

**TOWN OF WINTER PARK**  
**HOUSING SELECTION GUIDELINES AND PROCESSES**

**1) Determining Eligibility**

**Eligible Workforce** –The guiding vision behind the attainable housing program is to strengthen our town by providing for attainable housing for thirty percent of our workforce. The only way to reach this level is to reserve Town supplied housing for people who work in Winter Park.

*In order to be deemed eligible for Winter Park attainable housing, the applicant must be at least eighteen years old and have been employed in a Winter Park job for a minimum of 1200 hours over the previous year. The applicant must continue to be employed a minimum of 30 hours/week or 1200 hours/year throughout the tenancy.*

*The employment requirements are waived for applicants who currently reside in Winter Park attainable housing who have retired from Winter Park jobs provided that the applicant worked full-time at the Winter Park job for the four years immediately preceding retirement.*

*The employment requirements are waived for spouses, children under the age of 19 years who are full-time students, and special needs family members of qualified applicants.*

*For purposes of applicant selection, “Winter Park jobs” are deemed to be those jobs located within the Town limits of Winter Park and those jobs that provide needed services (as determined at the sole discretion of WPAHC and/or the Town Council) to Winter Park residents, regardless of the physical location of the job (e.g. health care, teacher, newspaper).*

*Self-employed applicants are deemed to work in a Winter Park job provided that at least fifty percent (50%) of their income is derived from providing goods or services to Winter Park guests or residents or they work in jobs that are deemed to be “Winter Park jobs” by the Board of the WPAHC and/or the Town Council.*

*Where there is an insufficient number of eligible applicants, the WPAHC and/or the Town Council may waive these eligibility requirements.*

**Eligible Income** - Many of the Town’s attainable units will be priced to be affordable at specific income levels. The WPAHC and the Town will limit applicants based upon their income and assets when selecting applicants for these particular units.

*When determining assets, the Town will only consider real property and other assets over a certain amount as set by the project or the selection administrator. Funds invested in designated retirement accounts are exempt from consideration. If an applicant’s combined assets are greater than the set amount, that applicant will not be considered for an Income Restricted Unit.*

## Exceptions

Applicants who meet any of the following exceptions shall be given priority for housing over other applicants. If multiple applicants qualify for exceptions, the applicants shall be ranked according to the following list. If multiple applicants qualify for the same exception, the housing choice shall be determined according to the selection process adopted by the WPAHC and the Town Council.

- 1) *Victims of domestic violence who are currently living in Town housing will receive priority over all other applicants subject to applicable laws.*
- 2) *If a Type "A" accessible unit is available and there is a disabled applicant, that applicant has priority over non-disabled applicants.*
- 3) *If an applicant currently lives in Winter Park attainable housing, the applicant will be given priority over applicants not currently living in Winter Park attainable housing.*
- 4) *The Town Council reserves the right, on a case-by-case basis, to give priority to Town employees.*
- 5) *The WPAHC and the Town Council reserve the right to grant priority to applicants if it determines that a situation exists where providing housing to a particular applicant is in the Town's best interest.*

## **2) Eligible Populations**

### Publication of Available Properties

*Upon determination that a property subject to this selection process becomes available, the WPAHC shall notify all applicants on the waitlist who have expressed interest in such a property. The WPAHC shall also publish notice of such availability in a prominent location on the Town's website. The WPAHC may post notice of the availability in any other form or location as it deems necessary.*

*Upon publication of availability, interested applicants shall have a set time as determined by the WPAHC to submit an official notice of interest. The notice of interest must contain the names of all members of the proposed household and must detail the eligibility status of all household members. **All applicants must be prepared to submit job and income verification as well as proof of legal residency. Applicants may also be subject to criminal and credit background checks.***

### Determination of Eligible Population

*After the timeframe has passed for submitting official notices of interest, the WPAHC shall review the applications to organize the applicants into Eligible Populations based upon the requirements of the project. An applicant's status will be determined utilizing the information contained in the applicant's notice of intent at the time of its submission. Any specific project requirements shall take precedence over this selection process.*

*Unless the administrator determines that there is not a sufficient number of applicants to fill the housing vacancies, all applicants must demonstrate that there is at least one eligible member of the household for each bedroom in the housing vacancy. Eligible members of the household are: members*

of the Winter Park local workforce as defined by the Winter Park Affordable Housing Corporation or the Winter Park Town Council, immediate family members of a member of the Winter Park local workforce who was selected for the housing vacancy, and special needs family members of a member of the Winter Park local workforce who was selected for the housing vacancy.

After the applicants are divided into Eligible Populations, the administrator of the selection process shall determine if there are sufficient numbers of applicants to fill the housing vacancies in each Eligible Population in descending order of priority. Upon determination that any Eligible Population or Eligible Populations contain a sufficient number of applicants, the administrator may continue with the selection process as detailed in Section 3 of these guidelines. The administrator may expand the Eligible Populations used or may extend the deadline for notices of intent if the administrator determines that such steps are needed to fill the housing vacancies.

The priority of Eligible Populations shall be:

- 1) Exceptions
- 2) Workforce Qualified / Income Qualified Applicants
- 3) Workforce Qualified / Non-income Qualified Applicants
- 4) Non-Workforce Qualified / Income Qualified Applicants
- 5) Non-Workforce Qualified / Non-Income Qualified Applicants

#### Exceptions

Exceptions shall be further subdivided into Eligible Populations with the priority as provided in Section 1 of these Guidelines. Applicants who are in one or more of the Exception Populations may or may not have to meet workforce and/or income requirements depending upon the specific project.

