



NEPTUNE CITY HOUSING  
AUTHORITY  
**NCHA**

## Important Application Information Regarding Eligibility

### Citizenship/Eligibility Status

To be eligible each member of the family must be a citizen, national or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

In the following pages we have compiled suggestions for better living, as well as some terms and conditions of occupancy. Let us mutually assist each other in making your new home and community the most desirable place to live.

### Consent to Disclose an Individual's Information to Another Person or Entity

The Privacy Act prohibits the disclosure of an individual's information to another person without the written consent of such individual. The EIV data of a household member will not be shared with another household member or to a person assisting the resident, unless the individual has provided written consent to disclose such information. However, management is not prohibited from discussing with the head of household how the income and rent were determined.

### Disclosure to Persons Assisting Residents with the Recertification Process

With the written consent of the resident, EIV data may be shared with people assisting in the recertification process, including review and explanation of third-party income verifications. Disclosure of EIV to these parties must pertain only to the resident who has provided his/her consent. Parties to whom the resident can provide written consent include guardians, translators, interpreters, individuals assisting an elderly individual or a person with a disability, powers of attorney, and other family members. Disclosure of EIV information to Service Coordinators, along with a release of information consent form to access their file, will be allowed only if the resident is present during the review of the file.

### Social Security Number Documentation

To be eligible, all family members must provide a Social Security number or certify that they do not have one.  
Signing Consent Forms

In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

The consent form must contain, at a minimum, the following:

- A provision authorizing HUD or NCHA to obtain from State Wage Information Collection Agencies(SWICAs/EIV) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
- A provision authorizing HUD or NCHA to verify with previous or current employees income information pertinent to the family's eligibility for admission to public housing and/or the level of assistance.

#### Fair Housing Act

42 U.S.C. §§ 3601-19

*Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.*



- A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

### **Exceptions to Disclosure of Verification of SSNs**

The SSN requirements do not apply to the following individuals:

- Individuals who do not Contend Eligible Immigration Status.
- In this Section 8 property the restriction on assistance to noncitizens applies and individuals are required to declare their citizenship or immigration status.
- Management will use resident Citizenship Declarations on file and determine if any individual has not contended eligible immigration status.
- Such an individual will not be subject to the requirement to disclose and provide verification of a SSN. Individuals Aged 62 or Older as of January 31, 2010

If an individual is 62 or older as of January 31, 2010, and their initial determination of eligibility was begun

before 1-31-10, they are exempt from the requirement to disclose and provide verification of a SSN. The exception status for these individuals is retained if the individual moves to a new assisted unit under any HUD assisted program or if there is a break in his or her participation in a HUD assisted program. Documentation will be obtained from the O/A where the initial determination of eligibility was determined prior to 1-31-10, which verifies the applicant's exemption status, and will be retained in the resident file.

### **Federal Privacy Act of 1974/ACT 5 U.S.C 552a**

Management, in compliance with the Privacy Act, is fulfilling its fiduciary responsibility by giving notice of the authority to obtain income information on all individuals applying to or currently living in HUD-assisted housing, to determine eligibility and the amount of rent a resident will pay. This is achieved through HUD forms 9887 and 9887-A, *Applicant's/Tenant's Consent to the Release of Information*. Each applicant/resident gives their consent to the release of information by signing these forms, and the individual verification forms that apply to them. It is a requirement to sign these forms at the time of move-in, and annual/initial certifications. The effect on an individual for not signing the forms will be denial or termination of assistance.

### **Fair Housing and Equal Opportunity Requirements**

#### **Non-Discrimination**

It is the policy of this property to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

The property will **not** discriminate on the basis of race, color, sex, religion, age, handicap, disability, or national origin in the leasing, rental, or use or occupancy thereof. In addition, the property will not:

#### **Fair Housing Act**

42 U.S.C. §§ 3601-19

*Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.*



- Deny to any applicant the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- Provide housing which is different from that provided others;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services; or
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the program.

