting of applicants for public housing operated by the Centerville Housing Authority.

1. Applicants who have not been housed in public housing, have met the eligibility and screening requirements, and who are still interested in public housing will constitute the Housing Authority's waiting list.

2. The applicant's name will be placed on a Record of Applications/Community Wide Waiting List based on the date and time the application is received by the Housing Authority. The Housing Authority will maintain the Record of Applications/Community Wide Waiting List by bedroom size. The Housing Authority will also indicate on the Record of Applications/Community Wide Waiting List the following about each applicant.
 - a. Unit size required
 - b. Race and ethnic group
 - c. Determination as to eligibility/ineligibility for selection based on eligibility (see Sec 3) and screening (see Sec 5).
 - d. The preference determination (see Sec 7).
 - e. Date assigned to dwelling unit and identification of unit assigned.
 - f. Date and unit offered and, if rejected, the reason for rejection.
 - g. The reason for moving applicant to an inactive status.

Eligibility for Admission

1. To qualify for admission, the family must be a family as defined in: Occupancy Policy for Centerville Housing Authority.
2. Have a total annual income which does not exceed the applicable Low-Income Limits for admission which is established by the Department of Housing and Urban Development on an annual basis (see *Appendix 1*).
3. Families whose annual income is below the Low-Income Limit shown in Appendix 1, may be admitted to the Centerville Housing Authority.
4. Single persons who are not 62 years old or older, disabled, or handicapped.

Verification

No applicant family shall be admitted to public housing without thorough verification of income, family composition, preferences, and all other factors pertaining to the applicant's eligibility, rent, and unit size type. Therefore, the Housing Authority shall require the Head-of-Family (and other family members as the Housing Authority designates) to execute release and consent form(s) authorizing any depository or private source of income or any Federal, State, or local agency to furnish and or release to the Housing Authority any information as the Housing Authority deemed necessary. Such documentation may include, but is not limited to:

1. Income (including applicable deductions and exemptions) by:
 - a. Third-party verification through an employer or public agency.
 - b. Review of documentation provided by the family such as benefit checks, income tax returns, verifying documents, a motion by the PHA, families employee responsible for their review,
 - c. Statements from self-employed person(s) and from persons whose earnings are irregular.
2. Family size and composition by certified birth certificate or other substantial proof of age for each family member.
3. Proof of disability or of physical impairment, if necessary, to determine the applicant's eligibility as a family or entitlement to consideration under criteria established in these policies, provided in written form by a medical authority or the appropriate government agency.
4. Proof of being involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent when it is a factor in determining eligibility or preference, and information related to selection criteria as defined in Section 5.

The Housing Authority shall make certain that employers and other sources used for verification submit comprehensive and accurate information sufficient for the Housing Authority's use in arriving at eligibility, rent determinations, for auditing purposes, or for monitoring compliance with Equal Opportunity requirements. The disclosure of information obtained from the applicant or from other sources shall be

limited to purposes directly related to the administration of this policy including determination of edibility and tenant payments.

Evaluation and Screening

Evaluation:

1. All applicants shall be evaluated to determine whether they will be reasonably expected to have detrimental effect on the other tenants or on the project environment. Applicants whose habits and practices may be expected to have detrimental effect on other tenant/project environment will be denied admission.
2. Applicants will also be denied admission who currently owe rent or other amount to the Authority in connection with the public housing or Section 8 programs or have committed fraud in connection with any Federal housing assistance project. However, an applicant who owes the Authority money may enter into an agreement to pay the amount owed which could involve settling up a specific timetable and incorporating the timetable into the lease. This arrangement could, in some instances, negate the denial of admission.
3. The same standards of tenant suitability that are used for applicants shall be used for evaluating a person who is joining a family already in occupancy. The Authority shall determine that the person meets its standards prior to adding the person's name to the family's lease.

Screening:

Applicants meeting the screening criteria are those:

1. Past performance in meeting financial obligations, especially rent, is satisfactory.
2. Has no record of the disturbance of neighbors, destruction of property, living or housekeeping habits which adversely affect the health, safety, or welfare of other residents.
3. No history of criminal activity involving crimes of physical violence to persons or property or other criminal acts which adversely affect the health, safety, or welfare of other residents.
4. Does NOT pose a health risk to themselves or others, and where necessary, have secured the support the support services required to meet all obligation of the lease, for example, (attendant care, community counseling). The PHA may require, where there is a good cause, the verification that is necessary.
5. The PHA may require, where there is a good cause, verification that necessary support services have been secured; and who are legally competent in terms of age and faculties to sign a lease and abide by its terms.
6. In the event of the receipt of unfavorable information regarding the conduct of the applicant, the Authority shall give consideration to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects in determining the eligibility of the applicant.
7. Factors to be considered in such a case will include the following:
 - a. Evidence of rehabilitation,
 - b. Evidence of the applicant's participation in, or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs.

