

PLATTEVILLE HOUSING AUTHORITY

Establishing Preferences and Maintaining the Waiting List

It is the Platteville Housing Authority's (PHA) objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in the Administrative Plan. The PHA uses a single waiting list for admission to its Section 8 tenant-based assistance program. The PHA will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

1. Applicant Name
2. Family Unit Size (number of bedrooms family qualifies for under PHA subsidy standards)
3. Date and time of application
4. Qualification for any local preference
5. Racial or ethnic designation of the head of household
6. Singles preference status

The PHA will apply a system of Local Preference. Applications will be ordered; by the date and time they are received by the PHA. An applicant will not be granted any local preference if any member of the family that has been terminated from housing assistance under a 1937 Housing Act program during the past five years. If an applicant makes a false statement in order to qualify for a Local Preference, the PHA will deny admission to the program for the family.

The PHA uses the following Local Preference system:

1. Date and time of receipt of a completed application
2. Grant County Resident
3. Residence Preference (must live within the city limits of Platteville)
4. Disability Preference: Extended to disabled persons or families with a disabled member as defined by HUD; Proof of disability will be required at the time of selection
5. Victims of Domestic Violence: The PHA will offer a local preference to families that have been subjected to or victimized by a member of the family or household within the past 6 months (proof is required). Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home.
6. Veteran Preference: Defined as Veteran status according to the U.S. Government, current members of the military, veterans, or surviving spouses of veterans.
7. Involuntarily Displaced Applicants: Applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within not more than six months from the date of verification by the PHA.

8. Substandard Housing Applicants: Applicants who live in substandard housing are families whose dwelling does not meet the standard of decent, safe, and sanitary housing criteria, provided that the family did not cause the condition.
9. Homeless Families Preference: lack a fixed, regular, and adequate nighttime residence
10. Rent Burden Preference: Families paying more than 50% for their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting list
11. Treatment of Single Applicants: All families with children and families who include an elderly person or a person with a disability shall be given a selection priority over other applicants

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the PHA will reserve a minimum of 75% of its Section 8 new admissions for families whose income does not exceed 30% of the area median income. HUD refers to these families as “extremely low income families”. The PHA will admit families who qualify under the Extremely Low Income Limit to meet the income targeting requirement, regardless of preference.

Changes in an applicant’s circumstances while on the waiting list may affect the family’s entitlement to preferences. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, it will be noted on the waiting list in the appropriate order determined by the newly claimed preference. If the family’s verified annual income, at final eligibility determination, does not fall under the Extremely Low Income Limit and the family was selected from income targeting purposes before the families with a higher preference, the family will be returned to the waiting list.

Among applicants with equal preference status, the waiting list will be organized by date and time. Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the PHA will obtain necessary verifications of preference at the interview and by third party verification.