

SINGLE FAMILY DWELLING
EXPANDED HOUSING OPPORTUNITIES PROGRAM

FAMILY ELIGIBILITY AND OPERATIONAL POLICIES

The objective of the Expanded Housing Opportunities (EHO) Program is to house moderate income families in decent, safe, and sanitary housing. The Housing Authority of Gloucester County (The Authority) owns and manages the EHO housing which is intended to promote an environment for families which is conducive to healthful living and is based on nondiscrimination on the basis of race, color, national origin, age, sex, disability, religion or familial status.

The Authority's Public Housing Occupancy Policy (ACOP) will be used as guidance for topics not covered in this policy.

1. FAMILY ELIGIBILITY

- a. The Authority will receive and process applications in a way that treats all applicants fairly and consistently. All registrants will be placed on the waiting list based on the date and time of application. The waiting list will be assembled in sequential order by date and time of registration, with annual income and bedroom size indicated.
- b. A local preference will be given to applicants, whose head, co-head, or spouse at the time of registration, are residents of, working, or hired to work in the operating jurisdiction of the Authority which is comprising of the following: Clayton Borough, Deptford Township, East Greenwich Township, Elk Township, Franklin Township, Glassboro Township, Greenwich Township, Harrison Township, Logan Township, Mantua Township, Monroe Township, National Park, Paulsboro, Swedesboro, Washington Township, West Deptford Township, Westville, Woodbury City, Woodbury Heights, Woolwich Township. The Authority must be able to obtain objective, third party documentation to support the local preference.
- c. Family income shall be between 50% and 80% of the H.U.D. determined median income for Gloucester County, New Jersey OR the family must have a Section 8 Housing Choice Voucher (S8 HCV).
- d. Applicant and Tenant families must supply any information that the Authority determines is necessary in the administration of the program. All information supplied by the family must be true and complete, and is subject to verification by the Authority.
- e. Families are subject to Eligibility Screening and Screening for Suitability of Tenancy as defined within the ACOP.
- f. Applicant families will be denied assistance and removed from the wait list for the reasons defined within the ACOP.
- g. Applicant and Tenant families are subject to the Authority's One Strike and You're Out Policy.

2. OCCUPANCY STANDARDS

- a. Occupancy standards are established by the Authority to ensure that units are occupied by families of the appropriate size. The EHO Occupancy Standards permit maximum two persons per living/sleeping room.
- b. Persons of opposite sex, other than husband and wife or children age six or younger will not be required to occupy the same bedroom or living/sleeping room. The Authority will consider granting exceptions to the occupancy standards at the family's request if the Authority determines the exception is justified by the relationship, age, sex, health or disability of family members, or other personal circumstances.

3. CONTINUED OCCUPANCY

- a. Income eligibility for continued occupancy will be reviewed by the Authority annually.
- b. Over income families will be required to relocate, or pay the Fair Market Rent established by HUD for the appropriate size bedroom, in accordance with the Lease. For the purposes of continued occupancy in the EHO program, over-income families shall be defined as those with income over 120% of area median income for Gloucester County, New Jersey for the most recent two consecutive years.
- c. If the family was admitted with a S8 HCV, continued occupancy is contingent upon the continued eligibility for the S8 HCV Program. However, if a HCV holder is withdrawn from the program in good standing, either voluntarily or due to obtaining self-sufficiency, the household may remain in the EHO unit, provided the household income is less than over 120% of area median income for Gloucester County, New Jersey for the most recent two consecutive years.
- d. Tenant families shall be in compliance with all terms of the Lease Agreement between the family and the Authority.
- e. A guest can remain in the EHO unit no longer than 14 days in a 12 month period.
- f. EHO Units will be inspected by the Authority pre-occupancy, pre-termination, at the request of the tenant, or at any other time deemed appropriate by the Authority, after providing notice as required by the Lease.
- g. In addition to the inspections identified above, the Authority will inspect the EHO units annually in accordance with the Uniform Physical Condition Standards adopted by HUD. For EHO Units occupied by S8 HCV participants, additional inspections will be conducted by an independent agency for compliance with Housing Quality Standards.

4. LEASE AND RENT

- a. Contract Rent shall be a fixed sum, \$780.00 for a 3 bedroom home and \$795.00 for a 4 bedroom home, and may be increased annually on the anniversary of the lease or January 1. Rent shall be payable in advance on the first day of each month.
- b. The Authority will examine rents annually in connection with the Authority's Budget cycle

to determine if an increase is warranted.

- c. Rent may exceed 30% of tenant's adjusted income.
- d. The form of Lease and Lease Addendum shall be similar to lease utilized in the Authority's Public Housing 204-1 Program.
- e. Termination of occupancy shall be for cause consistent with N.J.S.A. 2A:18-61.1 et. seq. and the governing Lease Agreement.

5. TENANT CHARGES SHALL INCLUDE:

- a. Thirteen dollar (\$13.00) late charge for rent paid after the thirteenth day of the month.
- b. Ten dollar (\$10.00) bounced check charge for uncollected check.
- c. Actual costs of legal fees and court costs incurred by the Authority for the purpose of advising or preparing for or conduction an action for eviction of Tenant or collection of delinquent rent.
- c. Actual costs of repairs and replacement for tenant caused damage beyond normal wear and tear in accordance with established schedule.
- h. Excess utility use charge - water charges in excess of \$150.00 per year.

6. GRIEVANCE PROCEDURES

- a. Applicant and Tenant families are governed by the Authority's Grievance Procedure Policy.