The property shall not automatically deny admission to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

### **NI Fair Change Housing Disclosure**

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 (FCHA), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer. Before making a conditional offer of housing, Neptune City Housing Authority (NCHA) may consider only whether an applicant has a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing, or whether an applicant has a lifetime registration requirement under a state sex offender registration program. NCHA will not consider, or request from an applicant or any other person or entity, any other information about an applicant's criminal history as part of the application process until and unless a conditional offer of housing has been made. After extending a conditional offer of housing, NCHA intends to review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

### **NCHA will not, either before or after the issuance of a conditional offer, evaluate or consider any of the following criminal records:**

- Resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault, endangering the welfare of a child in violation of N.J.S.2C:24- 4(b)(3);
- Resulted in a conviction for any crime that requires lifetime state sex offender registration
- Is for any 1<sup>st</sup> degree indictable offense, or release from prison for that offense, within the past 6 years.
- Is for any 2<sup>nd</sup> or 3<sup>rd</sup> degree indictable offense, or release from prison for that offense, within the past 4 years;  
or
- Is for any 4<sup>th</sup> degree indictable offense, or release from prison for that offense, within the past 1 year.

NCHA may consider, after the issuance of a conditional offer, a criminal record that:

- (1) arrests or charges that have not resulted in a criminal conviction;
- (2) expunged convictions;
- (3) convictions erased through executive pardon;
- (4) vacated and otherwise legally nullified convictions;
- (5) juvenile adjudications of delinquency; and
- (6) records that have been sealed.

NCHA may withdraw a conditional offer based on your criminal record only if NCHA determines, by a preponderance of

#### **Fair Housing Act**

42 U.S.C. §§ 3601-19

*Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.*



the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

If NCHA utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, NCHA will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if Neptune City Housing Authority receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, NCHA must show that it did not rely on that information in making a determination about your tenancy.

If you are subjected to the withdrawal of a conditional offer of housing due to criminal history, you have the right to request and receive the materials relied upon by Neptune City Housing Authority in making this determination.

You have the right to dispute, within ten (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to NCHA at any time, including after the ten days.

Any action taken by [*name of housing provider*] in violation of the process laid out in this statement may constitute a violation of the FCHA. If you believe that any owner, agent, employee, or designee of [*name of housing provider*] has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at [www.NJCivilRights.gov](http://www.NJCivilRights.gov) 1-866-405-3050). A complaint must be filed with DCR within 180 days of the alleged discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

DCR has several fair housing fact sheets available at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/division-on-civil-rights-resources> or available for pickup in any of DCR's four (4) regional offices.

Laura Hallam  
Contract Administrator | Asset Management Division  
NJ Housing and Mortgage Finance Agency  
637 S Clinton Avenue | Trenton, NJ 08611  
609.278.7569  
[LHallam@njhmfa.gov](mailto:LHallam@njhmfa.gov)

NJ Fair Housing  
31 Clinton Street, 3rd Floor Newark, NJ 07102  
1601 Atlantic Avenue, 6th Fl. Atlantic City, NJ 08401  
5 Executive Campus  
Suite 107, Bldg. 5 Cherry Hill, NJ 08002  
140 East Front Street, 6th Floor Trenton, NJ 08625

### **NJ Reentry Program**

New Jersey Reentry Corporation (NJRC) is a non-profit organization that provides critically needed services to persons returning from state prison, county jail, addiction treatment centers, and veterans of the theater of combat.

#### Fair Housing Act

42 U.S.C. §§ 3601-19

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.



NJRC provides comprehensive, wraparound services: (1) addiction and behavioral health treatment, (2) sober transitional housing, (3) Medicaid registration and linkage to healthcare, (4) Motor Vehicle Commission identification, (5) legal services, (6) mentoring through faith-based and professional associations, and (7) training and employment. NJRC provides an effective integrated service delivery model, which is driven by licensed social workers, a biopsychosocial evaluation, and ongoing case management services through our case management system.

