

TENANT SELECTION AND ASSIGNMENT – PREFERENCE POINTS

The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. In order to ensure the clients with the most critical housing needs are served, the Knox County Housing Authority (KCHA) may establish preferences based on housing needs as determined by the Knox County Housing Authority and defined within the agency's Admissions and Continued Occupancy Policy (ACOP) and Housing Choice Voucher Administrative Plan (24 CFR § 960.206(a)(1)). These preferences will be based upon local housing needs and priorities, and will not automatically guarantee housing nor deny admission to any particular group or category of otherwise eligible applicants. Selection from the established waiting list will be objective and reasonable, be consistent with the agency's responsibility as a public body, and be in compliance with all local, state, and federal laws and regulations of pertinence. The listed preferences shall be duly adopted, be made known to applicants and current residents through proper notification, posted in all KCHA offices, and publicized through appropriate channels (newspaper, KCHA website, and other social media outlets).

Definitions detailing the qualification criteria for each preference, which are summarized below, shall be contained in the agency's ACOP and Administrative Plan, the Annual Plan, and the Five-Year Plan. At the time of initial application, applicants need only to certify they are eligible for a preference. The KCHA will verify all information that is used to establish eligibility prior to placement on the waiting list. It shall be the responsibility of the applicant to report all changes to information provided on their application in regards to family composition, income, contact information, and preference status. Preference status will be determined based on current documentation prior to admission and admission priority will be adjusted accordingly. Applicants will be selected from the waiting list in preference points ranking order. Applicants with equal preference points will be selected according to date and time of the application.

The Knox County Housing Authority has established the following preferences which will be given a cumulative total point value for each preference in which an applicant qualifies. Applicants will only be eligible for one point amount from each category.

1. Jurisdictional Preference – **32 Points**

- a. Families residing in Knox County
 - i. Applicant households with a permanent physical residence in Knox County Illinois;
- b. Families working in Knox County (24 CFR § 960.206(b)(1)(v))
 - i. The head or co-head is employed in Knox County at the time of application;
 - ii. Applicants who have been notified they are hired to work in Knox County

2. Employment/Education Preference

- a. Employment – Applicant household where the Head of Household, Spouse, or Co-Head of Household, or sole member has been continuously employed at the current minimum wage rate for the three-month (90 day) period prior to the date of the offer for a dwelling unit, and able to document the following average hours worked:
 - i. Applicants who are employed full-time (32 hours and higher per week) – **16 Points**
 - ii. Applicants who are employed part-time (20 - 31 hours per week) – **8 Points**
 - iii. Applicants who are employed full-time (19 hours and below per week) – **4 Points**
- b. Education – Applicant household where the Head of Household, Spouse, or Co-Head of Household is currently enrolled in, or a graduate in the last six months of a school of higher learning or a training program designed to prepare enrollees for the job market – **16 Points**
 - i. A student is an individual who is attending a school or training program full time
 - ii. Full-time student status will be defined by the institution in which the applicant is enrolled.
- c. Applicant household where the Head of Household, Spouse, or Co-Head of Household is 62 years of age or older or is disabled will receive the Employment/Education preference – **16 Points**
- d. Applicants who do not reside or work in Knox County will not qualify for the Employment/Education preference.

3. Homeless Preference – **16 Points**
 - a. Applicant households that lack a fixed, regular and adequate night-time residence;
 - b. Have a primary night-time residence that is a supervised public or private shelter providing temporary accommodations;
 - c. Have a primary night-time residence that is a public or private place not ordinarily used as an accommodation for human beings (lack indoor plumbing, toilet facilities, bathing facilities, adequate or safe electrical service, heat, or kitchen);
 - d. Have a primary night-time residence that is a designated social service agency;
 - e. Imminent Danger of Homelessness as defined by the agency's ACOP and HCV Administrative Plan.
 - i. Served with a court-ordered eviction notice
 - ii. Have been informed of a public safety condemnation of the household's home
 - iii. Foreclosure proceedings are pending on the household's home
 - iv. Have no other subsequent housing options
 - v. Lack financial resources and a support network
 - vi. Facing a sudden and significant loss of income
4. Victims of Domestic Violence – **16 Points**
 - a. Pursuant to the Violence Against Women Act (VAWA), this preference is available for individuals who have been victims of domestic violence, sexual assault, dating violence or stalking.
 - b. To qualify for the preference, documentation must be provided that demonstrates the applicant is indeed a victim of domestic violence, sexual assault, dating violence or stalking, in accordance with the agency's ACOP and HCV Administrative Plan.
5. Veteran Preference – **12 Points**
 - a. Applicant household where the Head of Household, Spouse, or Co-Head of Household is a current member of the United States Armed Forces;
 - b. Applicant household where the Head of Household, Spouse, or Co-Head of Household is a veteran of the United States Armed Forces (honorable or general discharge);
 - c. Applicant household where the Head of Household, Spouse, or Co-Head of Household is the surviving spouse of a veteran of the United States Armed Forces (honorable or general discharge).
6. Family Preference
 - a. Family – Available to applicant households where two or more persons related by blood, marriage, adoption, or laws who will live together in the same dwelling, or two or more persons who live together and whose income and resources are available for use in meeting regular living expenses for the family – **8 Points**
 - b. Secondary Disabled – A secondary member of the family household – other than the Head of Household, Spouse, or Co-Head of Household - **4 Points**
 - c. Near-Elderly – Available to applicant households where the Head of Household, Spouse, or Co-Head of Household are between 50 – 61 years of age – **4 Points**
7. Displacement – **4 Points**
 - a. Applicant households which, at the time they apply, can document that they have been, or will be involuntarily displaced because of:
 - i. Natural Disaster that has been so declared by a local, state, or federal government agency;
 - ii. Subject to a documented action by a local, state, or federal government entity related to code enforcement, public improvement, or development;
 - iii. Landlord action other than termination of tenancy for cause (lease violations)
 - iv. Unit inaccessibility
 - b. Displacement action must have been be within the previous 90 days, or involuntarily displacement will occur within 90 days.
8. Excessive Rent Burden/Sub-Standard Housing Conditions – **2 Points**
 - a. Applicants who must spend more than 50% of their monthly income on monthly rent/mortgage payments and basic utilities (water, sewerage, electricity, and space heating fuel); and/or
 - b. Are currently residing in sub-standard housing such as housing that lacks functioning plumbing, heating or electrical systems, and/or which is structurally unsound to the extent that the housing envelope does not adequately prevent incursion by precipitation, or is in imminent danger of collapse.