#### Workforce Qualified / Income Qualified Applicants

Workforce Qualified / Income Qualified Applicants are those applicants who have worked in a Winter Park job for the requisite number of years and do not make more than any specific income limit imposed on the property in question. If the property in question does not have an income limit imposed on it, Workforce Qualified / Income Qualified Applicants shall be combined in a single Eligible Population with Workforce Qualified / Non-Income Qualified Applicants.

#### Workforce Qualified / Non-Income Qualified Applicants

Workforce Qualified / Non-Income Qualified Applicants are those applicants who have worked in a Winter Park job for the requisite number of years and make more than the specific income limit imposed on the property in question.

#### Non-Workforce Qualified / Income Qualified Applicants

Non-Workforce Qualified / Income Qualified Applicants are those applicants who do not work in a Winter Park job or have not worked in a Winter Park job for the requisite number of years and do not make more than any specific income limit imposed on the property in question. If the property in question does not have an income limit imposed on it, Non-Workforce Qualified / Income Qualified

*Applicants shall be combined in a single Eligible Population with Non-Workforce Qualified / Non-Income Qualified Applicants*

*Non-Workforce Qualified / Non-Income Qualified Applicants*

*Non-Workforce Qualified / Non-Income Qualified Applicants are those applicants do not work in a Winter Park job who have not worked in a Winter Park job for the requisite number of years and make more than any specific income limit imposed on the property in question*

**3) Selection Process**

*If the administrator determines that multiple Eligible Populations are needed to provide sufficient applicants for the housing vacancies, the selection process shall occur one Eligible Population at a time based upon the Eligible Populations priority. All applicants in a higher priority Eligible Population shall be offered opportunities to fill the housing vacancies before the selection is opened to members of a lower priority Eligible Population.*

*After the administrator determines that there are a sufficient number of applicants to fill the housing vacancies, the administrator shall conduct a weighted lottery to determine which applicants are offered the opportunities to fill housing vacancies. If there are more applicants in an Eligible Population than there are housing vacancies, the administrator shall select alternate applicants from the Eligible Population in case one or more of the originally selected applicants cannot fill the housing vacancies.*

*Distribution of Chances*

*The administrator shall assign lottery chances to each applicant in an Eligible Population. Each chance represents one entry in the lottery for the specific applicant. Chances shall be awarded based upon the following criteria:*

- 1) **Two** chances shall be assigned for each complete year that an applicant has continuously worked in a qualified Winter Park job or jobs.
  - Graduates of a high school within the boundaries of either the West Grand School District or the East Grand School District who have left and came back within six years of graduation shall be entered into the lottery as if they have a four-year eligible work history.
  - Stay at home parents of children under kindergarten age will be given full workforce credit for each year that the parent has acted as a stay at home caregiver. Caregivers of special needs family members shall be given full workforce credit for each year that they have served as a stay at home caregiver. These chances shall be limited to such time period as when another applicant in the household has had eligible employment.
  - Applicants who have previously worked in a Winter Park job and have left for no more than four years shall be awarded **one** chance for each year of eligible employment before they left. Only the period immediately preceding the most recent absence shall be credited unless the Town Council or WPAHC finds that such multiple absences were unique, necessary, and unavoidable.
  - All awards of chances given pursuant to this criterion shall be limited to activities within the previous fifteen years.

- 2) **Four** chances shall be assigned for each housing lottery that an applicant has participated in but has not been selected. If an applicant is selected but does not accept the housing vacancy, the applicant shall not be eligible for additional chances pursuant to this paragraph that may be awarded as a result of that specific lottery.
- 3) **One** chance shall be assigned for every two years that an applicant has been on the housing waitlist. After having been on the waitlist for at least thirty-one (31) days, applicants shall be credited one full year for any portion thereof. (e.g. An applicant who has been on the waitlist for 31-365 days will be credited for 1 year. An applicant who has been on the list for 366-730 days will be credited for 2 years.)

All members of a household, whether related or not, may apply for selection. Families with children under the age of 19 years who are full-time students or special needs family members shall be awarded an equal number of chances as given to the applicant in their household with the most chances. Such chances will be transferred to an applicant in the household who is a member of the Eligible Workforce. Such chances shall only be awarded to a maximum of two children or special needs family members per available bedroom.

After assigning lottery chances, the administrator shall post a list of qualified applicants along with the number of chances each applicant has received on the public notice board at the door to Town Hall and on the Town of Winter Park website. This list shall be posted at least three (3) business days before the scheduled lottery. It is the duty of the applicants to review the list and inform the administrator of any inaccuracies. If complaints about the distribution of chances and/or eligibility of the applicants are not brought to the attention of the administrator at least twenty-four hours before the lottery, such complaints are deemed waived. The administrator must verify the list of applicants within twenty-four hours of the lottery.

#### Housing Lottery

Following the distribution of chances and the verification of the list of applicants, the administrator shall conduct the housing lottery at a public place and time to be determined by the administrator. The administrator shall choose the form of selection so long as the selection is a random process. The administrator shall select a sufficient number of applicants to fill the housing vacancies. The administrator shall also select a sufficient number of alternates in case a selected applicant cannot or does not take the offered housing.

As each applicant is selected the administrator shall confirm that no member of the applicant's household has already been selected. Once one member of a household is selected, all remaining chances belonging to members of that household shall be void.

The administrator shall provide each selected applicant with a list of the necessary documentation. Upon receipt of the list, selected applicants shall have one week or such other time as determined by the administrator to provide all of the necessary documentation. If the selected applicant fails to provide the documentation within the required timeframe, or if the selected applicant is deemed to be ineligible for the unit, the housing vacancy will be offered to the first alternate and then to additional alternates in descending order of selection until the unit is accepted.