Filling Vacant Units

In selecting applicants to fill vacant units the first consideration is matching of the size and type of the unit available to the needs of the applicant.

1. Units in the vacancy pool will be offered in the following order:
 - a. First to all inappropriately housed families. (*See sections 9 and 10*).
 - b. Then to all families on the waiting list in accordance with the preference described in Section 7.

Selection Preferences:

1. In selecting applicants for admission, we are required by Federal Law to give a preference to applicants who are otherwise eligible for assistance, and who, at the time they are seeking housing assistance are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent, displaced from their home because of family violence.
2. Applicants whose income does not exceed the low-income limits set by HUD.

Offer Procedures

1. Each vacant unit in any public housing project shall be placed in a vacancy pool consisting of units which are vacant and not the subject of an outstanding offer to another applicant as of the date of assignments. Units in the vacancy pool shall be subdivided by unit size and type (elderly or barrier-free).
2. Applicants shall be grouped in accordance with unit size and by preference category. Within the group with the highest preference ranking, the applicant with the earliest application date shall be offered an appropriately sized unit from the vacancy pool.

Transfers

1. The Authority shall maintain a transfer list which includes the applicant's name, date of request for transfer, or date the authority becomes aware of the under-housed/over-housed conditions reason for request, current bedroom size, bedroom size, bedroom size needed, date of approval/denial, and date of transfer.
2. Families who are over-housed and under-housed (where families are living in inappropriately sized units), shall be placed on the transfer list on the day the Authority becomes aware of the family-composition change or other circumstances requiring a change. Under-housed families on the transfer list shall be transferred before over-housed families on the transfer list whenever possible.
3. Families who refuse an offer of a transfer to correct an under-housed/over-housed situation may be subject to eviction pursuant to the terms of their lease.
4. The authority will assume reasonable cost of transfers made under the circumstances described in the above paragraph.

Occupancy Standards

To avoid overcrowding and prevent wasted space, units are to be leased in accordance with occupancy standards set forth below. However, in the event that there are units which cannot be filled with families or appropriate size and type after all possible efforts have been made to stimulate application, eligible families of the most nearly appropriate size will be transferred to units of the proper size as soon as possible after the PHA becomes aware of this condition.

Dwelling shall generally be assigned as follows:

1. Generally, two persons per bedroom Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, will have separate bedrooms.
2. Children of the same sex will share a bedroom.
3. Children with possible exception of infants, will not share a bedroom with parent.
4. Persons with verifiable medical or other extenuating circumstances may be provided a larger unit.
5. Dwelling shall be so assigned as not to require the use of the living room for purposes this purpose.
6. Every family member, regardless of age, is to be counted as a person. An unborn child is NOT counted as family member.

Number of Bedrooms	Number of Persons Minimum	Number of Persons Maximum
1	1	4
2	3	6
3	5	8

These standards regarding the minimum and maximum number of persons who will occupy a unit will be applied within the restraints of financial solvency and program determined by the Authority based on individual family needs. When it is found that the standards, the family will be required to move according to Section 9 when the appropriate size unit become available.

FAIR HOUSING AND EQUAL OPPORTUNITY LAWS:

Management will not discriminate on the basis of race, color, creed, national origin, religion, sex, age, (except eligibility requirements as described in this plan) or process includes, but is not necessarily limited to application procession, leasing transfers, delivery of management and services, access to common facilities, and termination of occupancy.

Any applicant/resident who thinks his/her rights have been violated under the Fair Housing and Equal Opportunity laws should contact the HUD Regional Office.

Attn: Fair Housing and Equal Opportunity Call Toll Free: 1-800-424-8590
PO Box 2905
Fort Worth, Texas 76113

THE ANTI-DRUG ACT OF 1988

The Centerville Housing Authority operates under the Anti-Drug Act of 1988. The Anti-Drug-Act authorized the forfeiture of public housing leases by Known Drug Dealers based on probable cause, which is the same standard used to issue an arrest warrant. The same provision enable Federal prosecutors to seize boats, cars, and cash of drug dealers awaiting trial.

- * **WARNING: SECTION 1001, Title 18 of the U.S. Code made it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.**