With the support of Governor Christie's administration, NJRC was established in 2014 after the successful implementation of a pilot reentry model in Jersey City, Hudson County. This reentry model was initiated through a series of strategic partnerships between the Hudson County Department of Corrections (HCDOC), the New Jersey Department of Family Services (DFS), and local non-profit providers

➤ **NJRC Core values :**

- We Believe in Second Chances
- Set the Stage for Employment: Clients are sent to jobs when they are ready
- Clean Body, Clean Mind, Clean Job: Clients need sobriety, health, stability, and good jobs
- Seeing the Whole Client: Clients need more than just job options; they need help putting all the pieces together for a new life
- Data is Our Friend: We capture everything, so we know what works and what does not
- Clients are Individuals: We focus on what is right for each particular client
- Time is Everyone's Greatest Resource: We work efficiently to get our clients back to work quickly
- Safety is Paramount: We never put our clients or employees at risk

➤ Today, NJRC has ten site locations throughout northern and central New Jersey. Our local office is located at:

NJRC  
72 Morris Avenue, 2<sup>nd</sup> Floor  
Neptune City, NJ 07753  
Phone: 848-217-7455  
Fax: 201-604-7403

If you would like more information you may go to their website, [www.reentry.org/contact/](http://www.reentry.org/contact/), call them at 551-256-9717 or write them at NJ Reentry Corporation, 591 Summit Avenue, 6<sup>th</sup> Floor, Jersey City, NJ 07306.

**Being Eligible for Federal Rental Housing is not an Entitlement**

Every applicant must meet the resident selection criteria set in place at the property, which is used to demonstrate the applicant's suitability as a resident. The criteria are determined by verifying information on past behavior to document the applicant's ability, either alone or with assistance, to comply with essential lease provisions and any other rules governing tenancy. The applicant family will be judged on past habits and practices related to tenancy and not on any attribute or behavior which may be imputed to a particular group or category of persons of which an applicant may be a member.

**Family Composition**

Only those persons named in the lease are permitted to live in the apartment. The management is required by Law: to know the number of people in the apartment. You must, therefore, report any death, or change affecting the number of

Fair Housing Act

42 U.S.C. §§ 3601-19

*Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.*



persons living with you permanently to the Management Office immediately.

**FY 2024 Income Limits Summary**

FY 2024 Income Limit Area	Median Family Income	FY 2024 Income Limit Category	Persons in Family	
Monmouth/ Ocean, NJ HUD Metro FMR Area	\$130,600	Very Low (50%) Income Limits	1 \$45,750	2 \$52,250
		Extremely Low Income Limits (\$) *	\$27,450	\$31,400
		Low (80%) Income Limits (4)	\$68,500	\$78,250

**Unit Size Occupancy Standards**

This property has units designed to serve elderly persons and persons with disabilities. The unit size standards listed below take into consideration not only family type, **but also** family size and what unit sizes are available in the property. It is possible that a family might be eligible for subsidy under HUD’s requirements but would not be eligible under the unit size requirements of this property. If the appropriate unit size is part of the configuration of the property but is not available at the time of application, the applicant will be put on a waiting list.

**Two Persons Per One-Bedroom Policy**

The property has adopted a bedroom size standard of **two persons per 1 bedroom**. This standard serves to prevent the over-utilization or under-utilization of units that could result in an inefficient use of housing assistance. This standard also ensures that residents are treated fairly and consistently in order to receive adequate housing space. The property will not make social judgments on a family’s sleeping arrangement. Management has adopted the following occupancy standards:

Bedroom	Minimum	Maximum
0	1	1
1	1	2

**Assigning A Smaller Unit Than Required**

Management will consider assigning a family to a smaller unit size than the standards listed above if the family requests the smaller unit, is eligible for the smaller unit based on the number of family members, and occupancy of the smaller unit will not cause serious overcrowding or will not conflict with the local codes.

**Change In Family Size After Initial Occupancy**

After a family moves into a unit, if the unit becomes underutilized due to a change in family size, management will require the family to move to a unit of appropriate size, if it is available. If the family refuses to move to the correct size unit, the family may stay in the current unit and pay the market rent. Management will not evict the resident for refusing

Fair Housing Act

42 U.S.C. §§ 3601-19

*Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.*



to move but will evict the family if it fails to pay the market rent in accordance with the lease.

### **Change In Need for Accessible Features**

If a family is in an accessible unit but no longer needs the accessible features, management may request that the family move to another unit on the property.

#### Fair Housing Act

42 U.S.C. §§ 3601-19

*Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing.*