



RESIDENT SELECTION CRITERIA/PLAN

INTRODUCTION: Residents are to be impartially selected in accordance with applicable Federal, State and Local laws. METROPlains reserves the right to reject anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

The property known as **HomeField 3** is limited to specific family types, such as 62 and over.

A. Project and Program Eligibility Requirements - Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by HUD. All family members, regardless of age, must declare their citizenship or immigration status. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student.

- ❖ Applicants must disclose and provide documentation of Social Security Numbers (SSN) for all non-exempt family members, regardless of age. All social security numbers for an applicant's household must be verified using appropriate documentation before the household can be admitted into the project.
- ❖ The apartment unit must be the family's sole residence and under no circumstance may any tenant benefit from more than one subsidy. When processing the application MetroPlains Management will conduct an Existing Tenant Search through Enterprise Income Verification (EIV) System to verify the applicants and/or other household members are not currently residing in subsidized housing.
- ❖ All family members who are 18 years of age or older will be required to sign consent and verification forms. All information reported by the family is subject to verification.
- ❖ Applicants must agree to pay the rent required by the program under which they will receive assistance.
- ❖ Student Status - Student eligibility requirements apply to applicants enrolled at an institution of higher education who are under 24 years of age, unless the applicant is a student who is living with his/her parents who are applying for Section 8 assistance.

Students who are 24 years of age or over, married, a veteran of the US Military, have a dependent child *or* is a person with disabilities, as defined in section 3(b) (3) (F) of the United States Housing Act of 1937 (42 USC 1237a (b3E)) that was receiving Section 8 assistance as of November 30, 2005 qualify.

If the applicant is legal contract age, is not claimed as a dependent of their parent(s) or guardian(s) latest tax return and meets the criteria from at least one of the following questions, they qualify:

- Will you be at least 24 years old by December 31 of the current year?
- Have you established a household separate from parents or legal guardians for at least one year prior to application for occupancy?
- Were you an orphan or a ward of the court through the age of 18?
- Are you a veteran of the U.S. Armed Forces?
- Do you have legal dependents other than a spouse?
- Are you a graduate or professional student?
- Are you married?

If the applicant is claimed on their parent(s) or guardian(s) latest tax return or does not meet the criteria from at least one of the above questions; they must meet eligibility requirements for Section 8 assistance and their parents, individually or jointly, must be income eligible for Section 8 assistance.

B. Income and Appropriate Family Size - The family’s household income and family size must fall within the established income guidelines.

HUD establishes and publishes income limits annually based on family size for each county in the United States based on the median income of the geographic area. The income limits for this property are:

Very low-income limit	50% of median income
Extremely low-income limit	30% of median income

Owners must make at least 40 percent of the assisted units that become available each year (project's fiscal year) available for leasing to families whose income do not exceed 30 percent of the area median income (extremely low-income) at the time of admission. If the owner actively marketed at least 40 percent of the annually available units to extremely low-income families but was unable to fill all of the units with families meeting the requirement, the owner is permitted to rent to other eligible families after a reasonable marketing period has expired.

Units which receive both Project Based Section 8 Rental Assistance and Tax Credits must qualify under Section 8 eligibility regulations. Units not receiving Project Based Section 8 Rental Assistance must qualify under Tax Credit regulations.

UNIT SIZE MINIMUM OCCUPANTS MAXIMUM OCCUPANTS

1 Bedroom	1	2
2 Bedroom	2	4

A single person cannot occupy a unit with two or more bedrooms unless one of the following applies:

- ❖ A person with a disability who needs the larger unit as a reasonable accommodation.
- ❖ A displaced person when no appropriately sized unit is available.
- ❖ An elderly person who has a verifiable need for a larger unit.
- ❖ A remaining family member of a resident family when no appropriately sized unit is available.

A smaller unit size may be assigned upon request; only if occupancy of the smaller unit will not cause serious overcrowding and will not conflict with local codes.

A larger unit size may be assigned upon request if one of the following conditions exists:

- ❖ No eligible family in need of the larger unit is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family agrees in writing to move at its own expense when a proper size unit becomes available.

- ❖ The family needs a larger unit as a reasonable accommodation for a family member who is a person with a disability.

If a family, based on the number of members, would qualify for more than one unit size, the owner must allow the family to choose which unit size they prefer.

- C. Denying Admissions - All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants, consideration of extenuating circumstances will be considered in the screening process.

Applicants will be rejected if any of the following apply:

Note: The same criteria regarding criminal activity applies to live-in aides also.

Applicants must not have been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, the Landlord may, but is not required to, admit the household.

Any household member is currently engaging in illegal drug use.

If the owner determines that there is reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of this premises by other residents (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.)

Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal law, Landlords shall establish standards that prohibit admission to any Federally-assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admissions screening process, the Landlord will perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members as known to have resided. Conviction of crimes for sexual offenses will result in a lifelong denial. Conviction of crimes for felonies will result in a denial period of 10 years.

If the owner determines there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Screening standards must be based on behavior, not the condition of alcoholism.)

Any member of the applicant's household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing (lifetime.)

Violent criminal activity.

Any criminal activity that would threaten the health, safety or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations.

Unlawfully obtaining government assistance.

