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 project known as Alverna Apartments is limited to specific family types, such as those who are elderly or disabled.

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.

  Exception(s):

  1. Individuals 62 or older as of January 31, 2010, whose initial determination of eligibility began before January 31, 2010.

  2. Individuals who do not contend eligible immigration status. When applicants and residents are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed.

  3. If a family member under the age of 6 years old is added to the household within the 6 months prior to move-in and is unable to provide a SSN, the household will have a maximum of 90 days after the date of admission to provide the SSN and adequate documentation that the SSN is valid. An additional 90 days may be granted under certain

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).**

circumstances. If the household does not provide the SSN and adequate documentation to verify the SSN within the prescribed timeframe, HUD requires that Management terminate residency.

- The apartment unit must be the family's sole residence and under no circumstance may any resident 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 that 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. Eligibility is determined at move-in/initial certification and at each annual certification and may be reviewed at interim certification if student status has changed since the last certification.

  A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. Section 8 assistance shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized credential:

  Applicants qualify if they are of legal, contract-age, are not claimed as a dependent on their parent(s) or guardian(s) latest tax-return, and they meet the criteria from at least one of the following questions:

  1. Is living with parent(s) who are receiving Section 8 assistance;
  2. Is individually eligible to receive Section 8 assistance if has parent(s) who are income eligible to receive Section 8 assistance;
  3. Is a veteran of the United States military;
  4. Is married;
  5. Has a dependent other than a spouse (e.g. dependent child);
  6. Is at least 24 years old;
  7. Is a person with disabilities, as defined in section 3(b) (3) (F) of the United States Housing Act of 1937, and is receiving Section 8 assistance as of November 30, 2005;
  8. If classified as **Vulnerable Youth**; A student meets HUD's definition of a vulnerable youth when:
     a. The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age of older;
     b. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;

c. The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by:
    i. A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
    ii. The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
    iii. The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director;
    iv. A financial aid administrator.

9. The individual is a student for whom a financial aid administrator makes a documented determination of independence for reason of other unusual circumstances.

If a student does not meet the eligibility criteria above, but can prove independence from parent(s) under HUD rules, then the student would meet HUD's student eligibility criteria. Please see Management staff if you need additional information about proving independence from parent(s).

If an ineligible student applied for or is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated, but will be terminated.

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. Extremely-Low Income families are defined as families whose income equals or is less than the federal poverty level, or 30 percent of the area median income. The income limits for this property are:

Low-income limit	80% of median income
Very low-income limit	50% of median income
Extremely low-income limit	30% of median income

Owners must set aside at least 40 percent of the assisted units that become available each year (project's fiscal year) and lease 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 these 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 that 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
3 Bedroom	3	6

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 (3) 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's 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 and 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 for 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.rentgrow.com
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 and providing information on application or in an interview that 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. Management may not consider incidents of domestic violence, dating violence, sexual assault, or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, residency, or occupancy rights of the victim who is protected from acts under the domestic or family violence laws of the jurisdiction.

2. If you, or an affiliated individual of yours, is or has been, the victim of VAWA crime by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under the Section 8 program solely on the basis of criminal activity directly relating to that VAWA crime. Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, resident, or lawful occupant living in your household.

3. Management may request in writing that the victim, or a family member on the victim's behalf, certifies 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.

4. Confidentiality requirements mandate that any information submitted to Management regarding a VAWA crime, including the fact that the individual is a victim of such abuse, be kept confidential and separate from the applicant/resident file. Information may not be entered into any shared database or disclosed to any other entity or individual, except to the extent that the disclosure is requested or consented to by the individual in writing, required for use in an eviction proceeding, or otherwise required by applicable law. If management receives documentation that contains conflicting information, Management may require an applicant or resident to submit third-party documentation.

5. A resident who is a victim of a VAWA crime may request an emergency transfer when further violence or harm is imminent, or if the resident was a victim of a sexual assault occurring on the property within 90 days prior to the transfer request. Our Emergency Transfer Plan is available to anyone requesting to see it.

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: METROPlains 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, status with regard to public assistance, or any other protected class that as defined under Federal, State or local laws.

SECTION 504 OF THE REHABILITATON 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 with 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 residents 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 resident 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 residents 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 an inspection of the resident'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 residents 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.

APPENDIX

ALVERNA APARTMENTS

I. INCOME GUIDELINES Effective 5/1/2026 Morrison County

FAMILY SIZE	Extremely Low 30%	Very Low 50%	Low 80%
1 Person	$20,600	$34,300	$54,900
2 People	$23,550	$39,200	$62,750
3 People	$27,320	$44,100	$70,600
4 People	$33,000	$49,000	$78,400
5 People	$38,680	$52,950	$84,700
6 People	$44,360	$56,850	$90,950

III. 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.

IV. UNIT SIZE

NUMBER OF BEDROOMS	NUMBER OF PEOPLE	
	Minimum	Maximum
1 bedroom	1	2
2 bedrooms	2	4

V. APPLICANT SCREENING

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

RentGrow, Inc. dba Yardi Resident Screening
For a free copy of your report: www.yardi.com/yrs
Questions about your report: 1800-736-8476 x2

_____ _____
Signature Date

_____ _____
Signature Date

EQUAL HOUSING OPPORTUNITY

This institution is an equal opportunity provider and employer. We do not discriminate against any person because of race, color, sex, religion, national origin, handicap, familial status, age, marital status, or receipt of 1973 public assistance as provided under applicable State laws and Section 504 of the Rehabilitation Act of coordinator available. TDD 800.366.6888