

### Chapter 3 Part 3. TENANT SELECTION

#### 1. Deconcentration and Income Targeting

In its assignment of units, the Shelton Housing Authority will, to the maximum extent possible, avoid concentration of the most economically and socially deprived families in any one or all of its developments, in an attempt to achieve a broad range of incomes.

- A. Applicants will be grouped according to the following priorities based on income ranges:
  - i. Priority 1: Families with incomes between 0% and 30% of the area median income
  - ii. Priority 2: Families with incomes between 31% and 80% of the area median income (target is 60% of admissions)
- B. As required by the Quality Housing and Work Responsibility Act of 1998(QHWRA), at least 40 percent of the families admitted during the fiscal year must be admitted from Priority 1. In order to ensure that at any given time the Shelton Housing Authority has not fallen below the required 40%, the following test will be performed prior to each new admission:
  - i. Determine total number of admissions since start of the fiscal year
  - ii. Add one to this total (the applicant about to be housed)
  - iii. Determine number of families housed to-date with incomes at or below 30% of median
  - iv. Divide iii by ii
    1. if the result is .40 or greater, next admission may have an income greater than 30%
    2. If the result is less than .40, the next admission must have an income at or below 30% of median.
- C. In order to prevent or correct concentrations of the lowest income families in any one project or portion of project, the Shelton Housing Authority may skip over a Priority 1 family on the Waiting List in order to house a Priority 2 family with higher income.

NOTE: Shelton Housing Authority may reduce the 40 percent target for public housing by exceeding the 75 percent minimum targeting requirement for admission of extremely low-income families in the Shelton Housing Authority's Section 8 voucher program, not to exceed the lowest of the following: ten (10) percent of the public housing waiting list admissions; ten (10) percent of the Section 8 waiting list admissions; the number of low-income families (other than extremely low-income families) that Lease public housing units in high- poverty census tracts, defined as those with a poverty rate greater than 30 percent.

2. When selecting a family for a unit in housing designated for elderly families, the Shelton Housing Authority will give priority to elderly and near elderly; in housing designated for disabled families only disabled families will be admitted.
3. When selecting a family for a unit with accessible features, the Shelton Housing Authority will give priority to families that include disabled persons who can benefit from the unit's features.
4. If no family needing accessible features can be found for a unit with accessible features, the Shelton Housing Authority will house a family not needing the features, subject to the procedures described in this Chapter. A non-disabled

family in an accessible unit will be required to move so that a family needing the unit features can take advantage of the unit.

5. Over-Income Families (for Housing Authorities under 250 units). If there are vacant units and there is no one on the waiting list
  - a. the Shelton Housing Authority will advertise the availability of the unit for thirty (30) days in the local newspaper
  - b. a family wanting to lease the unit may do so on a month-to-month basis until an eligible family applies.
  - c. if an over-income family becomes available to fill the unit before the advertising period is up, the Shelton Housing Authority will move the family into the unit immediately.
  - d. A market rate rent will be charged for the unit.
  - e. When an eligible family becomes available, the over-income family will be given thirty (30) days' notice to vacate.
6. If determined necessary to increase security within a project, the Shelton Housing Authority may rent a unit to a police officer who is not otherwise eligible.
  - a. Rent and terms of the Lease will be negotiated between the Shelton Housing Authority and the officer.
  - b. Officer must be employed full-time as a professional officer licensed by a federal, state, or local government agency.