- D. Rental/Housing History - Applicant shall have good rental history or other positive record of housing payments. Good rental history includes, but is not limited to: No lease or rule violations, no record of disruptive behavior, no evictions, demonstrated ability to pay rent in a timely manner, no record of destruction of property, and satisfactory housekeeping habits. Lack of rental history is not grounds for rejection. If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information".
- E. Credit History – Only applicants with good credit history or no credit history will be considered for housing. Poor credit history (excluding medical) includes but is not limited to: a consistent or recent history of deficiencies in overall credit, owing money to a current or previous landlord and/or utility company. Priority will be given to current credit activity over older activity. All rent and utilities must be paid in full. Poor credit history is grounds or rejection; however a lack of credit history is not.

Each applicant for occupancy will be screened through the following consumer credit report agency:

RentGrow, Inc. dba Yardi Resident Screening
For a free copy of your report: www.yardi.com/yrs
Questions about your report: 1-800-736-8476 x2

- F. No Demonstration of Negative Behavior - If applicant exhibits any of the following, it can be used as grounds for denial: display of uncooperative, abusive or belligerent attitude towards management and/or members of an interviewing committee during the application process; providing information on application or in interview which is false, misrepresented, incomplete or non-verifiable.
- G. State and Federal Laws - Applicants shall meet the eligibility requirements imposed by applicable State and Federal laws and any regulations or requirements promulgated there under.

VAWA PROTECTIONS:

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-5382, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

DENIAL OF APPLICATION: In the event any application is not approved, the applicant shall be notified, in writing, by first class mail as to the reasons for non-selection and whom to contact for additional information. The applicant has the right to respond in writing or request a meeting to dispute the rejection within 14 days of the notice.

FAIR HOUSING AND EQUAL OPPORTUNITY: *METRO Plains* complies with all Federal, State and local fair housing and civil rights laws. Under no circumstances will applicants be discriminated against on the basis of race, color, creed, religion, sex, national origin, political or other affiliation, marital status, age, disability, sexual orientation, economic status, familial status, ancestry, or status with regard to public assistance or any other protected class that as defined under Federal, State or local laws.

SECTION 504 OF THE REHABILITATION ACT OF 1973: Under no circumstances will applicants be discriminated against on basis of disability in any program or activity receiving federal financial assistance from HUD. In compliance with Section 504 regulations, we will take reasonable, nondiscriminatory steps to maximize the use of accessible units by eligible individuals whose disability requires the accessibility features of a particular unit. We will consider extenuating circumstances in the screening process for applicants and disabilities, where required as a matter of reasonable accommodation.

VERIFICATION: All information for admission will be verified by third parties. Applicants must furnish written authorization for required verifications from a THIRD PARTY. Applications are not considered complete until all required verifications have been obtained.

UNIT TRANSFER PROCEDURE:

Current tenants requiring a unit transfer for the following reasons will be given preference over applicants and those on the waiting list.

- ✓ A required unit transfer due to family size or changes in family composition. When an owner determines that a transfer is required the tenant may remain in their current unit and pay the HUD-approved market rent or must move within 30 days after notification that a unit of the required size is available within the property.
- ✓ A unit transfer for a medical reason certified by a doctor or the need for an accessible unit.
- ✓ A deeper rent subsidy, if it applies to the property.

Current tenants requesting a unit transfer for any other reason will be added to the waiting list of applicants provided there is no record of consistent late or unpaid rental obligations, no record of police activity and inspection of the tenant's current unit must indicate there is no damage to the property or poor housekeeping habits resulting in health or safety hazards

MINIMUM RENT: Households must pay a minimum total tenant payment (TTP) of no less than \$25.00 unless the household falls under the Hardship Exemptions.

APPLICATION and WAITING LIST PROCEDURE:

Applications completed in full and properly signed will be accepted according to unit size and type in chronological order. Families that include persons with disabilities will be given preference for units with special accessibility features. If a unit that fits the applicant's needs is not available, their name will be placed on the waiting list (maintained in the same order) after preliminary eligibility determination. If an extremely low-income applicant is needed to achieve targeting requirements, and the next applicant has income above the extremely low-income limit,

that applicant must be placed on the waiting list until the property is ready to house an applicant with income above the extremely low-income limit.

The waiting list will be updated every six months. Applicants and current tenants are required to contact the property within six months if they wish to remain on the waiting list. Failure to do so will result in removal from the waiting list.

The waiting list will be closed for one or more unit sizes when the average wait is one year or more. Potential applicants will be advised if the waiting list is closed and additional applications will not be accepted. Notice of this action will be published in the local newspaper.

When the waiting list is re-opened and applications will be accepted again, notice will be published in the local newspaper.

NOTIFICATION OF APPLICANT REJECTION:

If an applicant is denied admission to the property they will receive a written notice stating the reason(s) for the rejection. The applicant has the right to respond in writing or request a meeting to dispute the rejection within 14 days of the notice. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. If admission is denied because criminal background screening indicates the applicant provided false information, the entity making the determination must provide the subject of the record and the applicant a copy of the information the action is based upon. The subject of the record, and the applicant have the opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8). ** Violations of these provisions are cited as violations of 42 USC **408 (a), (6), (7) and (8).**



This institution is an equal opportunity provider and employer.



APPENDIX

HomeField 3

2021 INCOME GUIDELINES

Cass County, North Dakota

SECTION 8 UNITS (16 – 1 Bedroom units)

	<u>1 person</u>	<u>2 person</u>
30% Extremely Low	\$19,200	\$ 21,950
50% Very Low-Income	\$32,000	\$ 36,550

DEFINITION OF GROSS ANNUAL INCOME

Annual income is the gross amount of income anticipated to be received by the family during the twelve months following the effective date of occupancy.

Signature

Date

Signature

Date