

**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF  
THE PRINCETON HOUSING AUTHORITY**

**RESOLUTION 2017-2**

**RESOLUTION TO CLARIFY THE DEFINITION OF PRINCETON PREFERENCE IN THE  
ADMISSIONS AND OCCUPANCY POLICY**

**WHEREAS**, the Princeton Housing Authority (PHA) policy regarding preference in the selection of tenants is not clear as to if the preference applies to the actual boundary of Princeton or to areas that may have a Princeton mailing address; and

**WHEREAS**, items c) and d) in section 2.2.2 of the current Admissions and Occupancy Policy are not permitted by HUD because they contain quantifiable restrictions; and

**WHEREAS**, proposed revisions to the policy have been prepared that indicate the Princeton preference shall be determined by the boundaries of the Princeton Tax Map and not mailing address; and

**WHEREAS**, items c) and d) in section 2.2.2 of the Admissions and Occupancy Policy have been amended; and

**NOW THEREFORE BE IT RESOLVED** on this 21st day of February, 2017, that the Board of Commissioners of the Princeton Housing Authority hereby adopts the policy clarification/revision as indicated in this resolution and on the attached pages.

Motion: Logan

Second: Brooks

Governing Body Member:      Aye                      Nay                      Abstain                      Absent

Leighton Newlin	X			
Toby Levy				X
Henry Pannell				X
Linda Sippelle	X			
Rev. Dr. Deborah Brooks	X			
Alvin McGowen	X			
Bertha Logan	X			

  
Secretary's Signature

2/21/17  
Date

information concerning a specific Tenant must be in writing and accompanied by a signed release request before HABOP will release any information.

- b) All applicants applying for public and/ or assisted housing shall complete and execute a release for information form. This form will enable HABOP to obtain information regarding the applicant. Such information will be used solely in determining eligibility and suitability for admission.

## 2.2 Specific Standards of Eligibility

**2.2.1 Eligibility for Admission.** Applicants to be admitted into the Authority's low-income housing must satisfy the following additional requirement:

- a) Have a total family gross income which cannot exceed the maximum income limits for admission as set forth in Exhibit A.

**2.2.2 Preference in Selection of Tenants.** In selecting applicants for assistance in public housing, residents of the municipality of Princeton-Borough and Princeton-Township residents will be given preference at all times. A resident is defined as follows:

- a) An applicant who resides in the municipality of Princeton-Borough or Princeton-Township at the time he/she submit his/her application.
- b) An ~~applicant~~ who is working in the municipality of Princeton Borough or Princeton-Township.
- c) A person at least 55 years of age senior citizen who is the parent of a Princeton Borough or Princeton Township resident or who has previously lived in the municipality ~~for at least two years~~.
- d) For purposes of determining whether an applicant is either a former resident of or working in the municipality of Princeton, the actual physical location of the residence or workplace shall be determined by reference to the official municipality of Borough or Princeton Tax Map, and not to postal mailing addresses ~~who resided in the municipality for at least two years.~~

When an applicant who was a non-resident becomes a resident, the previous application will be placed at the end of the resident waiting list as of the date he/she presents verification of residency.

Any individual who is on the waiting list and subsequently moves out of the ~~Borough or Township Municipality of Princeton~~ will maintain his/her position on the waiting list.

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### **2.3 Continued Occupancy Limits**

The Housing and Community Development Act of 1974 completely eliminated the concept of continued occupancy income limits for public housing residents.

In addition, the Authority as per Exhibit H has adopted ceiling rental limits. However, if it is determined that a family's income is in excess of the income limits set for new admissions, the Authority will determine whether the family is a family of low-income in accordance with its standards and criteria for continued occupancy. If the Authority determines that the family is not a low-income family, the Authority, as provided in 24CFR Section 860.6, will not commence eviction proceedings or refuse to renew a lease based upon the income of the tenant family unless it has identified for possible rental by the family a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding 30% of adjusted income as defined by this policy.

### **2.4 Related Procedures – Process of Applying for Admission**

In order to insure that very low-income families are not discriminated against, it shall be the policy of this Authority to admit not less than 40% of all families with incomes at or below 30% of the area median income in accordance with the Income Targeting provisions of the Quality Housing and Work Responsibility Act of 1998.

The Authority shall obtain a written application signed by a responsible adult member of the family, who can enter into a legally binding contract. This application shall set forth all data and information necessary to enable the Authority to determine whether or not the family meets the conditions for admission or continued occupancy.

All applications received shall be dated and maintained in the central office by the tenant selection staff. Each application shall be assigned an appropriate place on a community-wide basis in sequence based upon date the application is received, suitable type and size of unit and factors affecting preference or priority established by the Authority, not inconsistent with the objectives of Title III of the Civil Rights Act of 1964 and the HUD regulations and requirements pursuant thereof.

Eligible families on the waiting list must contact the Authority immediately if any change in family composition, income or factors affecting preference should occur.